

**A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, JULY 17, 2017
7:00 P.M.**

**Call to Order and Closed Meeting
5:00 p.m.
Regular Open Meeting
7:00 p.m.**

AGENDA

CALL TO ORDER (5:00 P.M.)

1. CLOSED SESSION

In accordance with section 90(1) of the *Community Charter*, this section of the meeting will be held *In Camera* to consider matters related to the following:

- Various matters related to section 90(1)(e) -- 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;

REGULAR MEETING (7:00 P.M.)

2. AGENDA APPROVAL

3. RISE AND REPORT – Items from Closed Meeting

4. MINUTES

- 4.1. Minutes of the Special Meeting of Council held June 27, 2017..... 1-3
- 4.2. Minutes of the Special Meeting of Council held July 10, 2017 4



5. DELEGATIONS

- 5.1. Sidney Mrus, Brandy Olson, Nina Charley and Madeline Tremblay --
Ladysmith Ambassadors and Committee Member
Introduction of 2017-2018 Ladysmith Ambassadors Team and Thank You
from Current BC Ambassador
- 5.2. Ladysmith Sportsmen's Club , Dave Judson
Recognition for Involvement in Watershed Cleanup (Possible)

6. PROCLAMATIONS - None

7. DEVELOPMENT APPLICATIONS

- 7.1. Development Variance Permit Application 3090-17-03 (905 Hanington
Road) 5-9

Staff Recommendation:

That Council issue Development Variance Permit 3090-17-03 to vary the maximum permitted height of dwelling from 9.0 metres to 10.0 metres on Lot 34, Block 1399, Oyster District, Plan VIP84600 (905 Hanington Rd.).

8. BYLAWS (OFFICIAL COMMUNITY PLAN AND ZONING) - None

9. REPORTS

- 9.1. Washroom in Downtown Ladysmith (Kinsmen Project Proposal)10-16

Staff Recommendation:

That Council:

1. Support the concept of a public washroom being placed in the alley between the buildings at 521 and 531 First Avenue, subject to:
 - i. The Kinsmen Club presenting a more complete proposal for the washroom and site including:
 - A site/landscape plan and building design with exterior façade details respecting ADP and HRAC comments, and the Downtown Development Permit Area guidelines; and
 - A review of safety and Crime Prevention through Environmental Design (CEPTED) impacts of the proposed washroom and solutions to mitigate impacts.
 - ii. Review by Development Services staff and the Heritage Revitalization Advisory Commission of the site/landscape plan and building design;

- iii. Approval by Infrastructure Services for the water and sanitary service solutions for the proposed washroom.
 - iv. The Town following the requirements in Section 40 of the Community Charter to consider closure and removal of road dedication to allow a washroom building to be located on that portion of the alley.
2. Approve the site/landscape plan and building design and maintenance costs prior to installation.

9.2. Town of Ladysmith 2016 Annual Report (attached at the back of this agenda)

Staff Recommendation:

That Council approve the Town of Ladysmith 2016 Annual Report.

9.3. Service Agreement with Ladysmith and District Historical Society17-30

Staff Recommendation:

That Council:

- 1. Approve and draft Servicing Agreement between the Town and the Ladysmith and District Historical Society for operation of a museum and archives and authorize the Mayor and Corporate Office to execute the agreement; and
- 2. Direct staff to issue the 2017 payment in the amount of \$23,500 from the Grant in Aid budget.

10. BYLAWS

10.1. Town of Ladysmith Parks Usage Bylaw 2016, No. 193331-51

Staff Recommendation:

That Council:

- 1. Receive the recommendations from the Parks, Recreation and Culture Advisory Committee relating to the hours of use to be included in the updated Parks Usage Bylaw; and
- 2. Give first three readings to Town of Ladysmith Parks Usage Bylaw 2017, No. 1933.

11. CORRESPONDENCE

**11.1. Judy Kozler, Town and Country Park Residents
Request for the Development of a Safe Walkway from the Town and
Country Park to Coronation Mall52**

Staff Recommendation:

Council is advised that development of the walkway requested would become more feasible as development in south Ladysmith continues. It is recommended that Council refer consideration of a walkway from Town and Country Park to Coronation Mall to future budget deliberations in conjunction with south Ladysmith development.

- 11.2. Lindley Little, BC Timber Sales Strait of Georgia Business Area
Request for referral for BC Timber Sales’ Pacific Maritime Forest
Stewardship Plan.....53-55**

Staff Recommendation:

That Council refer to the correspondence from Lindley Little from BC Timber Sales Strait of Georgia, dated June 13, 2017, regarding the referral for BC Timber Sales’ Pacific Maritime Forest Stewardship Plan to staff to review and provide comments.

- 11.3. Sarah Pachkowsky, Habitat for Humanity Mid-Vancouver Island
Request for letter of support to BC Hydro.....56**

Staff Recommendation:

That Council provide a letter to Habitat for Humanity Mid-Vancouver Island in support of their acquisition of property from BC Hydro to enable the construction of much needed affordable housing in Ladysmith.

12. NEW BUSINESS

13. UNFINISHED BUSINESS

Proposal to Host Beach Volleyball events at 2018 Cowichan BC Summer Games

Staff Recommendation:

That Council consider whether it wishes to accept the proposal from the 2018 Cowichan BC Summer Games Organizing Committee to host the Beach Volleyball events at Transfer Beach in July 2018/

14. 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.

ADJOURNMENT

**MINUTES OF A SPECIAL MEETING OF COUNCIL
TUESDAY, JUNE 27, 2017
CALL TO ORDER 5:16 P.M.
CITY HALL**

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone Councillor Cal Fradin Councillor Joe Friesenhan
Councillor Carol Henderson Councillor Rob Hutchins Councillor Duck Paterson

COUNCIL MEMBERS ABSENT:

Councillor Steve Arnett

STAFF PRESENT:

Guillermo Ferrero Erin Anderson Geoff Goodall
Joanna Winter Lisa Brinkman Sue Bouma

CALL TO ORDER

Mayor Stone called this Special Meeting of Council to order at 5:16 p.m., recognizing the traditional territory of the Stz'uminus First Nation, acknowledging 5,500 years of history and stewardship and expressing gratitude to be here.

**AGENDA
APPROVAL**

CS 2017-213

Moved and seconded:

That Council approve the agenda for this Special Meeting of June 27, 2017 as amended by the following additions:

- Item 6.2., Watering Restrictions
- Item 6.3., Biosolids Composting Facility

Motion carried.

MINUTES

CS 2017-214

Minutes of the Special Meeting of Council held June 12, 2017

Moved and seconded:

That Council approve the minutes of the Special Meeting of Council held June 12, 2017.

Motion carried.

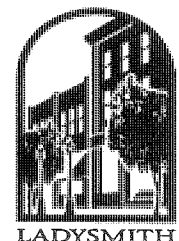
CS 2017-215

Minutes of the Regular Meeting of Council held June 19, 2017

Moved and seconded:

That Council approve the minutes of the Regular Meeting of Council held June 19, 2017.

Motion carried.



PROCLAMATIONS

Diversity and Inclusion Week

Mayor Stone proclaimed June 26 to July 1, 2017 as “Diversity and Inclusion Week” in the Town of Ladysmith and encouraged all citizens to appreciate, respect and value the variety of differences that exist in our shared community.

BYLAWS

Bylaw 1912 – Amend Zoning Bylaw to Permit Residential Development (Holland Creek)

Moved and seconded:

CS 2017-216

That Council adopt Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 5) 2016, No. 1912.

Motion carried.

Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 7) 2017, No. 1917

Moved and seconded:

CS 2017-217

That Council adopt Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 7) 2017, No. 1917.

Motion carried.

Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930

Moved and seconded:

CS 2017-218

That Council adopt Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930.

Motion carried.

NEW BUSINESS

Grant Funding Opportunities (verbal update from staff)

Moved and seconded:

CS 2017-219

That Council direct staff to apply to the infrastructure Planning Grant Program for a grant in the amount of \$10,000 to assist in funding the Ultra-Violet Pilot Study for the Waste Water Treatment Plant.

Motion carried.

Watering Restrictions

Staff advised Council that, despite healthy water reservoir levels, the Town will apply Stage 2 Water Restrictions by July 10th in order to balance irrigation demands on Chicken Ladder.

Concrete Foundation Works – Bio-solids Composting Facility

Moved and seconded:

CS 2017-220

That Council waive the Purchasing Policy and direct award concrete placement works for the Bio-solids Composting Facility to JLC

Builders Ltd. for a total cost of 192,150.00 including GST.
Motion carried.

CLOSED SESSION
CS 2017-221

Moved and seconded:
That Council retire into closed session in order to consider the following:
• Acquisition and disposition of property - s. 90(1)(e)
Motion carried.

RISE AND REPORT

Council rose from closed session at 6:13 without report.

ADJOURNMENT

CS 2017-222

Moved and seconded:
That this special meeting of Council adjourn at 6:14 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

**MINUTES OF A SPECIAL MEETING OF COUNCIL
MONDAY, JULY 10, 2017
CALL TO ORDER 5:31 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone Councillor Steve Arnett Councillor Cal Fradin
Councillor Joe Friesenhan Councillor Carol Henderson Councillor Rob Hutchins
Councillor Duck Paterson

STAFF PRESENT:

Guillermo Ferrero Erin Anderson Geoff Goodall
Clayton Postings Joanna Winter

CALL TO ORDER Mayor Stone called this Meeting of Council to order at 5:31 p.m.

CLOSED SESSION *Moved and seconded:*
That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 5:01 p.m. in order to consider items related to the following

- Strategic Planning -- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*] – Section 90(1)(l)

Motion carried.

RISE AND REPORT Council rose from Closed Session at 6:26 p.m. without report.

ADJOURNMENT
CS 2017-224 *Moved and seconded:*
That this Special Meeting of Council adjourn at 6:26 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)



STAFF REPORT TO COUNCIL

From: Felicity Adams, Director of Development Services
Meeting Date: July 17, 2017
File No: 3090-17-03

RE: Development Variance Permit Application – 905 Hanington Rd (Saunders)
Subject Property: Lot 34, Block 1399, Oyster District, Plan VIP84600

RECOMMENDATION(S)

That Council consider issuing Development Variance Permit 3090-17-03 to vary the maximum permitted height of a dwelling from 9.0 metres to 10.0 metres on Lot 34, Block 1399, Oyster District, Plan VIP84600 (905 Hanington Rd.).

PURPOSE

The purpose of this staff report is to obtain Council’s decision regarding a development variance permit application to vary the height of a proposed dwelling at 905 Hanington Road.

PREVIOUS COUNCIL DIRECTION/RESOLUTIONS

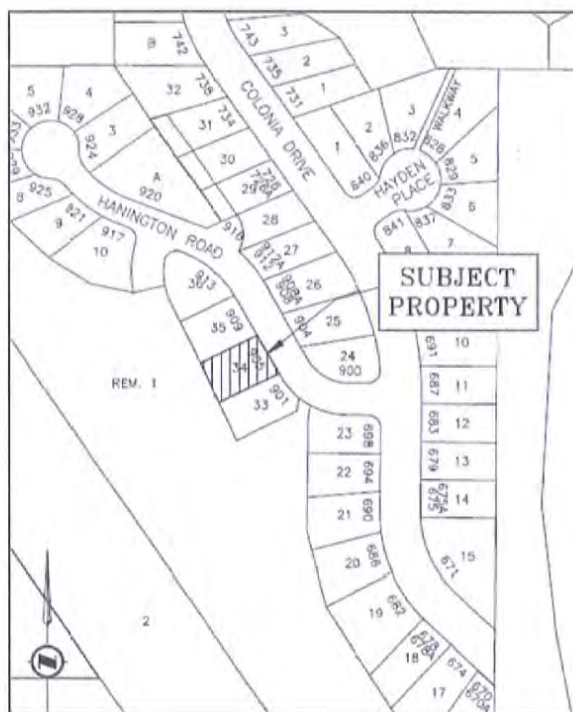
At the Council meeting on June 19, 2017, direction was provided from Council to proceed with statutory notice for the development variance permit application. Notification was sent and delivered on June 29, 2017.

INTRODUCTION/BACKGROUND

The applicant is requesting a variance for the height of a proposed dwelling at 905 Hanington Road.

DISCUSSION

The subject property is zoned ‘Single Dwelling Residential’ (R-1). The maximum permitted height in the R-1 Zone is 9 metres. The Zoning Bylaw defines height as the vertical distance as measured from the average natural grade (at four outermost corners of house) to the highest point of the roof. The subject property is very steep causing the average height from natural grade to roof peak to be 10 metres, thus a height variance of one metre is being requested. The proposed gross floor area of the home is 273m² (2,939 ft²) with a secondary suite. The driveway is accessed by a registered



easement. The two storey elevation is visible from Hanington Rd., and one storey is visible at the front elevation (see Figure 1 below). The proposed height variance will allow the applicant to have a driveway with a more desirable grade.

SCOPE OF WORK

The current stage of this application is to seek Council's decision on the development variance permit application.

Table 1: Proposed Variance for 905 Hanington Road

Maximum Permitted Dwelling Height	Proposed Dwelling Height	Proposed Variance
9 metres	10 metres	1 metre

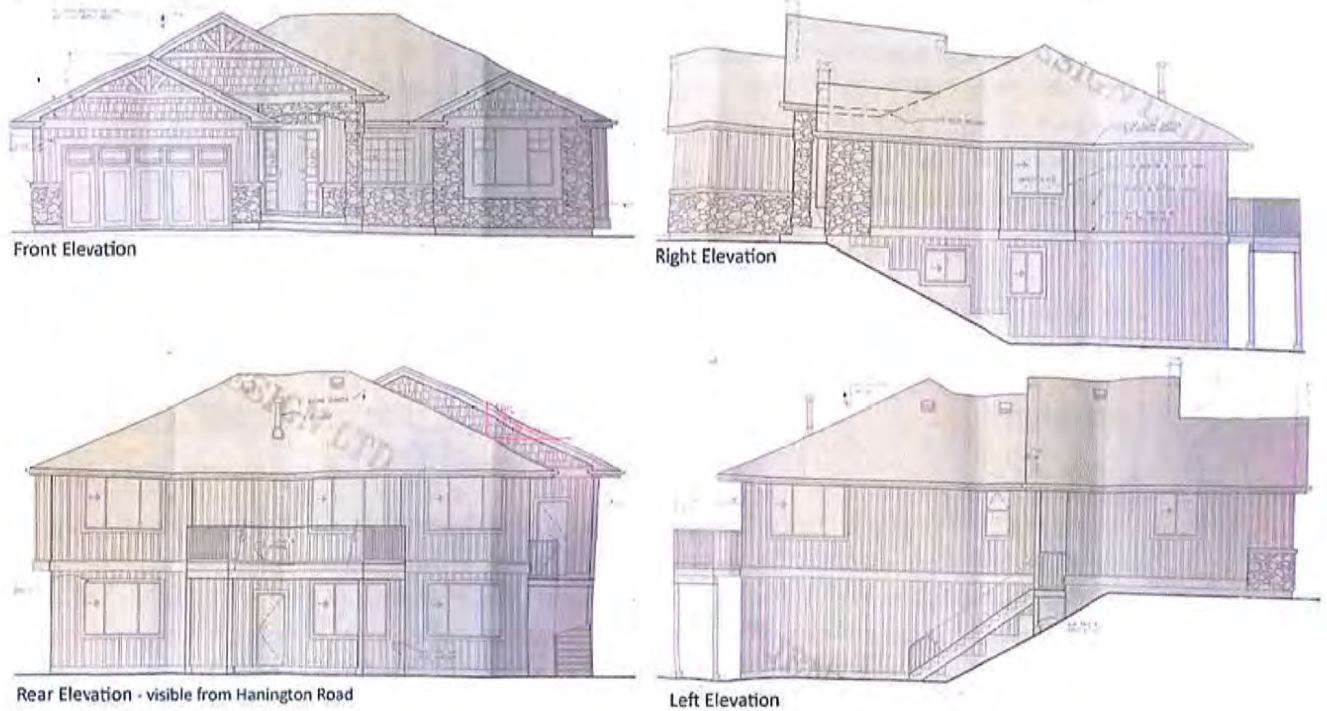
ALTERNATIVES

To not support Development Variance Permit application 3090-17-03.

FINANCIAL IMPLICATIONS

None.

Figure 1: Proposed dwelling for 905 Hanington Road



LEGAL IMPLICATIONS

The Local Government Act enables Council to vary zoning regulations, except use and density regulations, through the issuance of a development variance permit. This is a discretionary decision of Council. Public notification is required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

The Town of Ladysmith notice regarding Development Variance Permit application 3090-17-03 was delivered and sent to neighbouring properties (within 60 metres of the subject property) on June 29, 2017. At the time of writing this report no comments or concerns were received regarding the proposed height variance.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Development Variance Permit application 3090-17-03 has been referred to the Infrastructure Services Department and the Building Inspector for review and they have no concerns with the proposed height variance.

RESOURCE IMPLICATIONS

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES

Effective land use planning and community design are strategic Council directions.

SUMMARY

Council may consider approving Development Variance Permit application 3090-17-03.

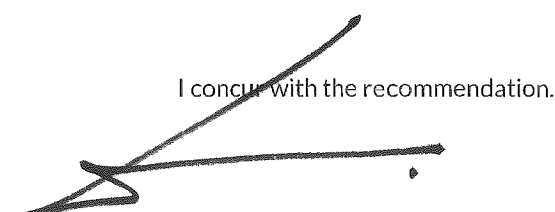


Report Author (Lisa Brinkman, Senior Planner)

July 11, 2017

Date Signed

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)

Development Variance Permit 3090-17-03



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

FILE NO: 3090-17-03

DATE: July 17, 2017

Name of Owner(s) of Land (Permittee): Graeme R Saunders and Diana J Saunders

Applicant: Graeme Saunders

Subject Property (Civic Address): 905 Hanington Road

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

Lot 34, Block 1399, Oyster District, Plan VIP84600 – PID: 027-428-346
(905 Hanington Road)
3. Section 10.2 “Siting, Sizing, and Dimensions of Uses, Buildings and Structures” in the Single Dwelling Residential (R-1) Zone of the “Town of Ladysmith Zoning Bylaw 2014, No. 1860”, as amended, is varied for the subject property as follows:

From:
No Principal Building or Structure shall exceed a height of 9.0 metres; except where a Principal Building roof pitch is less than 4:12, in which case the maximum Height shall be 7.5 metres.

To:
No Principal Building or Structure shall exceed a height of 10.0 metres; except where a Principal Building roof pitch is less than 4:12, in which case the maximum Height shall be 7.5 metres.
4. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.

5. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit (3090-17-03) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
6. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

AUTHORIZING RESOLUTION PASSED BY MUNICIPAL COUNCIL ON THE DAY OF
20 .

Mayor (A. Stone)

Corporate Officer (J. Winter)

I HEREBY CERTIFY that I have read the terms and conditions of the Development Variance Permit contained herein. I understand and agree that the Town of Ladysmith has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with Graeme R Saunders and Diana J Saunders other than those contained in this permit.

Signed

Witness

Title

Occupation

Date

Date

Signed

Witness

Title

Occupation

Date

Date

STAFF REPORT TO COUNCIL

From: Clayton Postings, Director Parks, Recreation and Culture
Meeting Date: July 17, 2017
File No:

RE: Proposed Kinsmen Club Washroom on First Avenue

RECOMMENDATION(S)

That Council support the concept of a public washroom being placed in the alley between the buildings at 521 and 531 First Avenue, subject to:

- i. The Kinsmen Club presenting a more complete proposal for the washroom and site including:
 - Submitting a site/landscape plan and building design with exterior façade details respecting ADP and HRAC comments, and the Downtown Development Permit Area guidelines; and
 - Submitting a review of safety and Crime Prevention through Environmental Design (CEPTED) impacts of the proposed washroom and solutions to mitigate impacts.
- ii. Development Services staff review, and HRAC review of the site/landscape plan and building design; as well as Infrastructure Services approval for the water and sanitary service solutions for the proposed washroom.
- iii. The Town following the requirements in Section 40 of the Community Charter to consider closure and removal of road dedication to allow a washroom building to be located on that portion of the alley.

And that Council approve the site/landscape plan and building design, and maintenance costs prior to installation.

PURPOSE

The purpose of this staff report is to provide an update on the proposed Kinsmen Club public washroom and to seek direction from Council.

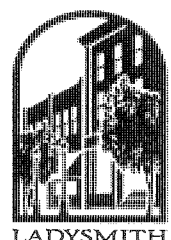
PREVIOUS COUNCIL DIRECTION/RESOLUTIONS

At their meeting February 20, 2017 Council passed the following motion:

“That Council refer to staff the request from the Kinsmen Club of Ladysmith to support the building of downtown public washrooms at the alley end between the Health Food Store and the Royal Bank in order to investigate the proposal and report back to Council.”

At their meeting June 5, 2017 Council passed the following motions:

“That Council direct staff to refer the proposed washroom concept as



provided by the Ladysmith Kinsmen Club in their letter dated March 27, 2017 to the Advisory Design Panel (ADP) and the Heritage Revitalization Advisory Commission (HRAC) for comment, seeking feedback on the exterior design of the building.

That Council refer the proposed washroom concept as provided by the Ladysmith Kinsmen Club in their letter dated March 27, 2017, to the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association for their comment.”

The proposal was presented to the ADP and HRAC and their comments are included in this staff report. A letter of support from the Chamber of Commerce and Ladysmith Downtown Business Association is attached to this staff report.

INTRODUCTION/BACKGROUND

The Kinsmen Club is proposing to raise funds to construct a public washroom in downtown Ladysmith. The Kinsmen Club is seeking Council's support for the washroom proposal so that the funding application is more likely to be successful. The deadline for the funding application is in August 2017. If the washroom is constructed the idea is that the Town would assume ownership and maintenance of the building.

DISCUSSION

It is recommended that the Kinsmen Club present a more complete proposal for the washroom and site including:

- Submitting a site/landscape plan and building design with exterior façade details respecting ADP and HRAC comments, and the Downtown Development Permit Area guidelines; and
- Submitting a review of safety and Crime Prevention through Environmental Design (CEPTED) impacts of the proposed washroom and solutions to mitigate impacts.

SCOPE OF WORK

Development Services staff would be involved in the review of the design of the building and the site. A building permit will be required for the proposed washroom building and the building would need to meet the requirements of the B.C. Building Code.

A sanitary sewer line runs through the alley in this location, thus sanitary sewer service is available however the site design must ensure the building is not sited on the sanitary sewer line. A water service pipe is available on the opposite side of First Avenue, thus it is anticipated that the water service pipe would be extended across First Avenue to the proposed washroom. The Infrastructure Services department would need to approve all servicing plans prior to installation.

Corporate Services facilitates the road closure process which involves public notification in the local newspaper, as well as preparation and adoption of a road closure bylaw. The community would have the opportunity to comment on the proposed road closure.

The Department of Parks Recreation and Culture would assume maintenance of the washroom and landscaping of the surrounding area.

ALTERNATIVES

To not support the Kinsmen Club proposal for a public washroom in the alley between the buildings at 521 and 531 First Avenue.

FINANCIAL IMPLICATIONS

With the proposed building to be operated year round similar to Transfer Beach and Forrest Field washroom facilities, there would be a requirement to open the washrooms in the morning and close them in the evening. This is similar to other facilities in town. The washrooms would also require a mid-day cleaning similar to the other facilities open all day. To manage this Staff will be required to attend the site approximately one hour each day at the cost of \$12,000 annually, janitorial supplies would equal \$1,500 annually. Staff will also be required to complete ongoing service and maintenance to the building which would cost approximate \$2,000 a year, with utilities such as hydro an additional cost. Total estimate to operate a year would be \$16,000 annually.

LEGAL IMPLICATIONS

The washroom is proposed to be located on an alley which is dedicated road, thus it is recommended that the Town follow the requirements in Section 40 of the Community Charter to close and remove road dedication for that portion of the alley. The road closure process involves public notification in the local newspaper, as well as preparation and adoption of a road closure bylaw.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

At their meeting June 22, 2017 the Advisory Design Panel (ADP) passed the following motion:

“It was moved, seconded and carried that the Advisory Design Panel recommend that Council support the Kinsmen Club proposal for a public washroom on First Avenue with the condition that adequate lighting is provided at all times. The Advisory Design Panel also recommends to Council:

- that the washroom building should feature something on all of the exterior walls;
- that the area between the Royal Bank and Health Food store could be a mini-park with an attractive landscape design esthetic; and
- that the building and site should conform to the general design of the area.”

At their meeting June 22, 2017 HRAC passed the following motion:

“It was moved, seconded and carried that Heritage Revitalization Advisory Commission (HRAC) recommend to Council that the Ladysmith Kinsmen Club’s proposal for a downtown washroom include the following exterior design elements:

- A roofline consistent with neighbouring buildings;

- An attractive exterior consistent with the ambiance of the historic downtown core (e.g. hardieplank);
- Landscaping and/or a feature on the washroom façade facing First Avenue; and,
- Retention of the existing street trees.

