

**A SPECIAL MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
TO BE HELD IN COUNCIL CHAMBERS AT  
LADYSMITH CITY HALL ON  
MONDAY, JUNE 11, 2018  
5:30 P.M.**

**AGENDA**

**CALL TO ORDER (5:30 P.M.)**

**1. AGENDA APPROVAL**

**2. MINUTES**

2.1. Minutes of the Regular Meeting of Council held May 7, 2018..... 1 - 14

**3. DELEGATION**

3.1. Abraham Fraser, Supervising Location Manager  
Sonic the Hedgehog film ..... 15

**4. REPORTS**

4.1. Water Filtration Plant Tender Award..... 16 - 18

Staff Recommendation:

That Council:

1. Award the water filtration plant tender to NAC Construction Ltd. for a total bid price of \$10,621,560 plus GST.
2. Amend the 2018-2022 Financial Plan to include an additional \$1,405,000 for the Water Filtration Plant project, with the additional funding to come from Water reserves.

4.2. Statement of Financial Information for the Year Ended December 31, 2017 ..... 19 - 72



Staff Recommendation:

That Council approve the Statement of Financial Information for the Town of Ladysmith for the fiscal year ended December 31, 2017.

**4.3. Adjustments to Water Billing Accounts..... 73 - 75**

Staff Recommendation:

That Council approve adjusting the water billing due to leaks for the following properties up to:

- 1153000 for \$4,621
- 7040400 for \$4,062
- 1348289 for \$3,236

**5. BYLAWS**

**5.1. Election and Assent Voting Bylaw 1964 ..... 76 - 84**

The purpose of Bylaw 1964 is to provide for the determination of various procedures for the conduct of elections and assent voting (referenda).

Staff Recommendation:

That Council adopt “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964” as amended for housekeeping and numbering.

**5.2. Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968..... 85 - 88**

The purpose of Bylaw 1968 is to establish updated Community Centre and Facilities fees and charges as previously approved by Council.

Staff Recommendation:

That Council give first, second and third readings to “Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968”.

**6. CORRESPONDENCE**

**6.1. Correspondence and Petition regarding Bylaw 1951 .....89 – 150**

Staff Recommendation:

That Council receive the correspondence and petition regarding Bylaw 1951 (rezoning of a portion of Lot 4 known as ‘The Jewel’).

## **7. NEW BUSINESS**

## **8. UNFINISHED BUSINESS**

### **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 REGULAR MEETING OF COUNCIL  
MONDAY, MAY 7, 2018  
CALL TO ORDER 5:00 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	Felicity Adams	Erin Anderson
Geoff Goodall	Clayton Postings	Joanna Winter
Sue Bouma		

**CALL TO ORDER**

Mayor Stone called this Meeting of Council to order at 5:00 p.m.

**CLOSED SESSION**

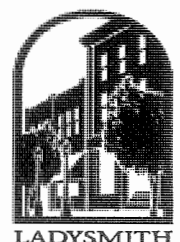
**CS 2018-124**

*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:

- Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public - section 90 (1) (k)
- Labour relations or other employee relations - section 90 (1) (c)
- Personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity - section 90 (1) (b)
- 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 - section 90 (1) (e)

*Motion carried.*



## REGULAR MEETING

Mayor Stone called this Open Session of Council to order at 7:01 p.m., recognizing the traditional unceded territory of the Stz'uminus First Nation and the Coast Salish people and expressing gratitude to be here.

## AGENDA APPROVAL

CS 2018-125

*Moved and seconded:*

That Council approve the agenda for this Regular Meeting of Council for Monday, May 7 2018 as amended by the following:

- Remove item 5.1., "Jennifer Woike, Cowichan 2018 BC Summer Games" as this item has been rescheduled to later in the year
- Remove item 5.2., "Mark Skelton, Community Living BC" as this item has been rescheduled to later in the year
- Add item 13.1., Sports Tourism and Mini World Cup Soccer
- Add item 13.2., "Ladysmith Ambassadors" and
- Add item 13.2., "Placemaker Project"

*Motion carried.*

## RISE AND REPORT

Council rose at 6:47 p.m. with report on the following items:

- Resolution CE 2018-057

That Council inform the owner of the Town and Country Mobile Home Park that:

1. Council supports the sanitary sewer servicing study to consider servicing options from the Town's Swettingham lift station to the Town and Country Mobile Home Park, but the cost for the study is the responsibility of the owner.
2. The Town is prepared to contribute a portion of the cost of the study to extend sewer service from the Farrell Road gravity feed manhole to Town and Country Mobile Home Park.

- Resolution CE 2018-058

That Council approve, as presented, the four-year package of general wage increases, language changes, letters of understanding and benefit enhancements resulting from the collective bargaining process between the Town of Ladysmith and Canadian Union of Public Employees (CUPE) Local 401.

- Resolution CE 2018-060

That Council direct staff to draft a Commemoration Policy for Council's consideration.

## MINUTES

CS 2018-126

*Moved and seconded:*

That Council approve the minutes of the Regular Meeting of Council held April 9, 2018.

*Motion carried.*

CS 2018-127

*Moved and seconded:*

That Council approve the minutes of the Public Hearing and Regular Meeting of Council held April 16, 2018.

*Motion carried.*

## DELEGATION

### Bill Eller and Associates

#### Holland Creek Bridge Crossing

Mr. Eller made a presentation to Council outlining proposed plans for a Holland Creek Bridge Crossing to be built this year that would span Holland Creek from below Colonia Drive to the Holland Creek development on the other side. His engineering and environmental consultants were also in attendance.

Mr. Eller and his consultants responded to questions from Council regarding the construction timeline, whether Mr. Eller had been in conversations with the Stz'uminus First Nation, the possibility of providing Council with renderings of the crossing and examples of similar projects in similar settings, and the impact on trail usage during construction.

Council thanked Mr. Eller for his presentation.

CS 2018-128

*Moved and seconded:*

That the Holland Creek Bridge Crossing project be referred to staff for comment and recommendations, and, as necessary to the Parks, Recreation and Culture Advisory Committee and the Advisory Design Panel for comment.

*Motion carried.*

## PROCLAMATIONS

### National Public Works Week

Mayor Stone proclaimed May 20 - 26, 2018 as "National Public Works Week" in the Town of Ladysmith and called upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works, and to recognize the contributions which public works officials make every day to our health, safety, comfort and quality of life.

**National Missing Children's Month and National Missing Children's Day**

Mayor Stone proclaimed May as Child Find's Green Ribbon of Hope month and May 25<sup>th</sup> as National Missing Children's day. He urged all citizens to wear a green ribbon as a symbol of hope for the recovery of all missing children, and to remain vigilant in our common desire to protect and nurture the youth of our Province.

**DEVELOPMENT APPLICATIONS**

CS 2018-129

**Zoning Amendment and Development Permit Application**

**Subject Property: 431 1<sup>st</sup> Avenue (Lot 10, Block 10, District Lot 56, Oyster District, Plan 703)**

*Moved and seconded:*

That Council:

1. Proceed with first and second reading of Bylaw 1963, cited as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 17) 2018, No. 1963" under the Bylaws portion of this agenda.
2. Refer Bylaw 1963 to public hearing.
3. Issue Development Permit (DP) 3060-18-03 for:
  - a) form and character of site and building improvements at 431 1<sup>st</sup> Ave;
  - b) reducing off-street parking spaces for residential use at 431 1<sup>st</sup> Ave. pursuant to DPA 1 guideline 11 (e), and authorize the Mayor and Corporate Officer to sign the Development Permit.
4. Authorize the Town to enter into an Encroachment Agreement with the property owner for the purpose of allowing: a) an exterior covered staircase to be located in the lane to access the second storey of the building at 431 1<sup>st</sup> Avenue; b) a restaurant kitchen vent to be located over the lane a minimum of 3 metres above lane grade; c) front window canopies; and authorize the Mayor and Corporate Officer to sign the Encroachment Agreement.
5. Direct staff to issue a 'Highway Use Permit' (Schedule D Bylaw 1309) for improvements to a portion of the lane adjacent to the First Avenue sidewalk subject to the applicant providing engineering for the proposed works.

*Motion carried.*



**OCP AND ZONING BYLAW AMENDMENT APPLICATION**

**Subject Property: 900 Russell Rd. (Lot A, District Lot 67, Oyster District, Plan EPP24148)**

*Moved and seconded:*

That Council:

**CS 2018-130**

1. Consider the application (3360-17-01) to amend:

- a) The Official Community Plan (OCP) by placing the "Parks and Open Spaces" designation on the dedicated parkland.
- b) The Zoning Bylaw by changing the zoning of a portion of the property at 900 Russell Road from 'Single Dwelling Residential' (R-1) to 'Single Dwelling Residential - Small Lot A' (R-1-A) and to add park zoning.

for the property legally described as Lot A, District Lot 67, Oyster District, Plan EPP24148.

2. Having given consideration to s.475 of the Local Government Act (consultation during OCP development) direct staff to refer the proposed OCP amendment (3360-18-04) to the Stz'uminus First Nation, pursuant to the Town's Memorandum of Understanding.

3. Direct staff to work with the applicant regarding land use matters and a community amenity contribution; commence the preparation of the Official Community Plan (OCP) amendment bylaw and the Zoning Bylaw amendment bylaw for application 3360-18-04, and report the results of the Neighbourhood Information meeting to Council.

*Motion carried.*

**BYLAWS - OFFICIAL  
COMMUNITY  
PLANNING AND  
ZONING**

**CS 2018-131**

**Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 51) 2018, No. 1952**

**Subject Properties: Lots 7 & 8, Block 7, District Lot 24, Oyster District, Plan 703 (11 and 17 Kitchener Street)**

*Moved and seconded:*

That Council adopt "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No.51) 2018, No. 1952".

*Motion carried.*

**Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.13) 2018, No. 1953**

**Subject Properties: Lots 7 & 8, Block 7, District Lot 24, Oyster District, Plan 703 (11 and 17 Kitchener Street)**

*Moved and seconded:*

**CS 2018-132**

That Council adopt "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.13) 2018, No.1953".

*Motion carried.*

**OCP & ZONING BYLAW AMENDMENT APPLICATION**

**Ladysmith Marina – D. Strongitharm – Rocky Creek Rd.**

**Subject Properties:**

**Lot A, District Lots 81, 86, 87, 98, Oyster District and District Lot 2054 Cowichan District, Plan EPP35537**

**Lot 1, District Lots 81 and 86, Oyster District, Plan VIP88459**

**Lot 2, District Lots 87 and 98, Oyster District, Plan VIP88459**

**Block C, District Lot 2054, Cowichan District, Plan EPC721 (Provincial lease area)**

*Moved and seconded:*

**CS 2018-133**

That Council:

1. Proceed with first and second reading of:
  - a) Bylaw 1960 cited as "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 53) 2018, No. 1960"; and
  - b) Bylaw 1961 cited as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 15) 2018, No. 1961".

2. Refer Bylaw 1960 and 1961 to public hearing.

*Motion carried.*

**Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 16) 2018, No. 1962**

**Subject Property: Lot 7, District Lot 38, Oyster District, Plan VIP73070**

*Moved and seconded:*

**CS 2018-134**

That Council:

1. Proceed with first and second reading of Bylaw 1962 cited as "Town of Ladysmith Zoning Bylaw 2014, No.1860, Amendment Bylaw (No.16) 2018, No. 1962".
2. Waive the holding of the public hearing pursuant to Section 464(2) of the *Local Government Act*.
3. Direct staff to proceed with notification of the waiver of public hearing as required by the *Local Government Act* and the

*Procedures Bylaw.  
Motion carried.*

**Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment  
Bylaw (No. 17) 2018, No. 1963**

*Moved and seconded:*

**CS 2018-135**

That Council:

1. Proceed with first and second reading of Bylaw 1963, cited as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 17) 2018, No. 1963.

2. Refer Bylaw 1963 to public hearing.

*Motion carried.*

## **COMMITTEE REPORTS**

**CS 2018-136**

**Recommendations from the Naut'sa Mawt Steering Committee**

*Moved and seconded:*

1. That Stz'uminus First Nation Council and Town of Ladysmith Council and send letters to Transport Canada and the Vancouver Port Authority indicating they are unhappy with the moorage of freighters in Ladysmith harbour and surrounding waters and express their concern over the lack of consultation with stakeholders.

2. That Council send a letter of support to Indigenous Services Canada in support of Stz'uminus First Nation's application to include property at the intersection of Timberlands Road and Highway No. 1 into their community reserve land, in order to secure additional groundwater for their Shell Beach and Kulleet Bay communities.

*Motion carried.*

**CS 2018-137**

**Recommendations from the Waterfront Implementation Committee**

*Moved and seconded:*

That Council adopt the Waterfront Implementation Committee Terms of Reference.

*Motion carried.*

**CS 2018-138**

**Recommendations from the Heritage Revitalization Advisory Commission (March 15, 2018)**

*Moved and seconded:*

That Council:

1. Receive the Heritage Strategic Plan 2018 Review (attached);

2. Appoint Ann Rogers as the LDHS Liaison to the Heritage Revitalization Advisory Commission, and Lesley Moore as the Alternate; and
3. Direct staff to consider the suggestions of the Heritage Revitalization Advisory Commission in the final location of the Great Street Plaque in the area of First Avenue and Gatacre Street.

*Motion carried.*

**Recommendations from the Heritage Revitalization Advisory Commission (April 19, 2018)**

*Moved and seconded:*

**CS 2018-139**

That Council:

1. Direct staff to work with the owner of 210 Buller Street to install a second plaque at the owner's cost.
2. Advise the HRAC that any changes to the Metal Collage will require approval by Council, subject to budget.

*Motion carried.*

**Recommendations from the Municipal Services Committee**

*Moved and seconded:*

**CS 2018-140**

That Council:

1. Receive the report from the Director of Financial Services regarding the opportunity to establish a Vancouver Island-wide Inter-Community Business Licence.
2. Direct staff to prepare an amendment to "Town of Ladysmith Inter-Community Business Licence Bylaw 2013, No. 1839" to establish a Vancouver Island-wide Inter-Community Business Licence.

*Motion carried.*

**Recommendations from the Parks, Recreation and Culture Advisory Committee**

*Moved and seconded:*

**CS 2018-141**

That the Parks, Recreation and Culture Advisory Committee advise Council that the committee approves in principle the sign design and the location for the Aggie Hall and field signage, provided that sightlines for traffic will not be affected.

*Motion carried.*

## REPORTS

### 4<sup>th</sup> Avenue Reconstruction Plan

*Moved and seconded:*

That Council:

CS 2018-142

1. Endorse Options 2-5 outlined in the report from the Director of Infrastructure Services dated May 7, 2018 as the typical cross-sections for the reconstruction of Fourth Avenue.
2. Confirm that the bicycle path is to be located on Sixth Avenue from Symonds Street to Methuen and on Jamison to Root Street.
3. Direct staff to present the Fourth Avenue Reconstruction Plan to the public at an open house.
4. Direct staff to proceed with design drawings for the first phase from south of Hambrook Street to Belaire Street.

### **\*AMENDMENT\***

*Moved and seconded:*

CS 2018-143

That Council amend item 4 in resolution CS 2018-142 to read as follows:

Direct staff to proceed with design drawings for the first phase from Belaire Street to White Street.

*Motion carried.*

*Motion as amended carried.*

### **Bollards on 1<sup>st</sup> Avenue**

*Moved and seconded:*

CS 2018-144

That Council:

1. Direct staff to move forward with the installation of nine bollards on 1<sup>st</sup> Avenue utilizing ductile iron decorative bollard R-7592 from Reliance Foundry.
2. Confirm that the first nine bollards will be installed across the frontage of 528 1<sup>st</sup> Avenue.
3. Continue to budget \$30,000 each year until all 160 bollards on 1<sup>st</sup> Avenue have been installed.

*Motion carried.*

**OPPOSED: Councillors Fradin and Friesenhan**

**4<sup>th</sup> Avenue Repairs (Rocky Creek Crossing)**

*Moved and seconded:*

**CS 2018-145**

That Council:

1. Direct staff to move forward with the construction of a pre-cast concrete bridge structure over Rocky Creek on 4<sup>th</sup> Ave.
2. Omit approach slabs from the design.
3. Upon conformation by the project geotechnical Engineer that spread footings are suitable for this project, delete piles.
4. Direct staff to revise the Rock Creek Culvert Project budget to \$1,032,000 with the additional funds to come from the Infrastructure Reserve, the Water Reserve and Prior Year Surplus, and amend the 2018-2022 Financial Plan.

*Motion carried.*

**OPPOSED: Councillors Fradin and Friesenhan**

**Appointment of Chief, Ladysmith Fire/Rescue**

*Moved and seconded:*

**CS 2018-146**

That Council appoint Ray Delcourt as Chief, Ladysmith Fire/Rescue in accordance with Town of Ladysmith Fire Department Bylaw 1965, No. 832, effective April 1, 2018.

*Motion carried.*

**Adjustments to Water Billing Accounts**

*Moved and seconded:*

**CS 2018-147**

That Council approve adjusting the water billing due to leaks for the following properties:

115300 for \$4621

7040400 for \$4,062.

*Moved and seconded:*

**CS 2018-148**

That Resolution CS 2018-147, to approve water billing adjustments, be referred to staff for bylaw and insurance clarification.

*Referral motion carried.*

**Council Remuneration Committee**

Councillor Henderson left the meeting at 9:17 p.m., during discussions on resolution 2018-149 and prior to calling of the question.

*Moved and seconded:*

**CS 2018-149**

That Council appoint a Select Committee on Council Remuneration, to report to Council with recommendations prior to September 30, 2018.

*Motion carried.*

**OPPOSED: Councillor Arnett**

**BYLAWS**

**Town of Ladysmith Financial Plan Bylaw 2018, No. 1956**

*Moved and seconded:*

**CS 2018-150**

That Council adopt "Town of Ladysmith Financial Plan Bylaw 2018, No. 1956".

*Motion carried.*

**Town of Ladysmith Tax Rates Bylaw 2018, No. 1957**

*Moved and seconded:*

**CS 2018-151**

That Council adopt "Town of Ladysmith Tax Rates Bylaw 2018, No. 1957".

*Motion carried.*

**Water Parcel Tax Bylaw 2018, No. 1958**

*Moved and seconded:*

**CS 2018-152**

That Council adopt "Water Parcel Tax Bylaw 2018, No. 1958".

*Motion carried.*

**Sewer Parcel Tax Bylaw 2018, No. 1959**

*Moved and seconded:*

**CS 2018-153**

That Council adopt "Sewer Parcel Tax Bylaw 2018, No. 1959".

*Motion carried.*

**Town of Ladysmith Smoking Regulation Bylaw, 2017, No. 1936**

*Moved and seconded:*

**CS 2018-154**

That Council:

1. Read Town of Ladysmith Smoking Regulation Bylaw 2018, No. 1936 a first, second and third time and refer the bylaw to the Minister of Health;
2. Direct staff to mount appropriate "No Smoking" signage at the entrance to parks, public spaces and Town-owned buildings;
3. Direct staff to implement a communications and public education strategy to support the introduction of Bylaw 1936; and
4. Request that the Cowichan Valley Regional District amend "CVRD Clean Indoor Air and Control of Smoking Regulation Bylaw 1995, No. 1672" to remove the Town of Ladysmith.

*Motion carried.*

**Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw #5, 2017, No. 1941**

*Moved and seconded:*

**CS 2018-155**

That Council:

1. Approve the Communications Plan for amendments to Streets and Traffic Bylaw 1309 regulating parking and use of boulevards, and
2. Give first three readings to Streets and Traffic Bylaw 1309, Amendment Bylaw 2018, No. 1941.

*Motion carried.*

**Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905, Amendment Bylaw 2018, No. 1945**

*Moved and seconded:*

**CS 2018-156**

That Council adopt "Town of Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905, Amendment Bylaw 2018, No. 1945".

*Motion carried.*

**CORRESPONDENCE**

**Cindy Shelest**

**Freighters Parked in Front of Homes in Ladysmith**

*Moved and seconded:*

**CS 2018-157**

That Council receive the correspondence from Cindy Shelest to Sheila Malcolmson expressing concerns regarding current anchoring of freighters in Ladysmith harbor and neighbouring waters.

*Motion carried.*

**The Society for the Prevention of Cruelty to Animals (SPCA)**

**On-call Service Change to Assist Stray, Sick or Injured Animals**

*Moved and seconded:*

**CS 2018-158**

That Council refer the correspondence from the SPCA, dated April 24, 2018, regarding emergency on-call service to assist stray, sick or injured animals after hours to staff for review and recommendations.

*Motion carried.*

**Bill Drysdale and Chuck Forest**

**The Ladysmith Station Revitalization Project**

*Moved and seconded:*

**CS 2018-159**

That Council refer the correspondence from Bill Drysdale and Chuck Forest, dated May 1, 2018 regarding the Ladysmith Expo Trail Stewardship Committee's Station Revitalization Project to staff for review, consultation with the Island Corridor Foundation



and recommendations with respect to liability, scheduling and possible impact on implementation of the Waterfront Area Plan.  
*Motion carried.*

## **NEW BUSINESS**

**Sports Tourism and 2018 Mini World Cup Soccer Tournament**  
Councillor Arnett commended the organizers of the 2018 Mini World Cup Soccer Tournament and noted that it was an outstanding example of sports tourism.

*Moved and seconded:*

**CS 2018-160**

That Council send a letter to Mid-Isle Soccer congratulating them on the outstanding success of the 2018 Mini World Cup Soccer Tournament, and thanking them for their contribution to sports tourism in the Town of Ladysmith.

*Motion carried.*

### **Ladysmith Ambassadors Coronation Event**

Councillor Paterson summarized the Ladysmith Ambassador Coronation event and praised the candidates for their hard work and commitment.

*Moved and seconded:*

**CS 2018-161**

That Council send a letter of congratulations to the incoming Ladysmith Ambassadors, and a letter of thanks to the outgoing ambassadors.

*Motion carried.*

### **Ladysmith Placemaker Project**

*Moved and seconded:*

**CS 2018-162**

That Council send a letter to the Placemaker Project members, thanking them for their previous polished presentation and well-considered plans.

*Motion carried.*

## **QUESTION PERIOD**

Members of the public enquired about whether Council had consulted with business owners prior to making their decision to install bollards on 1<sup>st</sup> Avenue, as well as the possibility of testing one bollard in a highly trafficked area before going ahead with a more comprehensive plan, whether the Town had a policy regarding the filming of movies in downtown Ladysmith, the consideration of scooter paths on the streets of Ladysmith, and how the amended Streets and Traffic bylaw will affect the homeless.

**ADJOURNMENT**

**CS 2018-163**

*Moved and seconded:*

That this regular meeting of Council adjourn at 9:40 p.m.

*Motion carried.*

CERTIFIED CORRECT:

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

\_\_\_\_\_  
Corporate Officer (J. Winter)

Subject to Adoption

# SONIC

May 24, 18

Dear Residents and Merchants of Ladysmith, a.k.a. *Home of the "Best Street" in Canada,*

I wanted to take this opportunity to thank everyone for welcoming Hedgehog Films Inc., to your wonderful Town of Ladysmith. As I mentioned, during my initial visit in early May, "Sonic the Hedgehog" is a family film for Paramount Pictures Studios, set in a lovely small town. Our creative team scouted many towns in B.C., and felt Ladysmith had the most charm and fit our characters creatively.

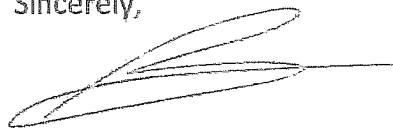
We intend to film in Ladysmith for approximately five to ten "business" days, tentatively scheduled to begin September 17<sup>th</sup>, 2018. During our preliminary planning stages, my colleagues and I will be visiting Ladysmith multiple times and sharing updates as they develop. We feel confident that we should have our plans finalized early in July.

Hedgehog Films Inc., is committed to provide you with information to help you prepare for our arrival and anticipate how our filming activity might affect your daily routine(s).

Should you have any immediate questions or concerns, please feel free to contact me at our Burnaby production office at 604-637-1260, or directly on my cell phone at 604-970-9094. General Information regarding filming on Vancouver Island (North) may be obtained by contacting the Community Engagement Manager at the Vancouver Island North Film Commission, at 250-287-2772 or their web site at [www.infilm.ca](http://www.infilm.ca).

Once again, thank you for your warm welcome and continued support of the British Columbia Film Industry.

Sincerely,



Abraham Fraser,  
Supervising Location Manager

**STAFF REPORT TO COUNCIL**

From: Director of Infrastructure Services  
 Meeting Date: June 11, 2018  
 File No:  
 RE: **WATER FILTRATION PLANT AWARD**

**RECOMMENDATION:**

That Council:

1. Award the water filtration plant tender to NAC Construction Ltd. for a total bid price of \$ 10,621,560 plus GST.
2. Amend the 2018-2022 Financial Plan to include an additional \$1,405,000 for the Water Filtration Plant project, with the additional funding to come from Water reserves.

**PURPOSE:**

To have Council award the tender for the water filtration plant and direct additional funding from the water reserve account to cover the budget exceedances and additional contingency amounts.

**PREVIOUS COUNCIL DIRECTION**

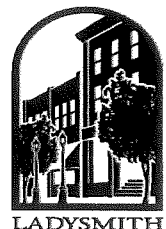
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**INTRODUCTION/BACKGROUND:**

The tender for the Town of Ladysmith water filtration plant closed on May 4, 2018. There were 4 tenders received as follows:

Bidder Name	Total Bid (including option B)
Tritech Group Ltd	\$10,443,000
NAC Construction Ltd	\$10,621,560
Knappett Industries Ltd.	\$11,087,521
Graham Infrastructure LP	\$11,803,316

After an analysis of the tenders it was determined that the Tritech Group Tender was materially non-compliant and cannot be accepted. However, a value for money analysis was completed that demonstrated that the NAC Construction Ltd. tender provided best overall value to the Town when compared to all other tenders, including the Tritech



Group Tender.

The Invitation to Bid contains what is referred to as a Privilege Clause as follows:

*"The lowest or any bid will not necessarily be accepted."*

The Bid Form submitted by each bidder also contains the following:

*"...Owner may, at Owner's discretion, award to other than the low Bidder;"*

These clauses provide Council the opportunity to evaluate bids beyond just reviewing the bid cost and allow Council to award to a higher cost bid where there are valid, objective reasons that result in the higher bid providing better overall value. The objective of awarding to bids that provide the best overall value is also supported in the Town's purchasing policy.

**ALTERNATIVES:**

The tenders received including the contingency exceed the current Town budget for the project. Council could choose to cancel the tender and direct staff to modify the project scope and retender. Based on the considerable work from staff and the consultant prior to the tender to streamline the scope, staff don't believe that additional scope changes will achieve the Town's requirements for the facility.

**FINANCIAL IMPLICATIONS:**

A budget allowance of \$14,800,000 was set aside for the project which included \$8,800,000 in grant funding and \$6,000,000 in borrowing.

A cost breakdown of the project including the NAC Ltd tender cost, previously committed purchases, engineering costs, allowances and contingency is as follows:

Description	Amount
Bid	10,621,560
Membrane Purchase	1,489,440
Engineering	1,598,278
Engineering Scope Changes	200,000
SCADA	100,000
Furniture	20,000
Residuals	85,000
Startup chemicals	5,000
Land Acquisition and permits	25,000
Chicken Ladder communications	60,000
Existing Contingency	1,500,000
Proposed additional Contingency	500,000
<b>Total Project Cost (excl. GST)</b>	<b>16,204,278</b>

The revised budget for this project is now \$16,205,000 which includes a contingency of \$2 million. The additional funding will come from the Water Operating and Capital Reserves. By using these reserve funds, future projects, such as the Holland Dam Storage project will be delayed.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The public supports improvements to the Town's drinking water systems.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Although this project will have project management services provided by the consultant, significant workload will be required by Town staff. The first Town water treatment plant operator will be hired in 2018 and will spend significant time working with the consultant and contractor as the plant is constructed. The Director and Chief Operator will also be required to spend significant time on this project as it is being constructed.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |  |  |
|--|--|
| <input type="checkbox"/> Employment & Tax Diversity              | <input checked="" type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input type="checkbox"/> Partnerships                              |
| <input type="checkbox"/> Communications & Engagement             | <input type="checkbox"/> Not Applicable                            |


**SUMMARY:**



\_\_\_\_\_  
Geoff Goodall, Director of Infrastructure Services

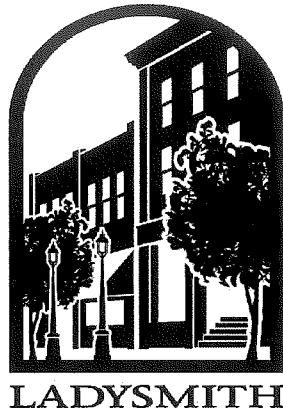
June 6, 2018,

I concur with the recommendation.

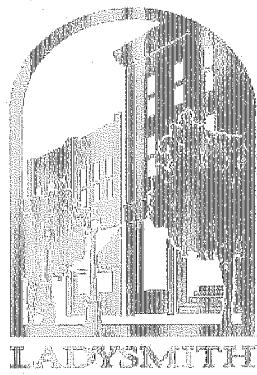


\_\_\_\_\_  
Guillermo Ferrero, City Manager

**ATTACHMENTS:** None



**TOWN OF LADYSMITH**  
**STATEMENT OF FINANCIAL INFORMATION**  
**YEAR ENDED DECEMBER 31, 2017**





**TOWN OF LADYSMITH**

***Financial Information Act***

**STATEMENT OF FINANCIAL INFORMATION**

**YEAR ENDED DECEMBER 31, 2017**

**TABLE OF CONTENTS**

Audited Financial Statements which provide:

- Management Report
- Statement of Assets and Liabilities
- Operational Statement
- Notes to the Financial Statements

Schedule of Debt

Schedule of Guarantee and Indemnity Agreements

Schedule of Elected Official Remuneration and Expenses

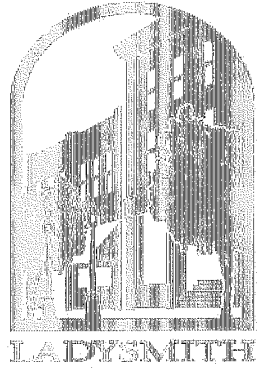
Schedule of Employee Remuneration and Expenses

Statement of Severance Agreements

Schedule of Payments for Goods and Services

Statement of Financial Information Approval

Council Minutes Approving Financial Information



**TOWN OF LADYSMITH**  
**CONSOLIDATED FINANCIAL STATEMENTS**  
**DECEMBER 31, 2017**  
**AUDITED**



**INDEX TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2017**

Management Report	1
Independent Auditors' Report	2
<u>Consolidated Financial Statements</u>	
Consolidated Statement of Financial Position	3
Consolidated Statement of Operations	4
Consolidated Statement of Cash Flows	5
Consolidated Statement of Changes in Net Financial Assets	6
Notes to the Consolidated Financial Statements	7-26
<u>Schedules</u>	
I Obligations under capital leases	27
II Equipment Loan Financing	28
III Short Term Debt	29
IV Debt Debenture	30
V Tax revenues	31
VI Sales of Services	32
VII Licences, Permits, Rentals & Penalties	33
VIII Continuity schedule of reserves and appropriated equity	34
IX Grant Revenue	35
X Statement of Operations by Segment – 2016 & 2017	36-37
XI Consolidated Statement of Tangible Capital Assets – 2016 & 2017	38-39



## 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.



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Guillermo Ferrero  
Chief Administration Officer

## 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, 2017 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, 2017 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 16, 2018

*MNP* LLP  
Chartered Professional Accountants



**TOWN OF LADYSMITH**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2017**

	<b>2017</b>	<b>2016</b>
<b>Financial Assets</b>		
Cash and short term deposits (Note 3)	\$ 20,440,472	\$ 19,171,188
Accounts receivable (Note 4)	2,884,198	2,993,892
	23,324,670	22,165,080
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 5)	2,387,417	2,478,417
Post-employment benefits (Note 6)	234,100	250,300
Deferred revenue (Note 7)	537,531	486,057
Refundable deposits and other (Note 8)	560,987	455,147
Restricted reserves - other (Note 9)	434,856	425,310
Development cost charge reserve (Note 9)	2,672,844	1,971,403
Federal gas tax reserve (Note 11)	1,481,511	1,310,274
Obligations under capital lease (Schedule I)	-	384,390
Equipment Financing (Note 12 & Schedule II)	359,437	34,179
Short term financing (Schedule III)	-	670,000
Debenture debt (Note 13 & Schedule IV)	12,229,401	12,855,236
	20,898,084	21,320,713
<b>Net Financial Assets</b>	<b>2,426,586</b>	<b>844,367</b>
<b>Non-Financial Assets</b>		
Tangible Capital Assets (Schedule XI)	93,885,690	92,215,270
Prepays	71,454	112,348
Inventory	66,390	71,759
	94,023,534	92,399,377
<b>Accumulated Surplus (Note 18)</b>	<b>\$ 96,450,120</b>	<b>\$ 93,243,744</b>