Furthermore, it was moved, seconded and carried that Heritage Revitalization Advisory Commission recommend to Council that once the proposed washroom exterior design has been reviewed by Staff, the proposed design of the washroom be reviewed again by HRAC.”

A letter of support from the Chamber of Commerce and Ladysmith Downtown Business Association is attached to this staff report.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Staff from Development Services, Infrastructure Services, Corporate Services, as well as Parks, Recreation and Culture would be involved in the public washroom project as discussed earlier in this report.

RESOURCE IMPLICATIONS

The proposed washroom involves the cooperation and time commitments from staff in several departments.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

Providing an exceptional downtown experience is consistent with the Town’s Visioning Report.

ALIGNMENT WITH STRATEGIC PRIORITIES

Effective land use planning and community design are strategic Council directions.

SUMMARY

The Kinsmen Club is proposing to raise funds to construct a public washroom in downtown Ladysmith and is seeking Council support for the concept.



Report Author (Lisa Brinkman, Senior Planner)

July 11, 2017

Date Signed

Reviewed By

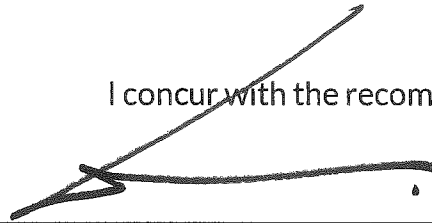


Clayton Postings, Director Parks, Recreation and Culture

July 11, 2017

Date Signed

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)

Ladysmith Chamber of Commerce Letter

Ladysmith Downtown Business Associate Letter



P.O. Box 598, 33 Roberts Street
Ladysmith, BC V9G 1A4
Tel: 245-2112 Fax: 245-2124
Toll free: 1-877-245-2112
Email: info@ladysmithcofc.com
Website: www.ladysmithcofc.com

July 6, 2017

Re: Letter of support for the Ladysmith Kinsmen's proposal to construct public washrooms in downtown Ladysmith.

To Whom It May Concern,

On behalf of the Ladysmith Chamber of Commerce & Visitor Centre, I am happy to write this letter in support of the Ladysmith Kinsmen, in their proposal to fundraise and build public washrooms in downtown Ladysmith.

As one of the very few public washrooms available in the downtown area we are all too aware of how much this amenity is needed in the downtown core. Very few businesses have the capacity to offer their facilities to the public due to the age of their buildings and the inadequacy of their washrooms and plumbing. Through our Visitor Centre we have experienced many unhappy (and uncomfortable) people who have had a difficult time accessing facilities in a timely manner. These are the people we see and are able to help. I can only imagine the frustration and discomfort of those trying to access these facilities outside of our operating hours.

In June 2016 the Chamber, in partnership with the Ladysmith Downtown Business Association and the Town of Ladysmith, conducted a Business Walk – essentially a face-to-face survey of local business that occurred over a couple of hours with feedback from close to 100 businesses. When asked what were the biggest challenges facing their business the majority of respondents (52%) answered “other” rather than using the multiple choice options. Per the Business Walk Report: “These written responses were then categorized into themes. Most of the responses can be categorized as local restrictions. These included parking, transportation, signage and wayfinding in the community, and lack of public washrooms.”

So on behalf of the business community, tourists and residents of our fair town, and the many children we've seen doing the “pee pee dance” as they've entered our facility, we wholeheartedly support the Ladysmith Kinsmen in their efforts to improve our downtown experience through the construction of much needed public washrooms.

Sincerely,

Mark Drysdale

Mark Drysdale,
Executive Director

RECEIVED
July 19, 2017



LADYSMITH
DOWNTOWN
BUSINESS ASSOCIATION

P.O. BOX 2462

LADYSMITH, B.C. V9G 1B8

INFO@LADYSMITHDOWNTOWN.COM

WWW.LADYSMITHDOWNTOWN.COM

15 June 2017

Duck Paterson
Kinsmen Club
Ladysmith, BC

Dear Mr. Paterson,

It is our pleasure as the Ladysmith Downtown Business Association (LDBA) to write a letter in support for the Ladysmith Downtown Public Washroom initiative that the Kinsmen Club is leading.

The LDBA currently represents ninety downtown businesses. We work on a number of different initiatives to help cultivate a vibrant downtown community for our members. Upon review of the Ladysmith Downtown Public Washroom initiative we are excited that this enterprise will address a lack of public washrooms. An identified common complaint from the Ladysmith downtown business community is the lack of public washroom facilities. Results from the 2016 Ladysmith Downtown Business Walk show that the majority of respondents answered that a "lack of public bathrooms" was one of the most challenging parts about doing business in Ladysmith.

In conclusion, we fully support your efforts of advancing the Ladysmith Downtown Public Washroom initiative and look forward to working with you on more downtown projects in the future.

Sincerely,

Ladysmith Downtown Business Association

EXECUTIVE:

PRESIDENT: Andrea Rosato-Taylor, The Chronicle
VP: Sandra Narduzzi, Waypoint Insurance
TREASURER: Jim Scott, Jim Scott CPA
SECRETARY: Rich Huggins, Active Solutions Health + Sport
PAST PRESIDENT: Paul Mycroft, Market 2 All

DIRECTORS:

Erika Massong, VI Physiotherapy Clinic
Kathy Holmes, Waterfront Art Gallery

INFORMATION REPORT TO COUNCIL

From: Erin Anderson, Director of Financial Services
Meeting Date: July 17, 2017
File No:
RE: Servicing Agreement with Ladysmith & District Historical Society

RECOMMENDATION:

That Council:

- 1) Direct the Mayor and Corporate Officer to sign the Servicing Agreement between the Town and the Ladysmith and District Historical Society for operation of a museum and archives; and

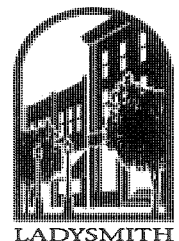
- 2) Direct staff to issue the 2017 payment in the amount of \$23,500 from the Grant in Aid budget.

PURPOSE:

To obtain authorization from Council to sign the servicing agreement between the Town and the Ladysmith and District Historical Society (LDHS) to operate a museum and archives in Ladysmith.

PREVIOUS COUNCIL DIRECTION

Resolution	Meeting Date	Resolution Details
CS 2016-245	Jul-04-2016	<p>4. Direct staff to develop recommendations for service agreements with the Ladysmith and District Historical Society (Archives and Museum), Ladysmith Resources Centre Association and other agencies who currently receive grants-in-aid for providing a service to the community, and bring the recommendations to the Committee for consideration.</p> <p>5. Refer consideration of a proposed set budget for grants-in-aid until after the Committee has determined whether to establish Service Agreements instead of grants-in-aid for organizations that provide a service to the community.</p> <p>6. Direct staff to maintain the current policy with respect to timing of grants-in-aid applications and deliberations for the 2017 budget deliberations.</p>
CS 2016-373	Nov-21-2016	2. Enter into a Service Agreement with the Ladysmith and District Historical Society for the operation of the Ladysmith Archives and Ladysmith Museum.



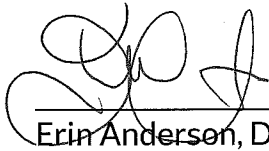
DISCUSSION:

Previously, the Town has provided a Grant-in-Aid to the Ladysmith & District Historical Society (LDHS) to operate a museum and archives. During the 2017 grant in aid discussions, Council opted for a servicing agreement to replace the annual grant in aid request from LDHS.

Staff met with representatives of the LDHS and reviewed the proposed agreement. On July 11, 2017, the LDHS board approved the agreement in principal. It is now up to Town Council to approve the agreement.

SUMMARY POINTS

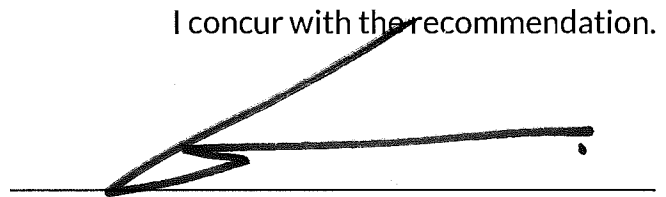
- The Agreement is for 5 years and details which party is responsible for expenses;
- It base amount is \$23,500 for 2017 (same as 2016 grant in aid funding). The annual amount may vary each year, depending on budget requests;
- It does not include specific wording for the Industrial Heritage Preservation Committee, which is a subset of LDHS.



Erin Anderson, Director of Financial Services

July 12, 2017

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)

Draft Ladysmith & District Historical Society Servicing Agreement

MANAGEMENT AND OPERATING AGREEMENT

THIS AGREEMENT made the _____ day of _____ 2017.

BETWEEN:

TOWN OF LADYSMITH
410 Esplanade
Ladysmith, British Columbia
V9G 1A2

(the "**Municipality**")

OF THE FIRST PART

AND:

LADYSMITH & DISTRICT HISTORICAL SOCIETY
PO BOX 813
LADYSMITH BC
V9G 1A6

(the "**Society**")

OF THE SECOND PART

WHEREAS :

- A. The Town of Ladysmith (herein called the "Town") and the Ladysmith & District Historical Society (herein called the "Society") agree that the Society will operate the Ladysmith Museum at 721 First Avenue (herein called the "Museum") and the Ladysmith Archives 1115B 1St Avenue (herein called the "Archives");
- B. The Municipality is the owner of the premises located at 721 First Avenue (the Museum Building) and of the premises located at Strata Unit 1, 1115 First Avenue, Ladysmith, B.C. (the "Archives Office");
- C. This Management and Operating Agreement (herein called the "Agreement") is intended to provide the terms of reference for the occupancy, operation and management of the Museum and Archives and the obligations of the Society and Town in that regard;
- D. This Agreement is intended to provide sufficient flexibility so as to satisfy the Society's mandate and the Town's ownership of the Land and the Museum and Archives;

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the foregoing and the mutual covenant and Agreements set out in this Agreement, the parties covenant and agree each with the other as follows:

1.0 LICENSE TO OCCUPY

- 1.1 The Town hereby grants to the Society the right to occupy the Museum upon the Museum Property subject to all of the terms and conditions as set out in this Agreement.
- 1.2 The Town hereby grants to the Society the right to occupy the Archives upon the Archives Property subject to all of the terms and conditions as set out in this Agreement.

2.0 TERM

- 2.1 The Society shall have the right to occupy the Museum Property and Archives Property for a term of five (5) consecutive years commencing July 1, 2017 and ending June 30, 2022, unless earlier terminated in accordance with the terms and conditions of this Agreement at which date the right to occupy shall cease.
- 2.2 This agreement supersedes any and all other operating agreement, lease and licence of occupation between the Town of Ladysmith and the Ladysmith and District Historical Society.
- 2.3 Renewal Options
Provided that the Society is not in default under this Agreement, the Society may, by delivering notice in writing to the Town ninety (90) days before the 5th anniversary of the Commencement Date, renew this Agreement for a further term of five (5) years on the same terms and conditions as are herein contained save and except for the renewal option and the Town's financial contribution. If Agreement has not been reached by the expiry date of this Agreement, then the Society will continue to remain in occupation of the Museum and Archives, on a month to month basis, on the terms and conditions set out in this Agreement.

3.0 THE SOCIETY AS MANAGER AND OPERATOR

- 3.1 The Town hereby grants to the Society the right to manage and operate all aspects of the Museum and Archives for the Term in accordance with and subject to the terms and conditions set forth in this Agreement.
- 3.2 The Society shall collect, preserve, insure and interpret the collections of the Museum and Archives on behalf of the Town of Ladysmith and its citizens. The Town will designate a representative, herein after called the Town of Ladysmith, to deal on its behalf with the affairs of the Museum.
- 3.3 The Society will render its services to the Town with that degree of care, skill and diligence normally provided by the operators of similar archive and museum facilities elsewhere in British Columbia and consistent with and to the standards required by the Town.

- 3.4 The Society will ensure that all of its employees, licensees, contractors and volunteers are appropriately trained, are familiar with the rules, regulations and bylaws applicable to the operations of the Archives and Museum, and are thoroughly familiar with and able to implement all emergency procedures as required under this Agreement.
- 3.6 Rules and Regulations
The Society shall make such rules and regulations as are required to provide for the proper operation and management of the Museum provided that such rules and regulations shall not be inconsistent with:
- a) the bylaws of the Society;
 - b) the provisions, terms and conditions of this Agreement; and
 - c) all applicable Federal, Provincial and Town laws, by-laws and regulations.
- 3.7 Access and Use
The Society shall use the Museum and Archives to accommodate all types of temporary and permanent records, collections, exhibits, public and school programming, gift shop and venue rental for public and private assembly activities. Access to and use of the Archives and Museum by members of the Society and by the general public shall be in accordance with guidelines developed by the Society for the operation of the Archives and Museum, drawing where appropriate on relevant guidelines contained in Town documents.
- 3.8 Programming and Operation
The Society shall be responsible for all aspects of the operation of the Archives and Museum (save those exclusively to be performed by the Town as described in this Agreement) including all programming and booking of all events in the Facilities.
- 3.9 Washrooms
The Society shall make available to the public adequate washroom facilities at the Museum and Archives during operating hours. The cost of cleaning of the washroom facilities and any associated janitorial supplies will be responsibility of the Society.
- 3.10 Payment of Expenses and Operating Costs
The Society shall be responsible for the general administration of the Archives and Museum and, without limiting the generality of the foregoing; this shall include all expenses incurred in the operation and management of the Museum and Archives. For clarity, these costs include, but are not limited to: telephone, internet, heat, electricity and website hosting.
- 3.11 Property Taxes and Town of Ladysmith Utility Charges
The Society shall be responsible for paying all Water, Sewer and Garbage. The Society shall be responsible for paying all hydro and heating costs. The Society shall be responsible for paying all telephone and internet costs. The Society shall be responsible for paying all property taxes to the Town of Ladysmith, and may apply annually for permissive tax exemption of Town of Ladysmith property taxes
- 3.12 Museum and Archives Policy
All policy governing the operations of the Museum and Archives shall be in accordance with the provisions of this Agreement and shall be approved and determined by the Society with the Society being responsible for initiating such policy. The Society shall inform the Town of Ladysmith with respect to policy matters and shall keep the Town Council advised.

4.0 REPAIR AND MAINTENANCE OF THE MUSEUM (see Appendix 1, 2 & 3 for Detail)

- 4.1 (a) The Society is responsible for the purchase, repair and maintenance of all Archives and Museum furnishings, fixtures and equipment (see Appendix 1 for detail).
- (b) The Town is responsible for maintaining and repairing the roofs, gutters, exterior walls, doors and windows, plumbing fixtures, external horticulture, outside sidewalks, foundations and electrical, heating, ventilation and air conditioning units.

4.2 Entrances, Sidewalks, Parking Areas, Snow and Ice Removal

The Town shall be responsible for the maintenance of entrances, sidewalks and parking area, and for removal of snow and ice from same.

4.3 Liens

In the event that any claim of builders lien is registered against the title of the Lands pursuant to the provisions of the Builders Lien Act with respect to any work performed pursuant to Item 7.1 herein, then the Society shall, within 30 days notification thereof, cause any such claim to be discharged from the title of the Lands. Should the Society fail to discharge any such lien within the time aforesaid, the Town shall have the right to make application pursuant to Section 32 of the Builders Lien Act to have sufficient funds paid into Court to cause any such lien to be discharged from the title of the Land and the Society shall be responsible for payment to the Town of any such sum, together with the costs thereof calculated on a solicitor and own client basis.

5.0 MAINTENANCE OF INSURANCE

5.1 Property Insurance

The Town shall insure the Museum building and fixtures and the Archives building and fixtures against the perils and under the terms and conditions that the Town insures other similar types of buildings and fixtures owned by the Town. The Society shall insure the contents and equipment of the Museum and Archives.

5.2 Liability Insurance

The Society shall provide and maintain comprehensive General Liability Insurance, with the Town to be an additional named insured, to cover the functions of both parties in the management and operation of the Museum and Archives and its various facilities in the minimum amount of FIVE MILLION (\$5,000,000) DOLLARS. Such liability insurance shall be in the standard form carried by the Town, and approved through the. The policy shall provide for 30 days notice to the Town before cancellation and should such policy lapse or be cancelled the Town may, at the cost of the Society, place insurance as provided in this section.

5.3 Effects Insurance

The Society shall not, without the prior consent of the Town, permit anything to be brought into the Archives or Museum that would invalidate or increase the premium payable for policies of insurance held by the Town or the Society in relation to the Archives or Museum or that would injure or deface the Archives or Museum. The Society in its contractual arrangements will undertake to assign culpability to contractual

users of the Museum and Archives, and ensure that adequate Effects Insurance is provided.

5.4 Indemnification of Town

The Society will indemnify and save harmless the Town from and against any and all liabilities, obligations, damages, penalties, claims, costs (including reasonable solicitors' fees), fines, suits, demands and causes of action to, by or on behalf of any person, group, firm or corporation arising from the occupation or use of the Museum or Archives by the Society or its invitees, employees, volunteers, agents, members or any other person or persons for whose acts the Society is liable in law, or from any breach of the Society of any covenant, term or provision of this Agreement by the Society or its members, servants or agents or that might arise during the occupancy of the Museum or Archives by the Society under this Agreement; save and except where any such matter is the cause of an act by the Town or anyone for whom the Town is in law responsible.

5.5 Strikes

The Society in its contractual arrangements with users will absolve itself of liability arising out of strikes or lockouts and thereby release the Town from any responsibility or liability whatsoever that might arise out of the Town failing to provide the Museum or Archives or any services to the Museum or Archives under the terms of this Agreement arising out of any strike or lockout between the Town and its employees or as a result of any other labour dispute, provided reasonable notice of any situation that might give rise to a labour action has been provided to the Society such that the Society has had the opportunity to modify its operations to minimize its risk.

6.0 ACCOUNTING, FINANCES AND REPORTING

6.1 Financial Records

Proper and separate books of account and financial records of the Archives and Museum operations, as required by the Society Act, shall be kept by the Society at its expense during the occupancy and management by the Society of the Archives and Museum. The Town of Ladysmith or any person authorized by the Town shall have free access to the Society's financial records at all reasonable times and notice.

6.2 Budget

The Society's Board of Directors shall approve its annual Operating and Capital Budgets. The budgets shall be submitted to the Town of Ladysmith by June 30th each year.

6.3 Annual Financial Statement

The Society will prepare and deliver to the Town on an annual calendar year basis an externally verified statement of expense and income with respect to all revenues from and expenses for the use and operation of the Museum and Archives as well as a statement of all related assets and liabilities.

6.5 Annual Report

The Society shall submit an annual report at an open Council meeting stating the previous year's operating and capital results and the previous year's operation statistics and highlights for the Archives and the Museum.

6.6 Town's Financial Contribution

The Town will contribute to the Society an annual Archives and Museum management fee totalling \$23,500 to be paid annually on July 1st. The Society shall participate in the Town's budget preparation process by submitting its annual budget to the Town's Parks, Recreation and Culture Department by June 30th each year for consideration in the following year Financial Plan discussions. At that time, the Society may submit a request for consideration to increase the amount of the annual fee for a higher service level need in the following budget year.

6.7 Revenue

All revenue obtained from operations shall become the property of the Society. The Society covenants and agrees that all revenue shall be used exclusively for the Archives and Museum operations.

6.8 Surplus

Should there be a surplus in any year as a result of operating revenues and the Town contribution exceeding operating costs, the Society shall be entitled to retain the surplus for operations and reserves. The Society will not incur a deficit in excess of available accumulated surpluses.

6.9 Board Meetings

The Society shall provide minutes of all Society Board meetings, prepared promptly following those Board meetings and sent to the Town.

6.3 Constitution and Bylaws

The Society shall not amend its Constitution or Bylaws without at least 30 days' prior written notice to the Municipality.

7.0 EVENTS OF DEFAULT AND REMEDIES

7.1 Termination

This Agreement may be terminated by the Society or the Town upon giving to the other party six months' notice of its intention to terminate, such notice to be given in writing on the last day of any month.

7.2 Termination for Breach

Upon breach by the Society of any term or condition of this Agreement, the Town may give to the Society 30 days' notice to commence action to correct such breach to the satisfaction of the Town, and if such breach is not corrected within an agreed reasonable period, the Town may without further notice declare this Agreement terminated and may enter into possession of the Museum and/or Archives and retain all moneys received by the Society under this Agreement and may recover all fees, costs and damages due to the Town under this Agreement by suit or otherwise.

7.3 Termination for Other Reasons

In the event that:

- (a) The Society shall make an assignment for the benefit of creditors; or
- (b) The Society, for an unjustifiable reason fails to hold a general meeting of members for a period of eighteen (18) months or longer; or
- (c) The Society becomes bankrupt or insolvent or takes the benefit of any Act now or hereafter in force for bankrupt or insolvent debtors; or
- (d) Any order shall be made for the winding up of the Society; or

- (e) The Society is struck off the Register by the Registrar for any just reason whatsoever;

the Town may give to the Society 30 days notice to rectify the matter in question after which time, if the problem is not rectified to the satisfaction of the Town, the right to occupy the Museum by the Society shall be terminated.

7.4 Vesting on Termination

In the event that the Town terminates this Agreement in accordance with the terms and conditions contained herein, or in the event this Agreement expires without further renewals, then the Town will assume all outstanding contractual obligations and debts and maintenance of the collection.

7.5 Tenders

The Society agrees that it shall adhere to a competitive system of tendering for purchased goods and services for the Museum or Archives. The Purchasing Policy shall be as approved by the Society. The Society shall have the option of joining with the Town on tenders or to purchase merchandise from Town suppliers.

7.6 Amendments

All amendments proposed to the terms and conditions of this Agreement shall be submitted in writing for consideration.

7.7 Communications

All communications relating to this Agreement between the Society and the Town (apart from the ongoing exchange of operating information), shall be done in writing.

7.8 Notices

Any notice herein provided or permitted to be given by the Society to the Town shall be sufficiently given if delivered to the Town at:

Town Hall
410 Esplanade
Ladysmith, BC V9G 1A2

Attention: Corporate Officer

Any notice herein provided or permitted to be given by the Town to the Society shall be sufficiently given if delivered to the Society addressed to:

Ladysmith & District Historical Society
PO Box 813
Ladysmith, B.C. V9G 1A6

Attention: President of Ladysmith & District Historical Society

Either party may at any time give notice in writing to the other of any change of address of the party giving such notice and from and after the giving of such notice the address therein specified shall be deemed to be the address for such party for the giving of notice there under. The word "notice" in this paragraph shall be deemed to include any request, statement or other writing in this Agreement provided or permitted to be given by the Town to the Society or by the Society to the Town. Such notices may be given by

personal delivery, mail or by fax and if given by mail shall be deemed to have been received five days after the date of mailing.

7.9 Conflict of Interest

Society Board Members and Staff shall be subject to the Society's "Conflict of Interest" policies.

7.10 Appeals

In the event that Agreement between the Town of Ladysmith and the Society cannot be reached on matters involving the Town's and/or Society's interests, the Society or the Town of Ladysmith may appeal the matter to the Town Council. A decision of the Council shall be final and be binding on all matters which require Town consent or approval.

7.11 Agents

It is understood and agreed that the Society and all agents, servants and employees of the Society are not and shall not be deemed to be agents, servants or employees of the Town.

7.12 Assignment

This Agreement shall enure to the benefit of and be binding upon the parties hereto. This Agreement is personal to the Society and cannot be assigned to any other person or party.

7.13 Interpretation

Wherever the singular and masculine are used throughout this Agreement the same shall be constructed as meaning the plural or feminine or the body corporate or politic as the context requires.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as on the _____ day of _____ 2017.

by its authorized signatories)
)
)
_____)
Mayor)
)
)
_____)
Manager of Legislative Services)
)
by its authorized signatories)
)
)
_____)
President of the Board)
LADYSMITH & DISTRICT HISTORICAL)
SOCIETY)
)
)
)
)

APPENDIX 1

Equipment/Fixtures Owned and Maintained by Museum

To be completed by Society

APPENDIX 2

Repair and Maintenance Detail Museum and Archives Buildings

The Society takes responsibility for notifying the Town of any system failure, anticipated failure or damage in a timely fashion. The Town shall have a representative meet with the Society on a regular basis to ensure that communication and planning coordination is current.

All planning and execution of these repairs / replacement jobs shall be done by the Society, or in coordination with the Society, to ensure that operational impact is kept to a minimum.

1. Electrical

The Town is responsible for:

- Maintenance of all existing electrical systems.

The Society is responsible for:

- Installation of additional circuits as required.

2. Mechanical

The Town is responsible for:

- Maintenance contract for Mechanical system.
- Inspection, maintenance (routine and annual) and repair of all working parts.

3. Plumbing / Water

The Town is responsible for:

- Maintenance and repair of all water connections leading to and from the buildings.
- Maintenance, repair and inspection of pipes involved in building systems located within leased space.

The Society is responsible for:

- Ongoing maintenance of hot and cold water systems, for all plumbing fixtures and water connections.

4. Structural

The Town is responsible for:

- Maintaining and repairing exterior walls, roof and building foundations.

5. Fire Suppression / Fire Alarm / Sprinkler

The Town is responsible for:

- All components of fire alarms and suppression systems within buildings.
- Ongoing maintenance and care.
- Annual testing and inspection.

6. Interior Surfaces

The Society is responsible for:

- Maintenance and repair of all interior surfaces as required, including all interior doors and hardware.

7. Exterior

The Town is responsible for:

- All exterior wall finishes, plaster, paint.
- All window repairs due to breakage and system failure.
- Window maintenance and trim.
- Landscaping and sidewalk maintenance.
- Painting of all exterior.

The Society is responsible for:

- Window cleaning of museum windows inside and out.
- Garbage and recycling contract for removal.

8. Alarm and Security

The Town is responsible for:

- Repair and maintenance of alarm and security systems.

The Society is responsible for:

- Security costs within space.

9. Janitorial/Housekeeping

The Town is responsible for:

- Exterior wall and sidewalk cleaning including graffiti removal.

The Society is responsible for:

- All interior and exterior janitorial cleaning.

INFORMATION REPORT TO COUNCIL

From: Clayton Postings, Director Parks, Recreation and Culture
Meeting Date: July 12, 2017
File No:
RE: Parks Usage Bylaw – Hours of Operation

RECOMMENDATION

That Council:

1. Receive the recommendations from the Parks, Recreation and Culture Advisory Committee relating to the hours of use to be included in the updated Parks Usage Bylaw; and
2. Give first three readings to Town of Ladysmith Parks Usage Bylaw 2017, No. 1933.

PURPOSE

Council referred the proposed restrictions relating to hours of operation for the Town owned parks to the Parks, Recreation and Culture Advisory Committee (PRCAC) for comment, and that the PRCAC's feedback be provided to Council.

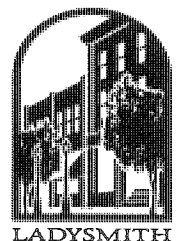
On June 14th, 2017 the Committee reviewed the proposed hours. The Committee recommendations were the following:

- All parks, trails, parking areas would be open to use from 5am-10pm
- Transfer Beach would be open 24 hours
- Skate Park would be open 8am-9pm

Rationale for these recommendation includes:

- That to set a dusk to dawn restriction would not be practical due to the changes in season and hours of daylight.
- The need to ensure the hours are reasonable but specific was a priority.
- Transfer Beach is a location enjoyed by many at all hours of the day and evening.
- Skate park hours would be consistent with the hours of operation at Frank Jameson Community Centre.
- It was important that the hours be consistent across the park system.
- It is necessary and important to install signage advising of the restrictions.

If Council supports the recommendations and commences adopting the Bylaw Staff will commence installing the hours of use signage at each of the parks listed and that once the



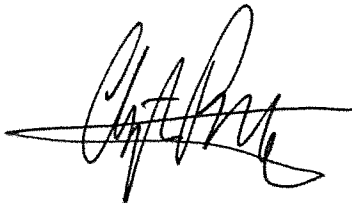
Bylaw is adopted and prior to this that a communication plan be developed to inform the community of the changes.

DISCUSSION

If Council wishes further engagement with the community regarding the hours of operation, staff can be directed to develop a communication strategy to seek input using a survey or other tools.

SUMMARY POINTS

- Through the development of the new Parks Usage Bylaw it was determined that hours of use be identified for the all Town of Ladysmith parks.
- Having a defined hours of use posted will allow the RCMP and Bylaw enforcement to better manage the parks usage periods which the parks will be closed for use.
- This type of system is in place in most communities, and has been extremely effective, similar bylaws and signage is in use in Nanaimo and North Cowichan.

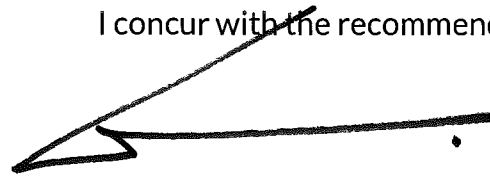


Clayton Postings

July 12, 2017

Date Signed

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)

Revised Parks Usage – Hours of Operation

DRAFT SCHEDULE C

HOURS OF OPERATION [Section 6]

Unless there is a declared fire hazard or a parks permit is issued the hours of operation shall be the following:

Location	Hours of Operation
Transfer Beach	24 hours per day
Forrest Field	5am-11pm
Holland Creek Trail	5am-10pm
Holland Creek Sports area	5am-10pm
Harbourview Park	5am-10pm
Root Street Park	5am-10pm
Spirit Square	5am-10pm
High Street Park	5am-10pm
Gourlay- Janes Park	5am-10pm
Aggie Playground and Playing Field	5am-10pm
Kinsmen/Brown Drive Park	5am-10pm
Davis Road School	5am-10pm
Bob Stuart Park	5am-10pm
Arboretum	5am-10pm
Mackie Park	5am-10pm
Stonewall Park	5am-10pm
Queen's Park	5am-10pm
Wickham Park	5am-10pm
Cenotaph	5am-10pm
Skate Park	8am-9pm
Park parking areas	5am-10pm

TOWN OF LADYSMITH

BYLAW NO. 1933

A BYLAW TO REGULATE PARKS USAGE IN THE TOWN OF LADYSMITH

WHEREAS the Council may by bylaw, establish regulations, prohibitions and requirements with respect to the management, maintenance, improvement, operation and use of parks and trails and other land the Town holds for the purpose of parks;

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

Contents

- 1 Citation
- 2 Definitions and interpretation
- 3 Application
- 4 Interference with officials
- 5 Prohibitions
- 6 Hours of use
- 7 Animals
- 8 Camping
- 9 Fires and burning substances
- 10 Firearms and bows
- 11 Garbage
- 12 Liquor
- 13 Park maintenance
- 14 Park permits
- 15 Traffic control devices, park rules and signage
- 16 Smoking
- 17 Storage
- 18 Vehicle and cycle control
- 19 Vessels
- 20 Damage to parks and trails
- 21 Public conduct
- 22 Fees and charges
- 23 Offences and Penalties
- 24 Bylaw offence notice
- 25 Severability
- 26 Repeal

Citation

- 1 This Bylaw may be cited for all purposes as “Town of Ladysmith Parks Usage Bylaw, 2017, No. 1933”.

Definitions and interpretation

- 2 (1) In this bylaw:

“**bow**” has the same meaning as in the *Wildlife Act*,

“**camp**” includes sleeping or staying overnight with or without a shelter,

“**common facilities**” includes anything other than natural park features such as toilets, showers, shelters, water pumps, stairs, boardwalks, decks, congregate spaces, notices or signs, bridges, trails, docks and wharves, kiosks, gates, fences, picnic tables, and benches,

“**cycle**” means a device having any number of wheels that is propelled by human power and on which a person may ride and includes a motor assisted cycle, skate board, roller skates or in-line roller skates but does not include a wheel chair,

“**Town**” means the Town of Ladysmith,

“**Director**” means the Director of Parks, Recreation and Culture or a person designated by the Director for a specific purpose or function under this Bylaw,

“**effective control**” means a situation where a dog is accompanying a person under circumstances where

(a) the person can see the dog, and

(b) when the person calls the dog, the dog returns to the person within three calls,

“**firearm**” has the same meaning as in the *Wildlife Act*,

“**graffiti**” has the same meaning as in the Property Maintenance Bylaw 2015, No. 1894, except that every reference to private property is deemed to be public property and every reference to the owner of private property is deemed to be a reference to the Director,

“**leash**” means a chain or other material, suitable for control of the type and size of animal,

“**liquor**” has the same meaning as in the *Liquor Control and Licensing Act*,

“**litter**” means any garbage, cans, bottles, papers, ashes, refuse, cuttings, trash or rubbish generated by a person while in a park and engaged in activities ordinarily connected with reasonable park use,

“**natural park feature**” includes any native or non-native tree, shrub, flower, berry, bough, grass or plant of any kind; soil, sand, gravel, rock, mineral, wood, fallen timber or other living or dead natural material,

“**park**” includes

(a) a public park, play area, , playground, playing field, trail, public square, , open space, beach, road within a park and any other public place under the care, custody and management of the Director, and

(b) a recreational or cultural facility owned, possessed or operated by the Town,

“**peace officer**” means a member of the Royal Canadian Mounted Police and includes a bylaw officer,

“**permit**” means a written authorization granted under section 14,

“**shelter**” includes a motor vehicle, recreational vehicle, trailer, tent, lean-to or any other shelter whether portable or fixed constructed of man-made or natural materials;

“**sign**” means any structure, painting, or device that identifies, describes, promotes, advertises, restricts, prohibits or directs,

“**special use**” means

(a) any commercial or non-commercial service, activity or event that is intended to attract or requires participants or spectators and includes: a festival; competition; tournament; procession, drill, performance, concert,

(b) any use of reservable common facilities in a park or on a trail,

(c) any incursion onto park property for non-park purposes including scientific research, the collection of specimens for any purpose and access for water lines, structures, road, signs or fences,

“**traffic control device**” means a sign, signal, line, parking meter, marking, space, barrier, or device placed or erected in order to control vehicular or non-vehicular traffic flow on roads, parking lots, boat launch ramps, tunnels, trails and bridges,

“**trail**” means any maintained path or trail designated for recreational use within a park or any trail outside of a park that the Town possesses or controls for recreational purposes,

“**vehicle**” means a device in, on or by which a person or thing is or may be transported or drawn on a highway, but does not include a device designed to be moved by human

power, a device used exclusively on stationary rails or tracks, a mobility scooter, or a wheelchair.

“vessel” includes any ship, boat, seaplane, parasail, sail board, kite board, canoe, kayak, row boat, paddle boat or other device designed to be used for navigation on, in or under water.

- (2) The intent of this bylaw is to permit the reasonable use of parks by the public within the context of operating parks that are intended to provide the benefits of outdoor recreation and enjoyment for the general community and preservation and protection of natural park features.

Application

3 The following persons are exempt from this Bylaw:

- (a) Town employees while carrying out their assigned duties;
- (b) volunteers working under the direct supervision of a Town employee;
- (c) Town contractors and agents while carrying out their duties when such exemption is provided in their terms of engagement.

Interference with officials

4 A person must not interfere with, hinder or obstruct the Director, a peace officer or Town employee in the exercise or performance of his or her powers, duties or functions under this Bylaw.

Prohibitions

5 No person shall

- (a) use a park contrary to any of the prohibitions or restrictions set out in this bylaw;
or
- (b) use a park for a commercial purpose or a special use unless authorized by a permit.
- (c) erect, construct or cause to be erected or constructed or placed in, on or under any place within a park any home, building, shelter, or other construction including utility services unless authorized by a permit.

Hours of use

- 6 (1) All parks are closed to use except during posted open hours in accordance with Schedule C.
- (2) No person shall enter or remain in a park when the park is closed to use.

Animals

- 7 (1) A person shall not ride, lead, or have charge of any horse or other riding animal in a park except:
- (a) in areas designated for such activities by a sign or traffic control device,
 - (b) as permitted by the Director, or
 - (c) as directed by a peace officer in an emergency situation.
- (2) No person shall cause or allow any animal owned or under the control of that person to be, or remain, at large in a park or unless authorized by a sign or a permit.
- (3) No person shall molest, disturb, frighten, harass, injure, kill, catch, or trap any animal in a park or unless permitted by the Director.
- (4) A person who enters or is within a park with a dog shall
- (a) keep the dog under effective control at all times,
 - (b) ensure the dog is firmly held on a leash not exceeding 2.4 m in length, or a retractable lead not exceeding 8 m in length when fully extended,
 - (c) restrain or remove the dog from a park when requested by an animal control officer, peace officer or the Director,
 - (d) carry at all times and use as required by this Bylaw or any other bylaw, a leash and collar for each dog, and
 - (e) ensure that the dog does not defecate within the Park unless the excrement deposited by that dog is immediately removed and disposed of in a lawful manner.
- (5) Despite subsection (4)(b), the owner of a dog may allow the dog to be in an off leash area of a park included in Schedule A without being firmly held if
- (a) the dog is in the area during the times listed in Column 2 of the table in Schedule A opposite the name of the park in Column 1,
 - (b) the dog is under the effective control of a competent person,
 - (c) the off leash area is not being used under a permit issued by the Director, and
 - (d) the off leash area has not been closed by the Director.
- (6) No person shall cause or allow a dog to enter or be in any playground, the playing area of any sports field, or within Transfer Beach Park below deKoninck Way

including the amphitheatre and beach within the park.

Camping

8 No person shall use a park for the purpose of camping except as authorized by a permit.

Fires and burning substances

- 9
- (1) A person shall not kindle, build, light, maintain, or use any fire at any location in a park other than a fire in a fire ring or receptacle provided for that purpose as authorized by a sign or a permit.
 - (2) A person shall not throw or place upon the ground or otherwise dispose of in a park any lighted material, cigar, cigarette or other burning substance.
 - (3) A person shall not kindle, build, light, maintain, or use any fire at any location in a park in a manner that contravenes:
 - a) fire restrictions that are in effect under the *Wildfire Act* (British Columbia); or
 - b) any other applicable Town bylaw.
 - (4) The prohibition in subsection (3) does not apply to a person using a portable hibachi, barbecue, or propane stove in an area of a park where a sign or permit allows such use and the person complies with any conditions or restrictions on the sign or in the permit.
 - (5) No person shall within a park leave a fire unattended or leave a stove, barbecue or other flame producing cooking device of any kind unattended while it is lit or turned on.
 - (6) No person shall burn any prohibited material, as specified under the Fire Prevention Bylaw 2013, No. 1815, in a park.

Firearms and bows

- 10 No person shall carry or discharge
- (a) a firearm, or
 - (b) a bow
- in a park unless authorized by a permit.

Garbage

- 11
- (1) No person shall deposit or leave any litter or other waste anywhere in a park except in a waste receptacle provided by the Town for that purpose.
 - (2) Except for the disposal of litter into waste receptacles as set out in subsection (1), no person shall dispose of any refuse or other waste in a park.

- (3) No person shall transport household, yard or commercial waste into a park for the purpose of disposal.

Liquor

- 12** No person shall possess or consume liquor in a park
- a) except where the liquor is possessed and consumed pursuant to and in compliance with, a license issued under the *Liquor Control and Licensing Act*; and
 - b) the person has obtained all required permits for the consumption of liquor, including a permit under this Bylaw.

Park maintenance

- 13** (1) The Director is authorized to close any park or portion of a park for the purpose of undertaking works to construct, improve, restore or repair any natural park feature or common facility.
- (2) No person shall enter or use a park or portion of a park that has been closed under subsection (1) when a sign setting out the closure has been posted at the entrance to the park.

Park permits

- 14** (1) No person shall conduct, promote, carry out or undertake any activity within a park that constitutes a special use unless they first apply for and obtain a permit under this section.
- (2) The Director may undertake one or more of the following actions upon receipt of an application for a permit
- (a) grant the application;
 - (b) refuse the application;
 - (c) consult with any person or body in relation to the application;
 - (d) impose terms and conditions as set out in subsection (4) for obtaining and holding the permit; and
 - (e) refer the application to the Council for determination.
- (3) A person must pay the applicable permit fee, pay a damage deposit and provide proof of liability insurance if required as a condition of the permit.
- (4) The Director may impose one or more of the following terms and conditions when issuing a permit:
- (a) specifying the location and times during which the special use may be carried out;
 - (b) requiring the applicant supply additional services necessary for the special use, including but not limited to, sanitary, health, emergency, security,

-
- traffic control and police services;
 - (c) restricting the number of persons who may attend or participate in the special use;
 - (d) restricting the use of generators, amplification and public address systems, the playing of live or recorded music, and the placement of temporary structures associated with the special use;
 - (e) requiring the applicant provide a damage deposit;
 - (f) requiring the applicant provide proof of liability insurance in an amount and in a form approved by the Director; and
 - (g) specifying terms and conditions considered necessary for the protection of the park or trail, other users of the park or trail, participants in the special use and for the prevention of nuisances or disturbances to the surrounding area.
- (5) The Director may refuse to issue a permit if
- (a) the proposed special use does not conform to Town park use policies or to any Park Management Plan that is in place for that park;
 - (b) the proposed special use may cause damage to a park, any natural park feature, or any common facility or structure within a park;
 - (c) the applicant does not agree to indemnify and save harmless the Town from and against any damages or claims that arise from the special use;
 - (d) the applicant refuses or fails to obtain liability insurance as set out in (4)(f) above;
 - (e) the applicant fails or refuses to provide written agreement to abide by the terms and conditions of the permit; or
 - (f) the applicant fails or refuses to remit a damage deposit as required in (4)(e) above.
- (6) If the Director refuses an application for a permit under this section, the person seeking permission may request that Council reconsider the Director's refusal.
- (7) A request for reconsideration under subsection (6) must be submitted in writing to the Corporate Officer within seven days of the Director's refusal.
- (8) If the holder of a permit fails to comply with this Bylaw or the terms and conditions of the permit, in addition to any other enforcement action or penalties, the Director may do one or more of the following
- (a) suspend or revoke the permit;
 - (b) require the permit holder to pay the Town's costs in undertaking any remedial work necessary to repair any damage to the park or common

- facilities or a natural park feature; and
- (c) withhold the damage deposit paid by the permit holder and apply the damage deposit towards the costs incurred by the Town in performing the remedial work.

Traffic control devices, park rules and signage

- 15 (1) The Director may erect a sign or other traffic control device specifying an area in which specific activities are permitted, prohibited or restricted in a park.
- (2) Every person must observe and obey every prohibition and restriction announced by the sign or traffic control device erected under subsection (1).

Smoking

- 16 A person shall not smoke, or use an electronic cigarette or similar device, within a park.

Storage

- 17 No person shall leave, abandon or store any thing in a park including, but not limited to, vehicles, vessels, chattels or waste materials of any kind, except with written permission of the Director.

Vehicle and cycle control

- 18 (1) No person shall within a park
- (a) operate a vehicle or cycle below the natural boundary or high tide mark off a designated road way, or in such a manner as to disturb a natural park feature;
 - (b) operate a vehicle or cycle except on a public road or trail designated for such use by a sign unless the use has been authorized by a permit;
 - (c) operate or cause to be operated, pushed or towed, an off road vehicle, as defined in the *Off Road Vehicle Act*, unless such use is authorized by a sign or a permit;
 - (d) stop, park or station a vehicle on any public road or right-of-way in such a manner
 - i. as to impede the flow of traffic on a public road,
 - ii. as to interfere with or damage a natural park feature, or
 - iii. that restricts or inhibits public recreational use of a park;
 - (e) park or leave a vehicle in a park or in a parking lot within a park during the times when the park is closed to use;
 - (f) clean, repair or carry out maintenance on a vehicle within a park;

- (g) park, stop or station a vehicle or cycle in an area prohibited by, or contrary to, a sign or traffic control device; or
 - (h) park a vehicle within a park for a purpose other than visiting the park.
- (2) Unless otherwise posted, no person shall operate a vehicle in a park or on a trail at a greater speed than 10 kilometers per hour.
- (3) The Director or a peace officer may impound and remove any
- a) vehicle or cycle that is parked or stationed in violation of this bylaw,
 - b) thing that is left, stored or abandoned in a park contrary to section 17, or
 - c) other thing found in a park that is causing a nuisance or obstruction.
- (4) Any vehicle or other thing impounded under subsection (3) is to be dealt with according to the provisions contained in the Streets and Traffic Bylaw 1998, No. 1309.
- (5) No person, except the holder of a permit granting an exemption, shall within a park
- (a) park a vehicle anywhere except in a designated parking area;
 - (b) park or station a vehicle in such a manner as to impede the proper use of a road or parking area; or
 - (c) park or station a vehicle, cycle or vessel in contravention of a sign or traffic control device.

Vessels

19 No person shall in a park

- (a) launch or remove a vessel from a body of water except:
 - (i) from a designated boat launch ramp, or
 - (ii) by physically carrying, and not dragging, the vessel to and from the water;
- (b) be off a designated roadway or interfere with natural park features in order to launch a vessel;
- (c) operate a vessel within an area designated by signs or buoys for swimming or along the waterfront in a way that will endanger, disturb or otherwise interfere with the free use of the water for the purpose of bathing and swimming except in the immediate vicinity of a boat launch and for the purpose of approaching or moving away from the boat launch on a line perpendicular to shore;
- (d) operate a vessel in a manner that impedes or endangers pedestrian movement along a beach or foreshore;
- (e) moor a vessel to dry land; or
- (f) moor a vessel to a wharf, dock, piling or post contrary to a sign.

Damage to parks and trails

- 20 (1) No person shall remove, destroy, cut or damage any natural park feature, or any building, structure, or common facility in a park except as authorized by a permit.
- (2) No person shall cut down, prune or remove any tree or any part of a tree in a park except as authorized by a permit.
- (3) No person shall construct or otherwise create or alter any trail within a park except as authorized by the Director.
- (4) No person shall travel in an undeveloped area within a park except on a trail, roadway or other area that is designated for travel by signs; or in a map or brochure published by the Town.
- (6) No person shall erect, build, place or install any permanent or temporary structure or facility within a park unless authorized in writing by the Director.
- (7) No person shall discharge water from any tap, pipe, hose or other fixture within a park so that the water is wasted.
- (8) No person shall place graffiti or cause graffiti to be placed anywhere within a park or trail.
- (9) A person who damages, removes, cuts or destroys a natural park feature, common facility, or a building or structure in a park without the written permission of the Town, may be required to replace that natural park feature, common facility, building or structure with one of similar value, or to pay an equivalent amount to the Town, upon demand issued under the authority of the Director or Council.

Public Conduct

- 21 (1) A person must not do any of the following activities in a park:
- (a) behave in a disorderly or offensive manner;
 - (b) molest or injure another person or their property;
 - (c) obstruct the free use and enjoyment of the park by another person;
 - (d) paint advertisements;
 - (e) distribute handbills for commercial purposes;
 - (g) place posters;
 - (h) disturb, injure, catch or attempt to catch an animal; or
 - (i) hinder, interfere with or obstruct the holder of a permit under this Bylaw from lawfully conducting the activities authorized by the permit.
- (2) No person in a park except the holder of a permit granting specific exemption shall make or cause to be made any noise which would violate the Noise Suppression Bylaw 2003, No. 1478.

Fees and charges

- 22 All fees associated with use of parks shall be set out in the Frank Jameson Community Centre and other Recreational Facilities Fees Bylaw.

Offences and penalties

- 23 (1) A person who commits an offence is subject to the penalties imposed by this Bylaw, the Ticket Utilization Bylaw and the *Offence Act* if that person
- (a) contravenes a provision of this Bylaw,
 - (b) consents to, allows, or permits an act or thing to be done contrary to this Bylaw, or
 - (c) neglects or refrains from doing anything required by a provision of this Bylaw.
- (2) Each day that a contravention of a provision of this Bylaw occurs or continues shall constitute a separate offence.
- (3) The maximum fine that may be imposed for a contravention of this Bylaw is \$10,000.

Bylaw offence notice

- 24 (1) A Notice of Bylaw Infraction, as authorized under the *Community Charter*, may be delivered to person by a Peace Officer who has reason to believe that the other person has committed an offence under this Bylaw.
- (2) A Notice of Bylaw Infraction may be delivered by
- (a) leaving it on the vehicle with which the Notice is concerned, or
 - (b) giving it to the person who is believed to have committed an offence.
- (3) A Notice of Bylaw Infraction may indicate the alleged offence and the amount of the voluntary penalty, including a fine reduction for early payment, that may be paid to the Municipality in respect of the alleged offence.
- (4) A prosecution must not be started for the alleged offence described in a Notice of Bylaw Infraction if the voluntary penalty for that alleged offence is paid in accordance with this Bylaw before an information is sworn and a summons is issued.
- (5) The voluntary penalties referred to in subsection (3) are prescribed in Schedule B.

Severability

- 25 If any provision of this bylaw is held to be beyond the power of the Town or otherwise invalid by any court of competent jurisdiction, then the provision may be severed from the bylaw without affecting the validity of the remainder of the bylaw.