*Commitments and Contingencies (Note 14)*



\_\_\_\_\_  
 Director of Financial Services

**TOWN OF LADYSMITH**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
**AS AT DECEMBER 31, 2017**

	<u>2017</u>	<u>Budget 2017</u> (Note 19)	<u>2016</u>
<b>Revenue</b>			
Taxes - (Schedule V)	\$ 10,146,909	\$ 10,147,315	\$ 9,648,476
Sale of Services (Schedule VI)	3,344,924	3,262,006	3,096,166
Investment Income	183,209	118,800	157,817
Licence, Permits, Rentals & Penalties (Schedule VII)	849,864	688,811	847,451
Grants (Schedule IX)	1,917,069	2,224,585	1,724,706
Donations and contributed tangible capital assets	335,638	23,500	319,015
Gain (loss) on foreign exchange	(42,008)	-	(83,675)
Gain on disposal of tangible capital assets	1,641,274	-	184,840
Development fees	-	173,000	-
Gas tax funds utilized (Note 11)	230,053	663,500	145,233
	<u>18,606,932</u>	<u>17,301,517</u>	<u>16,040,030</u>
<b>Expenses</b>			
General government services	2,329,962	2,581,705	2,305,352
Protective services	1,802,436	1,931,441	1,739,803
Transportation services	2,145,021	2,336,454	2,000,766
Garbage services	488,715	517,496	474,893
Cemetery services	36,876	30,372	37,374
Development services	771,490	874,165	612,929
Recreation and cultural services	2,743,912	2,790,209	2,581,754
Parks operation services	912,806	990,200	910,233
Sewer	2,879,780	2,847,806	2,072,169
Water	1,289,564	1,831,064	1,241,378
	<u>15,400,562</u>	<u>16,730,912</u>	<u>13,976,652</u>
Annual Surplus	3,206,370	570,605	2,063,378
Accumulated Surplus, beginning of year	<u>93,243,750</u>	<u>93,243,750</u>	<u>91,180,372</u>
Accumulated Surplus - end of year	<u>\$ 96,450,120</u>	<u>\$ 93,814,355</u>	<u>\$ 93,243,750</u>

*See accompanying notes to the consolidated financial statements*

**TOWN OF LADYSMITH**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**AS AT DECEMBER 31, 2017**

	<u>2017</u>	<u>2016</u>
Operating Transactions		
Annual Surplus	\$ 3,206,370	\$ 2,063,378
Less non-cash items included in surplus:		
Amortization	3,245,199	2,875,406
Loss (gain) on disposal of tangible capital assets	(1,641,274)	(184,840)
Actuarial adjustments on debenture debt	(35,790)	(30,951)
Contributed tangible capital assets	(319,473)	(300,085)
	<u>4,455,031</u>	<u>4,422,909</u>
Accounts receivable	109,694	(59,655)
Prepaid expenses	40,894	(5,005)
Inventory	5,369	3,033
Accounts payable and accrued liabilities	(90,992)	447,924
Post employment benefits	(16,200)	(17,700)
Deferred revenues	51,474	117,208
Refundable deposits and other	105,840	63,427
Restricted reserves	9,546	(64,960)
Development cost charge reserve	701,441	201,531
Gas tax reserve	171,237	249,624
Cash provided by operating transactions	<u>5,543,335</u>	<u>5,358,336</u>
Capital Transactions		
Proceeds on sale of tangible capital assets	2,273,000	411,763
Cash used to acquire tangible capital assets	(5,227,872)	(5,842,073)
	<u>(2,954,872)</u>	<u>(5,430,310)</u>
Financing		
Proceeds of long-term financing	-	6,000,000
Repayment of long-term debt and capital leases	(1,319,178)	(410,135)
Net (Decrease) Increase in cash from financing	<u>(1,319,178)</u>	<u>5,589,865</u>
Increase in Cash and Short Term Deposits	1,269,284	5,517,891
Cash and Short Term Deposits - Beginning of Year	19,171,188	13,653,298
Cash and Short Term Deposits - End of Year	<u>\$ 20,440,472</u>	<u>\$ 19,171,188</u>

*See accompanying notes to the consolidated financial statements*

**TOWN OF LADYSMITH**  
**CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
**AS AT DECEMBER 31, 2017**

	<u>2017</u>	<u>Budget 2017</u> (Note 19)	<u>2016</u>
Annual Surplus	\$ 3,206,370	\$ 570,605	\$ 2,063,378
Acquisition of tangible capital assets	(5,547,345)	(13,480,560)	(6,142,158)
Amortization of tangible capital assets	3,245,199	2,875,406	2,875,406
Loss (gain) on sale of tangible capital assets	(1,641,274)	-	(184,840)
Proceeds from sale of tangible capital assets	2,273,000	-	411,763
Decrease (Increase) in inventories	5,369	-	3,033
Decrease (Increase) in prepaids	40,900	-	(5,005)
Change in Net Financial Assets	<u>1,582,219</u>	<u>(10,034,549)</u>	<u>(978,423)</u>
Net Financial Assets, beginning of year	<u>844,367</u>		<u>1,822,790</u>
Net Financial Assets, end of year	<u>\$ 2,426,586</u>		<u>\$ 844,367</u>

*See accompanying notes to the consolidated financial statements*

TOWN OF LADYSMITH  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017

**1. General**

The Town of Ladysmith was incorporated in 1904 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:

<i>General Revenue Fund</i>	<i>General Capital Fund</i>
<i>Water Revenue Fund</i>	<i>Water Capital Fund</i>
<i>Sewer Revenue Fund</i>	<i>Sewer Capital Fund</i>
<i>Reserve Fund</i>	

**(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.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**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 have maturities of three months or less from the date of acquisition, reported in Canadian funds using the exchange rate of the prescribed bank as of December 31.

**(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.

TOWN OF LADYSMITH  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017

2. **Significant Accounting Policies (continued)**

**(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.

**(h) Service Agreements & Rental Payments**

Rental payments under operating leases are expensed as incurred.

The Town currently rents property at 132c Roberts Street for office space. The annual rental amount was \$ 33,062 (\$32,750 - 2016). The Town also rents property at 17 and 25 Roberts Street for a parking lot. The annual rental amount was \$ 7,500 (\$7,225 - 2016).

The Town also pays rent on behalf of the Ladysmith Visitors Centers for an office location at 33 Roberts Street. The annual rental amount was \$ 8,400 (\$8,400 - 2016) plus \$35,000 (\$35,000 - 2016) to provide visitor information and business support services.

Two new servicing agreements were signed in 2017 to receive museum and archives services from the Ladysmith and District Historical Society for \$23,500. The second agreement was for various program support for the Ladysmith Resources Centre Association for \$40,500 with an annual increase of 2% per year. Previously, these amounts were considered a grant in aid.

**(i) 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, 2017.

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.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**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.

**(j) 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.

**(k) Inventory**

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

**(l) 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, 2017.

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.



TOWN OF LADYSMITH  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017

2. **Significant Accounting Policies (continued)**

**(m) 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.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**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.

TOWN OF LADYSMITH  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017

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.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**3. Cash and Short Term Deposits**

Cash and short term deposits were comprised as follows:

	<u>2017</u>	<u>2016</u>
Cash	\$ 19,660,237	\$ 18,398,477
Short term deposits	780,235	772,710
	<u>\$ 20,440,472</u>	<u>\$ 19,171,188</u>

Included in Cash is a deposit of \$610,685 (the equivalent of \$498,195 US Funds based on the exchange rate at the Ladysmith and District Credit Union on December 31, 2017). 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>2017</u>	<u>2016</u>
Restricted reserves - other	\$ 434,856	\$ 425,310
Federal gas tax reserve	1,481,511	1,310,274
Development cost charges reserve	2,672,844	1,971,403
Total restricted cash	<u>\$ 4,589,211</u>	<u>\$ 3,706,987</u>

**4. Accounts Receivable**

	<u>2017</u>	<u>2016</u>
Property taxes	\$ 1,070,765	\$ 1,117,867
Other government	1,005,578	1,114,734
User fees and other	788,747	728,443
Developer receivables	16,253	16,253
Employee receivables	2,855	16,594
	<u>\$ 2,884,198</u>	<u>\$ 2,993,892</u>

*These notes form an integral part of these financial statements.*

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**5. Accounts Payable and Accrued Liabilities**

	<b>2017</b>	<b>2016</b>
General	\$ 1,756,045	\$ 1,306,404
Other governments	(94)	617
Salaries and wages	230,086	215,873
Contractor holdbacks	318,527	870,988
Accrued interest	82,854	84,535
	\$ 2,387,417	\$ 2,478,417

**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, 2017. The change in the liability in the financial statements in respect of obligations under the plan amounts to a reduction of \$16,200. (-\$17,700 - 2016).

The accrued post-employment benefits are as follows:

	<b>2017</b>	<b>2016</b>
Balance, beginning of year	\$ 250,300	\$ 268,000
Current service costs	31,000	30,700
Benefits paid	(23,600)	(54,400)
Actuarial gain	(19,900)	6,000
Past service credit	(3,700)	-
Balance, end of year	\$ 234,100	\$ 250,300

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

	<b>2017</b>	<b>2016</b>
Discount Rate	2.90%	3.30%
Expected Inflation Rate and Wage & Salary Increases	2.50%	2.50%

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**7. Deferred Revenue**

	<u>2017</u>	<u>2016</u>
Licence fees & charges	\$ 16,916	\$ 11,516
Rental payments	16,247	14,466
Property tax prepayments	380,299	330,524
Subdivisions prepayments	71,619	57,119
Recreation prepayments	36,971	39,491
Utilities prepayments	6,926	29,158
Other	8,552	3,782
	<u>\$ 537,531</u>	<u>\$ 486,057</u>

**8. Refundable Deposits and Other**

	<u>2017</u>	<u>2016</u>
Developer performance deposits	\$ 306,976	\$ 263,997
Damage deposits	213,450	190,950
Other	40,561	200
	<u>\$ 560,987</u>	<u>\$ 455,147</u>

*These notes form an integral part of these financial statements.*

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**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 2<sup>nd</sup> Avenue and 220 High Street.

Description	Balance Dec. 31, 2016	Interest	Contributions	Expenditures	Balance Dec. 31, 2017
DCC - Water	\$ 432,484	\$ 3,659	\$ 124,590	\$ -	\$ 560,733
DCC - Parks	354,092	3,428	292,879	-	650,399
DCC - Roads	487,460	4,058	122,884	-	614,402
DCC - Sewer	339,483	3,345	135,049	-	477,877
DCC - Storm	357,885	2,694	8,854	-	369,433
	<u>1,971,403</u>	<u>17,184</u>	<u>684,256</u>	<u>-</u>	<u>2,672,844</u>
Parking	73,548	555	-	-	74,103
Green Streets	1,452	11	-	-	1,463
Amphitheatre	17,499	134	700	-	18,333
LRCA/Seniors - Capital	299,718	334	2,480	-	302,531
B&G - Capital	33,094	269	5,064	-	38,426
	<u>425,310</u>	<u>1,302</u>	<u>8,244</u>	<u>-</u>	<u>434,856</u>
TOTAL	<u>\$ 2,396,713</u>	<u>\$ 18,487</u>	<u>\$ 692,499</u>	<u>\$ -</u>	<u>\$ 3,107,700</u>

A one-time repayment of \$225,366 to the DCC – Parks was made in 2017 to reimburse funds used to purchase property on Russell Road.

**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.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**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.

	<b>2017</b>	<b>2016</b>
Opening balance of unspent funds	\$ 1,310,275	\$ 1,060,650
Add: Amounts received during the year	391,288	386,644
Interest earned	10,001	8,213
Less: Gas tax funds utilized	(230,053)	(145,233)
	\$ 1,481,511	\$ 1,310,275

**12. Obligations under Equipment Loan Financing**

There are three equipment loans payable to the Municipal Finance Authority. An additional unexecuted loan for a fire truck has been approved by the Town electors. The future minimum loan payments under the equipment loan obligation are as follows:

2018	51,740
2019	47,115
2020	41,954
2021	35,285
2022	183,344
Thereafter	-

Debt interest, less actuarial adjustments in the consolidated statement of financial activities, is calculated as \$4,179 (\$6,646 - 2016).



TOWN OF LADYSMITH  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017

**12. Obligations under Equipment Loans (continued)**

The Town has entered into equipment loans for the following purchases:

- 1) A five year equipment loan agreement with the Municipal Finance Authority of British Columbia which commenced September 2015 for the purchase of a 2005 Spartan fire truck. The remaining obligation will be repaid with monthly loan payments in the amount of \$776 including interest at a daily varying rate. The balance of the loan at December 31, 2017, which is included in equipment financing, is \$25,339 (\$34,178 - 2016). Loan to expire September 2020.
- 2) A five year equipment loan agreement with the Municipal Finance Authority of British Columbia which commenced May 2017 for the purchase of a 2012 Spartan fire truck. This was formerly a capital lease. The remaining obligation will be repaid with monthly loan payments in the amount of \$3,291 including interest at a daily varying rate. The balance of the loan at December 31, 2017, which is included in equipment financing, is \$320,191. Loan to expire May 2022.
- 3) A two year equipment loan agreement with the Municipal Finance Authority of British Columbia which commenced May 2017 for the purchase of fitness equipment. This was formerly a capital lease. The remaining obligation will be repaid with monthly loan payments in the amount of \$825 including interest at a daily varying rate. The balance of the loan at December 31, 2017, which is included in equipment financing, is \$13,907. Loan to expire May 2019.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**13. Debenture Debt**

The total long term debt issued and outstanding as at December 31, 2017 was \$12,229,401 (\$12,855,236 as at December 31, 2016).

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

Principal repayments

	2018	2019	2020	2021	2022	Thereafter
General	\$ 66,033	\$ 66,033	\$ 66,033	\$ 66,033	\$ 66,033	\$ 594,296
Water	24,012	24,012	24,012	24,012	24,012	360,179
Sewer	500,000	500,000	500,000	500,000	500,000	7,000,000
	<u>\$ 590,045</u>	<u>\$ 590,045</u>	<u>\$ 590,045</u>	<u>\$ 590,045</u>	<u>\$ 590,045</u>	<u>\$ 7,954,476</u>

Actuarial sinking fund earnings

	2018	2019	2020	2021	2022	Thereafter
General	\$ 35,622	\$ 39,688	\$ 43,917	\$ 48,315	\$ 52,889	\$ 714,567
Water	5,202	6,371	7,586	8,850	10,165	351,530
Sewer	-	-	-	-	-	-
	<u>\$ 40,824</u>	<u>\$ 46,059</u>	<u>\$ 51,503</u>	<u>\$ 57,165</u>	<u>\$ 63,053</u>	<u>\$ 1,066,097</u>
	<u>\$630,869</u>	<u>\$636,104</u>	<u>\$641,548</u>	<u>\$647,210</u>	<u>\$653,098</u>	<u>\$9,020,573</u>

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

	Interest	Actuarial Adjustment	2017 Net	2016 Net
General - Interest	\$ 48,125	\$ 31,712	\$ 16,413	\$ 136,286
Water - Interest	34,000	4,079	29,921	32,041
Sewer - Interest	195,819	-	195,819	(3,101)
	<u>\$ 277,944</u>	<u>\$ 35,791</u>	<u>\$ 242,154</u>	<u>\$ 165,226</u>

An additional \$6 million dollars in long term debt to construct a water filtration plant was approved by the electors in 2017 but not executed.

**14. 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.

TOWN OF LADYSMITH  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017

**14. Commitments and Contingencies (continued)**

- iii) Various claims have been made against the Town as at December 31, 2017 for incidents which arose in the ordinary course of operations. In the opinion of management and legal counsel, the outcomes of the lawsuits, now pending, are not determinable. As the outcomes are not determinable at this time, no amount has been accrued in the financial statements. Should any loss result from the resolution of these claims, such loss will be charged to operations in the year of resolution.

**(b) Pension Liability**

The 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, 2016, the Plan has about 193,000 active members and approximately 90,000 retired members. Active members include approximately 38,000 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 may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

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. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1.927 billion was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The Town of Ladysmith paid \$463,018 (2016 - \$429,034) for employer contributions to the Plan in fiscal 2017.

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

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**14. Commitments and Contingencies (continued)**

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.