SCHEDULE A

Dog Off Leash Areas and Times [Section 7(5)]

Column 1 - Park	Column 2 - Times
Transfer Beach Park (area defined by signs above deKoninck Way)	Year Round
Mackie Park	Year Round
Holland Creek Trail	Year Round
Gourlay-Janes Park	Year Round
Davis Road Fenced Dog Park	Year Round

SCHEDULE B

FINE SCHEDULE [Section 24]

The indicated penalties for alleged offenses committed against this Bylaw where a Notice of Bylaw Infraction is issued are as follows:

ITEM	DESCRIPTION	SECTION	SET FINE	FINE IF PAID WITHIN 30 DAYS
1	Disobey sign/traffic control device	15(2)	\$100.00	\$50.00
2	Abandon vehicle in park	17	\$125.00	\$75.00
3	Unlawful stopping/parking	18(d)	\$75.00	\$25.00
4	Park during closed hours	18(e)	\$75.00	\$25.00
5	Park contrary to sign/traffic control device	18(g)	\$75.00	\$25.00
6	Park for improper purpose	18(h)	\$75.00	\$25.00
7	Park where prohibited	18(5)(a)	\$75.00	\$25.00
8	Park impeding traffic	18(5)(b)	\$100.00	\$50.00
9	Park contrary to sign/traffic control device	18(5)(c)	\$75.00	\$25.00

SCHEDULE C

HOURS OF OPERATION [Section 6]

Unless there is a declared fire hazard or parks permit is issued the hours of operation shall be the following:

Location	Hours of Operation
Transfer Beach	24 hours per day
Forrest Field	5am-11pm
Holland Creek Trail	5am-10pm
Holland Creek Sports area	5am-10pm
Harbourview Park	5am-10pm
Root Street Park	5am-10pm
Spirit Square	5am-10pm
High Street Park	5am-10pm
Gourlay- Janes Park	5am-10pm
Aggie Playground and Playing Field	5am-10pm
Kinsmen/Brown Drive Park	5am-10pm
Davis Road School	5am-10pm
Bob Stuart Park	5am-10pm
Arboretum	5am-10pm
Mackie Park	5am-10pm
Stonewall Park	5am-10pm
Queen's Park	5am-10pm
Wickham Park	5am-10pm
Cenotaph	5am-10pm
Skate Park	8am-9pm
Park parking areas	5am-10pm

June 19, 2017

Attention: Mayor and Council:

We the residents of Town & Country park, 10980 Westdowne Rd Are petitioning the Mayor and Ladysmith Council for a safe walkway from our park to the shopping center along side of highway (or alternative) to link us to Ladysmith.

Our tax dollars are utilized in the town of Ladysmith, we are asking for a portion to be designated to build a walkway similar to Nanaimo. We are 126 in number, 55+. A safe walkway would ensure a health benefit to both residents and our pets, one that does not require driving.

You only need to walk on the side of highway once to experience the danger! Please consider this request.

Judv Kozler on behalf of park residents,

Petition signatures supplied on request.



File: 18046-30/PM2017

June 13, 2017

Town of Ladysmith

Via Email: infor@ladysmith.ca

Re: Replacement of BCTS Strait of Georgia Business Area's East and Southwest Coast Forest Stewardship Plan

Dear Sir or Madam,

The purpose of this letter is for BC Timber Sales (BCTS), Strait of Georgia Business Area to provide notification of the commencement of the review and comment period for the replacement of its East and Southwest Coast Forest Stewardship Plan (FSP) with its new Pacific Maritime FSP. Otter Point Timber Ltd., Timco Trading Ltd., Rosewall Forest Tenure Holdings Ltd., and Qala:yit Forestry Limited Partnership will also be parties signatory to the Pacific Maritime FSP.

FSPs are the main strategic-level planning document for forest practices under the *Forest and Range Practices Act*. The FSP will have a five year term and will govern how practices of FSP signatories meet legal requirements in the portions of the Rosewall, Little Qualicum, Nanoose, Millstone, Nanaimo, Chemainus, Cowichan, Koksilah, San Juan, Loss, Gordon, and Nitinat Landscape Units that overlap the Plan area, all of which are located in the South Island Natural Resource District.

The areas covered by this plan are shown in the attached overview map. Please note that the FSP covers strategic-level practices on landscape level planning units called "Forest Development Units". Site-specific planning of cutblocks and the roads accessing them takes place further along in the planning horizon. If you have an interest in a specific geographic area where you wish to be notified of cutblocks and roads under development, please respond to this letter (as below), outlining your interest and its location. Once made known, we will be able to follow up with you during future site-specific planning processes.

The draft FSP document and associated maps can be viewed online at: http://www.for.gov.bc.ca/bcts/areas/TSG/TSG_FSP.htm . A copy can be viewed by appointment at either of the following BCTS Timber Sales Offices:

Page 1 of 2

Ministry of Forests,
Lands and Natural
Resource Operations

BC Timber Sales
Strait of Georgia Business Area

Location:
370 South Dogwood Street
Campbell River

Mailing Address:
370 South Dogwood Street
Campbell River, BC V9W 6Y7

Tel: (250) 286-9300
Fax: (250) 286-9420

- 370 South Dogwood Street, Campbell River, V9W 6Y7
- 4885 Cherry Creek Road, Port Alberni, V9Y 8E9

Please contact Lindley Little, Planning Forester, by phone at (250)286-9349 or by email at Lindley.Little@gov.bc.ca to arrange a time to view the documents.

The FSP is available for public review and comment until August 11, 2017. Please provide any comments or questions about the FSP (or your request for future, site-specific notifications) in writing to Lindley Little at Lindley.Little@gov.bc.ca, via fax at (250)286-9420, or to the Campbell River mailing address noted above. In order that feedback from this referral period can be considered prior to the final submission of the FSP document, written comments must be received on or before August 11, 2017.

Thank you for your consideration.

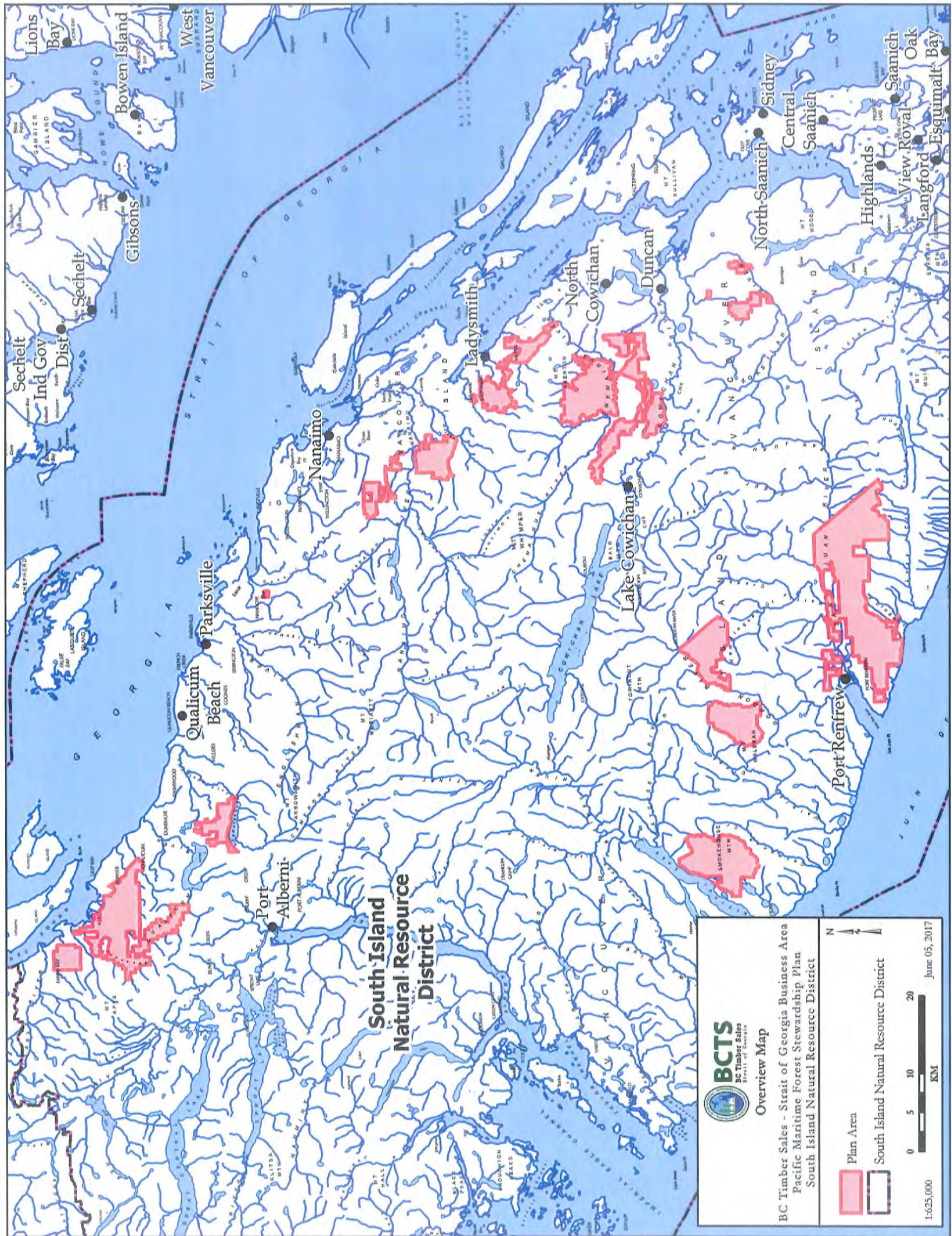
Sincerely,

A handwritten signature in black ink, appearing to read 'Lindley Little', written in a cursive style.

Lindley Little, RPF
Planning Forester
BCTS Strait of Georgia

Attachment(s): Proposed Pacific Maritime FSP Overview Map

Pc: Rhonda Morris, District Manager, South Island Natural Resource District
Nick Clarke, Woodlands Supervisor, BCTS Port Alberni





July 6, 2017

Mayor Aaron Stone & Council
Ladysmith City Hall - Main Office
410 Esplanade
PO Box 220
Ladysmith, British Columbia V9G 1A2

Dear Mayor Stone & Council,

Habitat for Humanity Mid-Vancouver Island's mission is to help families build strength, stability and independence through affordable homeownership.

As you may know, the geographic area that we service includes Ladysmith. In 2009, Habitat Mid-Vancouver Island built a house in Ladysmith with incredible community support of both donated materials and volunteer hours.

Recently, we have initiated the process of aggressively increasing the number of houses we build each year. Through the search for prospective properties, we became aware of the BC Hydro parcel of land located in Ladysmith at the end of Sixth and Methuen Streets. Based on its size and its potential for multiple units, this location presents a promising opportunity for future Habitat builds.

We have since been in contact with BC Hydro, and we are writing today to request the continued support of the Town of Ladysmith - Mayor and Council - as we pursue this endeavor. It is our sincerest hope that this letter will initiate necessary dialogue with BC Hydro.

I look forward to discussing this unique opportunity with you.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Sarah Pachkowsky". The signature is fluid and cursive, with a long, wavy tail.

Sarah Pachkowsky,
Community Engagement Manager

We build strength, stability and independence through affordable homeownership.

TOWN OF LADYSMITH

2016 Annual Report



Working together to build our future



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Heritage by the Sea



Nestled on the eastern shores of spectacular Vancouver Island, the Town of Ladysmith features all the warmth and charm of small town living with a full range of services and amenities. Ladysmith is a growing community (population 8,177 in 2015, BC Stats) located just 88 km (55 miles) north of Victoria and 23 km (14 miles) south of Nanaimo.

Ladysmith's identity as a charming west coast town is steeped in its intriguing history and the history of the original inhabitants of the area, the people of the Stz'uminus First Nation. The community's strong sense of pride for its past is evident in its well-maintained architecture and streetscapes. Residents place a very high value on preserving Ladysmith's heritage, and the Town is taking measures to ensure those values are enshrined in all development related plans, policies and guidelines as we plan for a future that emphasizes the importance of environmental, social and economic resilience, as well as a strong sense of shared values and community identity, bound together with the green thread of sustainability.



Message from the Mayor



On behalf of Ladysmith Town Council, I am proud to provide this message for the 2016 Annual Report for the Town of Ladysmith.

Ladysmith is more than a picturesque town nestled on the shores of Vancouver Island. It's also a lively and vibrant community where people genuinely care about one another and the issues that affect us. It's a place where people know their neighbours and where residents come together regularly to affect positive and meaningful change. It's a place I am proud to call home.

Running a town and furthering our reputation as a progressive leader among other jurisdictions is no easy task. However, we enjoyed notable success in 2016 on a number of important initiatives. These include:

- Completion of our new waste water treatment plant
- Completion of our Parks, Recreation and Culture Master Plan
- Introduction of a new Town of Ladysmith strategic plan and priorities for 2016-2019
- Water supply improvements, including an \$8.8m grant for our new water filtration system, as required by Island Health
- Continued work on our partnerships with the St'z'uminus First Nation including initiating the joint Waterfront Area planning work.
- Finally having the derelict ship, Viki Lyne 2, removed from the Ladysmith Harbour
- Asset management and replacement, including setting aside funds to replace ageing infrastructure.
- Beginning an update of the Waterfront Area Plan with significant public input



As Council, we are well served by a professional and dedicated staff who consistently demonstrate their deep commitment to our community. Last year, Chief Administrative Officer Ruth Malli retired, and while we were sad to see her leave, we were also pleased to welcome new CAO Guillermo Ferrero. Guillermo brings with him a wealth of experience and a reputation as a progressive leader who is focused on innovation, efficiency and improvement.

We are also well supported by many, many community volunteers on our Town advisory bodies as well as on numerous community groups and organizations, all working to build a strong and resilient Town. I am grateful for their contributions.

Ladysmith is an amazing place to live, work, own a business, raise a family and retire. We have many great successes in our community today and even more untapped potential on the horizon. We are truly fortunate to live in a community where working together toward success is a way of life that continues to enrich each of our lives. I look forward to collaborating with Ladysmith residents, Town staff and Council for the continued betterment of our community.

Aaron Stone, Mayor



Ladysmith Council

The Mayor and Council of the Town of Ladysmith were each elected for a four-year term in the municipal election held in November 2014. Each member is appointed to standing portfolios, Town



Mayor Aaron Stone
Cowichan Valley Regional District Director
Municipal Services Committee
Waterfront Area Plan Project Leadership Committee
Stocking Lake Advisory Committee
Ladysmith Chamber of Commerce



Councillor Steve Arnett

- Municipal Services Committee
- Parcel Tax Review Panel
- Vancouver Island Regional Library Board
- Advisory Planning Commission
- Liquid Waste Management Committee



Councillor Joe Friesenhan

- Deputy Mayor (June 1 to December 1, 2017)
- Cowichan Valley Regional District (Alternate Director to May 31, 2017)
- Municipal Services Committee (Vice Chair)
- Waterfront Area Plan Project Leadership Committee
- Liquid Waste Management Committee
- Festival of Lights
- Ladysmith Downtown Business Association



Councillor Cal Fradin

- Deputy Mayor (to May 31, 2017)
- CVRD Community Safety Advisory Commission
- Municipal Services Committee
- Protective Services Committee
- Liquid Waste Management Committee
- Ladysmith Celebrations

Alternate:

- Ladysmith Downtown Business Association
- Advisory Design Panel
- Invasive Species Committee
- Ladysmith Interagency Committee

Alternate:

- Advisory Planning Commission
- Protective Services Committee
- Ladysmith Early



Councillor Rob Hutchins

- Parcel Tax Review Panel
- Municipal Services Committee (Chair)
- Waterfront Area Plan Project Leadership Committee
- Heritage Revitalization Advisory Commission



Councillor Carol Henderson

- Municipal Services Committee
- Invasive Species Advisory Committee
- Ladysmith Interagency Committee
- Ladysmith Early Years Partnership
- Social Planning Cowichan
- Ladysmith Community Justice Program

Alternate:

- Vancouver Island Regional Library Board
- CVRD Community Safety Advisory Committee



Councillor Duck Paterson

- Cowichan Valley Regional District Alternate Director (June 1 to December 31, 2017)
- Advisory Design Panel
- Protective Services Committee
- Parks, Recreation and Culture Advisory Committee
- Parcel Tax Review Panel

Alternate:

- Heritage Revitalization Advisory Commission
- Ladysmith Celebrations
- Festival of Lights
- Ladysmith Chamber of Commerce

**All appointments as of December 1, 2016*

2016 Town Advisory Bodies

Council also appoints citizens to serve on local Advisory Commissions and Committees. Their role is to review matters referred by Council, and to make recommendations to help Council conduct its business.

Municipal Services Committee

(Council Committee of the Whole)

Responsible for advising and making recommendations to Council on a broad spectrum of issues related to departmental matters – Finance, Administration, Public Works, Parks, Recreation & Culture, and Development Services

Coun. Rob Hutchins, Chair

All members of Council

Guillermo Ferrero, Management Liaison

Heritage Revitalization Advisory Commission

Marnie Craig

Tamara Hutchinson

Robert J (Bob) Darling

Jennifer Robinson (Lush)

Marina Sacht

Harald Cowie

Rob Johnson

Bernardien Knol, Historical Society Liaison

Coun. Rob Hutchins, Council Liaison

Coun. Duck Paterson, Alternate Liaison

Felicity Adams, Management Liaison

Angela Davies, Staff Liaison

Advisory Planning Commission

Linda Mix, Chair

Mayo McDonough

Tina Donovan

D. Brian McLaurin

Bruce Laxdal

Christy Villiers

Jon Steininger

Coun. Cal Fradin, Council Liaison

Coun. Joe Friesenhan, Alternate Liaison

Felicity Adams, Management Liaison

Lisa Brinkman, Staff Liaison

Advisory Design Panel

Brian Childs, Chair

Ron Kinney

Kaien Shimizu

Harald Cowie, HRAC Liaison

Mayor Aaron Stone, Council Liaison

Carol Henderson, Alternative Council Liaison

Lisa Brinkman, Staff Liaison

Board of Variance

Jan Christensen

Tim Horner

Terry Doherty

Parks, Recreation & Culture Advisory Committee

Tim Richards, Chair

Jim Allair

Gord Horth

Tim Godau

Roger Kimmerly

Bruce Mason

Tara Pollock

Coun. Duck Paterson, Council Liaison

Clayton Postings, Management Liaison

Julie Tierney, Staff Liaison

Invasive Species Advisory Committee

Chantal Blumel

April Marrington

Gail Pasaluko

Carol Henderson, Council Liaison

Clayton Postings, Management Liaison

Glen Britton, Staff Liaison

Anita McLeod, Staff Liaison

Protective Services Committee

Coun. Duck Paterson, Chair
Sybille Sanderson, CVRD - Regional Emergency Coordinator
Ken Hamilton, COPS
Don Watson, COPS
Allen McDermid, Ladysmith Search and Rescue
Bill Drysdale, Search and Rescue Alternate
S/Sgt. Ken Brissard, RCMP
Steve VanderMinne, BC Ambulance Service
Eric Kesteloot, Stz'uminus First Nation
Coun. Cal Fradin, Council Liaison
Coun. Joe Friesenhan, Alternate Liaison
Ray Delcourt, Chief, Ladysmith Fire/Rescue
Guillermo Ferrero, Management Liaison
Geoff Goodall, Management Liaison

Liquid Waste Management Committee

Gerry Clarke
Jim Cram
Ross Davis
Greg Edwards
Nick Meijerdrees
Lorena Mueller
David Brown
Ray Gauthier, Stz'uminus First Nation
Blake Medlar, Ministry of Environment
David Leitch, Cowichan Valley Regional District
Coun. Joe Friesenhan, Council Liaison
Coun. Steve Arnett, Council Liaison
Coun. Cal Fradin, Council Liaison
Geoff Goodall, Management Liaison
Curtis Baker, Staff Liaison



Message from the CAO



Thank you for your interest in the Town of Ladysmith's 2016 Annual Report.

I took over the role of Chief Administrative Officer in May 2016, and since then have learned so much about this vibrant and growing community, its residents, businesses and visitors. I am particularly impressed with the involvement and engagement of our town's residents – their knowledge of the issues that affect this community coupled with their ability to come together in times of celebration and times of reflection is truly remarkable and inspiring.

I am also appreciative of Town of Ladysmith staff. This dedicated group of professionals works tirelessly to help me ensure the Town's financial, capital and operational activities run smoothly year round. Together, we challenge one another to enhance the things we do well and address those areas that require our attention. This commitment is aimed at boosting Ladysmith's economy, ensuring it is resilient to change, providing a safe, healthy atmosphere for residents to work, play and raise their families, and advancing this community's reputation as an environmental leader. In an organization where excellence in customer service is paramount, I salute all our staff for the quality of the work they do and for their commitment to the Town.

In 2016, to ensure the Town remains as efficient as possible, we restructured the organization and invested in positions aimed at delivering an enhanced level of customer service to Council and the community. As such, a new executive liaison position was created to support Council and the office of the Chief Administrative Officer, while a half time communications and engagement position was created to support external communications with our community.

As the senior staff leader, the CAO's role is to provide leadership and direction to staff on the continued delivery of essential services, as well as implementation of Council's clear set of priorities to act on over the coming years as outlined in the 2016-2019 Strategic Priorities document. With that, we implemented an internal tool that allows Council and senior Town staff to track strategic priorities and implement changes in an ever evolving community where wants and needs frequently shift. In 2016, we made a great deal of progress on action items related to all five strategic priorities and I look forward to continuing along this positive path.

I would also like to take this opportunity to acknowledge the hard work and deep commitment of our Mayor and Council. Council is elected to carry out the needs of the community and I help to facilitate that process. Their dedication to this wonderful community will benefit Ladysmith for years to come and ensure that our Town continues to thrive now and into the future.

I find myself spending a great deal of time walking the beautiful streets of Ladysmith and familiarizing myself with Town business. As I pass by storefronts and homes, I am constantly struck by the potential to capitalize further in a town that truly has it all – a rich heritage, diversity, outstanding vistas and fantastic people.



Guillermo Ferrero

The organizational structure of the Town is made up of five departments in three divisions:

- Corporate Services (Administration and Legislative Services)
- Development Services (Planning, Bylaw Compliance, Economic Development and Tourism)
- Financial Services (including Human Resources and Information Technology)
- Infrastructure Services (Public Works, Utilities and Parks Maintenance)
- Parks, Recreation and Culture

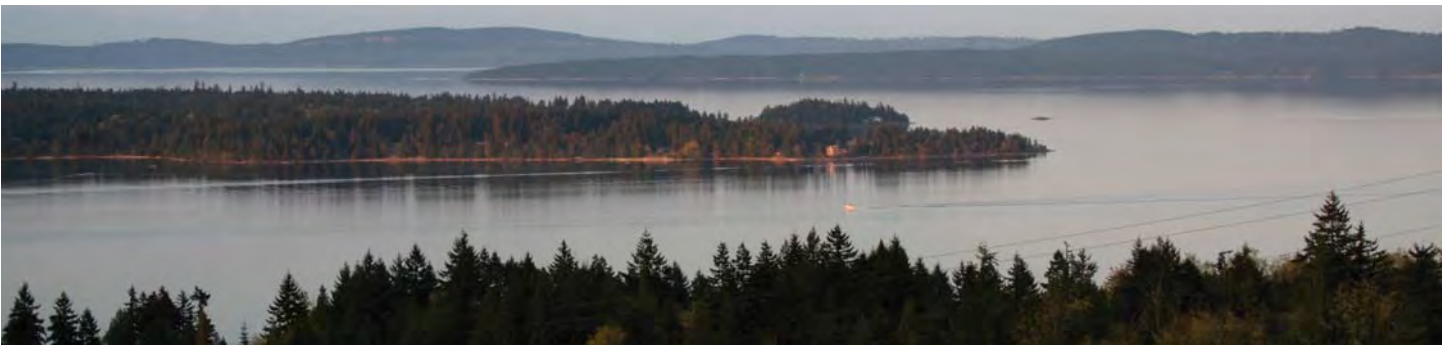
Each department is overseen by a Director, who reports to the Chief Administrative Officer (CAO). The CAO reports to Council, and is responsible for ensuring that the strategic priorities and decisions established by Council are carried out by staff.