**15. Significant Taxpayers**

The Town is reliant upon 10 taxpayers for approximately 14.88% (15.54% - 2016) of the total property tax revenue which includes Western Forest Products at approximately 7.34% (7.67% - 2016) of the total property tax revenue.

**16. 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:

	<b>2017</b>	<b>2016</b>
<b>Assets</b>		
Cash and short term investment	\$ 155,937	\$ 152,957
<b>Equity</b>		
Opening balance	\$ 152,957	\$ 147,252
Interest	1,946	1,896
Transfer interest to fund cemetery costs	(1,946)	(1,896)
Contributions	2,980	5,705
Balance, end of year	\$ 155,937	\$ 152,957

**17. Comparative Figures**

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

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**18. Accumulated Surplus**

The Town segregates its accumulated surplus in the following categories:

	<b>2017</b>	<b>2016</b>
Unappropriated equity	\$ 4,663,966	\$ 4,309,353
Appropriated equity (Schedule VIII)	7,947,431	9,301,011
	12,611,396	13,610,363
 <b>Capital Funds</b>		
General capital fund	149,442	139,299
Sewer capital fund	7,718	17,119
Water capital fund	432,851	612,520
	590,011	768,938
 <b>Reserve Funds</b>		
Reserve funds (Schedule VIII)	1,951,856	592,975
Equity in Tangible Capital Assets	81,296,857	78,271,467
Total Accumulated Surplus	\$ 96,450,120	\$ 93,243,744

**19. Annual Budget**

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on May 2, 2017.

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		(2,875,406)
Proceeds from new debt		(6,635,000)
Transfers to/from own funds		(4,489,476)
Less:		
Principal payments on debt		1,089,927
Capital expenditures per budget		14,767,855
Capital Expenditures expensed according to Tangible Capital Asset Policy		(1,287,295)
Adjusted Annual Surplus	\$	570,605

*These notes form an integral part of these financial statements.*

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**20. 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.

**21. Segmented Information**

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

**General Government Services**

The 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.
- 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.

TOWN OF LADYSMITH  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017

21. **Segmented Information (continued)**

**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 Community Plan, developing new Neighbourhood Plans, the Trail Plan and the review of relevant bylaws.
- Short term Planning includes the processing of development applications.

**Recreation and Culture**

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

**Parks**

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

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**21. Segmented Information (continued)**

**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.



**TOWN OF LADYSMITH**  
**SCHEDULE OF OBLIGATIONS UNDER CAPITAL LEASES**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**SCHEDULE I**

	<u>Term</u>	<u>Original Amount</u>	<u>Balance Dec 31, 2016</u>	<u>Principal Payments</u>	<u>Net Interest <sup>(1)</sup></u>	<u>Balance Dec 31, 2017</u>	<u>Interest Rate</u>
Fire Bush Truck	2012-17	\$ 83,652	\$ 7,305	\$ 7,305	\$ 29	\$ -	1.70%
Spartan Fire Truck	2013-18	452,066	349,561	349,561	2,103	\$ -	1.70%
P.W. Copier	2012-17	6,748	810	810	4	\$ -	1.70%
Ricoh Copier - FJCC	2014-19	8,967	3,980	3,980	23	\$ -	1.70%
Fitness Equip - FJCC	2014-19	47,765	22,735	22,735	130	\$ -	1.70%
		<u>\$ 599,198</u>	<u>\$ 384,390</u>	<u>\$ 384,390</u>	<u>\$ 2,288</u>	<u>\$ -</u>	

<sup>(1)</sup> Interest, net of actuarial adjustments

**TOWN OF LADYSMITH**  
**SCHEDULE OF EQUIPMENT LOAN FINANCING**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**SCHEDULE II**

	<u>Term</u>	<u>Original Amount</u>	<u>Balance Dec 31, 2016</u>	<u>Principal Payments</u>	<u>Net Interest <sup>(1)</sup></u>	<u>Balance Dec 31, 2017</u>	<u>Interest Rate</u>
Spartan Fire Truck	2015-20	\$ 45,132	\$ 34,179	\$ 8,840	\$ 474	\$ 25,339	1.39%
Spartan Fire Truck	2017-22	339,896	-	19,705	3,523	\$ 320,191	0.88%
Fitness Equip - FJCC	2017-19	19,509	-	5,601	182	\$ 13,907	0.88%
		<u>\$ 404,537</u>	<u>\$ 34,179</u>	<u>\$ 34,146</u>	<u>\$ 4,179</u>	<u>\$ 359,437</u>	

<sup>(1)</sup> Interest, net of actuarial adjustments

TOWN OF LADYSMITH  
 SCHEDULE OF SHORT TERM DEBT  
 FOR THE YEAR ENDED DECEMBER 31, 2017

SCHEDULE III

<u>Term</u>	<u>Original Amount</u>	<u>Balance Dec 31, 2016</u>	<u>Principal Payments</u>	<u>Net Interest <sup>(1)</sup></u>	<u>Balance Dec 31, 2017</u>	<u>Interest Rate</u>
<u>General Capital Fund</u>						
2015 Buller Street Properties	\$ 920,000	\$ 670,000	\$ 670,000	\$ 5,353	\$ -	1.38%
	<u>\$ 920,000</u>	<u>\$ 670,000</u>	<u>\$ 670,000</u>	<u>\$ 5,353</u>	<u>\$ -</u>	

**TOWN OF LADYSMITH**  
**SCHEDULE OF DEBENTURE DEBT**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**SCHEDULE IV**

	<u>Issue #</u>	<u>Term</u>	<u>Original Amount</u>	<u>Balance Dec 31, 2016</u>	<u>Principal Payments</u>	<u>Net Interest <sup>(1)</sup></u>	<u>Balance Dec 31, 2017</u>	<u>Interest Rate</u>	
<b><u>General Capital Fund</u></b>									
	2006 RCMP Building	97	2006-31	2,750,000	1,957,202	97,745	16,413	1,859,457	4.66%
<b><u>Water Capital Fund</u></b>									
	2012 Water Improvements	118	2012-37	1,000,000	898,034	28,091	29,921	869,943	3.40%
<b><u>Sewer Capital Fund</u></b>									
	2016 Sewer Treatment Plant	138	2016-36	10,000,000	10,000,000	500,000	195,819	9,500,000	6.45%
				<b>\$ 13,750,000</b>	<b>\$ 12,855,236</b>	<b>\$ 625,835</b>	<b>\$ 242,154</b>	<b>\$ 12,229,401</b>	

<sup>(1)</sup> Interest, net of actuarial adjustments

**TOWN OF LADYSMITH**  
**SCHEDULE OF TAX REVENUES**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**SCHEDULE V**

	<u>Actuals 2017</u>	<u>Budget 2017</u>	<u>Actuals 2016</u>
<b>General Taxes</b>			
General municipal purposes	\$ 7,721,249	\$ 7,733,844	\$ 7,683,410
Grants in lieu and 1% utility tax	165,294	159,024	163,974
Water and sewer parcel tax	2,260,367	2,254,447	1,801,092
	<u>\$ 10,146,909</u>	<u>\$ 10,147,315</u>	<u>\$ 9,648,476</u>
<b>Collections for other governments:</b>			
School district	\$ 2,880,030	\$ 2,880,847	\$ 2,959,379
Regional hospital district	788,355	788,521	770,827
Regional district	1,237,926	1,238,188	1,140,438
BCAA and MFA	72,339	72,373	79,070
Library	364,616	365,105	353,236
	<u>\$ 5,343,266</u>	<u>\$ 5,345,034</u>	<u>\$ 5,302,950</u>
<b>Less:</b>			
<b>Transmission of taxes levied for other agencies:</b>			
School district	\$ 2,880,030	\$ 2,880,847	\$ 2,959,379
Regional hospital district	788,355	788,521	770,827
Regional district	1,237,926	1,238,188	1,140,438
BCAA and MFA	72,339	72,373	79,070
Library	364,616	365,105	353,236
	<u>\$ 5,343,266</u>	<u>\$ 5,345,034</u>	<u>\$ 5,302,950</u>
<b>Net Taxation</b>	<u>\$ 10,146,909</u>	<u>\$ 10,147,315</u>	<u>\$ 9,648,476</u>

TOWN OF LADYSMITH  
 SALES OF SERVICES  
 FOR THE YEAR ENDED DECEMBER 31, 2017

**SCHEDULE VI**

	<u>Actuals 2017</u>	<u>Budget 2017</u>	<u>Actuals 2016</u>
Administration recoveries	\$ 34,699	\$ 30,800	\$ 116,826
Cemetery services	23,615	30,500	39,860
Fire service agreements	73,522	65,500	65,531
Public Works recoveries	1,290	-	(1,870)
Recreation services	533,061	555,035	564,375
Sewer utility fees	1,087,316	1,062,842	840,367
Solid waste fees	642,186	617,136	633,854
Water utility fees	949,234	900,193	837,223
	<u>\$ 3,344,924</u>	<u>\$ 3,262,006</u>	<u>\$ 3,096,166</u>

TOWN OF LADYSMITH  
 LICENSES, PERMITS, RENTALS & PENALTIES  
 FOR THE YEAR ENDED DECEMBER 31, 2017

SCHEDULE VII

	<u>Actuals 2017</u>	<u>Budget 2017</u>	<u>Actuals 2016</u>
Facility Rentals & Leases	\$ 337,757	\$ 287,892	\$ 324,268
Fines	4,855	5,400	6,964
Licences	88,641	84,994	88,248
Penalties and interest	146,823	120,000	151,203
Permits, Licences & Fees	<u>271,787</u>	<u>190,525</u>	<u>276,769</u>
	<u>\$ 849,864</u>	<u>\$ 688,811</u>	<u>\$ 847,451</u>

**TOWN OF LADYSMITH**  
**CONTINUITY SCHEDULE OF RESERVES & APPROPRIATED EQUITY**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**SCHEDULE VIII**

(Unaudited)

	Balance Dec. 31, 2016	Interest Allocated	Contributions	Funding	Balance Dec. 31, 2017
<b>RESERVES</b>					
Tax Sale	\$ 26,029	\$ 215	\$ -	\$ -	\$ 26,244
Perpetual Safety Fund	12,952	107	-	-	13,059
Sale Real Property	244,671	6,920	2,273,000	987,001	1,537,590
Municipal Office Building	235,000	-	60,000	-	295,000
Amenity Funds	74,323	639	5,000	-	79,962
<b>TOTAL RESERVES</b>	<b>\$ 592,975</b>	<b>\$ 7,882</b>	<b>\$ 2,338,000</b>	<b>\$ 987,001</b>	<b>\$ 1,951,856</b>
<b>APPROPRIATED EQUITY - OPERATIONS</b>					
General Operating Fund					
Future Projects	2,012,601	-	2,492,420	830,139	3,674,882
Equipment	1,273,331	-	172,525	164,356	1,281,500
Land & Building	210,569	-	73,233	253,083	30,719
Tax Contingency	7,986	-	-	-	7,986
Snow & Ice Removal	30,000	-	-	30,000	-
Infrastructure Deficit	441,304	-	211,243	160,966	491,581
Multi-Materials BC Rebate	222,713	-	69,212	-	291,925
	<u>4,198,504</u>	<u>-</u>	<u>3,018,633</u>	<u>1,438,544</u>	<u>5,778,593</u>
Water Operating Fund					
Capital Expenditures	1,285,795	-	360,895	477,360	1,169,330
MFA Surplus Refunds	524,075	-	-	-	524,075
Total Water Operating Fund	<u>1,809,870</u>	<u>-</u>	<u>360,895</u>	<u>477,360</u>	<u>1,693,405</u>
Sewer Operating Fund					
Capital Expenditures	2,680,693	-	25,023	2,230,283	475,433
MFA Surplus Refunds	611,944	-	-	611,944	-
Total Sewer Operating Fund	<u>3,292,637</u>	<u>-</u>	<u>25,023</u>	<u>2,842,227</u>	<u>475,433</u>
<b>TOTAL APPROPRIATED EQUITY</b>	<b>\$ 9,301,011</b>	<b>\$ -</b>	<b>\$ 3,404,551</b>	<b>\$ 4,758,131</b>	<b>\$ 7,947,431</b>
<b>TOTAL RESERVES AND APPROPRIATED EQUITY</b>	<b>\$ 9,893,986</b>	<b>\$ 7,882</b>	<b>\$ 5,742,551</b>	<b>\$ 5,745,132</b>	<b>\$ 9,899,286</b>



TOWN OF LADYSMITH  
SCHEDULE OF GRANT REVENUE  
FOR THE YEAR ENDED DECEMBER 31, 2017

SCHEDULE IX

	Actuals 2017	Budget 2017	Actuals 2016
<b>Operating Grants</b>			
Traffic Fines Revenue	\$ 45,564	\$ 48,422	\$ 48,422
Small Communities	461,270	454,775	454,775
CVRD Recreation	128,268	126,000	126,525
Other	35,577	21,664	39,688
	<u>670,679</u>	<u>650,861</u>	<u>669,410</u>
<b>Capital Grants</b>			
1st Avenue/Roundabout Sidewalk	\$ -	\$ -	\$ 10,000
2nd Avenue/High St Crosswalk	-	10,000	-
2017 Tree Replacements	-	6,000	-
Aggie Playground Improvements	-	-	5,079
Asset Management	70,848	80,000	-
Bio-Solids Business Case	10,000	-	-
Canada 150	46,000	-	-
Composting Facility	548,274	570,224	21,950
Derelict Vessels	2,520	-	-
Energy and Facility Assessment	-	-	10,000
Machine Shop Museum	-	100,000	-
Stz` uminus First Nation Cooperation Protocol/C2C	1,685	-	2,267
Traffic Safety Audit	-	7,500	-
Upper Transfer Beach Improvements	-	-	6,000
Wastewater Treatment Plant Upgrade	-	-	1,000,000
Water Filtration	567,064	800,000	-
	<u>1,246,391</u>	<u>1,573,724</u>	<u>1,055,296</u>
	<u>\$ 1,917,069</u>	<u>\$ 2,224,585</u>	<u>\$ 1,724,706</u>

**TOWN OF LADYSMITH**  
**STATEMENT OF OPERATIONS BY SEGMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**SCHEDULE X**

	General Government		Protective Services		Transportation, Garbage & Cemetery Services		Development Services	
	2017	2016	2017	2016	2017	2016	2017	2016
<b>REVENUE</b>								
Tax	\$ 7,886,543	\$ 7,847,384	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of services	32,754	25,073	73,522	155,388	669,036	673,739	-	-
Investment income & MFA Refunds	183,209	157,817	-	-	-	-	-	-
Licence, Permits, Rentals & Penalties	114,817	121,445	191,790	187,815	111,270	138,703	215,624	211,288
Grants	465,475	457,042	45,564	48,422	16,241	19,092	-	5,964
Donations & contributed property	-	-	-	-	215,797	226,560	5,000	-
Gain (loss) on foreign exchange	(42,008)	(83,675)	-	-	-	-	-	-
Gain (loss) on disposal	1,866,640	193,716	-	-	-	(1,807)	-	-
Development fees	-	-	-	-	-	-	-	-
Gas tax fund utilized	-	-	40,000	-	7,983	40,000	126,872	10,850
<b>Total revenue</b>	<b>10,507,430</b>	<b>8,718,804</b>	<b>350,876</b>	<b>391,626</b>	<b>1,020,327</b>	<b>1,096,288</b>	<b>347,496</b>	<b>228,102</b>
<b>EXPENSES</b>								
Contracted Services	403,373	327,015	1,148,132	1,029,755	566,463	552,201	264,363	109,736
Service Agreements/Grants In Aid	161,073	107,348	-	12,000	-	-	-	-
Insurance	58,686	69,336	17,357	22,927	4,930	5,218	-	-
Interest	5,353	11,170	22,542	50,884	4	25	-	-
Materials & Supplies	69,603	77,056	139,451	106,041	156,285	134,583	9,584	14,440
Utilities & Telephone	17,093	14,044	23,403	43,436	143,365	142,501	4,686	7,420
Wages & Benefits	1,537,156	1,587,926	270,124	271,517	934,092	871,257	467,447	461,172
Other	(147,370)	(108,593)	31,518	40,541	19,968	(28,804)	19,896	16,772
Amortization	224,995	220,050	149,909	162,702	845,505	838,995	5,514	3,389
<b>Total expenses</b>	<b>2,329,962</b>	<b>2,305,352</b>	<b>1,802,436</b>	<b>1,739,803</b>	<b>2,670,612</b>	<b>2,515,975</b>	<b>771,490</b>	<b>612,929</b>
<b>Surplus (Deficit)</b>	<b>\$ 8,177,468</b>	<b>\$ 6,413,452</b>	<b>\$ (1,451,560)</b>	<b>\$ (1,348,178)</b>	<b>\$ (1,650,286)</b>	<b>\$ (1,419,687)</b>	<b>\$ (423,994)</b>	<b>\$ (384,827)</b>

**TOWN OF LADYSMITH**  
**STATEMENT OF OPERATIONS BY SEGMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**SCHEDULE X – CONTINUED**

Recreation & Culture Services		Parks Operations Services		Sewer Operations Services		Water Operations Services		Total Actual	Total Actual
2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
\$ -	\$ -	\$ -	\$ -	\$ 1,084,353	\$ 965,172	\$ 1,176,014	\$ 835,920	10,146,909	\$ 9,648,476
533,061	564,375	-	-	1,087,316	840,367	949,234	837,223	3,344,924	3,096,165
-	-	-	-	-	-	-	-	183,209	157,817
188,467	165,219	-	-	14,287	11,671	13,609	11,310	849,864	847,451
264,452	168,422	-	3,813	558,274	1,021,950	567,064	-	1,917,069	1,724,706
3,665	33,325	7,500	18,930	44,436	23,700	59,240	16,500	335,638	319,015
-	-	-	-	-	-	-	-	(42,008)	(83,675)
-	1,070	-	(120)	-	(8,019)	-	-	1,641,275	184,840
-	-	-	-	-	-	-	-	-	-
55,199	51,000	-	43,384	-	-	-	-	230,053	145,233
<u>1,044,844</u>	<u>983,411</u>	<u>7,500</u>	<u>66,007</u>	<u>2,788,666</u>	<u>2,854,841</u>	<u>2,765,161</u>	<u>1,700,953</u>	<u>18,606,933</u>	<u>16,040,029</u>
309,423	278,478	70,458	66,416	492,329	76,620	145,256	110,420	3,399,797	2,550,642
-	-	-	-	-	-	-	-	161,073	119,348
38,496	33,268	4,076	3,978	15,396	15,370	11,201	11,193	150,142	161,290
334	524	-	-	195,819	143,315	29,921	31,064	253,973	236,983
135,615	100,387	78,886	85,470	177,524	275,837	89,933	106,604	856,881	900,420
218,844	171,729	5,455	5,270	117,411	87,936	10,817	9,538	541,074	481,873
1,793,990	1,759,230	420,163	390,167	514,332	503,623	411,775	414,556	6,349,079	6,259,448
23,415	21,924	86,327	94,990	203,871	180,643	205,718	176,712	443,343	394,184
223,795	216,214	247,441	263,942	1,163,098	788,825	384,942	381,289	3,245,199	2,875,406
<u>2,743,912</u>	<u>2,581,754</u>	<u>912,806</u>	<u>910,233</u>	<u>2,879,780</u>	<u>2,072,169</u>	<u>1,289,564</u>	<u>1,241,378</u>	<u>15,400,563</u>	<u>13,979,594</u>
<u>\$ (1,699,068)</u>	<u>\$ (1,598,343)</u>	<u>\$ (905,306)</u>	<u>\$ (844,227)</u>	<u>\$ (91,114)</u>	<u>\$ 782,672</u>	<u>\$ 1,475,597</u>	<u>\$ 459,576</u>	<u>\$ 3,206,370</u>	<u>\$ 2,060,435</u>

**TOWN OF LADYSMITH  
CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**SCHEDULE XI**

	<u>Land</u>		<u>Land Improvements</u>		<u>Buildings</u>		<u>Vehicle Furniture &amp; Equipment</u>		<u>Transportation</u>
	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>	<u>2016</u>	<u>2017</u>
<b>COST</b>									
Opening Balance	\$ 9,481,022	\$ 9,282,183	\$ 8,562,238	\$ 8,118,648	\$ 20,141,964	\$ 20,142,186	\$ 7,240,096	\$ 6,094,594	\$ 26,634,528
Add: Additions	921,270	279,251	55,184	443,853	529,427	135,052	378,666	1,350,790	208,858
Less: Disposals	406,360	80,412	-	263	-	135,274	3,377	205,288	-
Less: Write-downs	-	-	-	-	-	-	-	-	-
Closing Balance	<u>9,995,932</u>	<u>9,481,022</u>	<u>8,617,422</u>	<u>8,562,238</u>	<u>20,671,391</u>	<u>20,141,964</u>	<u>7,615,385</u>	<u>7,240,096</u>	<u>26,843,386</u>
<b>ACCUMULATED AMORTIZATION</b>									
Opening Balance	-	-	2,983,770	2,743,306	5,535,391	4,994,185	3,602,381	3,443,827	14,779,738
Add: Amortization	-	-	242,133	240,607	555,152	544,608	441,965	357,342	605,452
Less: Write-downs	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	-	143	-	3,402	3,377	198,788	-
Closing Balance	<u>-</u>	<u>-</u>	<u>3,225,903</u>	<u>2,983,770</u>	<u>6,090,543</u>	<u>5,535,391</u>	<u>4,040,969</u>	<u>3,602,381</u>	<u>15,385,190</u>
<b>Net Book Value</b>	<u>\$ 9,995,932</u>	<u>\$ 9,481,022</u>	<u>\$ 5,391,519</u>	<u>\$ 5,578,468</u>	<u>\$ 14,580,848</u>	<u>\$ 14,606,573</u>	<u>\$ 3,574,416</u>	<u>\$ 3,637,715</u>	<u>\$ 11,458,196</u>

**TOWN OF LADYSMITH**  
**CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**SCHEDULE XI - CONTINUED**

Linear Infrastructure										
Transportation	Sanitary Sewer		Storm		Water		Assets Under Construction		Total	
2016	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
\$ 26,171,570	\$ 35,511,308	\$ 20,053,758	\$ 8,527,181	\$ 8,193,116	\$ 16,636,309	\$ 16,450,450	\$ 329,480	\$ 12,846,248	\$ 133,064,125	\$ 127,352,751
462,958	402,976	15,467,097	80,300	334,065	77,308	185,859	2,927,392	302,074	5,581,381	18,960,999
-	-	9,547	-	-	-	-	259,401	12,818,842	669,138	13,249,626
-	-	-	-	-	-	-	-	-	-	-
<u>26,634,528</u>	<u>35,914,284</u>	<u>35,511,308</u>	<u>8,607,481</u>	<u>8,527,181</u>	<u>16,713,617</u>	<u>16,636,309</u>	<u>2,997,471</u>	<u>329,480</u>	<u>137,976,368</u>	<u>133,064,125</u>
14,156,678	6,841,672	6,146,953	2,196,399	2,083,357	4,909,505	4,609,005	-	-	40,848,856	38,177,311
623,060	981,321	696,247	116,328	113,042	302,848	300,500	-	-	3,245,199	2,875,406
-	-	-	-	-	-	-	-	-	-	-
-	-	1,528	-	-	-	-	-	-	3,377	203,861
<u>14,779,738</u>	<u>7,822,993</u>	<u>6,841,672</u>	<u>2,312,727</u>	<u>2,196,399</u>	<u>5,212,353</u>	<u>4,909,505</u>	<u>-</u>	<u>-</u>	<u>44,090,678</u>	<u>40,848,856</u>
<u>\$ 11,854,790</u>	<u>\$ 28,091,291</u>	<u>\$ 28,669,636</u>	<u>\$ 6,294,754</u>	<u>\$ 6,330,782</u>	<u>\$ 11,501,264</u>	<u>\$ 11,726,804</u>	<u>\$ 2,997,471</u>	<u>\$ 329,480</u>	<u>\$ 93,885,690</u>	<u>\$ 92,215,269</u>

**TOWN OF LADYSMITH**  
**STATEMENT OF FINANCIAL INFORMATION**  
**YEAR ENDED DECEMBER 31, 2017**  
**SCHEDULE OF DEBTS**

Information on all long-term debts for this organization is included in Schedules I, II, III & IV to the financial statements.

**TOWN OF LADYSMITH**  
**STATEMENT OF FINANCIAL INFORMATION**  
**YEAR ENDED DECEMBER 31, 2017**  
**SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS**

The Town of Ladysmith has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

**TOWN OF LADYSMITH**  
**STATEMENT OF FINANCIAL INFORMATION**  
**YEAR ENDED DECEMBER 31, 2017**  
**SCHEDULE OF REMUNERATION AND EXPENSES**

**Elected Officials, as per Sec. 168 of the Community Charter**  
**As per Sec. 2 - Financial Information Act and Financial Information Regulation 371/93:**

NAME	POSITION	REMUNERATION		EXPENSES
		Financial Compensation	Expense Allowance	Additional
Stone, Aaron	Mayor	\$20,343	\$10,172	\$6,318
Arnett, Steven	Councillor	8,313	4,157	3,810
Fradin, Calvin	Councillor	9,650	4,825	810
Friesenhan, Joe	Councillor	9,650	4,825	3,075
Henderson, Carol	Councillor	9,650	4,825	25
Hutchins, Robert	Councillor	9,650	4,825	0
Paterson, Donald	Councillor	9,650	4,825	2,554
<b>Total Elected Officials</b>		<b>\$76,906</b>	<b>\$38,454</b>	<b>\$16,592</b>

**As per Section 2 - Financial Information Act and Financial Information Regulation 371/93:**

NAME	POSITION	REMUNERATION	EXPENSES
Adams, Felicity	Director of Development Services	\$130,202	\$3,336
Anderson, Erin	Director of Financial Services	130,231	2,596
Baker, Curtis	Utilities III/Chief Operator	106,234	3,039
Bollinger, Colin	Senior Building Inspector	85,024	5,149
Brinkman, Lisa	Sr Planner/Dev Approvals Supervisor	75,876	1,256
Britton, Glen	Parks Maintenance Supervisor	77,917	2,443
Brown, Michael	Certified Utilities Operator III	95,496	590
Ferrero, Guillermo	City Manager	147,198	12,809
Fukakusa, Gerald	Manager of Accounting Services	106,581	3,185
Ganderton, Mike	Operations Supervisor	83,645	2,697
Goldfuss, Kevin	Manager of Operations	112,860	1,196
Goodall, Geoff	Director of Infrastructure Services	137,322	2,664
Grueber, Gregory	Certified Utilities Operator II	85,536	1,447
Larose, Nick	Certified Utilities Operator III	77,362	1,128
Lassam, Shane	Equipment and Compost Operator IV	85,076	220
Manuel, Leonard	Facilities Maintenance Supervisor	77,751	190
McLeod, Robert	Certified Utilities Operator II	85,592	1,308
Postings, Clayton	Director of Parks, Recreation & Culture	130,638	1,544
Slater, Phil	Senior Engineer Technologist	80,766	805
Smith, Donna	Executive Liasion	78,371	300
Vaux, Ronald	Certified Mechanic	78,199	1,860
Winter, Joanna	Manager of Administrative Services	106,539	1,773
<b>Consolidated total of other employees with remuneration and expenses of \$75,000 or less</b>		<b>\$3,007,304</b>	<b>\$38,269</b>
<b>Total: Other Employees</b>		<b>\$5,181,720</b>	<b>\$89,802</b>



**TOWN OF LADYSMITH**  
**STATEMENT OF FINANCIAL INFORMATION**  
**YEAR ENDED DECEMBER 31, 2017**  
**SCHEDULE OF SEVERANCE AGREEMENTS**

There were **no** severance agreements made between the Town of Ladysmith and its non-unionized employees during fiscal year 2017.

**TOWN OF LADYSMITH**  
**STATEMENT OF FINANCIAL INFORMATION**  
**YEAR ENDED DECEMBER 31, 2017**

**SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES**

Payee	Total Payments
1098828 BC LTD FORMERLY CANBRIGHT ENTERPRISES LTD	\$ 46,718
AFD PETROLEUM LTD	108,892
ANDREW SHERET LTD	28,171
ASSOCIATED ENGINEERING (BC) LTD	440,136
AUSTIN ENGINEERING LTD	29,313
BC ASSESSMENT AUTHORITY	72,173
BC HYDRO	471,333
BLACK PRESS GROUP LTD	39,363
CANCOR CUTTING AND CORING LTD	50,972
CATALYST PAPER	40,222
CLEARTECH INDUSTRIES INC	68,047
COAST AUTOMATION	123,359
COAST ENVIRONMENTAL LTD	91,714
COASTAL ANIMAL CONTROL SERVICES OF BC LTD.	37,485
COMMUNICATION CONNECTION BC INC (THE)	28,815
CORIX WATER PRODUCTS LP	27,286
COWICHAN VALLEY REGIONAL DISTRICT	2,133,172
COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT	789,416
DIALOG BC ARCHITECTURE ENGINEERING INTERIOR	158,914
DISTRICT OF NORTH COWICHAN	92,533
F&M INSTALLATIONS LTD	68,397
FINNING (CANADA)	68,277
FORTISBC - NATURAL GAS	32,585
FOWLER ELECTRIC LTD	100,000
G & G ROOFING LTD	211,679
GRAPHIC OFFICE INTERIORS LTD	28,709
HEROLD ENGINEERING LTD	35,330
HOULE ELECTRIC LTD	99,252
HUB CITY PAVING LTD	162,992
ICBC	41,145
ISLAND KEY COMPUTER LTD	36,611
IVORY TOWER INVESTMENTS LTD	26,830
J LEALAND CONTRACTING	29,647
JLC BUILDERS LTD	193,830
KOERS & ASSOCIATES ENGINEERING LTD	42,998
LADYSMITH & DISTRICT HISTORICAL SOCIETY	28,500
LADYSMITH CHAMBER OF COMMERCE	45,612
LADYSMITH RESOURCES CENTRE ASSOCIATION	42,000
LAFARGE ASPHALT TECHNOLOGIES A DIV OF	32,550
MAC'S HEATING LTD	31,340
MAXXAM ANALYTICS	55,618
MAYCO MIX LTD	112,787
MEDICAL SERVICES PLAN	85,397
MID VALLEY MANUFACTURING INC	1,064,825

**TOWN OF LADYSMITH**  
**STATEMENT OF FINANCIAL INFORMATION**  
**YEAR ENDED DECEMBER 31, 2017**

**SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES**

MID-ISLAND FENCE PRODUCTS LTD	\$	30,844
MINISTER OF FINANCE		59,504
MINISTRY OF SMALL BUSINESS AND REVENUE		302,846
MNP LLP		31,146
MUNICIPAL FINANCE AUTHORITY		1,119,688
MUNICIPAL INSURANCE ASSOCIATION OF BC		86,435
MUNICIPAL PENSION FUND		463,018
OPUS INTERNATIONAL CONSULTANTS (CANADA) LTD		238,129
PACIFIC BLUE CROSS		190,029
PROGRESSIVE WASTE SOLUTIONS CANADA INC		200,700
RECEIVER GENERAL		273,561
RECEIVER GENERAL FOR CANADA		1,058,053
SOFTCHOICE CORP		68,832
STEWART MCDANNOLD STUART-IN TRUST		837,117
STEWART MCDANNOLD STUART		66,827
SUMMIT MECHANICAL SYSTEMS LTD		49,585
THINK COMMUNICATIONS INC		32,667
TRANSFORM COMPOST SYSTEMS LTD		39,343
TRITECH GROUP LTD		374,113
UNITED RENTALS OF CANADA INC		27,186
URBAN SYSTEMS LTD.		34,207
US BANK		258,267
VADIM COMPUTER MANAGEMENT GROUP LTD		37,726
VAN-ISLE AGGREGATES LTD		103,560
VANCOUVER ISLAND REGIONAL LIBRARY		365,104
VANCOUVER ISLAND TREE SERVICE LTD		66,175
VANDERBEKEN ENTERPRISES LTD		74,012
WAJAX INDUSTRIAL COMPONENTS		25,258
WASTE CONNECTIONS OF CANADA INC		292,965
WATERHOUSE ENVIRONMENTAL SERVICES CORPORATION		26,911
WESTERN OIL SERVICES LTD		116,970
WORKSAFE BC		133,674
WORLD WATER WORKS INC		169,071
WSP CANADA INC		64,293
ZENN DEVELOPMENTS LTD		155,582
		<hr/>
		15,028,342
		<hr/>
GRANTS over \$25,000:		
LADYSMITH & DISTRICT HISTORICAL SOCIETY		28,500
LADYSMITH RESOURCES CENTRE ASSOCIATION		40,500
		<hr/>
Total payments over \$25,000		15,097,342
Payments under \$25,000		1,945,465
Grants under \$25,000		48,900
		<hr/>
Total payments made	\$	<u>17,091,707</u>

Prepared under the *Financial Information Regulation*, Schedule 1, subsection 6(7)

**TOWN OF LADYSMITH**  
**STATEMENT OF FINANCIAL INFORMATION**  
**YEAR ENDED DECEMBER 31, 2017**  
**STATEMENT OF FINANCIAL INFORMATION APPROVAL**

The undersigned, as authorized by the Financial Information Regulation, Section 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

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Erin Anderson  
Director of Financial Services  
June 11, 2018

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Aaron Stone  
Mayor  
June 11, 2018

**STAFF REPORT TO COUNCIL**

From: Erin Anderson, Director of Financial Services  
 Meeting Date: June 11th, 2018  
 File No: 1820-01  
 RE: **ADJUSTMENTS TO WATER BILLING ACCOUNTS**

**RECOMMENDATION:**

That Council approve adjusting the water billing due to leaks for the following properties up to:

- 1153000 for \$4,621
- 7040400 for \$4,062
- 1348289 for \$3,236

**PURPOSE:**

The purpose of this staff report is to present to Council specific properties with high water consumption due to water leaks and request authorization to adjust the water billing accounts.