Chief Administrative Officer	Guillermo Ferrero
Director of Infrastructure Services (Core Services)	Geoff Goodall
Director of Parks, Recreation & Culture (Community Services)	Clayton Postings
Director of Development Services (Community Services)	Felicity Adams
Director of Financial Services (Corporate Services)	Erin Anderson
Manager of Accounting Services (Corporate Services)	Gerald Fukakusa
Manager of Legislative Services (Corporate Services)	Joanna Winter
Manager of Human Resources (Corporate Services)	Karen Cousins
Manager of Operations (Core Services)	Kevin Goldfuss
Executive Liaison:	Donna Smith
Chief, Ladysmith Fire-Rescue (Core Services)	Ray Delcourt
Officer in Charge, RCMP Ladysmith Detachment	S/Sgt. Ken Brissard

Financial Institutions: Ladysmith and District Credit Union, Royal Bank of Canada

Auditor: MNP LLP

(all positions as at December 31, 2016)



Town Staff



City Hall & Development Services

Top Row, L to R: Felicity Adams, Colin Bollinger, Guillermo Ferrero, Lisa Brinkman, Angela Davies, Kari-Anne McLennan

Second Row, L to R: Robin McNair, Shawna Cadieux, Donna Smith, Doreen Frame

Third Row, L to R: Jenn LeBlanc, Joan Ogden, Aria McColl, Joanne Schneider

Front Row, L to R: Sam Eck, Gerald Fukakusa, Diane Webber, Joanna Winter, Camelia Copp, Sue Bouma



Infrastructure Services

Back Row, L to R: Kevin Goldfuss, Mike Brown, Paul Trudell, Bev Taschuk, Greg Grueber, Nick LaRose, Shawn Freer, Bob Simpson, Martin Barney, Travis Prystupa, Neil Bouma, Ryan Dallamore, Rocky Cousens, Phil Slater, Larry McLeod, Shane Lassam, Isaac Jack

Front Row, L to R: Ryan Andre, Travis Clossen, Mike Ganderton, Mike Morgan, Glen Britton, Simon Skelton, Kevin Bell

Parks, Recreation and Culture

Top Row, L to R: Brandon Gonzales, Kelly Giesbrecht, Lois Walkling, Les Kovacs, Suzanne Senecal, Len Manuel, Clayton Postings

Second Row, L to R: Tami-Lyn Stephen, Sarah Stuart, Anita McLeod, Jenn Byrne, Kelly Britton-Foster

Third Row, L to R: Patti Cavers, Meagan Randle, Dave Clausen, Heather Irwin, Marija Wiebe

Fourth Row, L to R: PJ Halliday, Deb Windsor, Cassandra Taylor, Katie Hooper, Tiffany Wong, Robyn McAdams

Fifth Row, L to R: Sue Glenn, Tracy Welch, Darby Rae, Kelti Blatchford-Duncan

Front Row, L to R: Andrea Gibson, Julie Tierney, Danielle Winter, Mallory McLeod, Bailey McLeod



2016 Staff Committees

Occupational Health & Safety Committee

Provides advice and recommendations to the employer on issues related to health and safety and the occupational environment, and to ensure compliance with WorkSafe BC Regulations

Members:

Shane Lassam – Co-chair
Karen Cousins – Co-chair
Glen Britton
Martin Barney
Lisa Brinkman
Ray Delcourt
Kevin Goldfuss
Clayton Postings
Kate Glenn

Labour Management Committee

Responsible for unionized employees, personnel issues, and the union contract

Members:

Guillermo Ferrero	Jennifer LeBlanc
Erin Anderson	Bob Simpson
Karen Cousins	Mike Morgan (Alternate)
Sue Glenn	

Green Team

Provides leadership on issues related to workplace environmental sustainability and the greater community

Members:

Joanne Schneider
Phil Slater
Julie Tierney
Diane Webber

Employee Wellness Committee

Responsible for organizing an on-going Corporate Wellness Program

Members:

Felicity Adams	Joanna Winter
Karen Cousins	Sue Bouma
PJ Halliday	Samantha Eck (Alternate)
Chris Pinnington	



Town Services



The Town of Ladysmith is building a future that emphasizes the importance of environmental, social and economic sustainability, as well as a strong sense of shared values and community identity. This blueprint for the future is designed to ensure a balance between community growth, the need for sustainability, and the community's desire to maintain the charming character of our historic town.

The Town is responsible for providing a wide variety of services to citizens. These include:

- ⇒ Transportation Network (roads, bridges, street cleaning, sidewalks, etc.)
- ⇒ Storm Water Management
- ⇒ Garbage/Recycling/Organics Collection
- ⇒ Sewage Treatment System
- ⇒ Water Supply
- ⇒ Parks, Recreation and Cultural Facilities, Programs and Services
- ⇒ Fire Protection
- ⇒ Land Use Planning
- ⇒ Economic Development
- ⇒ Building Inspection
- ⇒ Domestic Animal Control
- ⇒ Bylaw Establishment and Enforcement
- ⇒ Heritage and Revitalization
- ⇒ Cemetery
- ⇒ Policing (Royal Canadian Mounted Police)

Local government services that are not the responsibility of the Town of Ladysmith include:

- ⇒ School System (Provincial Government and Local School Board)
- ⇒ Social and Health Programs (Provincial Government)
- ⇒ Hospital Care System (Provincial Government)
- ⇒ Real Property Assessments (BC Assessment)
- ⇒ Solid Waste Disposal, 911, Emergency Planning (Cowichan Valley Regional District)
- ⇒ Employee Pension Plan (Provincial Plan)
- ⇒ Debt Marketing (Municipal Finance Authority)
- ⇒ Library Collection and Distribution System (Vancouver Island Regional Library)

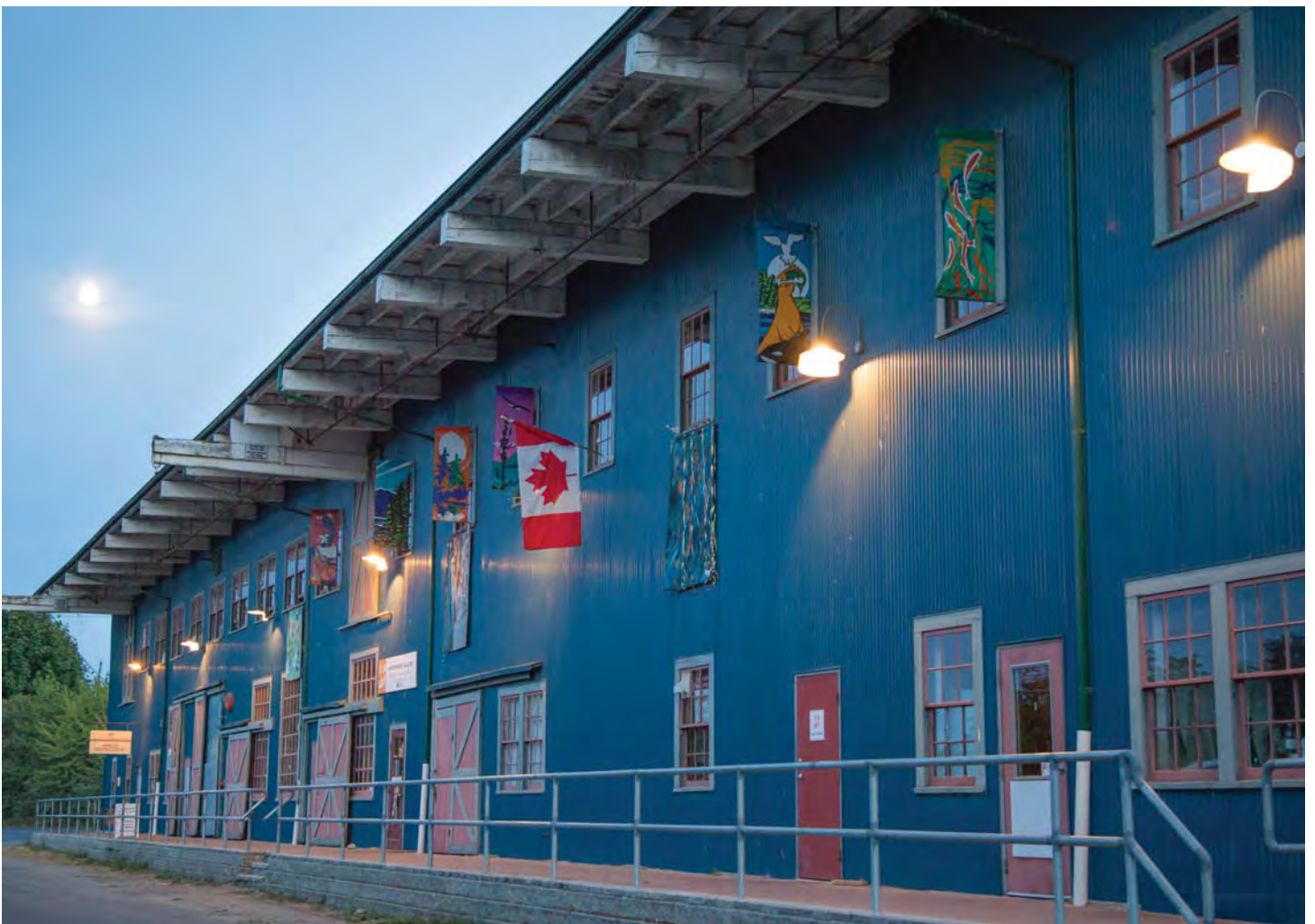
Regional Relationships

The Town of Ladysmith is represented on the following regional boards, which provide a variety of services for the residents of Ladysmith:

- ⇒ Cowichan Valley Regional District
- ⇒ Cowichan Valley Regional Hospital District
- ⇒ Vancouver Island Regional Library

The Town of Ladysmith obtains services from the following inter-municipal organizations:

- ⇒ Municipal Finance Authority (MFA) - A provincial organization that provides marketing, placement and administration of municipal borrowing. This Authority also operates an investment pool and leasing program on behalf of municipalities.
- ⇒ Municipal Insurance Association (MIA) - The main purpose of the MIA is to pool the risks of liability so as to reduce the impact upon any member municipality. Under the Reciprocal Insurance Exchange Agreement the Municipality is assessed a premium and a specific deductible for its claims based on population.



Strategic Plan and Priorities



Ladysmith's 2014 – 2018 Council. Left to right: Councillor Duck Paterson, Councillor Steve Arnett, Councillor Carol Henderson, Mayor Aaron Stone, Councillor Rob Hutchins, Councillor Joe Friesenhan, Councillor Cal Fradin

Council has established five strategic priorities to guide the work of Council and staff towards the betterment of the community and build for the future.

EMPLOYMENT
AND
TAX DIVERSITY

NATURAL
AND BUILT
INFRASTRUCTURE

WATERSHED
PROTECTION
AND WATER
MANAGEMENT

COMMUNICATIONS
AND
ENGAGEMENT

PARTNERSHIPS

In addition to these strategic priorities, Council and staff remain committed to efficient and effective delivery of municipal services; maintaining a focus on environmental, economic and social sustainability; and ensuring that Ladysmith continues to be a strong, vibrant community offering an exceptional quality of life for generations to come. Responsible planning and careful management of our resources are critical to our success. To that end, this strategic plan strikes a balance between financial accountability and taking action today to achieve our vision for tomorrow. We invite you to explore these strategic

priorities. We encourage you to provide feedback, and we will continue to be responsive to your input and to changing circumstances in our community. We look forward to sharing the results of our work in the years ahead.



OUR VISION

Ladysmith is a spirited community that values its small town quality of life, where we work together as stewards of our heritage, environment and economy.

OUR MISSION

A safe, caring and vibrant community.

OUR VALUES

We lead with courage, respect and integrity.

OUR PAST, OUR FUTURE

Naut'sa Mawt (Working Together). Our community has a rich history spanning more than five thousand years, and a commitment to future generations.

The Town of Ladysmith is guided by the principle of sustainability in all its plans:

SUSTAINABILITY ACTION PLAN PRIORITIES

- Growth and Development
- Economic Development
- Leadership and Partnerships
- Water and Waste Systems
- Green and Natural Systems
- Transportation
- Energy and Emissions
- Public Health and Social Development
- Culture and Identity
- Local Food and Agriculture

EIGHT PILLARS OF SUSTAINABILITY

- Complete Community Land Use
- Low Impact Transportation
- Green Buildings
- Multi-use Landscapes
- Innovative Infrastructure
- Local Food Systems
- Healthy Community
- Local, Diverse Economy



2016 By the Numbers

57.6 % of total waste diverted from the landfill, up slightly from 2015

Corporate & Financial Administration

- **66** Council Meetings
- **48** External Committee Meetings
- **48** Internal Committee Meetings
- **732** Resolutions Adopted
- **6** Freedom of Information Requests
- **24** Job Postings
- **3** Retirements
- **1,218** E-mail Subscribers
- **17** Statutory Advertisements
- **11** Corporate Services Newsletters published
- **595** Subscribers to electronic utility billing
- **417** Subscribers to pre-authorized utility payment program
- **480** Business Licences
- **19** Grants

Infrastructure Services

- **65.31** Kms of Roads
- **37.6** Kms of Sidewalks
- **85.3** Kms of Water Mains
- **68** Kms of Sewer Mains
- **3,173** Residential Sewer Connections
- **2,787** Single Family Dwelling Water Connections
- **365** Consecutive Days Providing Safe Tested Drinking Water
- **32** Interments in Ladysmith Cemetery
- **23** Marker Instalments in Ladysmith Cemetery
- **3,108** Residential Units Serviced with Waste Pick-up
- **1,418** Tonnes Solid Waste Collected (garbage, recyclables, organics)
- **57.6 %** of Total Waste Diverted from Landfill
- **1,149** Customer Service Requests

2016 By the Numbers

Community Safety & Protective Services

- **23** Hourly Paid On-Call Ladysmith Fire/Rescue members
- **7** Ladysmith Fire/Rescue Officers
- **206** Incident Responses
- **371** Bylaw Complaints
- **1,033** Dog Licences

Development Services Building Services

- **18** Development Permit Applications
- **9** Development Permit Applications
- **3** Rezoning Applications
- **11** Sign Permit Applications
- **1** Temporary Use Permit Application
- **10** Commission and Committee Meetings
- **3** Nautsa'mawt Steering Committee Meetings
- **430** Customer Enquiries
- **94** Building Permits (renovations and new construction)
- **32** Occupancy Permits
- **\$10,995,533** Value of Construction

Parks, Recreation & Culture

- **1,012** People Registered in Fitness Programs
- **1,017** Drop-in Fitness classes
- **136** One-on-One Personal Training Patrons
- **716** People Registered in Aquatic Programs
- **516** Private Swimming Lessons
- **82,840** Patrons Visited Frank Jameson Community Centre
- **33** Amphitheatre Events
- **109** Picnics at Transfer Beach Shelters
- **391** Forrest Field Bookings
- **273.32** Hectares of Parks, Trails and Open Spaces
- **26** Kms of Hiking and Walking trails

***365 consecutive days
of providing safe
drinking water in
2016***

Reporting Out

Strategic Priority: Employment and Tax Diversity

Promote responsible investment and innovative management of municipal resources to support community prosperity, sustainable economic development, industry diversification and quality employment opportunities in the Ladysmith area.

WHAT WE SAID WE'D DO	WHAT WE DID: 2016	LOOKING AHEAD
Engage with the development community to streamline application processes and implement best practices for community growth and investment.	Mayor, members of Council and staff held round-table sessions with members of the building and development industry	Implement feedback and recommendations and monitor progress (2017)
Update Building Permit information on the Town's website	Updates completed	Continue to provide up-to-date building permit information on the Town's website (ongoing)
Offer Small Business BC Webinar Program through the Town's website	Link created on the Town's website	Participate in a regional Film Policy update (2018)
Complete Official Community Plan amendment and rezoning for the Holland Creek development area	Completed Official Community Plan amendment for Holland Creek area	Complete an Industrial Lands Strategy (2019)
Engage with the community to update the Waterfront Area Plan	Began Waterfront Area Plan Update project with community and public engagement sessions and a survey, resulting in over 1100 interactions	Complete all requirements to adopt a Zoning Bylaw amendment for the Holland Creek Development (2017) Complete the Waterfront Area Plan Update (2017) Implement recommendations for new Waterfront Area Plan (beginning in 2017)



Strategic Priority: Employment and Tax Diversity

WHAT WE SAID WE'D DO	WHAT WE DID: 2016	LOOKING AHEAD
<p>Continue to provide tax incentives for building investment</p>	<p>Tax incentive programs ongoing</p>	<p>Review exemptions during the Financial Planning process (annually)</p>
<p>Explore options for a new City Hall in the downtown</p>	<p>Demolished existing buildings on the site of the future City Hall at Buller St. and 1st Ave. Explored opportunities for co-locating other community facilities in a new City Hall</p>	<p>Continue to set funds aside in the City Hall Reserve (ongoing)</p>
<p>Continue to direct business license revenue to fund the Visitor Information Centre at the Ladysmith Chamber of Commerce location</p>	<p>Signed a new agreement with the Ladysmith Chamber of Commerce to direct business licence revenue to support the provision of visitor and business information by the Chamber</p>	<p>Maintain a partnership agreement with the Ladysmith Chamber of Commerce to provide visitor and business services (ongoing)</p>
<p>Enhance facilities at Transfer Beach including the Transfer Beach Interpretive History Project</p>	<p>Unveiled Transfer Beach History Pictorial on Canada Day 2016 Opened enhanced picnic facilities donated by Ladysmith Rotary Club</p>	<p>With Ladysmith Rotary Club, complete a new, accessible covered picnic shelter (2017)</p>
<p>Implement the next phase of the welcome and directional signage project</p>	<p>Completed planning and design for 49th Parallel Marker at Aggie Plaza</p>	<p>Install the new 49th Parallel Marker at Aggie Plaza (2017)</p>
<p>Complete improvements to expand Aggie Hall parking</p>	<p>Project underway; phase one of expansion to be completed in 2017</p>	<p>Complete Phase One of the parking expansion (2017) Explore options for additional parking in the vicinity of Aggie Hall (2018 - 2019)</p>



Reporting Out

Strategic Priority: Natural and Built Infrastructure

Maintain, review and expand both natural and built infrastructure

WHAT WE SAID WE'D DO	WHAT WE DID: 2016	LOOKING AHEAD
Complete the Waste Water Treatment Plant to secondary treatment	Completed construction of the Waste Water Treatment Plant	Complete commissioning of the Waste Water Treatment Plant (2017)
Upgrade the fueling system at Public Works	Commenced the upgrade to the Public Works fueling system	Complete the upgrade to the Public Works fueling system (2017)
Begin design and construction of a water filtration plant	Commenced plant design Secured grant funding of \$8.8 million	Adopt a borrowing bylaw to fund the balance of construction of the water filtration plant (2017) Begin construction of the plant (2017) Complete construction (2019)
Complete the upgrade of Fourth Avenue -- pavement, bike lanes, storm, water and sanitary pipes	Initiated design of Fourth Avenue improvements, and held a public open house to seek input and reaction	Complete conceptual design of the Fourth Avenue improvements and hold further public consultation (2017) Begin construction (2018)



Strategic Priority: Natural and Built Infrastructure

WHAT WE SAID WE'D DO	WHAT WE DID: 2016	LOOKING AHEAD
<p>Prioritize maintenance of existing infrastructure before making commitments to new assets</p>	<p>Began work on Phase II of the Asset Management Plan</p> <p>Completed an Energy and Facilities Assessment at the Frank Jameson Community Centre</p> <p>Repair the roof at the Ladysmith Fire Hall</p> <p>Upgraded bleachers and storage security at the Aggie Hall playing fields</p> <p>Repaired the roof at the Frank Jameson Community Centre</p>	<p>Implement the Asset Management Plan (by 2019)</p> <p>Conduct further facilities assessments (2017) and implement upgrades as required (ongoing)</p> <p>Complete the roof repair and expand the truck bay at the Fire Hall (2017)</p> <p>Replace the Aggie Hall playground (2017)</p> <p>Upgrade the High Street Ball Fields bleachers (2018)</p> <p>Carry out upgrades at the Frank Jameson Community Centre, including change room improvements, Oasis Pool filter, hot tub generator and sauna heater (2017), an ultraviolet sanitation system for the pool (2018) and pool deck replacement (2018)</p> <p>Expand GIS mapping to support asset management (2017 and 2018)</p> <p>Reline the water main from Colonia to Public Works (2017)</p>
<p>Complete scheduled water, sewer and storm main maintenance and replacement</p>	<p>Upgraded water main valve equipment</p>	<p>Cover the exposed section of the Stocking Lake water main (2017)</p> <p>Upgrade the Stocking Lake Supply Main (2019)</p> <p>Install water main on Thicke Road (2017)</p> <p>Acquire a new Fire/Rescue Truck to replace the 1990 engine (2017)</p>

Reporting Out

Strategic Priority: Watershed Protection & Water Management

Be leaders, stewards and advocates for securing and protecting Ladysmith’s watershed, delivery of safe drinking water and responsible management of water resources.

WHAT WE SAID WE’D DO

Initiate water system improvements to provide for adequate and safe drinking water to meet the present and future needs of the Town and its neighbours

Continue to provide incentives to decrease water consumption and participate in regional water conservation education campaign

Research watershed security and protection initiatives

WHAT WE DID: 2016

Began design and construction of a water filtration plant

Continued the Low Flush Toilet Rebate Program

Implemented a water conservation program “Every Drop Counts”

Participated in regional Water Conservation Campaign with Regional District, Stz’uminus First Nation and Diamond improvement District

Collaborated on regional water restriction communications for region-wide consistency

LOOKING AHEAD

Secured \$8.8 million in grant funding to help pay for the cost of a new water filtration plant

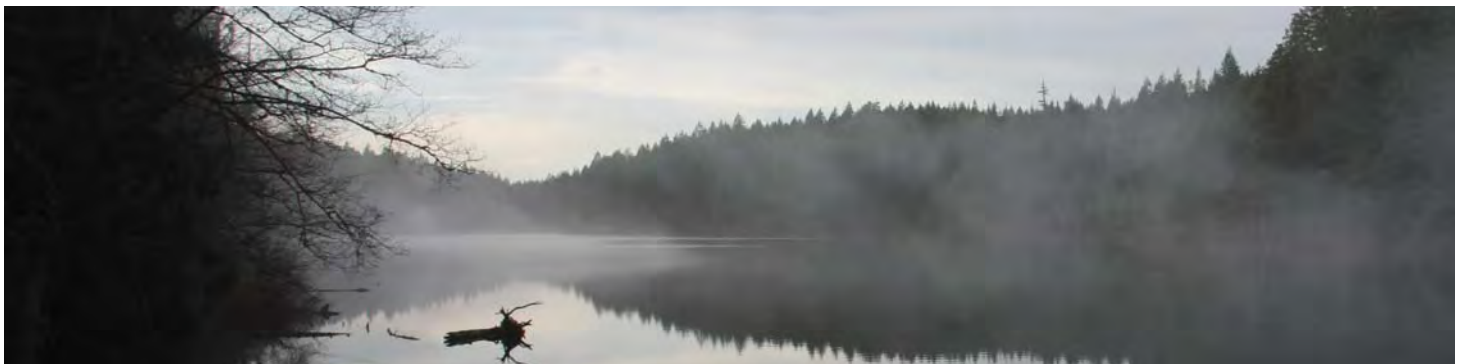
Consider amendments to the Low Flush Toilet Rebate Program (2017)

Enhance water conservation communications (ongoing)

Continue participation in regional water conservation strategies (ongoing)

Complete a Holland Dam Inundation Study (2017)

Install water quality monitoring equipment - Holland Lake, Stocking Lake, Chicken Ladder (2020)



Strategic Priority: Watershed Protection & Water Management

WHAT WE SAID WE'D DO	WHAT WE DID: 2016	LOOKING AHEAD
<p>Initiate water system improvements to provide for adequate and safe drinking water to meet the present and future needs of the Town and its neighbours</p> <p>Continue to provide incentives to decrease water consumption and participate in regional water conservation education campaign</p> <p>Research watershed security and protection initiatives</p>	<p>Began design and construction of a water filtration plant</p> <p>Continued the Low Flush Toilet Rebate Program</p> <p>Implemented a water conservation program "Every Drop Counts"</p> <p>Participated in regional Water Conservation Campaign with Regional District, Stz'uminus First Nation and Diamond improvement District</p> <p>Collaborated on regional water restriction communications for region-wide consistency</p>	<p>Secured \$8.8 million in grant funding to help pay for the cost of a new water filtration plant</p> <p>Consider amendments to the Low Flush Toilet Rebate Program (2017)</p> <p>Enhance water conservation communications (ongoing)</p> <p>Continue participation in regional water conservation strategies (ongoing)</p> <p>Complete a Holland Dam Inundation Study (2017)</p> <p>Install water quality monitoring equipment - Holland Lake, Stocking Lake, Chicken Ladder (2020)</p>



Reporting Out

Strategic Priority: Communications

Improve community engagement and communications through active collaboration with partners and investment in information technology.

WHAT WE SAID WE'D DO

Improve community engagement and communications through active collaboration with partners and investment in information technology
Host semi-annual Town Hall meetings

Expand use of technology to deliver timely information

Maximize use of all communication methods, including social media, newsletters, e-mails and inserts in utility and tax bills

Identify opportunities for increased participatory decision-making

Enhance communications/engagement with a comprehensive review of commissions/committees

WHAT WE DID: 2016

Implemented live video streaming and archiving of Council meetings
Introduced a new electronic newsletter for Town information

Created a new Communications and Engagement Specialist staff position

Established new Parks, Recreation & Culture and Invasive Species Advisory Committees in accordance with the Parks, Recreation and Culture Master Plan

LOOKING AHEAD

Hold a Town Hall Meeting in Fall (2017)

Implement new regional recreation registration software (2017)

Introduce PlaceSpeak online public engagement platform (2017)

Upgrade the Town's website, including enhanced accessibility for mobile devices (2017)

Adopt a Youth Services Strategy (2018)

Adopt a Public Art Strategy (2019)

Conduct a review of Town Commissions and Committees and volunteer involvement (2017)



Strategic Priority: Partnerships

Enhance connection to the community by broadening and strengthening collaboration. Accelerate delivery of strategic objectives by working with others, building internal and community capacity in the process. Facilitate widespread, meaningful involve-

WHAT WE SAID WE'D DO	WHAT WE DID: 2016	LOOKING AHEAD
<p>Reinvest in the Partnership for an Economically Vibrant Community in collaboration with community partners such as the Ladysmith Chamber of Commerce, Ladysmith Downtown Business Association and Stz'uminus First Nation</p>	<p>Took part in a Business Walk to determine business needs and how best to support their success</p>	<p>Continue working together to support business development and opportunities</p>
<p>Partner with Stz'uminus First Nation through joint Council and Naut'sa Mawt Steering Committee meetings. Invest in initiatives of mutual benefit/concern (expanded service agreements, south end lands, DL 651 and environmental restoration of Ladysmith Harbour)</p>	<p>The joint Naut'sa Mawt Steering Committee met regularly in 2016</p> <p>Began negotiations on a new Water and Sewer Service Agreement</p> <p>Prepared a draft Building Inspection Agreement</p>	<p>Continue Naut'sa Mawt Committee meetings (ongoing)</p> <p>Explore opportunities for joint stewardship of the Ladysmith Waterfront (2017)</p> <p>Implement Water and Sewer Agreement and Building Inspection Agreement (2017)</p> <p>Explore opportunities for industrial development in the South Ladysmith area (2019)</p>
<p>Pursue opportunities for First Nations public art installations and place acknowledgments</p>	<p>Unveiled Transfer Beach Pictorial and signage for midden</p>	<p>Explore art opportunities related to Canada 150 (2017)</p>
<p>Co-host annual Community-to-Community Forum event</p>	<p>Held a Community to Community Forum with Chief and Council of Stz'uminus First Nation</p>	<p>Hold a community to Community Forum (2017)</p>
<p>Update the Memorandum of Understanding with Stz'uminus First Nation</p>		<p>Begin negotiations to update the Memorandum of Understanding and explore opportunities for public celebration when it is signed (2017)</p>

Reporting Out

Strategic Priority: Partnerships

WHAT WE SAID WE'D DO	WHAT WE DID: 2016	LOOKING AHEAD
<p>Articulate and support opportunities for further partnerships (economic and social) with community organizations</p>	<p>Entered into a lease for the Davis Road School site</p>	
<p>Enhance partnership with School District 68</p>	<p>Created an off-leash dog park on the Davis Road School site</p> <p>Signed a Collaboration Agreement with the Board of Trustees to guide future relationships</p>	<p>Complete a Joint Use Agreement with School District 68 for facilities and fields (2017)</p>
<p>Resolve nuisance property concerns through a multi-agency approach</p>	<p>Under the authority of the new Property Maintenance Bylaw, completed remedial action to clean up a nuisance property</p>	
<p>Establish a Canada 150 Celebrations Committee</p>	<p>Established the committee with members from the community and Stz'uminus First Nation</p>	<p>Support year-long celebrations and events in partnership with Stz'uminus First Nation and community groups and organizations (2017)</p>
<p>Establish a Bar Watch Program with Good Neighbour Agreements</p>	<p>Participated in the BC Cowichan Canada Summer Games Organizing Committee</p>	<p>Support a successful staging of the 2018 BC Summer Games in the Cowichan Region (2018)</p>
<p>Establish a Bar Watch Program with Good Neighbour Agreements</p>	<p>Established the Bar Watch Program</p> <p>Completed a good Neighbour Agreement with a licensed establishment</p>	<p>Continue to offer the Bar Watch Program and encourage establishments to participate (ongoing)</p>
<p>Continue to Implement the Information Technology Strategic Plan through a partnership with Municipality of North Cowichan</p>	<p>The partnership is ongoing with North Cowichan continuing to provide IT services to the Town</p>	

Strategic Priority: Partnerships

WHAT WE SAID WE'D DO

Partner with Stz'uminus First Nation, Ladysmith Maritime Society and government agencies responsible for clean-up of derelict vessels

Reduce curbside contamination of recyclable materials with Recycle (formerly Multi-Material) BC

Pursue regional equity in recreation services

WHAT WE DID: 2016

Thanks to sustained effort by many parties at all levels of government and the community, the worst derelict vessel in the Ladysmith Harbour, the *Viki Lyne II*, was towed away for dismantling

Participated in the Regional Recreation Select Committee

LOOKING AHEAD

Seek funds and support for clean-up of the derelict and abandoned vessels in Ladysmith Harbour (2017)

Implement a public education campaign to reduce contamination of recyclables with plastic film and other non-eligible materials (2017)

Continue participation in the Regional Recreation Select Committee (ongoing)





FINANCIAL STATEMENTS for FISCAL YEAR ENDING December 31, 2016



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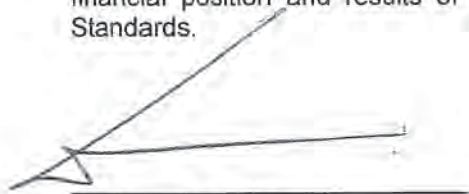
Statement of Management's Responsibility

STATEMENT OF MANAGEMENT'S 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.

MNP LLP 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 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 Public Sector Accounting Standards.



Guillermo Ferrero
Chief Administration Officer

Independent Auditor's Report

Independent Auditors' Report

To the Mayor and Council of the Town of Ladysmith:

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, 2016 and the consolidated statements of operations, cash flows and changes in net financial assets and related schedules 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.

Auditors' 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. Those 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 from 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 auditors' 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 evaluating 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, the consolidated financial statements present fairly, in all material respects, the financial position of the Town of Ladysmith as at December 31, 2016 and the results of its operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Nanaimo, British Columbia

April 3, 2017


Chartered Professional Accountants

Consolidated Statement of Financial Position as at December 31, 2016

	<u>2016</u>	<u>2015</u>
Financial Assets		
Cash and short term deposits (Note 3)	\$ 19,171,188	\$ 13,653,298
Accounts receivable (Note 4)	<u>2,993,892</u>	<u>2,934,237</u>
	<u>22,165,080</u>	<u>16,587,535</u>
Liabilities		
Accounts payable and accrued liabilities (Note 5)	2,478,417	2,030,493
Post-employment benefits (Note 6)	250,300	268,000
Deferred revenue (Note 7)	486,057	368,849
Refundable deposits and other (Note 8)	455,147	391,720
Restricted reserves - other (Note 9)	425,310	490,270
Development cost charge reserve (Note 9)	1,971,403	1,769,872
Federal gas tax reserve (Note 11)	1,310,274	1,060,650
Obligations under capital lease (Note 12 & Schedule I)	384,390	445,707
Equipment Financing (Note 13)	34,179	42,952
Short term financing (Note 14 & Schedule II)	670,000	4,920,000
Debenture debt (Note 15 & Schedule III)	<u>12,855,236</u>	<u>2,976,232</u>
	<u>21,320,713</u>	<u>14,764,745</u>
Net Financial Assets	<u>844,367</u>	<u>1,822,790</u>
Non-Financial Assets		
Tangible Capital Assets (Schedule X)	92,215,270	89,175,441
Prepays	112,348	107,343
Inventory	<u>71,759</u>	<u>74,792</u>
	<u>92,399,377</u>	<u>89,357,576</u>
Accumulated Surplus (Note 20)	<u>\$ 93,243,744</u>	<u>\$ 91,180,366</u>

Commitments and Contingencies (Note 16)


 Director of Financial Services

See accompanying notes to the financial statements

Consolidated Statement of Operations

For the Year Ended December 31, 2016

	<u>2016</u>	<u>Budget 2016</u> (Note 21)	<u>2015</u>
Revenue			
Taxes - (Schedule IV)	\$ 9,648,476	\$ 9,626,136	\$ 9,164,130
Fees and charges (Schedule V)	3,827,034	3,487,239	3,399,055
Investment Income	157,817	105,000	132,452
Penalty and interest on tax	119,526	120,000	123,546
Grants (Schedule VIII)	1,724,706	12,318,540	2,535,095
Donations and contributed tangible capital assets	319,015	18,500	241,914
Gain on foreign exchange	(83,675)	-	131,994
Gain (loss) on disposal of tangible capital assets	184,840	-	164,961
Municipal Finance Authority refunds	-	-	47,299
Development fees	-	168,000	108,075
Gas tax funds utilized	145,233	575,500	299,363
	<u>16,042,972</u>	<u>26,418,915</u>	<u>16,347,884</u>
Expenses			
General government services	2,305,352	2,617,150	2,270,072
Protective services	1,739,803	1,976,262	1,777,708
Transportation services	2,003,708	2,138,548	1,971,138
Garbage services	474,893	508,020	485,293
Cemetery services	37,374	30,072	21,492
Development services	612,929	883,358	640,242
Recreation and cultural services	2,581,754	2,611,902	2,387,738
Parks operation services	910,233	931,766	894,327
Sewer	2,072,169	1,832,069	1,274,354
Water	1,241,378	1,348,391	1,372,626
	<u>13,979,594</u>	<u>14,877,538</u>	<u>13,094,990</u>
Annual Surplus	2,063,378	11,541,377	3,252,894
Accumulated Surplus, beginning of year	<u>91,180,366</u>	<u>91,180,366</u>	<u>87,927,472</u>
Accumulated Surplus - end of year	<u>\$ 93,243,744</u>	<u>\$ 102,721,743</u>	<u>\$ 91,180,366</u>

See accompanying notes to the financial statements

Consolidated Statement of Cash Flows

For the Year Ended December 31, 2016

	<u>2016</u>	<u>2015</u>
Operating Transactions		
Annual Surplus	\$ 2,063,378	\$ 3,252,894
Less non-cash items included in surplus:		
Amortization	2,875,406	2,512,157
Loss (gain) on disposal of tangible capital assets	(184,840)	(164,961)
Actuarial adjustments on debenture debt	(30,951)	(88,962)
Contributed tangible capital assets	<u>(300,085)</u>	<u>(127,251)</u>
	4,422,909	5,383,877
Accounts receivable	(59,655)	1,241,549
Prepaid expenses	(5,005)	(6,050)
Inventory	3,033	32
Accounts payable and accrued liabilities	447,924	296,420
Post employment benefits	(17,700)	(8,300)
Deferred revenues	117,208	57,792
Refundable deposits and other	63,427	58,190
Restricted reserves	(64,960)	10,120
Development cost charge reserve	201,531	292,701
Gas tax reserve	<u>249,624</u>	<u>83,951</u>
Cash provided by operating transactions	<u>5,358,336</u>	<u>7,410,282</u>
Capital Transactions		
Proceeds on sale of tangible capital assets	411,763	166,975
Cash used to acquire tangible capital assets	<u>(5,842,073)</u>	<u>(11,398,779)</u>
	<u>(5,430,310)</u>	<u>(11,231,804)</u>
Financing		
Proceeds of short-term financing	-	4,920,000
Proceeds of long-term financing	6,000,000	-
Repayment of long-term debt and capital leases	<u>(410,135)</u>	<u>(236,071)</u>
Net (Decrease) Increase in cash from financing	<u>5,589,865</u>	<u>4,683,929</u>
Increase in Cash and Short Term Deposits	5,517,891	862,407
Cash and Short Term Deposits - Beginning of Year	13,653,298	12,790,890

See accompanying notes to the financial statements

Consolidated Statement of Changes in Net Financial Assets For the Year Ended December 31, 2016

	<u>2016</u>	<u>Budget 2016</u> (Note 21)	<u>2015</u>
Annual Surplus	\$ 2,063,378	\$ 11,541,377	\$ 3,252,894
Acquisition of tangible capital assets	(6,142,158)	(23,622,305)	(11,526,030)
Amortization of tangible capital assets	2,875,406	2,485,372	2,512,157
Loss (gain) on sale of tangible capital assets	(184,840)	-	(164,961)
Proceeds from sale of tangible capital assets	411,763	-	166,975
Decrease (Increase) in inventories	3,033	-	32
Decrease (Increase) in prepaids	(5,005)	-	(6,050)
Change in Net Financial Assets	<u>(978,423)</u>	<u>(9,595,556)</u>	<u>(5,764,982)</u>
Net Financial Assets, beginning of year	<u>1,822,790</u>		<u>7,587,771</u>
Net Financial Assets, end of year	<u>\$ 844,367</u>		<u>\$ 1,822,790</u>

See accompanying notes to the financial statements

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

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 expenses 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

(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.

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

2. Significant Accounting Policies (continued)

(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

Constructions in progress contain 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.

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 Short-Term Deposits

Cash and short-term deposits includes instruments with maturities of three months or less from the date of acquisition. Balances are reported in Canadian funds. US accounts are translated using the exchange rates of the prescribed bank as December 31.

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

2. Significant Accounting Policies (continued)

(e) Restricted Reserves and Deferred Revenues

Receipts which are restricted by the legislation of senior governments or by agreement with external parties are deferred and reported as restricted reserves. When qualifying expenses are incurred, restricted reserves are brought into revenue at equal amounts, in accordance with Revenue Recognition policy 2 (h). These revenues are comprised of the amounts shown in Note 9.

Revenues received from non-government sources in advance of expenses which will be incurred in a later period are deferred until the associated purchase or expense is incurred.

(f) 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 expense during the reporting period. Significant areas requiring the use of management estimates relate to the collectability of accounts receivable, accrued liabilities, post-employment benefits, provisions for contingencies and amortization rates, useful lives and salvage values for determining tangible capital asset values. Actual results could differ from those estimates. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Town is responsible for. Adjustments, if any, will be reflected in operations in the period of settlement.

(g) 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.

The Town currently rents property at 132c and 33 Roberts Street for office space as well as 17 and 25 Roberts Street for a parking lot. Total lease payments expensed for the year were \$ 76,151 (2015 - \$75,837). The operating leases are annual agreements, and the Town does not expect significant variation from the annual amounts in future years.

(h) 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. Investment income is accrued as earned. Gain on foreign exchange has been recognized in the Statement of Operations using the exchange rate in effect on December 31.

Other revenues are recognized when earned in accordance with the terms of the agreement, when the amounts are measurable and when collection is reasonably assured.

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2016

2. Significant Accounting Policies (continued)

The Town recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. 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. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability (deferred revenue). In such circumstances, the Town recognizes the revenue as the liability is settled.

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.

(i) Non-financial Assets

Non-financial 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 non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(j) Inventory

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

(k) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town of Ladysmith is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2016.

The Town has determined that no owned properties meet the criteria to recognize a liability for contaminated sites.

At each financial reporting date, the Town of Ladysmith reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. If applicable, the Town of Ladysmith will recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

2. Significant Accounting Policies (continued)

(I) Recent Accounting Pronouncements

PS 2200 Related Party Disclosures

In March 2015, as part of the CPA Canada Public Sector Accounting Handbook Revisions Release No. 42, the Public Sector Accounting Board issued a new standard, PS 2200 Related Party Disclosures.

This new Section defines related party and established disclosures required for related party transactions. Disclosure of information about related party transactions and the relationship underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, or could have, a material financial effect on the financial statements.

This section is effective for fiscal years beginning on or after April 1, 2017. Early adoption is permitted.

The Town does not expect application of the new Standard to have a material effect on the consolidated financial statements.

PS 3210 Assets

In June 2015, new PS 3210 Assets was included in the CPA Canada Public Sector Accounting Handbook. The new Section provides guidance for applying the definition of assets set out in PS 1000 Financial Statement Concepts. The main features of this standard are as follows:

Assets are defined as economic resources controlled by a government as a result of past transactions or events and from which future economic benefits are expected to be obtained.

Economic resources can arise from such events as agreements, contracts, other government's legislation, the government's own legislation, and voluntary contributions.

The public is often the beneficiary of goods and services provided by a public sector entity. Such assets benefit public sector entities as they assist in achieving the entity's primary objective of providing public goods and services.

A public sector entity's ability to regulate an economic resource does not, in and of itself, constitute control of an asset, if the interest extends only to the regulatory use of the economic resource and does not include the ability to control access to future economic benefits.

A public sector entity acting as a trustee on behalf of beneficiaries specified in an agreement or statute is merely administering the assets, and does not control the assets, as future economic benefits flow to the beneficiaries.

An economic resource may meet the definition of an asset, but would not be recognized if there is no appropriate basis for measurement and a reasonable estimate cannot be made, or if another Handbook Section prohibits its recognition. Information about assets not recognized should be disclosed in the notes.

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

2. Significant Accounting Policies (continued)

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

The Town does not expect application of the new Standard to have a material effect on the consolidated financial statements.

PS 3320 Contingent Assets

In June 2015, new PS 3320 Contingent Assets was included in the CPA Canada Public Sector Accounting Handbook. The new Section establishes disclosure standards on contingent assets. The main features of this Standard are as follows:

Contingent assets are possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the public sector entity's control occurs or fails to occur. Resolution of the uncertainty will confirm the existence or non-existence of an asset.

Passing legislation that has retroactive application after the financial statement date cannot create an existing condition or situation at the financial statement date.

Elected or public sector entity officials announcing public sector entity intentions after the financial statement date cannot create an existing condition or situation at the financial statement date.

Disclosures should include existence, nature, and extent of contingent assets, as well as the reasons for any non-disclosure of extent, and the bases for any estimates of extent made.

When a reasonable estimate can be made, disclosure should include a best estimate and a range of possible amounts (or a narrower range of more likely amounts), unless such a disclosure would have an adverse impact on the outcome.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted. The Town does not expect application of the new Standard to have a material effect on the consolidated financial statements.

PS 3380 Contractual Rights

In June 2015, new PS 3380 Contractual Rights was included in the CPA Canada Public Sector Accounting Handbook. This new Section establishes disclosure standards on contractual rights, and does not include contractual rights to exchange assets where revenue does not arise. The main features of this Standard are as follows:

Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.

Until a transaction or event occurs under a contract or agreement, an entity only has a contractual right to an economic resource. Once the entity has received an asset, it no longer has a contractual right.

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

2. Significant Accounting Policies (continued)

Contractual rights are distinct from contingent assets as there is no uncertainty related to the existence of the contractual right.

Disclosures should include descriptions about nature, extent, and timing.

The standard is effective for fiscal years beginning on or after April 1, 2017. Earlier adoption is permitted.

The Town does not expect application of the new Standard to have a material effect on the consolidated financial statements.

PS 3430 Restructuring Transactions

In June 2015, new PS 3430 Restructuring Transactions was included in the CPA Canada Public Sector Accounting Handbook. The new Section establishes disclosure standards on contingent assets. The main features of this Standard are as follows:

A restructuring transaction is defined separately from an acquisition. The key distinction between the two is the absence of an exchange of consideration in a restructuring transaction.

A restructuring transaction is defined as a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities that does not involve an exchange of consideration.

Individual assets and liabilities transferred in a restructuring transaction are derecognized by the transferor at their carrying amount and recognized by the recipient at their carrying amount with applicable adjustments.

The increase in net assets or net liabilities resulting from recognition and derecognition of individual assets and liabilities received from all transferors, and transferred to all recipients in a restructuring transaction, is recognized as revenue or as an expense.

Restructuring-related costs are recognized as expenses when incurred.

Individual assets and liabilities received in a restructuring transaction are initially classified based on the accounting policies and circumstances of the recipient at the restructuring date.

The financial position and results of operations prior to the restructuring date are not restated. Disclosure of information about the transferred assets, liabilities and related operations prior to the restructuring date by the recipient is encouraged but not required.

The Section is effective for new restructuring transactions that occur in fiscal periods beginning on or after April 1, 2018. Earlier application is encouraged.

The Town does not expect application of the new Standard to have a material effect on the consolidated financial statements.

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2016

3. Cash and Short Term Deposits

Cash and short term deposits were comprised as follows:

	<u>2016</u>	<u>2015</u>
Cash	\$ 18,398,477	\$ 12,886,680
Short term deposits	772,710	766,618
	<u>\$ 19,171,188</u>	<u>\$ 13,653,298</u>

Included in Cash is a deposit of \$815,610 (the equivalent of \$618,150 US Funds based on the exchange rate at the Ladysmith and District Credit Union on December 31, 2016). 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>2016</u>	<u>2015</u>
Restricted reserves - other	\$ 425,310	\$ 490,270
Federal gas tax reserve	1,310,274	1,060,650
Development cost charges reserve	1,971,403	1,769,872
	<u>\$ 3,706,987</u>	<u>\$ 3,320,792</u>

4. Accounts Receivable

	<u>2016</u>	<u>2015</u>
Property taxes	\$ 1,117,867	\$ 1,243,983
Other government	1,114,734	1,031,001
User fees and other	728,443	631,823
Developer receivables	16,253	16,253
Employee receivables	16,594	11,177
	<u>\$ 2,993,892</u>	<u>\$ 2,934,237</u>

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

5. Accounts Payable and Accrued Liabilities

	<u>2016</u>	<u>2015</u>
General	\$ 1,306,404	\$ 1,007,433
Other governments	617	1,151
Salaries and wages	215,873	194,764
Contractor holdbacks	870,988	786,222
Accrued interest	84,535	40,923
	<u>\$ 2,478,417</u>	<u>\$ 2,030,493</u>

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 August 31, 2014 and has been extrapolated to December 31, 2016. The change in the liability in the financial statements in respect of obligations under the plan amounts to -\$17,700. (-\$8,300 - 2015).

The accrued post-employment benefits are as follows:

	<u>2016</u>	<u>2015</u>
Balance, beginning of year	\$ 268,000	\$ 276,300
Current service costs	30,700	30,400
Benefits paid	(54,400)	(32,700)
Actuarial (gain)/loss	6,000	(6,000)
Balance, end of year	<u>\$ 250,300</u>	<u>\$ 268,000</u>

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

	<u>2016</u>	<u>2015</u>
Discount Rate	3.30%	3.10%
Expected Inflation Rate and Wage & Salary Increases	2.50%	2.50%

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2016

7. Deferred Revenue

	<u>2016</u>	<u>2015</u>
Licence fees & charges	\$ 3,116	\$ 6,133
Rental payments	14,466	589
Prepaid property tax	330,524	243,115
Subdivision tree prepayment	53,854	45,604
Recreation prepayment	39,491	32,399
Utilities	15,544	26,249
Other	29,061	14,759
	<u>\$ 486,057</u>	<u>\$ 368,849</u>

8. Refundable Deposits and Other

	<u>2016</u>	<u>2015</u>
Developer performance deposits	\$ 263,997	\$ 212,120
Damage deposits	190,950	179,400
Other	200	200
	<u>\$ 455,147</u>	<u>\$ 391,720</u>

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

9. Restricted Reserves and Development Cost Charges Reserve

Restricted reserves include Development Cost Charges (DCC's) which are charged to developers and utilized for infrastructure development. There are two reserves, LRC Capital and B&G Capital for the replacement of specific building components located at 630 2nd Avenue and 220 High Street. A withdrawal of \$75,000 from the LRCA restricted reserve was made in March of 2016.

Description	Balance Dec. 31, 2015	Interest	Contributions	Expenditures	Balance Dec. 31, 2016
DCC - Water	\$ 402,656	\$ 3,121	\$ 26,707	\$ -	\$ 432,484
DCC - Parks	318,504	2,534	33,053	-	354,092
DCC - Roads	424,013	3,444	60,003	-	487,460
DCC - Sewer	273,925	2,327	63,230	-	339,483
DCC - Storm	350,774	2,666	4,444	-	357,885
	<u>1,769,872</u>	<u>14,093</u>	<u>187,438</u>	<u>-</u>	<u>1,971,403</u>
Parking	72,998	549	-	-	73,548
Green Streets	1,441	11	-	-	1,452
Amphitheatre	16,071	128	1,300	-	17,499
LRCA/Seniors- Capital	371,960	278	2,480	(75,000)	299,718
B&G - Capital	27,801	230	5,064	-	33,094
	<u>490,270</u>	<u>1,195</u>	<u>8,844</u>	<u>(75,000)</u>	<u>425,310</u>
TOTAL	<u>\$ 2,260,142</u>	<u>\$ 15,288</u>	<u>\$ 196,281</u>	<u>\$ (75,000)</u>	<u>\$ 2,396,713</u>

10. 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. The Town is exposed to currency risk on its US dollar bank account, as described in Note 3. Unless otherwise noted, the fair value of these financial instruments approximates their carrying values.

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2016

11. Federal Gas Tax Reserve

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 funds are recorded on the financial statements as a restricted reserve.

	<u>2016</u>	<u>2015</u>
Opening balance of unspent funds	\$ 1,060,650	\$ 976,699
Add: Amounts received during the year	386,644	374,048
Interest earned	8,213	9,265
Less: Gas tax funds utilized	(145,233)	(299,363)
	<u> </u>	<u> </u>
Closing balance of unspent funds	<u>\$ 1,310,274</u>	<u>\$ 1,060,650</u>

12. Obligations under Capital Lease

There are five leases payable to the Municipal Finance Authority. The future minimum lease payments, including PST, under the capital lease obligation are as follows:

2017	48,872
2018	332,139
2019	3,379
2020	-
2021	-
Thereafter	-

Debt interest, less actuarial adjustments in the consolidated statement of financial activities, is calculated as \$6,646 (\$8,673 - 2015).