**PREVIOUS COUNCIL DIRECTION**

CS 2018-147	05/07/2018	MOTION REFERRED (see Resolution CS 2018-148) That Council approve adjusting the water billing due to leaks for the following properties: 115300 for \$4621 7040400 for \$4,062.
CS 2018-148	05/07/2018	REFERS MOTION CS 2018-147 That Resolution CS 2018-147, to approve water billing adjustments, be referred to staff for bylaw and insurance clarification.

**INTRODUCTION/BACKGROUND:**

Council may recall at a previous meeting the approval of two water leaks was referred to Staff for further clarification. Below is an update on the two previous adjustment requests:

- 1153000 – Staff spoke to the property owner and provided the unadjusted bill to be submitted to the insurance company. Staff receive notification from the property owner’s insurance agent that their water bill is not covered under their policy.
- 7040400 – Staff notified this property owner of the large volume of water while conducting water meter readings. The property owner was not aware of the leaking

water nor could he perform routine property checks. The property owner was prompt in contacting a plumber once notified by the Town, and staff are confident this is a legitimate claim.

An additional property has requested an adjustment to their water billing now that the repair has been made. The owner of property 1348289 was out of town when staff alerted them of a potential leak. The water was shut-off to the property and the repair was made within the 45 day deadline.

Adjustment to water billings due to water breaks, leaks or "other unusual occurrence" is permitted under the Waterworks Regulation Bylaw. Property owners submit leak adjustment requests to the Town for consideration. Staff review the information and if, the dollar amount of the adjustments are greater than the \$3,000 authorized by the Director of Finance, the request are forwarded to Council for approval to adjust the billing amounts.

The adjustments are calculated using the consumption during the same period in the previous year as the baseline consumption.

**ALTERNATIVES:**

Council can choose to:

- Not provide an adjustment to the water billing accounts.
- Amend the Waterworks bylaw to provide greater restrictions on when an adjustment may be made. For example:
  - Adjustments will only apply to repairs made on the main line connecting from the meter to the house; or
  - No adjustments due to leaking appliance, such as toilets; or
  - No adjustments will be given due to leaks within the irrigation system.

**FINANCIAL IMPLICATIONS:**

Adjustments to the water billing accounts impact the water revenues.

**LEGAL IMPLICATIONS:**

There are no legal implications to providing an adjustment to the water billing account.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

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

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

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

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

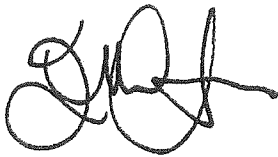
- |  |  |
|--|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings             | <input type="checkbox"/> Multi-Use Landscapes      |
| <input type="checkbox"/> Innovative Infrastructure   | <input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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |   |   |
|---|---|
| <input type="checkbox"/> Employment & Tax Diversity                         | <input type="checkbox"/> Natural & Built Infrastructure |
| <input checked="" type="checkbox"/> Watershed Protection & Water Management | <input type="checkbox"/> Partnerships                   |
| <input type="checkbox"/> Communications & Engagement                        | <input type="checkbox"/> Not Applicable                 |

**SUMMARY:**

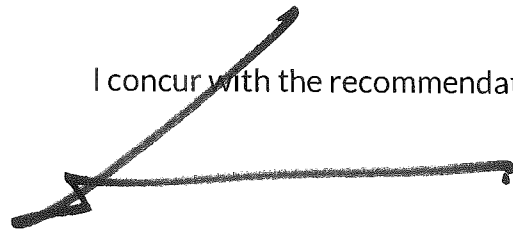
There are 3 properties with water billing adjustments over the \$3,000 approval limit of the Director of Finance. It is up to Council to authorize any addition adjustment to the water billing accounts.



\_\_\_\_\_  
Erin Anderson, Director of Financial Services

May 29, 2018

I concur with the recommendation.



\_\_\_\_\_  
Guillermo Ferrero, City Manager

**ATTACHMENTS:**

none

TOWN OF LADYSMITH

BYLAW NO. 1964

**A bylaw to provide for the determination of various procedures for the conduct of elections and assent voting.**

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WHEREAS under the *Local Government Act* Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of elections and assent voting;

AND WHEREAS Council wishes to establish voting procedures and requirements under that authority;

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

**1. CITATION**

This Bylaw may be cited for all purposes as "Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964."

**2. DEFINITIONS**

In this Bylaw the following terms have the following meanings:

**Acceptable mark** means a mark which the **vote counting unit** is able to identify, which has been made by an elector in the space provided on the **ballot** opposite the name of any candidate or opposite either 'yes' or 'no' on any other voting question.

**Automated vote counting system** means a system that counts and records votes and processes and stores election or any voting results which comprises:

(a) a number of **ballot scan vote counting units**, each of which rests on a two-compartment **ballot box**, one compartment of which is for:

- (i) voted ballots; and
- (ii) returned ballots which have been reinserted using the ballot override procedure;

and the other compartment is for the temporary storage of voted ballots during such time as the **vote counting unit** is not functioning; and

(b) a number of **storage ballot compartments** into which voted **ballots** are deposited where a **vote counting unit** is not functioning or being used which will therefore be counted after the close of voting on general voting day.

**Ballot** means a single ballot card designed for use in an **automated vote counting system**, which shows:

- (a) the names of all of the candidates for each of the offices to be filled; and
- (b) all of the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought.

**Ballot return override procedure** means the use, by an election official, of a device on a **vote counting unit**, which causes the unit to accept a **returned ballot**.

**Election headquarters** means the Frank Jameson Community Centre, 810 6<sup>th</sup> Avenue, Ladysmith, B.C.

**Memory pack** means a computer software cartridge which is inserted into the **vote counting unit** and into which is pre-programmed the names of all the candidates for each



of the offices to be filled, and the alternatives of “yes” or “no” for each question on the **ballot**, and which records and retains information on the number of acceptable marks made for each.

**Portable ballot box** means a ballot box, for use in the election, where a **vote counting unit** is not being used at the time of voting.

**Results tape** means the printed record generated from a **vote counting unit** at the close of voting on general voting day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each bylaw or other matters on which the opinion or assent of the electors is sought.

**Returned ballot** means a voted **ballot** which was inserted into the **vote counting unit**, but which was not accepted and which was returned to the elector with an explanation of the **ballot** marking error which caused the **ballot** not to be accepted.

**Secrecy sleeve** means an open-ended folder or envelope used to cover **ballots** to conceal the choices made by each elector.

**Storage ballot compartment** means a ballot box under each **vote counting unit** into which voted **ballots** are temporarily deposited in the event that the unit ceases to function.

**Vote counting unit** means the device into which voted **ballots** are inserted and which scans each **ballot** and records the number of votes for each candidate and for and against each question on which the opinion or assent of the electors is sought.

### 3. ACCESS TO NOMINATION AND ENDORSEMENT DOCUMENTS

As authorized under Section 89(7) of the *Local Government Act*, public access to nomination documents will be posted on the Town of Ladysmith website from the time of delivery until 30 days after the declaration of the election results under Section 146.

### 4. ELECTOR REGISTRATION

As authorized under Section 76 of the *Local Government Act*, for all elections and assent voting, the most current available Provincial list of voters prepared under the *Election Act* shall become the register of resident electors on the 52<sup>nd</sup> day prior to general voting day .

### 5. ADVANCE VOTING OPPORTUNITIES

#### 5.1 Required Advance Voting

As required under Section 107 of the *Local Government Act*, in addition to the required advance voting opportunity on the 10<sup>th</sup> day before general voting day, the following day is hereby established as an advance voting opportunity for elections and assent voting:

The Wednesday immediately preceding general voting day, from 8:00 a.m.  
to 8:00 p.m.

#### 5.2 Additional Advance Voting

- (a) As authorized under Section 108 of the *Local Government Act*, the Council authorizes the Chief Election Officer to establish dates for additional voting opportunities to be held in advance of general voting day and to designate the voting places and set the voting hours for these voting opportunities.
- (b) Additional advance voting opportunities on the dates specified in subSection 5.2(a) shall be available at places and hours established by the Chief Election Officer.

## 6. SPECIAL VOTING OPPORTUNITIES

- (a) As authorized under Section 109 of the *Local Government Act*, special voting opportunities may be provided, and the Chief Election Officer is hereby authorized to establish the dates, locations, and voting hours within the limits set out in Section 99 of the *Local Government Act*, for the special voting opportunities.
- (b) The Chief Election Officer is authorized to limit the number of candidate representatives who may be present at the special voting opportunity.

## 7. MAIL BALLOT VOTING

### 7.1 General Provisions for Mail Ballot Voting

- (a) As authorized under Section 110 of the *Local Government Act*, voting and elector registration may be done by mail for those electors who meet the criteria in paragraph (b).
- (b) The following electors are permitted to vote by mail ballot and to register to vote by mail:
  - i. persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
  - ii. persons who expect to be absent from the Town of Ladysmith on general voting day and at the times of all advance voting opportunities;
- (c) The following procedures for voting and elector registration must apply:
  - i. Sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of Section 126 of the *Local Government Act*;
  - ii. a person exercising the right to vote by mail under the provisions of Section 110 may be challenged in accordance with, and on the grounds specified in Section 126 of the *Local Government Act*, until 4:30 p.m. two days before general voting day.
- (d) The time limits in relation to voting by a mail ballot will be determined by the Chief Election Officer, including the time limit to apply for a mail ballot package.
- (e) As provided in the *Local Government Act*, to be counted, a mail ballot must be received by the Chief Election Officer before the close of voting on general voting day.
- (f) A mail ballot package may be requested by an elector who is registered and who in person, by mail, by fax or by email, presents the Chief Election Officer or designate a written request by giving their name and address for such purpose.
- (g) The Chief Election Officer may deliver mail ballot packages by hand to electors who request a mail ballot package in person or the Chief Election Officer may deliver mail ballot packages to electors by mail for those electors who request the ballot package by mail, fax or email.
- (h) Upon receipt of a request for a mail ballot, the Chief Election Officer or designate shall in accordance with the time limits established by the Chief Election Officer:
  - i. make available to the applicant, a mail ballot package as specified in Section 110(7) of the *Local Government Act*, together with a statement advising the elector that the elector must meet one or more of the mail ballot criteria specified in Section 7.1(b) of this bylaw, and that they must attest to such fact; and
  - ii. immediately record and, upon request, make available for inspection:

1. the name and address of the person to whom the mail ballot package was issued; and
2. the number of the voting division in which the person is registered as an elector, or "new elector", if that person is not on the register of electors.

## 7.2 Mail Ballot Voting Procedure

- (a) To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.
- (b) After marking the ballot, the elector shall:
  - i. place the ballot in the secrecy envelope provided and seal the secrecy envelope;
  - ii. place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
  - iii. place the certification envelope, together with a completed elector registration, if required, in the outer envelope, and then seal the outer envelope;
  - iv. mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received no later than the close of voting on general voting day.

## 7.3 Mail Ballot Acceptance or Rejection

- (a) In accordance with the time limits established by the Chief Election Officer, the Chief Election Officer or designate, upon receipt of a ballot package, shall immediately record the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:
  - i. the identity and entitlement to vote of the elector whose ballot is enclosed; and
  - ii. the completeness of the certification; and
  - iii. the fulfillment of the requirements of Section 70 of the *Local Government Act* in the case of a person who is registering as a new elector;

the Chief Election Officer or designate shall mark the certification envelope as "accepted", and shall retain in his or her custody all such certification envelopes in order to deal with any challenges made in accordance with Section 7.4 of this bylaw and the voting book shall be marked to indicate that the elector has voted.

- (b) The unopened certification envelopes shall remain in the custody of the Chief Election Officer or designate until 4:00 pm on the Thursday two days before general voting day, at which time the certification envelopes containing the secrecy envelopes shall be opened in the presence of at least one other person, including any scrutineers present.
- (c) At 4:00 pm on the Thursday two days before general voting day, the Chief Election Officer or designate shall place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.
- (d) Where an outer envelope and its contents are received by the Chief Election Officer or designate between 4:00 pm on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of Section 7.3(a) of this bylaw with regard to ballot acceptance shall apply and the Chief Election Officer or designate shall retain such envelopes in their possession until the close of voting and at that time shall open such certification in the

presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.

- (e) As soon as possible after all of the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box shall be opened under the supervision of the Chief Election Officer or designate, and in the presence of at least one other person and any scrutineers present:
  - i. open the accepted certification envelopes;
  - ii. place the unopened secrecy envelopes together into a ballot box;
  - iii. open the secrecy envelope and remove the ballot within; and
  - iv. insert the ballot into the vote tabulating unit.
  
- (f) Where:
  - i. upon receipt of an outer envelope, the Chief Election Officer is not satisfied as to the identity of the elector whose ballot is enclosed; or
  - ii. in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with Section 70 of the *Local Government Act*; or
  - iii. the outer envelope is received by the Chief Election Officer or designate after the close of voting on general voting day,

the certification envelope shall remain unopened and the Chief Election Officer shall mark such envelope as "rejected". And shall note the reasons therefore, and the ballot contained therein shall not be counted in the election.
  
- (g) Any certification envelopes and their contents rejected in accordance with Section 7.3(f) of this bylaw shall remain unopened and shall be subject to the provisions of Section 160 of the *Local Government Act* with regard to their destruction.

#### **7.4 Challenge of Elector**

- (a) A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in Section 126 of the *Local Government Act*.
- (b) The provisions of Section 126(2) to (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

#### **7.5 Elector's Name Already Used**

- (a) Where, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the provisions of Section 127 of the *Local Government Act* shall apply, so far as applicable.

#### **7.6 Replacement of Spoiled Ballot**

- (a) Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by an appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or designate.
- (b) The Chief Election Officer shall, upon receipt of the spoiled mail ballot, record such fact, and proceed in accordance with Section 7.1(h) of this bylaw.

## 8. AUTOMATED VOTE COUNTING SYSTEM

### 8.1 Use of Voting Machines

Council hereby provides for the use of an **automated vote counting system**, under the provisions of Section 112 of the *Local Government Act* for the conduct of elections and voting on bylaws or other matters on which the opinion or assent of the electors is sought.

### 8.2 Automated Voting Procedures

- (a) The Presiding Election Official for the voting place and at each advance voting opportunity shall offer, and if requested, ensure that a demonstration of how to vote using an automated vote counting system is provided to an elector as soon as such elector enters the voting place and before a ballot is issued.
- (b) Upon completion of any voting demonstration, if any, the elector shall proceed as instructed to the election official responsible for issuing ballots who;
  - i. shall ensure that the elector
    1. is qualified to vote in the election; and
    2. completes the voting book as required by the *Local Government Act*;
  - ii. upon fulfillment of the requirements of subsection i) shall then provide a ballot to the elector, along with a secrecy sleeve if requested by the elector, the ballot marking pen, if applicable, and any further instructions the elector requests.
- (c) Upon being given a ballot the elector shall immediately proceed to a voting compartment to vote.
- (d) The elector may vote only by making an acceptable mark on the ballot;
  - i. beside the name of each candidate of choice up to a maximum number of candidates to be elected for each of the offices of Mayor, Councillor and School Trustee, if applicable; and
  - ii. beside either "yes" or "no" in the case of each question.
- (e) Once the elector has finished marking the ballot the elector must either;
  - i. place the ballot into the secrecy sleeve in the case of a two sided ballot; or
  - ii. turn the ballot upside down in the case of a single sided ballot; and

proceed to the vote counting unit and under the supervision of the election official in attendance insert the ballot directly into the vote counting unit without the acceptable marks on the ballot being exposed.
- (f) If, before inserting the ballot into the vote counting unit, an elector determines that a mistake has been made when marking the ballot or the ballot is inserted into the vote counting unit and returned, the elector may request a replacement ballot by advising the election official in attendance.
- (g) Upon being advised of the replacement ballot request the Presiding Election Official shall issue a replacement ballot to the elector and mark the returned ballot "spoiled" and shall retain all such spoiled ballots separately from all other ballots and they shall not be counted in the election.
- (h) If the elector declines the opportunity to obtain a replacement ballot and has not damaged the ballot to the extent that it cannot be reinserted into the vote counting unit, the election official shall, using the ballot return over-ride procedure, reinsert the returned ballot into the vote counting unit to count any acceptable marks.
- (i) Any ballot accepted by the vote counting unit is valid and any acceptable marks contained on such ballots will be counted in the election subject to any determination made under a judicial recount.