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

12. Obligations under Capital Lease (continued)

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 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 1.70% per annum. The balance of the capital lease at December 31, 2016, which is included in obligation under capital leases, is \$7,305. Lease to expire May 2017. (\$24,752 - 2015)
- 2) 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 1.70% per annum. The balance of the capital lease at December 31, 2016, which is included in obligation under capital leases, is \$810. Lease to expire July 2017. (\$2,212 - 2015)
- 3) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on March 28, 2013 for the purchase of a fire truck. The remaining obligation will be repaid with monthly lease payments in the amount of \$2,718 including interest at 1.70% per annum. The balance of the capital lease at December 31, 2016, which is included in obligation under capital leases, is \$349,561. Lease to expire March 2018. (\$378,241 - 2015)
- 4) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on February 2, 2014 for the purchase of a photocopier. The remaining obligation will be repaid with monthly lease payments in the amount of \$147 including interest at 1.70% per annum. The balance of the capital lease at December 31, 2016, which is included in obligation under capital leases, is \$3,980. Lease to expire February 2019. (\$5,781 - 2015)
- 5) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on April 25, 2014 for the purchase of fitness equipment. The remaining obligation will be repaid with monthly lease payments in the amount of \$782 including interest at 1.70% per annum. The balance of the capital lease at December 31, 2016, which is included in obligation under capital leases, is \$22,735. Lease to expire April 2019. (\$32,305 - 2015)

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2016

13. Equipment Financing

A new five year equipment financing agreement with the Municipal Finance Authority of British Columbia commenced on September 28, 2015 for the financing of a fire truck. The remaining obligation will be repaid with monthly payments in the amount of \$776 including interest at 1.24% per annum. The balance of the loan at December 31, 2016 is \$34,179 (\$42,952 – 2015). Loan to expire September 30, 2020.

The future minimum principal payments are:

2017	8,883
2018	9,011
2019	9,141
2020	7,144
2021	-
Thereafter	-

14. Short-Term Debt

The Town executed short term borrowing of \$920,000 to purchase the properties at 12, 20, and 26 Buller Street and 721 First Avenue. The balance at December 31, 2016 was \$670,000 (\$4,920,000 – 2015).

Principal Payments payable over the next five years:

	2017	2018	2019	2020	2021
Buller Street Properties	-	-	-	\$ 670,000	-

Notes to the Consolidated Financial Schedules For the Year Ended December 31, 2016

15. Debenture Debt

The Town borrowed \$10 million dollars to fund the upgrade of the Waste Water Treatment Plant. The total long term debt issued and outstanding as at December 31, 2016 was \$12,855,236 (\$2,976,232 as at December 31, 2015).

The following principal amounts are payable over the next five years.

Principal repayments

	2017	2018	2019	2020	2021	Thereafter
General	\$ 66,033	\$ 66,033	\$ 66,033	\$ 66,033	\$ 66,033	\$ 660,329
Water	24,012	24,012	24,012	24,012	24,012	384,191
Sewer	500,000	500,000	500,000	500,000	500,000	7,500,000
	<u>\$ 590,045</u>	<u>\$ 590,045</u>	<u>\$ 590,045</u>	<u>\$ 590,045</u>	<u>\$ 590,045</u>	<u>\$ 8,544,520</u>

Actuarial sinking fund earnings

	2017	2018	2019	2020	2021	Thereafter
General	\$ 31,712	\$ 35,622	\$ 39,688	\$ 43,917	\$ 48,315	\$ 767,455
Water	4,079	5,202	6,371	7,586	8,850	361,695
Sewer	-	-	-	-	-	-
	<u>\$ 35,791</u>	<u>\$ 40,824</u>	<u>\$ 46,059</u>	<u>\$ 51,503</u>	<u>\$ 57,165</u>	<u>\$ 1,129,150</u>
	<u>\$625,835</u>	<u>\$630,869</u>	<u>\$636,104</u>	<u>\$641,548</u>	<u>\$647,210</u>	<u>\$9,673,671</u>

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

	Interest	Actuarial Adjustment	2016 Net	2015 Net
General - Interest	\$ 72,212	\$ 27,953	\$ 44,259	\$ 136,286
Water - Interest	34,063	2,998	31,064	32,041
Sewer - Interest	67,222	-	67,222	(3,101)
	<u>\$ 173,497</u>	<u>\$ 30,951</u>	<u>\$ 142,546</u>	<u>\$ 165,226</u>

16. 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, 2016 for incidents which arose in the ordinary course of operations. In the opinion of management and legal counsel, the

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements

For the Year Ended December 31, 2016

16. Commitments and Contingencies (Continued)

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 employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The Plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2015, the Plan has about 189,000 active members and approximately 85,000 retired members. Active members include approximately 37,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent valuation for the Municipal Pension Plan as of December 31, 2015, indicated a \$2.224 billion funding surplus for basic pension benefits on a going concern basis.

The Town of Ladysmith paid \$429,034 (2015 - \$430,067) for employer contributions to the Plan in fiscal 2016.

The next valuation will be as at December 31, 2018, with results available in 2019.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

(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.

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

17. Significant Taxpayers

The Town is reliant upon 10 taxpayers for approximately 20.46% (20.72% - 2015) of the total property tax revenue which includes Western Forest Products at approximately 12.75% (12.64% - 2015) of the total property tax revenue.

18. 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:

	<u>2016</u>	<u>2015</u>
Assets		
Cash and short term investment	<u>\$ 152,957</u>	<u>\$ 147,252</u>
Equity		
Opening balance	\$ 147,252	\$ 143,932
Interest	1,896	1,474
Transfer interest to fund cemetery costs	(1,896)	(1,474)
Contributions	<u>5,705</u>	<u>3,320</u>
Balance, end of year	<u>\$ 152,957</u>	<u>\$ 147,252</u>

19. Comparative Figures

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

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

20. Accumulated Surplus

The Town segregates its accumulated surplus in the following categories:

	2016	2015
Unappropriated equity	\$ 4,309,353	\$ 3,733,297
Appropriated equity (Schedule VI)	9,301,011	5,612,326
	13,610,363	9,345,623
 Capital Funds		
General capital fund	139,299	127,404
Sewer capital fund	17,119	17,419
Water capital fund	612,520	612,520
	768,938	757,344
 Reserve Funds		
Reserve funds (Schedule VI)	592,975	286,847
Equity in Tangible Capital Assets	78,271,467	80,790,552
Total Accumulated Surplus	\$ 93,243,744	\$ 91,180,366

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2016

21. Annual Budget

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on May 2, 2016.

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

The following shows how these amounts were combined:

Financial Plan Balance for the year	\$ -
Add back:	
Amortization	(2,485,372)
Proceeds from new debt	(7,635,000)
Transfers to/from own funds	(2,758,050)
Less:	
Principal payments on debt	793,650
Capital expenditures per budget	24,459,910
Transfers to/from own funds per PSAB	3,844
Capital Expenditures expensed according to Tangible Capital Asset Policy	<u>(837,605)</u>
Adjusted Annual Surplus	<u>\$ 11,541,377</u>

22. 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.

23. Segmented Information

The Town is a diversified municipal government institution that provides a wide range of services to

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

General Government Services

The City Manager is the liaison between Council and the Town departments and staff. 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 in General Government Services is the Finance Department, Information Technology and Human Resources.

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.

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

TOWN OF LADYSMITH NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2016

23. 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.

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.

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

These notes form an integral part of these financial statements

Notes to the Consolidated Financial Statements For the Year Ended December 31, 2016

23. Segmented Information (Continued)

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.

24. Subsequent Events

An offer of \$840,000 to purchase a piece of property located at 4142 Thicke Road was approved, subject to conditions. The sale is expected to close March of 2017.

An offer to \$450,000 to sell properties located at 1201 and 1251 Christie Road was accepted. The sale is expected to close March of 2017.

Schedule of Obligations Under Capital Leases

For the Year Ended December 31, 2016 -- Schedule I

	<u>Term</u>	<u>Original Amount</u>	<u>Balance Dec 31, 2015</u>	<u>Principal Payments</u>	<u>Net Interest ⁽¹⁾</u>	<u>Balance Dec 31, 2016</u>	<u>Interest Rate</u>
City Hall Copier	2011-16	19,780	2,416	2,416	13 \$	-	1.70%
Fire Bush Truck	2012-17	83,652	24,752	17,447	267 \$	7,305	1.70%
Spartan Fire Truck	2013-18	452,066	378,241	28,680	5,817 \$	349,561	1.70%
P.W. Copier	2012-17	6,748	2,212	1,402	25 \$	810	1.70%
Ricoh Copier - FJCC	2014-19	8,967	5,781	1,802	79 \$	3,980	1.70%
Fitness Equip - FJCC	2014-19	47,765	32,305	9,570	445 \$	22,735	1.70%
		<u>\$ 618,978</u>	<u>\$ 445,707</u>	<u>\$ 61,317</u>	<u>\$ 6,646</u>	<u>\$ 384,390</u>	

⁽¹⁾ Interest, net of actuarial adjustments

Schedule of Short Term Debt For the Year Ended December 31, 2016 -- Schedule II

	<u>Term</u>	<u>Original Amount</u>	<u>Balance Dec 31, 2015</u>	<u>Principal Payments</u>	<u>Net Interest ⁽¹⁾</u>	<u>Balance Dec 31, 2016</u>	<u>Interest Rate</u>
<u>General Capital Fund</u>							
2015 Buller Street Properties	5 years	\$ 920,000	\$ 920,000	\$ 250,000	\$ 11,157	\$ 670,000	1.38%
<u>Sewer Capital Fund</u>							
2015 Waste Water Treatment Plant	5 years	4,000,000	4,000,000	-	76,093	-	1.38%
		<u>\$ 4,920,000</u>	<u>\$ 4,920,000</u>	<u>\$ 250,000</u>	<u>\$ 87,250</u>	<u>\$ 670,000</u>	

2015 Waste Water Treatment Plant short term debt was converted into 2016 Sewer Treatment Plant long term debt

⁽¹⁾ Interest, net of actuarial adjustments

Schedule of Debenture Debt

For the Year Ended December 31, 2016 -- Schedule III

	<u>Issue #</u>	<u>Term</u>	<u>Original Amount</u>	<u>Balance Dec 31, 2015</u>	<u>Principal Payments</u>	<u>Net Interest ⁽¹⁾</u>	<u>Balance Dec 31, 2016</u>	<u>Interest Rate</u>
<u>General Capital Fund</u>								
2006 RCMP Building	97	2006-31	2,750,000	2,051,187	93,985	44,259	1,957,202	4.66%
<u>Water Capital Fund</u>								
2012 Water Improvements	118	2012-37	1,000,000	925,044	27,010	31,064	898,034	3.40%
<u>Sewer Capital Fund</u>								
2016 Sewer Treatment Plant	138	2016-36	10,000,000	-	-	67,222	10,000,000	6.45%
			\$ 13,750,000	\$ 2,976,232	\$ 120,996	\$ 142,546	\$ 12,855,236	

⁽¹⁾ Interest, net of actuarial adjustments

Schedule of Tax Revenues

For the Year Ended December 31, 2016 -- Schedule IV

	Actuals 2016	Budget 2016	Actuals 2015
General Taxes			
General municipal purposes	\$ 7,683,410	\$ 7,685,704	\$ 7,456,243
Grants in lieu and 1% utility tax	163,974	162,379	165,762
Water and sewer parcel tax	1,801,092	1,778,053	1,542,125
	\$ 9,648,476	\$ 9,626,136	\$ 9,164,130
 Collections for other governments:			
School district	\$ 2,959,379	\$ 2,956,248	\$ 2,993,017
Regional hospital district	770,827	770,262	694,246
Regional district	1,140,438	1,139,645	1,139,643
BCAA and MFA	79,070	78,975	82,205
Library	353,236	353,236	340,973
	\$ 5,302,950	\$ 5,298,366	\$ 5,250,083
 Less:			
Transmission of taxes levied for other agencies:			
School district	\$ 2,959,379	\$ 2,956,248	\$ 2,993,017
	770,827	770,262	694,246
Regional district	1,140,438	1,139,645	1,139,643
BCAA and MFA	79,070	78,975	82,205
Library	353,236	353,236	340,973
	\$ 5,302,950	\$ 5,298,366	\$ 5,250,083
 Net Taxation	 \$ 9,648,476	 \$ 9,626,136	 \$ 9,164,130

Schedule of Fees and Charges

For the Year Ended December 31, 2016 - Schedule V

	<u>Actuals 2016</u>	<u>Budget 2016</u>	<u>Actuals 2015</u> Restated
Fines	\$ 6,978	\$ 4,000	\$ 4,650
Garbage services Fees	642,550	613,440	638,647
General government services	117,883	25,115	57,059
Cemetery services	39,860	30,050	33,095
Recreation services	660,735	623,648	637,262
Permits, Licences and Fees	430,549	287,734	265,937
Facility Rentals & Leases	227,908	235,412	259,165
Water Utility Fees	848,533	820,915	712,568
Sewer Utility Fees	852,038	846,925	790,672
	<u>\$ 3,827,034</u>	<u>\$ 3,487,239</u>	<u>\$ 3,399,055</u>

Schedule of Reserves and Appropriated Equity For the Year Ended December 31, 2016 -- Schedule VI

(Unaudited)

	Balance Dec. 31, 2015	Interest Allocated	Contributions	Funding	Balance Dec. 31, 2016
RESERVES					
Tax Sale	\$ 25,694	\$ 335	\$ -	\$ -	\$ 26,029
Perpetual Safety Fund	12,786	167	-	-	12,952
Sale Real Property	-	306	257,158	12,793	244,671
Municipal Office Building	175,000	-	60,000	-	235,000
Amenity Funds	73,367	956	-	-	74,323
TOTAL RESERVES	\$ 286,847	\$ 1,762	\$ 317,158	\$ 12,793	\$ 592,975
APPROPRIATED EQUITY - OPERATIONS					
General Operating Fund					
Future Projects	1,555,849	-	548,051	91,299	2,012,601
Equipment	963,354	-	449,571	139,594	1,273,331
Land & Building	214,395	-	102,775	106,601	210,569
Tax Contingency	7,986	-	-	-	7,986
Snow & Ice Removal	30,000	-	-	-	30,000
Infrastructure Deficit	318,179	-	198,125	75,000	441,304
Multi-Materials BC Rebate	146,713	-	76,000	-	222,713
	<u>3,236,476</u>	-	<u>1,374,522</u>	<u>412,494</u>	<u>4,198,504</u>
Water Operating Fund					
Capital Expenditures	803,908	-	525,074	43,187	1,285,795
MFA Surplus Refunds	524,075	-	-	-	524,075
Total Water Operating Fund	<u>1,327,984</u>	-	<u>525,074</u>	<u>43,187</u>	<u>1,809,870</u>
Sewer Operating Fund					
Capital Expenditures	435,922	-	3,516,383	1,271,613	2,680,693
MFA Surplus Refunds	611,944	-	-	-	611,944
Total Sewer Operating Fund	<u>1,047,866</u>	-	<u>3,516,383</u>	<u>1,271,613</u>	<u>3,292,637</u>
TOTAL APPROPRIATED EQUITY	\$ 5,612,326	\$ -	\$ 5,415,979	\$ 1,727,294	\$ 9,301,011
TOTAL RESERVES AND APPROPRIATED EQUITY	\$ 5,899,173	\$ 1,762	\$ 5,733,137	\$ 1,740,087	\$ 9,893,986

Schedule of Restricted Reserves, Reserves & Equity by Fund For the Year Ended December 31, 2016 - Schedule VII

(Unaudited)

	Restricted Reserves	Allocated Reserves	Appropriated Equity	Unappropriated Equity	Capital Funds Equity	Total
General operating fund	\$ -	\$ -	\$ 4,198,504	\$ 889,816	\$ -	\$ 5,088,320
Water operating fund	-	-	1,809,870	779,419	-	2,589,290
Sewer operating fund	-	-	3,292,637	2,640,117	-	5,932,754
Reserve fund	425,310	592,975	-	-	-	1,018,285
General capital fund	-	-	-	-	139,299	139,299
Water capital fund	-	-	-	-	612,520	612,520
Sewer capital fund	-	-	-	-	17,119	17,119
Total	\$ 425,310	592,975	\$ 9,301,011	\$ 4,309,353	\$ 768,938	\$ 15,397,586

Schedule of Grant Revenue

For the Year Ended December 31, 2016 -- Schedule VIII

	<u>Actuals 2016</u>	<u>Budget 2016</u>	<u>Actuals 2015</u>
Operating Grants			
Traffic Fines Revenue	\$ 48,422	\$ 49,000	\$ 54,572
Small Communities	454,775	438,000	472,265
CVRD Recreation	126,525	126,516	126,890
Other	39,688	7,300	31,728
	<u>669,410</u>	<u>620,816</u>	<u>685,455</u>
Capital Grants			
1st Avenue/Roundabout Sidewalk	\$ 10,000	\$ 5,000	\$ -
2nd Avenue/High St Crosswalk	-	10,000	-
Aggie Playground Improvements	5,079	-	-
Asset Management	-	80,000	-
Composting Facility	21,950	570,224	-
Energy and Facility Assessment	10,000	10,000	-
ICBC Sign Incentive	-	-	14,830
Stz` uminus First Nation Cooperation Protocol/C2C	2,267	9,000	3,849
Traffic Safety Audit	-	7,500	-
Transfer Beach Parking Lot Railing	-	-	6,000
Upper Transfer Beach Improvements	6,000	6,000	-
Wastewater Treatment Plant Upgrade	1,000,000	1,000,000	1,824,661
Water Filtration	-	10,000,000	-
	<u>1,055,296</u>	<u>11,697,724</u>	<u>1,849,340</u>
	<u>\$ 1,724,706</u>	<u>\$ 12,318,540</u>	<u>\$ 2,534,795</u>

Statement of Operations by Segment

For the Year Ended December 31, 2016 -- Schedule IX

	General Government		Protective Services		Transportation, Garbage & Cemetery Services		Development Services	
	2016	2015	2016	2015	2016	2015	2016	2015
REVENUE								
Tax	\$ 7,847,384	\$ 7,622,005	-	-	-	-	-	-
Fees & Charges	26,993	43,014	343,204	400,413	815,384	635,876	208,963	102,522
Investment income & MFA Refunds	157,817	176,832	-	-	-	-	-	-
Penalty & Interest on tax	119,526	123,546	-	-	-	-	-	-
Grants	457,042	477,748	48,422	54,572	19,092	23,194	5,964	8,436
Donations & contributed property	-	-	-	-	226,560	48,790	-	-
Gain (loss) on foreign exchange	(83,675)	131,994	-	-	-	-	-	-
Gain (loss) on disposal	193,716	153,676	-	-	(1,807)	(20,861)	-	-
Development fees	-	-	-	-	-	108,075	-	-
Gas tax fund utilized	-	-	-	-	40,000	132,702	10,850	-
Total revenue	8,718,804	8,728,816	391,626	454,985	1,099,229	927,776	225,777	110,958
EXPENSES								
Contracted Services	327,015	412,266	1,029,755	1,034,050	552,201	633,798	109,736	123,103
Grants In Aid	107,348	100,250	12,000	11,000	-	-	-	-
Insurance	69,336	57,060	22,927	24,803	5,218	3,304	-	1,360
Interest	11,170	5,397	50,884	111,766	25	32,524	-	-
Materials & Supplies	77,056	36,567	106,041	79,660	134,583	141,790	14,440	6,992
Utilities & Telephone	14,044	18,203	43,436	46,045	142,501	136,773	7,420	8,333
Wages & Benefits	1,587,926	1,537,277	271,517	267,818	871,257	701,923	461,172	481,962
Other	(108,593)	(103,477)	40,541	38,541	(28,804)	(16,192)	16,772	18,493
Amortization	220,050	206,529	162,702	164,024	838,995	844,004	3,389	-
Total expenses	2,305,352	2,270,072	1,739,803	1,777,707	2,515,975	2,477,923	612,929	640,243
Surplus (Deficit)	\$ 6,413,451	\$ 6,458,744	\$ (1,348,178)	\$ (1,322,722)	\$ (1,416,746)	\$ (1,550,147)	\$ (387,152)	\$ (529,285)

Statement of Operations by Segment For the Year Ended December 31, 2016 -- Schedule IX

Recreation & Culture Services		Parks Operations Services		Sewer Operations Services		Water Operations Services		Total Actual	Total Actual
2016	2015	2016	2015	2016	2015	2016	2015	2016	2015
-	-	-	-	\$ 965,172	\$ 964,365	\$ 835,920	\$ 577,760	9,648,476	\$ 9,164,130
729,594	712,615	-	-	853,213	791,347	849,683	713,268	3,827,034	3,399,055
-	-	-	-	-	2,920	-	-	157,817	179,751
-	-	-	-	-	-	-	-	119,526	123,546
168,422	141,484	3,813	5,000	1,021,950	1,824,661	-	-	1,724,706	2,535,095
33,325	73,711	18,930	110,963	23,700	-	16,500	8,450	319,015	241,914
-	-	-	-	-	-	-	-	(83,675)	131,994
1,070	-	(120)	-	(8,019)	16,585	-	15,560	184,840	164,961
-	-	-	-	-	-	-	-	-	108,075
51,000	10,777	43,384	155,885	-	-	-	-	145,233	299,363
<u>983,411</u>	<u>938,587</u>	<u>66,007</u>	<u>271,847</u>	<u>2,856,016</u>	<u>3,599,878</u>	<u>1,702,103</u>	<u>1,315,038</u>	<u>16,042,972</u>	<u>16,347,884</u>
278,478	146,226	66,416	41,747	76,620	106,434	110,420	335,078	2,550,642	2,832,702
-	-	-	-	-	-	-	-	119,348	111,250
33,268	35,037	3,978	5,478	15,370	12,329	11,193	3,861	161,290	143,232
524	743	-	-	143,315	19,462	31,064	32,041	236,983	201,933
100,387	131,336	85,470	100,537	275,837	109,228	106,604	86,797	900,420	692,907
171,729	138,627	5,270	5,014	87,936	60,850	9,538	11,628	481,873	425,473
1,759,230	1,626,835	390,167	384,944	503,623	358,628	414,556	394,910	6,259,448	5,754,297
21,924	81,302	94,990	99,159	180,643	163,158	176,712	140,056	394,184	421,040
216,214	227,632	263,942	257,448	788,825	444,265	381,289	368,255	2,875,406	2,512,157
<u>2,581,754</u>	<u>2,387,738</u>	<u>910,233</u>	<u>894,327</u>	<u>2,072,169</u>	<u>1,274,354</u>	<u>1,241,378</u>	<u>1,372,626</u>	<u>13,979,594</u>	<u>13,094,990</u>
<u>\$ (1,598,343)</u>	<u>\$ (1,449,151)</u>	<u>\$ (844,227)</u>	<u>\$ (622,479)</u>	<u>\$ 783,847</u>	<u>\$ 2,325,524</u>	<u>\$ 460,726</u>	<u>-\$ 57,588</u>	<u>\$ 2,063,378</u>	<u>\$ 3,252,894</u>

Consolidated Statement of Tangible Capital Assets For the Year Ended December 31, 2016 -- Schedule X

	Land		Land Improvements		Buildings		Vehicle Furniture & Equipment		Transp
	2016	2015	2016	2015	2016	2015	2016	2015	2016
COST									
Opening Balance	\$ 9,282,183	\$ 8,566,085	\$ 8,118,648	\$ 7,960,932	\$ 20,142,186	\$ 19,684,792	\$ 6,094,594	\$ 5,705,958	\$ 26,171,570
Add: Additions	279,251	716,098	443,853	172,298	135,052	457,394	1,350,790	599,622	462,958
Less: Disposals	80,412	-	263	14,582	135,274	-	205,288	210,986	-
Less: Write-downs	-	-	-	-	-	-	-	-	-
Closing Balance	<u>9,481,022</u>	<u>9,282,183</u>	<u>8,562,238</u>	<u>8,118,648</u>	<u>20,141,964</u>	<u>20,142,186</u>	<u>7,240,096</u>	<u>6,094,594</u>	<u>26,634,528</u>
ACCUMULATED AMORTIZATION									
Opening Balance	-	-	2,743,306	2,528,342	4,994,185	4,458,227	3,443,827	3,343,537	14,156,678
Add: Amortization	-	-	240,607	229,546	544,608	535,958	357,342	277,599	623,060
Less: Write-downs	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	143	14,582	3,402	-	198,788	177,309	-
Closing Balance	<u>-</u>	<u>-</u>	<u>2,983,770</u>	<u>2,743,306</u>	<u>5,535,391</u>	<u>4,994,185</u>	<u>3,602,381</u>	<u>3,443,827</u>	<u>14,779,738</u>
Net Book Value	<u>\$ 9,481,022</u>	<u>\$ 9,282,183</u>	<u>\$ 5,578,468</u>	<u>\$ 5,375,342</u>	<u>\$ 14,606,573</u>	<u>\$ 15,148,001</u>	<u>\$ 3,637,715</u>	<u>\$ 2,650,767</u>	<u>\$ 11,854,790</u>