- (j) Once the ballot has been inserted into the vote counting unit and the unit indicates that the ballot has been accepted the elector must immediately leave the voting place.
- (k) During any period that a vote counting unit is not functioning, the election official supervising the unit shall direct electors to insert their ballots into the emergency ballot compartment on the understanding that if the vote counting unit:
  - i. becomes operational, or
  - ii. is replaced with another vote counting unit,
 the ballots in the emergency ballot compartment shall as soon as reasonably possible be removed by an election official and, under the supervision of the Presiding Election Official, shall be inserted into the vote counting unit to be counted.
- (l) Any ballots which were temporarily stored in the emergency ballot compartment during a period when the vote counting unit was not functioning which are returned by the vote counting unit when being counted, shall, through the use of a ballot return over-ride procedure, and under the supervision of the Presiding Election Official, be reinserted into the vote counting unit to ensure that any acceptable marks are counted.
- (m) A sample ballot that may be used in an election conducted under an automated vote counting system is attached as Schedule "A" to this bylaw.

### 8.3 Advance Voting Opportunity Procedures

- (a) Vote counting units shall be used at all advance voting opportunities and voting procedures at the advance voting opportunities shall follow, as closely as possible, those described in Section 5 of this Bylaw.
- (b) At the close of voting at each advance voting opportunity, the Presiding Election Official in each case shall ensure that:
  - i. no additional **ballots** are inserted in the **vote counting unit**;
  - ii. the **storage ballot compartment** is locked to prevent insertion of any **ballots**;
  - iii. the **results tapes** in the **vote counting unit** are not generated; and
  - iv. the **memory pack** of the **vote counting unit** is secured.
- (c) At the close of voting at the final advance voting opportunity, the Presiding Election Official shall:
  - i. ensure that any remaining **ballots** in the **storage ballot compartment** are inserted into the **vote counting unit**;
  - ii. secure the **vote counting unit** so that no more **ballots** can be inserted; and
  - iii. deliver the **vote counting unit** together with the **memory pack** and all other materials used in the election to the Chief Election Officer at **election headquarters**.

### 8.4 Special Voting Opportunity Procedures

- (a) Unless the Chief Election Officer determines it is practical to use a vote counting unit, a portable ballot box as defined herein, shall be used for all special voting opportunities. The Presiding Election Official appointed to attend at each special voting opportunity shall proceed in accordance with Sections 8.2(b), (c), (d) and (e) of this Bylaw so far as applicable, except that the voted ballots shall be deposited into the portable ballot box supplied by the Presiding Election Official.
- (b) The Presiding Election Official at a special voting opportunity shall ensure that the portable ballot box is secured when not in use and at the close of voting at the final special voting opportunity, the Presiding Election Official shall seal the portable

ballot box and return it together with all other election materials to the custody of the Chief Election Officer.

- (c) If a vote counting unit is in use at a special voting opportunity, the Presiding Election Official appointed to attend the special voting opportunity shall follow the procedures outlined in Section 8.3 of this Bylaw as if it were an advance voting opportunity.

#### **8.5 Procedures After The Close Of Voting On General Voting Day**

After the close of voting on general voting day the Chief Election Officer shall undertake all of the following generally in the order stipulated.

- (a) ensure that any remaining ballots in the emergency ballot compartment are inserted into the vote counting unit;
- (b) secure the vote counting unit so that no more ballots can be inserted;
- (c) generate two (2) copies of the results tape from the vote counting unit;
- (d) remove the memory from the vote counting unit;
- (e) account for the unused, spoiled and voted ballots and place them, packaged and sealed separately into the election materials box;
- (f) complete the ballot account and place the duplicate copy in the election materials box;
- (g) seal the elections material box;
- (h) place the voting books, the original copy of the ballot account, one (1) copy of the results tape and all completed administrative forms into the Chief Election Officer portfolio;
- (i) proceed with the advance voting opportunities ballots by opening all portable ballot boxes and following the procedures in accordance with c) to h) inclusive of this Section so far as applicable.

#### **9. RECOUNT PROCEDURE**

- (a) If a recount is required it shall be conducted under the direction of the Chief Election Officer using the automated vote counting system and generally in accordance with the following procedure;
  - i. the memory packs of all vote counting units will be cleared;
  - ii. vote counting units will be designated for the recount voting place;
  - iii. all voted ballots will be removed from the sealed election materials boxes, except spoiled ballots, and reinserted in the appropriate vote counting units under the supervision of the Chief Election Officer;
  - iv. any ballots returned by the vote counting unit during the recount process shall, through the use of the ballot return over-ride procedure, be reinserted into the vote counting unit to ensure that any acceptable marks are counted.
- (b) In the event of a tie vote after a judicial recount the tie vote will be resolved by conducting a Lot in accordance with the *Local Government Act*.

#### **10. GENERAL**

- (a) Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

(b) If any part, Section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

**11. REPEAL OF PREVIOUS BYLAW**

Town of Ladysmith General Local Election Bylaw 1999, No. 1326, Town of Ladysmith Provincial Voters List Adoption Bylaw 1999, No. 1327 and Town of Ladysmith Election Procedures and Automated Voting Bylaw 1999, No. 1939, and all amendments thereto, are hereby repealed.

<b>READ A FIRST TIME</b>	on the 14 <sup>th</sup>	day of	<b>May,</b>	<b>2018</b>
<b>READ A SECOND TIME</b>	on the 14 <sup>th</sup>	day of	<b>May,</b>	<b>2018</b>
<b>READ A THIRD TIME</b>	on the 14 <sup>th</sup>	day of	<b>May,</b>	<b>2018</b>
<b>ADOPTED</b>	on the	day of		

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

\_\_\_\_\_  
Corporate Officer (J. Winter)



TOWN OF LADYSMITH

BYLAW NO. 1968

A bylaw to establish fee schedules for the Frank Jameson Community Centre and other  
Town of Ladysmith recreation facilities.

---

WHEREAS the Council may by bylaw, pursuant to the *Community Charter* establish fees for the use of recreation or community use property in the municipality;

AND WHEREAS it is deemed appropriate to establish fees for use of the Frank Jameson Community Centre and other recreation facilities;

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

1. The fees set forth in Schedule "A" and Schedule "B" attached hereto and forming part of this bylaw are the admission and user fees for the Frank Jameson Community Centre and other recreation facilities.

2. **Repeal**

"Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2015, No. 1884" is hereby repealed.

3. **Effective Date**

This bylaw comes into effect on September 1, 2018.

4. **Citation**

This bylaw may be cited for all purposes as "Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968".

READ A FIRST TIME	on the	day of	,
READ A SECOND TIME	on the	day of	,
READ A THIRD TIME	on the	day of	,
ADOPTED	on the	day of	,

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

\_\_\_\_\_  
Corporate Officer (J. Winter)

**Bylaw No. 1968 - Schedule A  
Recreation Facility Admission Fees**

<b>Admission Fees 2018-2021 (GST NOT INCLUDED)</b>			
<b>Single Admissions</b>			
<b>Type</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
Child 0-3 yrs	FREE		
Child 3-12 yrs	2.90	2.96	3.02
Youth 13-18 yrs	3.96	4.04	4.12
Adult 19-59 yrs	5.68	5.80	5.91
Senior 60-79 yrs	3.96	4.04	4.12
Senior 80 & up	FREE		
Family*	11.14	11.14	11.14
<b>10 X Pass</b>			
<b>Type</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
Child 0-3 yrs	FREE		
Child 3-12 yrs	24.57	25.06	25.56
Youth 13-18 yrs	33.89	34.57	35.26
Adult 19-59 yrs	48.00	48.95	49.93
Senior 60-79 yrs	33.89	34.57	35.26
Senior 80 & up	FREE		
Family	94.11	94.11	94.11
<b>30 X Pass</b>			
<b>Type</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
Child 0-3 yrs	FREE		
Child 3-12 yrs	58.98	60.16	61.36
Youth 13-18 yrs	89.92	91.72	93.55
Adult 19-59 yrs	126.66	129.19	131.77
Senior 60-79 yrs	89.94	91.74	93.57
Senior 80 & up	FREE		
Family	248.34	248.34	248.34
<b>1-Month Pass</b>			
<b>Type</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
Child 0-3 yrs	FREE		
Child 3-12 yrs	N/A		
Youth 13-18 yrs	40.14	40.94	41.76
Adult 19-59 yrs	50.22	51.23	52.25
Senior 60-79 yrs	40.14	40.94	41.76
Senior 80 & up	FREE		
Family	98.48	98.48	98.48
<b>12-Month Pass</b>			
<b>Type</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
Child 0-3 yrs	FREE		
Child 3-12 yrs	N/A		
Youth 13-18 yrs	388.82	396.60	404.53
Adult 19-59 yrs	487.49	497.24	507.19
Senior 60-79 yrs	388.82	396.60	404.53
Senior 80 & up	FREE		
Family	955.87	955.87	955.87

**Bylaw No. 1968 - Schedule B  
Recreation Facility Rental Fees**

<b>Facility Rental Fees 2018-2021 (GST NOT INCLUDED)</b>			
<b>Facility</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
<b>Frank Jameson Community Centre</b>			
Meeting Room Hourly Rate	23.85	24.33	24.81
Meeting Room Hourly with Pool	21.97	22.41	22.86
Meeting Room Daily Rate	95.28	97.19	99.13
Gymnasium Hourly Rate	42.95	43.81	44.68
Gymnasium Daily Rate	370.09	377.49	385.04
Lower Program Room Hourly Rate	42.34	43.19	44.05
Lower Program Room with Pool	21.97	22.41	22.86
Lower Program Room Daily Rate	169.37	172.75	176.21
Lower Rec Room Hourly Rate *NEW	42.95	43.81	44.69
Lower Rec Room Daily Rate *NEW	370.09	377.49	385.04
Locker Rental - small	0.25	0.25	0.25
Locker Rental - large	0.50	0.50	0.50
One Pool	80.05	81.65	83.28
Two Pools	117.58	119.94	122.34
<b>Aggie Hall</b>			
Aggie Hall Hourly Rate (no kitchen)	42.95	43.81	44.68
Aggie Hall Hourly Rate (with kitchen)	72.54	73.99	75.47
Aggie Hall Daily Rate (includes kitchen)	197.96	201.92	205.96
Aggie Hall Receptions Party, Dance	389.13	396.92	404.85
<b>Transfer Beach</b>			
Transfer Beach Kin Shelter per Day	53.22	54.28	55.37
Transfer Beach Amphitheatre – Full Day Private Family Function	97.99	99.95	101.95
Transfer Beach Amphitheatre – Half Day Private Family Function	55.98	57.10	58.24
Transfer Beach Amphitheatre – Full Day Public Special Event	377.98	385.54	393.25
Transfer Beach Amphitheatre – Performances per Hour	26.77	27.31	27.86
Park Permit (parking lot, upper beach, or lower beach) Full Day	97.99	99.95	101.95
Park Permit (parking lot, upper beach, or lower beach) Half Day	55.98	57.10	58.24
Park Permit (parking lot, upper beach, or lower beach) per Hour	26.77	27.31	27.86
<b>Sports Fields</b>			
Aggie Ball Diamonds per Hour Youth	NO CHARGE		
Aggie Ball Diamonds per Hour Adult	16.23	16.55	16.88
Aggie Ball Diamonds Tournament per Day	139.45	142.23	145.08
High Street Little League Diamonds per Hour Youth	NO CHARGE		
High Street Little League Diamonds Tournament per Day	139.45	142.23	145.08

## Bylaw 1968

Holland Creek Ball Diamonds per Hour Youth	NO CHARGE		
Holland Creek Ball Diamonds per Hour Adult	16.23	16.55	16.88
Holland Creek Ball Diamonds Tournament per Day	139.45	142.23	145.08
Forrest Field per Hour Youth	7.18	7.32	7.47
Forrest Field per Hour Adult	25.67	26.18	26.71
Forrest Field per Day Youth	46.59	47.52	48.47
Forrest Field per Day Adult	173.23	176.69	180.23
<b>Miscellaneous</b>			
Chairs (25)	22.69	23.14	23.61
Forrest Field Half Lights per Hour	12.03	12.28	12.52
Forrest Field Full Lights per Hour	15.62	15.94	16.25
Aggie Field Lights	6.02	6.14	6.26
FJCC Field Lights	6.02	6.14	6.26

**From:** Eva Vincent  
**Sent:** June 4, 2018 5:56 AM  
**To:** Felicity Adams; Lisa Brinkman; Guillermo Ferrero  
**Cc:** Joanna Winter; Donna Smith  
**Subject:** Request for referendum

Hello,

As Mayor and Council are aware, there has been an active petition in Ladysmith opposing the rezoning of the 'Jewel' from CD4 Waterfront Reserve to R3 Medium Density Residential. In eight days we have collected 796 signatures of electors in Ladysmith opposing this rezoning. This is equal to approximately 1/3 of the voter turnout for last year's election, which was reportedly quite high. I have attached the signed forms for your reference.

In total we have collected in excess of 1000 signatures, including from non-resident visitors to Ladysmith and the Transfer Beach area who oppose the building of 6 story condos, and feel that this will have a negative impact on the feel of the Transfer Beach Park, and take away for the small town feeling they have come to experience and enjoy here.

A small group of grassroots volunteers have been actively engaging with residents online, and petitioning on the streets in the Community and door to door. I feel that more people are now aware of the Waterfront Plan and the rezoning of the Jewel than were made aware during the Town's own processes. Some of these people we met are physically challenged and can't get out, others are elderly and do not have computers for on line engagement. Some have young families that take all their attention, while others just have a sense of hopelessness, stating the Town will do what they want not matter what anyone says. Despite any of these limitations their voices should be just as valid.

As indicated on your website, an online survey was undertaken as part of the Town's engagement strategy for the water front plan and ran for 3 full weeks (Feb 1-22 2017). Only 630 responses were provided and this was deemed to be a very high rate of participation. Additionally it was noted that this participation came from all stakeholders who may not necessarily have been electors, i.e. business owners (who may be tenants), employees (who may not be residents) and students. In slightly better than one week, our engagement level exceeded that by 46%.

Mayor and Council have been elected to represent to best interests and be the voices of ALL residents. Understanding Bylaw changes and wading through all the documents can be a full time job. There are multiple land owners of the properties within the Waterfront plan. During the engagement, it was never made clear the parcel of land in question belonged to the town – essentially the residents of Ladysmith- and would be sold. Furthermore at the public hearing when asked about the density, and when provided the answer the public was never made aware that the 115 units per hectare was

almost double that of the 60 units per hectare R3 zoning usually allows. This Mayor, in particular, ran on a campaign of more transparency and this action has left a lot of residents feeling very frustrated and disappointed.

I understand that Mayor and Council do not believe they are obligated to consider the petition put before you, however I respectfully request that rather than move to final adoption of the rezoning at this time they pause this motion (rather than cancel it) and place the question as a referendum item in the upcoming civic election. In order to not present Council with additional information, I have emailed them to simply request this postponement and referendum.

The voice of the residents we have spoken to has been resoundingly against moving forward with the adoption of this rezoning. If placed as a referendum item then all electors will have the opportunity to be heard at the polls- those for as well as those against. This would give the Mayor and Council a clear mandate from the residents. If the mandate is given to move forward, the final adoption would then take place.