Included in the tangible capital assets are leased and financed assets with a total cost of \$618,978 - (2015 - \$931,236) and accumulated amortization of \$222,035 - (2015 - \$185,490)

Consolidated Statement of Tangible Capital Assets For the Year Ended December 31, 2016 -- Schedule X

Linear Infrastructure

Depreciation	Sanitary Sewer		Storm		Water		Assets Under Construction		Total	
	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016
\$ 25,876,555	\$ 20,053,758	\$ 19,996,796	\$ 8,193,116	\$ 8,123,714	\$ 16,450,450	\$ 16,374,424	\$ 12,846,248	\$ 3,755,487	\$ 127,352,752	\$ 116,044,743
315,628	15,467,097	56,962	334,065	70,422	185,859	80,015	302,074	9,123,785	18,960,999	11,592,224
20,613	9,547	-	-	1,020	-	3,989	12,818,842	33,024	13,249,626	284,214
-	-	-	-	-	-	-	-	-	-	-
<u>26,171,570</u>	<u>35,511,308</u>	<u>20,053,758</u>	<u>8,527,181</u>	<u>8,193,116</u>	<u>16,636,309</u>	<u>16,450,450</u>	<u>329,480</u>	<u>12,846,248</u>	<u>133,064,126</u>	<u>127,352,752</u>
13,543,624	6,146,953	5,719,947	2,083,357	1,974,264	4,609,005	4,313,218	-	-	38,177,311	35,881,159
633,515	696,247	427,006	113,042	109,782	300,500	298,751	-	-	2,875,406	2,512,157
-	-	-	-	-	-	-	-	-	-	-
20,461	1,528	-	-	689	-	2,964	-	-	203,861	216,005
<u>14,156,678</u>	<u>6,841,672</u>	<u>6,146,953</u>	<u>2,196,399</u>	<u>2,083,357</u>	<u>4,909,505</u>	<u>4,609,005</u>	<u>-</u>	<u>-</u>	<u>40,848,856</u>	<u>38,177,311</u>
\$ 12,014,892	\$ 28,669,636	\$ 13,906,805	\$ 6,330,782	\$ 6,109,759	\$ 11,726,804	\$ 11,841,445	\$ 329,480	\$ 12,846,248	\$ 92,215,270	\$ 89,175,441

2016 Permissive Tax Exemptions

Organization/ Property Owner	Address	2016 Municipal Tax Exemption
Organization/ Property Owner	Address	2016 Municipal Tax Exemption
Anglican Synod Diocese of BC	314 Buller St	\$ 1,676
Arts Council of Ladysmith	Units J, K & L - 610 Oyster Bay Rd	722
Boys & Girls Club	220 High St	6,028
Canadian Legion Branch #171	621 1st Ave	192
Eco-Tourism Building	Transfer Beach	1,911
Island Corridor Foundation		15,557
Ladysmith & District Historical Society - Archives	1115A - 1st Ave	2,792
Ladysmith & District Historical Society - Museum	721 1st Ave	4,615
Ladysmith & District Historical Society - Roundhouse	612 & 614 Oyster Bay Dr	1,185
Ladysmith Fellowship Baptist Church	381 Davis Rd	2,151
Ladysmith Festival of Lights	1163 4th Ave	6,949
Ladysmith Golf Club Society	380 Davis Rd	3,437
Ladysmith Health Care Auxiliary	910 1st Ave	5,251
Ladysmith Maritime Society	616 Oyster Bay Dr	1,678
Ladysmith Maritime Society	Unit C, I & M - 610 Oyster Bay Dr	1,489
Ladysmith Maritime Society	Visitors Information Centre	9,843
Ladysmith Resource Centre Association	630 2nd Ave	10,850
Ladysmith Seniors Centre Society	630 2nd Ave	10,850
Ladysmith Senior Citizens Housing Society	207 Jamison Rd	1,605
Ladysmith Senior Citizens Housing Society	101 1st Ave	7,300
Municipal Parking lot	17 & 25 Roberts St	4,089
Pentecostal Assemblies	1149 4th Ave	6,588
St John's Masonic Temple	26 Gatacre St	2,252
St. Mary's Catholic Church	1135 4th Ave	7,447
United Church of Canada	232 High Street	1,305
	Total	\$ 117,763
Revitalization Exemptions		
Beantime Restaurant/ Nordic Holdings Ltd	18 High St	278
Futureworks Consulting	411 1st Ave & 30 Roberts St	1,709
Antique Addict	12 Roberts St	493
Mees, A/Seter, D	341 1st Ave	425
Terra North Inc	1030 Oyster Bay Dr	25,806
	Total	\$ 28,712
	Total Exemptions	\$ 146,475

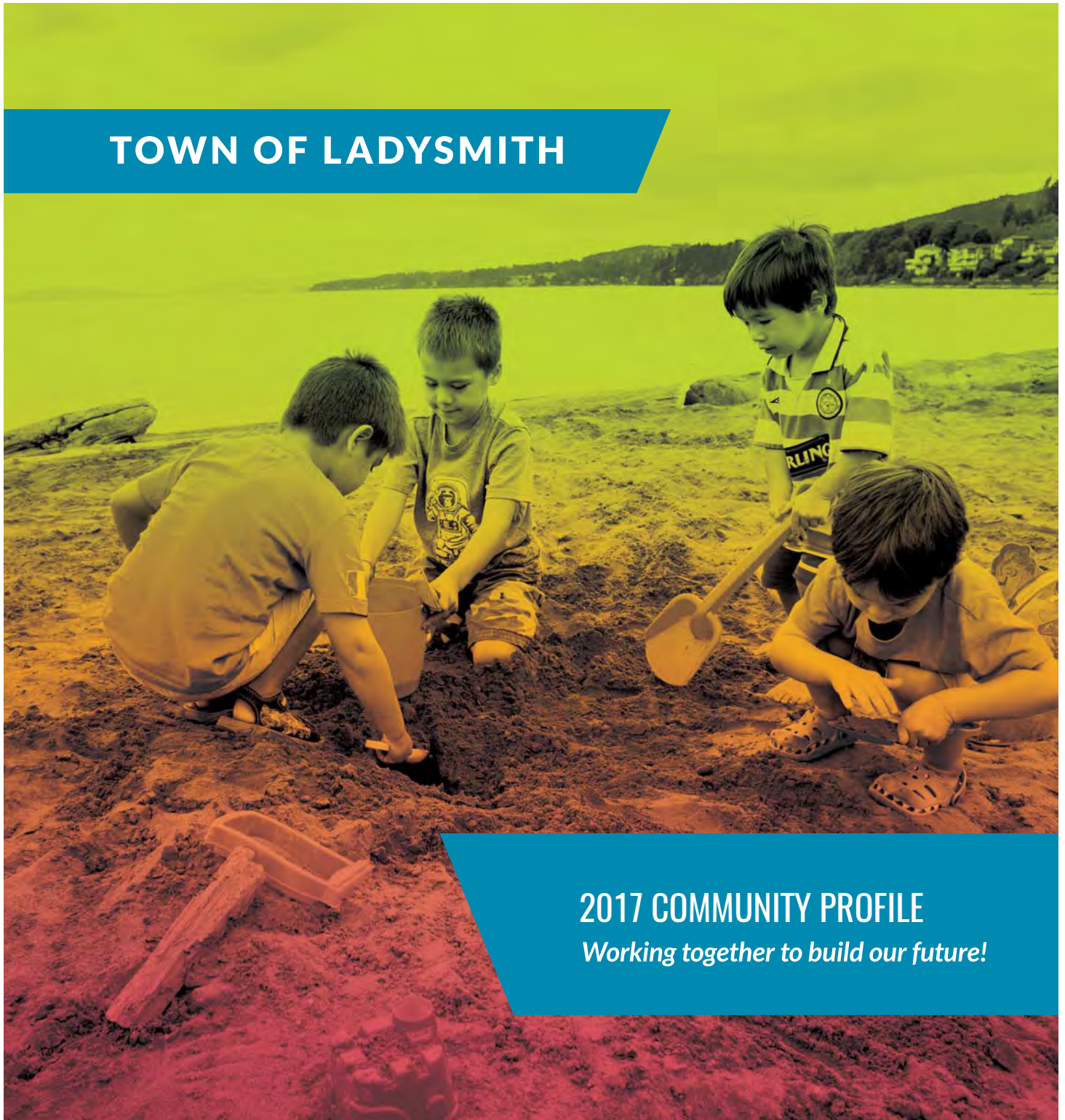
2016 Grants-in-Aid

Ladysmith Celebrations Society	8,000
Festival of Lights Society	13,500
Ladysmith Fire Rescue Santa Parade	1,200
Ladysmith Downtown Business Association -Old Thyme Christmas	1,500
Stz'uminus First Nation Aboriginal Days Celebrations	1,200
Old English Car Club - Brits on the Beach Car Show	250
Ladysmith Maritime Society Festival	1,500
Ladysmith Show & Shine	500
Total Celebrations	27,650
<hr/>	
Ladysmith & District Marine Rescue Society	2,500
Total Harbour Functions	2,500
<hr/>	
Ladysmith Resources Centre Assn - General Programming	8,000
Ladysmith Resources Centre Assn - Victim Services	12,000
Ladysmith Resources Centre Assn - Volunteer Counselling	1,500
Ladysmith Resources Centre Assn - Family Support	8,000
Ladysmith Resources Centre Assn - Youth at Risk	8,000
Total Resource Centre	37,500
<hr/>	
Ladysmith & District Historical Society Archives	13,500
Ladysmith & District Historical Society Museum	10,000
Ladysmith & District Historical Society Preservation Committee	2,000
Arts Council of Ladysmith & District	1,500
Ladysmith Community Gardens Society	1,500
Ladysmith Little Theater	500
Ladysmith Search and Rescue Society	5,000
Ladysmith Citizens on Patrol	1,500
Ladysmith Downtown Business Association -Shop Locally	1,500
Total Other	37,000
<hr/>	
Cowichan Family Caregivers Support Society	750
Ladysmith Family and Friends (LaFF)	2,500
St John the Evangelist Anglican Church (pending council review)	500
Vancouver Island Crisis Society	500
Total Social Services	4,250
<hr/>	
Ladysmith Ambassador Program	1,500
Ladysmith Sec School - Frank Jameson Bursary	1,500
Total Youth, Education & Sport	3,000
Waiving of fees	2,500
TOTAL	\$ 114,400



2017 Community Profile

TOWN OF LADYSMITH



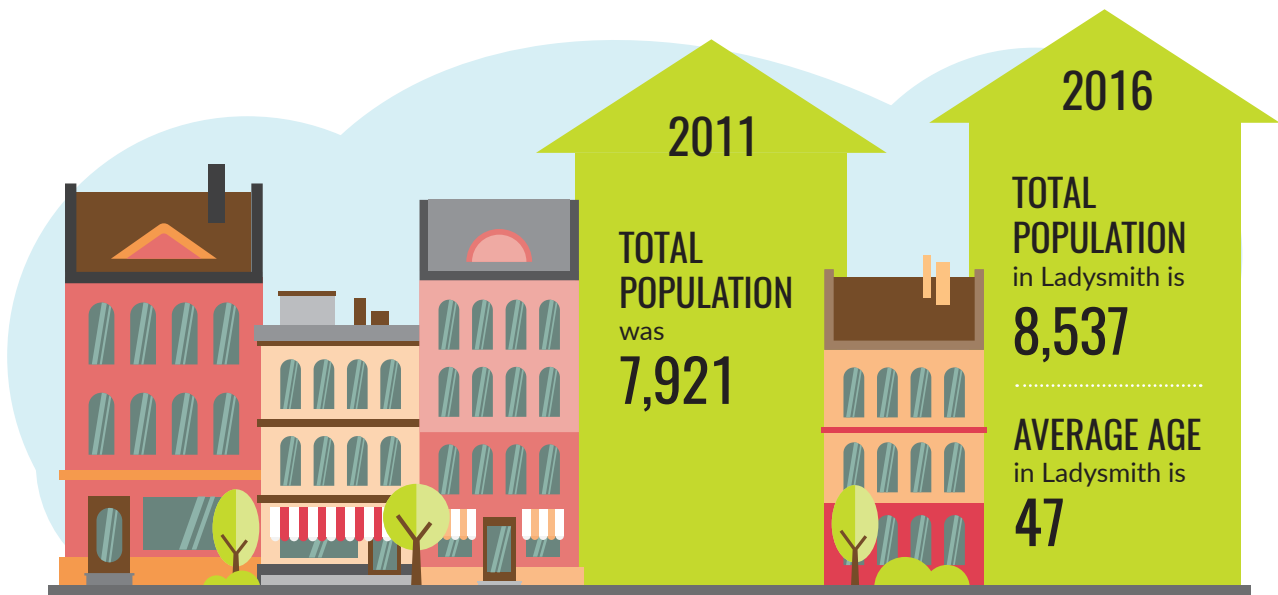
2017 COMMUNITY PROFILE

Working together to build our future!

2017 Community Profile

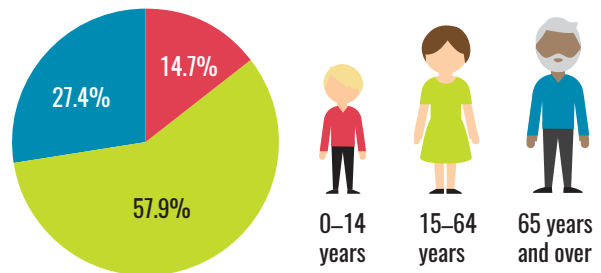
DEMOGRAPHICS

Population & Age



From 2011 to 2016 the population in Ladysmith grew by **7.8%**

Age Distribution



2017 Community Profile

Households

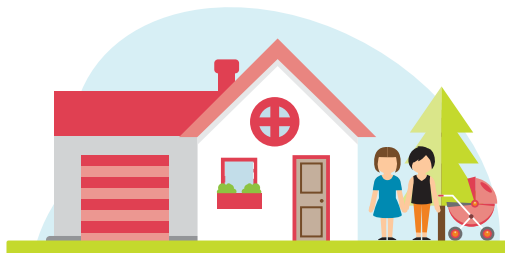
Ladysmith has

2,540 SINGLE DETACHED HOUSES,
945 ATTACHED DWELLINGS, and
225 MOBILE DWELLINGS



Ladysmith has
an average of

2.3 people
PER HOUSEHOLD



(Source: Statistics Canada)

Location

Ladysmith is
**CONVENIENTLY
LOCATED**

88 km
to Victoria and
23 km
to Nanaimo



QUALITY OF LIFE

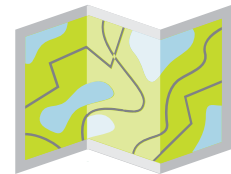
Weather & Land



Ladysmith enjoys
295 days of
BRIGHT SUNSHINE
per year and has
65 days of **RAIN**



Average
TEMPERATURE
in January is
3.5 °C
and in July is
18.1 °C



Ladysmith's
LAND AREA is
1,200
hectares



Ladysmith enjoys
26 kilometres of **TRAILS** and
110 hectares (272 acres) of **PARKLAND**

2017 Community Profile

Education

Ladysmith has small friendly schools.



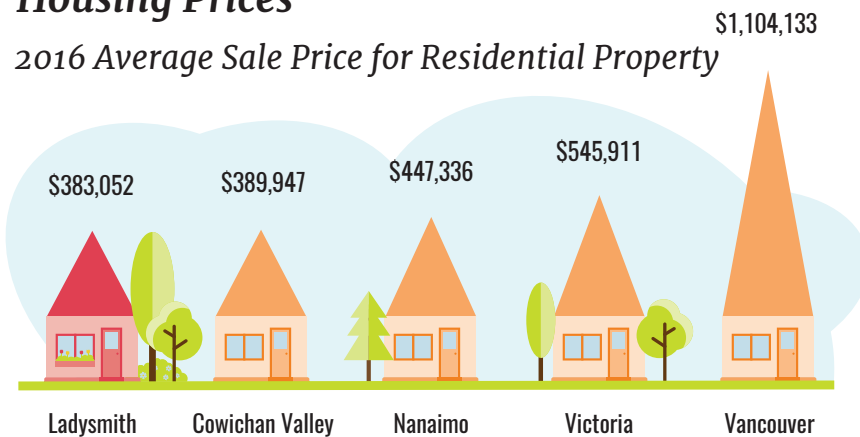
Over 60%
of Ladysmith's population
aged 25-64 years has a
**POST-SECONDARY
DIPLOMA, DEGREE OR
CERTIFICATE**

SCHOOL	STUDENTS*	GRADES
Ladysmith Primary School	242	(K-3)
Ladysmith Intermediate School	295	(4-7)
Ladysmith Secondary School	565	(8-12)
École North Oyster	303	(K-7) (offers French Immersion)

*Sept 2016 - June 2017

Housing Prices

2016 Average Sale Price for Residential Property



Income



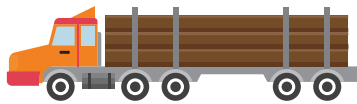
**MEDIAN
FAMILY INCOME is
\$63,544**

(Sources: Statistics Canada, Environment Canada, VIREB and The Canadian Real Estate Association)

2017 Community Profile

A VIBRANT ECONOMY

Business & Housing



Ladysmith has
60 hectares
of actively used
INDUSTRIAL LAND

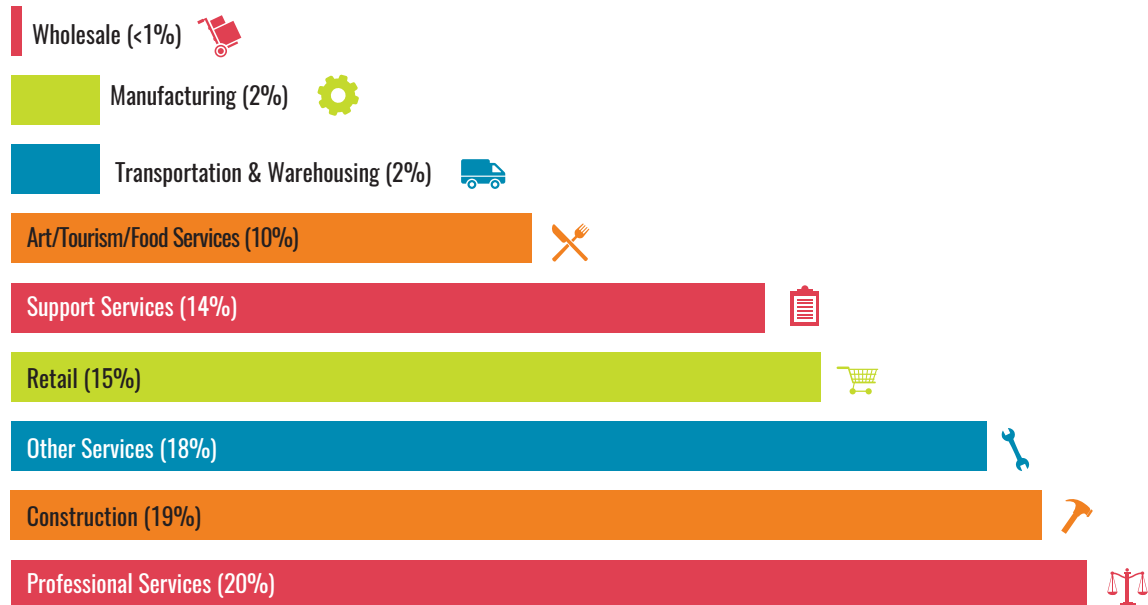


In 2016 Ladysmith had
483 active
BUSINESS LICENCES



In 2010,
79.5%
of Ladysmith households
OWNED THEIR HOME

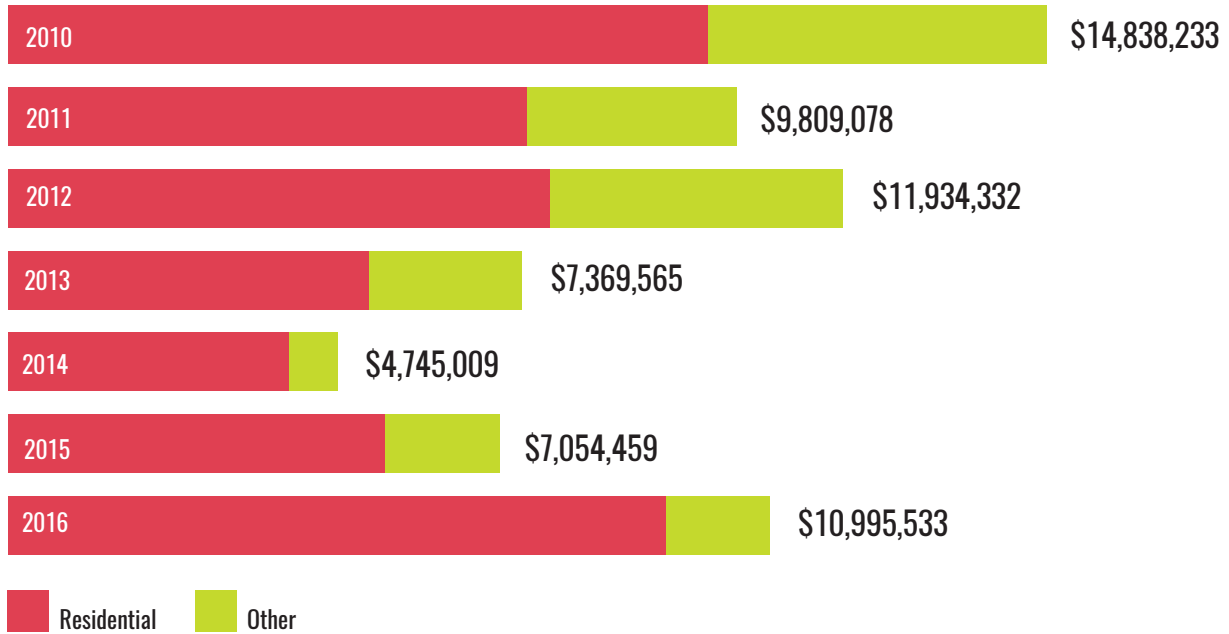
Ladysmith Business Sectors 2016



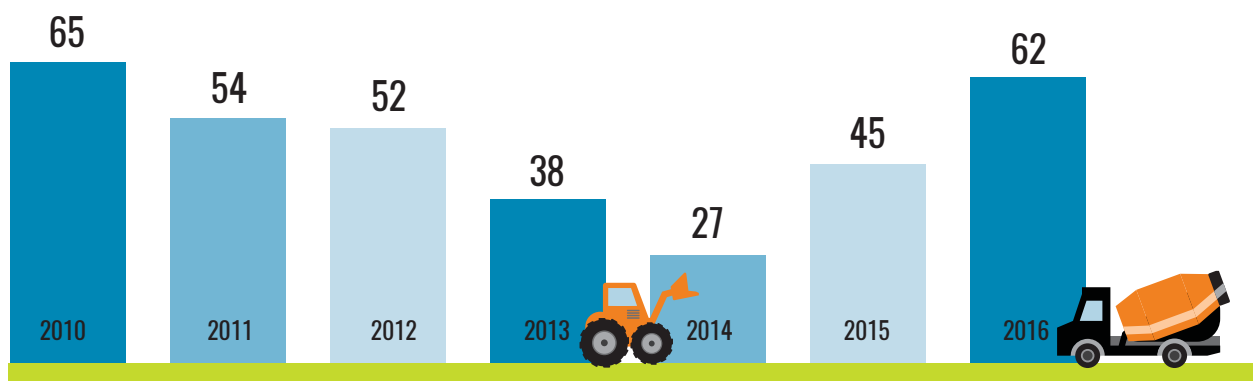
(Information about each business category can be found at statcan.gc.ca)

2017 Community Profile

Building Permit Values 2010 – 2016



Number of new dwelling units constructed in Ladysmith each year.



(Sources: Statistics Canada, Town of Ladysmith)

2017 Community Profile



Town of Ladysmith
Development Services Department
132C Roberts Street P.O. Box 220,
Ladysmith, British Columbia, V9G 1A2
ladysmith.ca | (250) 245-6415



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Feedback



We Value Your Feedback

This is a living document, one we will continue to update in response to your input and to changing circumstances in our community. Share your comments or suggestions by e-mail to info@ladysmith.ca or by calling City Hall at 250.245.6400.

Citizen and Stakeholder Engagement are Vital

Successful civic engagement ensures that our citizens' and stakeholders' views, values, needs and concerns are identified before and during decision making.

Being a part of this two-way process gives our residents the opportunity to contribute and connect with the Town. We encourage our citizens to engage their family, friends and colleagues in discussions and actions that improve our community.

We want to hear what you have to say. Connect with us in the following ways:

-  Send an E-mail to info@ladysmith.ca
-  Send a letter to Town of Ladysmith City Hall, Box 220, Ladysmith, B.C. V9G 1A2
-  Follow us on Facebook www.facebook.com/LadysmithBC
-  Follow us on Twitter [@TownOfLadysmith](https://twitter.com/TownOfLadysmith)