Sincerely,  
Eva and John Vincent

By signing this petition, I oppose the Town of Ladysmith rezoning of the property known as the Jewel, being part of the Parcel legally described as Lot 4, District Lots 8G, 11G, 24 and 56, Oyster District, Plan 45800 except part in Plans VIP64405, VIO71943 and VIP72131 from CD4 (waterfront reserve) to R3 (medium density residential).

I hereby certify that:

- I am a Canadian citizen;
- I am age 18 or older;
- I have been a resident of British Columbia for at least the past six months;
- I have been a resident elector of the Town of Ladysmith for the past 30 days or I am entitled to register as a non-resident property elector;
- I am not disqualified by the *Local Government Act*, or any other enactment, from voting in an election or am not otherwise disqualified by law.

I understand and acknowledge that I may not sign a counter petition in this matter more than once.

NAME	ADDRESS	SIGNATURE
Natalie Short	15-941 Malone Rd Ladysmith	Natalie Short
Sharon Walsh	1-941 Malone Rd.	SWalsh
ANDREW THORPE	6-941 MALONE RD.	<del>Andrew Thorpe</del>
Linda McAdam	19-941 MALONE RD	L McAdam
Shawn Aland	24-941 Malone Rd.	Shawn Aland
Ben Robinson	25-941 Malone Rd.	B. Rob
Morgan Humphreys	22-941 Malone Rd.	morgan Humphreys
Trina Belyea	36-941 Malone Rd	T Belyea
Daniel Davey	"	<del>Daniel Davey</del>
Chris Kruger	37-941 Malone Rd	CKruger

91

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NAME	ADDRESS	SIGNATURE
Tammy Robinson	133 Warren St.	
Memo Surt	232 Belle St	
Brody Watkins	54-941 Malone Rd	
Sharon Wardrop	#57-941 Malone Rd	
Eden Wardrop	#57-941 Malone Road	
Ashley Bland	#58-941 Malone rd	
Kathy Podd	#54-941 Malone rd	
Linda King	62-941 Malone Rd	
RICHARD M DEARMID	61-941 MALONE RD	
JACKIE M DEARMID	" "	
Rob Potts	50 941 MALONE ROAD	
Tammy Carnes	43941 Malone Rd	
Carrie Neubauer	41 941 Malone Rd	



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NAME	ADDRESS	SIGNATURE
E. Hughes	230 4th Ave	[Signature]
D. Hughes	" "	[Signature]
DEBBIE WITTEP	4949 COVENTRY LANE	[Signature]
Kyss Boring	Forward Rd	[Signature]
Carol Noon	125 Forward Rd	[Signature]
James P Noon	" "	[Signature]
Jill Robinson	480 Resolution	[Signature]
Diane Atkinson	221 4th Avenue	[Signature]
Anita Hamilton	206 Dogwood Dr.	[Signature]
Bar Schell	127 Forward Rd	[Signature]
Marilyn Downaway	1126 Sharp Pl.	[Signature]
Bruce Macaulay	201 Parks Pl.	[Signature]
BEV FLORENCE	701 Parks Pl.	[Signature]
GRAHAM Seol-Jones	436 Battie Dr.	[Signature]
PAULINE WAIL	18-815 DUNSMUIR	[Signature]
CHRISSEY MANSOR	23-815 DUNSMUIR Cres	[Signature]
Tyrone Harris	V9G1K8	[Signature]
Jen Morgan	3094 Christie W.	[Signature]

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NAME	ADDRESS	SIGNATURE
Karlene Mackie	5001 Christie Rd.	
Mark Fraser	144 Strickland, Nanaimo	
Brooklyn Bauvchemin	778-269-1075	
Austin Hickman	250 724 4800	AH
Ryan Stefan	250 983 6494	
Jesse Jamison	250-668-9195	ger gon
Carianne Campbell	250 981 8303	
Kevin Adams	5425 Carmichael rd	
Dan Jacobson	13626 covered wagon trail	
Tyler Cole		
Karlee Johnson	430 1st Avenue	
Gwen Mackey		
Deak Long	458 Davis Rd.	
Sam Yee	10 17 11	

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NAME	ADDRESS	SIGNATURE
LAURELLE TOAST	332 Leaire St	
Brittany Pivarnyk	517 Gatacre	
Yanny Gathred	644 Broadr	
KRIS JACOBSEN.	130 1st AVE	
Jasmine Goebars	<sup>640</sup> 112 First Ave	
Pete Masty	130 1st Ave	
Tara West	11075 Vaiden Ladysmith	
Tristan Griffiths	269 Dogwood dr.	
Trenton Griffiths	420 Maple St	
Nathan Shinn	6088 Castlewood	
Blair Thinner	424 Church RD Pville	
Dallas Noble	1815 Gradder Ave	
Jason Piccolo	4819 Smiths Rd.	
Jason Haggstrom	625 Mayfield Darks, Ladysmith	
Evita Wagar	2267 E Island Hwy Nanooze	

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	NAME	ADDRESS	SIGNATURE
37	Lacey Redding	Ladysmith BSL, 15 Catacre Street	Lacey Redding
38	Neale Smith	4771 Christie Rd	Neale Smith
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NAME	ADDRESS	SIGNATURE
LILLIAN KROLL	1145 WALKER RD	L. Kroll
Joanne Armstrong	1205 McKinley Rd	Joanne Armstrong
Eloynne Brydges	Brown Drive, Ladysmith	Eloynne Brydges
Deidre Gallant	1030 Dunsmuir Ave	D. Gallant
Faye Murray	218 Bayview Ave	Faye Murray
Grayson MacDonald	787 Mackie Rd.	G. MacDonald
(W. KRASSEN) Th. Knudsen	622 Bickle Dr.	Th. Knudsen (W. KRASSEN)
claiming madness Clara Melness	Mathews St.	Clara Melness
5644 BLAIR RD	18-5150 GRANITE RD	J. Blair
ERWIN HOGAN	524 - 2ND LADYSMITH	Erwin Hogan
EVELYN HOGAN	524 - 2ND AVE	Evelyn Hogan
Robert Baker	201 Blythe place	Robert Baker
Walter	Ladysmith,	Walter
COPY MILLER	LADSMITH.	Copy Miller
RICK LIND.	LADYSMITH 580 DUNSMUIR	Rick Lind
Keith Baker	781 Colonia drive Ladysmith	Keith Baker

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NAME	ADDRESS	SIGNATURE
James Lalonde	Box 1854 Ladysmith	James Lalonde
JASON HAMILTON	Box 1663 1152 SECOND AVE LADYSMITH	[Signature]
Robin Roberts	Box 577 261 4th AVE LADYSMITH	[Signature]
Ron Clarke	Box 1453 311 5th Ave.	[Signature]
K. Porter	Box 142 2723 Bayview Ave Ladysmith	[Signature]
Gregor	Box 142 2723 BAYVIEW LADYSMITH	[Signature]
Erin Doan	646 Oakwood Rd.	[Signature]
Tonia stretch	5084 Goulet Road	[Signature]
ED CALEN	201-12 BADEN POWER ST	[Signature]
Richard Jordan	121 gatacre st	[Signature]
Ken sharp	208 Roberts st	[Signature]
Deborah Heidelbach	726 colona dr	[Signature]
DEVON SCOTT	1620 mackay	[Signature]
Dawson McIntosh	973 oliver Tce	[Signature]
Eric Alexander	350 margen rd	[Signature]
Teagan Hill	973 oliver Tce	[Signature]
Megneen Henry	1331 Cedarwood Rd	[Signature]
BREUNA DARBY	448 Resolution Pl	[Signature]

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NAME	ADDRESS	SIGNATURE
K PARK	51581/1/2 Kewey Rd V9L6V5	[Signature]
H Mabley	1129 Stillin Dr V9G1P2	[Signature]
B Earnstream	652 Maplewood Way	[Signature]
Lianne Lynch	1952 Maplewood Way	[Signature]
Gord Finlay	403-218 Bayview	Gord Finlay
Nadine Epp-Gans	232 Roberts Street	[Signature]
CHAD SURE	110 Ryan Place	[Signature]
JERRY MANDRUK	417 PAREMILL	[Signature]
HORNE FOLEY	678 MAPLEWOOD DR. LADYSMITH B.C.	Jane Foley
Les + Heidi McBain	658 ALAMSON Ladysmith B.C.	L. McBain
REVA ARICWRIGHT	505 SWAITH LADYSMITH	[Signature]
DIRK MOERKENS	614 SANDERSON RD LADYSMITH	[Signature]
Gwen Burton	433 Baden Powell St.	Gwen Burton
AUSTAIR PURDON	433 WHITE ST.	[Signature]
Brendon Williamson	395 DOGWOOD	[Signature]
Wendy LOWERY	400 Strange Dr	[Signature]

By signing this petition, I oppose the Town of Ladysmith rezoning of the property known as the Jewel, being part of the Parcel legally described as Lot 4, District Lots 8G, 11G, 24 and 56, Oyster District, Plan 45800 except part in Plans VIP64405, VIO71943 and VIP72131 from CD4 (waterfront reserve) to R3 (medium density residential).

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NAME	ADDRESS	SIGNATURE
Ken Scoretz	270A Bayview Ave.	
Kevin Hickman	426 Baden Powell	
Kelly Paeris	Gatare St.	
Scampette Knath	LADYSMITH 1535	
Brian Hunter	Box 901 2nd Ave Ladysmith	
Amber McRae	Melrose 71 Ladysmith	
LYNNE BAKER	287 Dogwood "	
STEPHANIE RUST	1010 5AVE	
David L. Smith	332 GATARE	
Tommy Brkeland	643 Maplewood way	
Leona Barkman	202 Dogwood Dr	
TERRY DRAPP	1211 MACKINLEY	
Doeg Hawkins	PO Box 1236 218 Bayview St LADYSMITH V7L1R8	
Robert Taylor	819 Sivers Pl Ladysmith	
Stacie Delaney	3611 Yellowpoint Rd Ladysmith	
Mark Taylor	1819 Sivers Pl	
KATHERINE MACKENZIE	21-209 KINGS WAY	
Tom Rothweiler		



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NAME	ADDRESS	SIGNATURE
Sharon Dietz	361 Oyster Bay Rd.	[Signature]
Faith Lee		[Signature]
Carly Powers	1135 Carey Place	[Signature]
Tasha Morgan	332 Buller St	[Signature]
Michelle Steele	540 Ridgway Place	[Signature]
Chen Steele	540 Ridgway Place	[Signature]
FRANK DeFrane	730 4th AVE	[Signature]
KEN IRELAND	Page Point PO Box <sup>593</sup> Ken Ireland	[Signature]
MARIE Cochran	633 A Sanderson Rd	[Signature]
Warren Roch	"	[Signature]
Michelle Klopper	614 Bickle DR. Ladysmith BC V9A1N8	[Signature]
J. RUSSELL	13 - 626 FARNELL	[Signature]
DAVID DAVIES	710 - 4TH AVENUE	[Signature]
TIMOTHY GRIFFIN	1185 - STILLW DR	[Signature]
TRACY VANDER	210 FARNELL AVE	[Signature]
LAURA		[Signature]
Norene Bettie	431 - 3rd AVE	[Signature]
STANLEY MILLER	688 OLIVER TERRACE	[Signature]

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	NAME	ADDRESS	SIGNATURE
91	Darren Bell		
92	Deborah Pelling	P.O. Box 1120 Ladysmith	[Signature]
93	Brian Gunkle	P.O. Box 631 1st AV	[Signature]
94	C. Cameron	221 Githy Ave	[Signature]
95	David Jones	216 Dogwood dr	[Signature]
96	Mandy Coleman	201- Rigby Place	[Signature]
97	Dian Aitken	912 Esplanade Ave	[Signature]
98	Natasha Sharpe	P.O. 1516 #201 11 Buller St.	[Signature]
99	Grace Jaimes	P.O. 2275 418 Hambrook St.	[Signature]
100	Herby Sheel	<del>P.O. 22</del> 218 Bayview Ave Ladysmith	[Signature]
101	James Drew	33 French St. Ladysmith	[Signature]
102	Steve Meyers	433 Kitchener St	[Signature]
103	<del>William Marshall</del>	<del>13386 CEDAR Rd Ladysmith</del>	<del>[Signature]</del>
104	William Balduc	1130 COOKE RD	[Signature]
105	Jennifer Hickman	526 Roberts ST	[Signature]
106	Diane Constantinegu	418 Hambrook St	[Signature]
107	John Fournel	319 Dogwood DR	[Signature]
108	Hanna Steuter	417 high St.	[Signature]

Make the Difference

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	NAME	ADDRESS	SIGNATURE
1	TIM SOLLOWAY	10-751 MALONE LADYSMITH	
2	TRACY CAUMARTIN	103 STEPHENSON	
3	BRENDA McLEAN	503 LOUISE Rd Ladysmith Bunderst/low	
4	makayla Joe	503 LOUISE Rd Ladysmith makayla Joe	
5	William Smith	434 battie Dr	
6	Cathy Smith	10730 Chemainus Rd	
7	Wade Smith	10730 Chemainus Rd	
8	LARRY WOOD	317 CHEMAINUS RD	
9	Anita Leed	317 Chemainus Rd	
10	Nathan Eastman	287 Cilaire Dr Nanaimo	
11	Caleb Burnes	628 Walker Rd	
12	Fred Davidson	812 MALONE RD.	
13	Chase Richards	12019 LITTON AVE	
14	Ron Schalte	219 Dogwood Dr.	
15	Kathleen Stroman	820 2nd Ave	
16	Janya Henn	2520 Greenway Ladysmith V9G 1E3	
17	R. J. Armitage	P.O. Box 1668 Ladysmith	
18			



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NAME	ADDRESS	SIGNATURE
Rick Phillips	4515 Brenton Pique Rd	R Phillips
Carole Jenkins	<sup>1-1142</sup> TRANS CANADA HT	Carole Jenkins
Brian Castle	TOWN + COUNTRY PARK	Brian Castle
Stephen Come	624 Wain Place	Stephen Come
Nickelby M+S	940 - 4 <sup>th</sup> Ave	Nickelby M+S
Paul DeLuca	250-896-6750	Paul DeLuca
Alma Mink	250-245-1235 573 Cameron	Alma Mink
Adrian	521 WALKER RD	Adrian
RAY MACKIE	741 MALONE RD	Ray Mackie
<del>Walter</del>	422 WALKER AVE.	<del>Walter</del>
Katherine Sullivan	102 Clarke Rd.	K. Sullivan
<del>Walter</del> Kathy O'Toole	433 French St	<del>Walter</del>
TONY FLETCHER	#19 658 ALDENWOODS <sup>250-245-8116</sup>	Tony Fletcher
KARRIE LOUG	620 Alderwood Dr.	K. Loug
Tony Organ	233 Dogwood Dr.	Tony Organ
Carrie Sheptycki	4659B Yellow Point Rd.	Carrie Sheptycki
P. Carrethens	13745 L. Lake Rd.	P. Carrethens
Mike Lowe	433 Methuen St	Mike Lowe

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	NAME	ADDRESS	SIGNATURE
19	Tom Zieban	1378 cedarwood RD	
20	Sarah Walker	1186 Cloke Rd	
21	Wm Wall	253-44 Ave East	
22	Nick Fritsch	524 Wilrose Pl.	
23	Lynda Davidson	812 Malone R.D.	Lynda Davidson
24	KASSIDY SAUNDERS	526 HIGH ST	KASSIDY SAUNDERS
25	Terry Bouchard	1st Ave	
26	DAVID SAUNDERS	3 AVE	DS
27	Gail Walker	437-100 Gifford.	
28	<del>Ed Walker</del> ED WALKER	" " "	
29	Jul N. W.	941 Malone Road	
30	DEBBIE WITTER	4949 COVENTRY LANE	
31	Casey Rainondo	Ladysmith	Chaimondo
32	E. J. GATEY	871 CAMERON WAY	
33	J. Mardon	1020 31st Ave	
34	Tom Ryett	654 DAKWOOD RD	
35	SHAWN ISAIA	233 Dogwood	
36	Jim Walker	102-631 1st Ave	

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NAME	ADDRESS	SIGNATURE
SAIL HOLLAND	#19332 BELAINE	Sail Holland
Ken Essiembre	2799 TWIL OAKS DR	Ken Essiembre
PEGGY SMITH	105631 1ST AVE	Peggy Smith
Robert Plante	4310 Shell Beach Road	Robert Plante
David J. Sykes	869 Davidson Rd	David J. Sykes
J. MAYNES	unit 1, 626 Farrell Rd Ladysmith	J. Maynes
Mo Easterbrook	245 Cyster Cove Rd "	Mo Easterbrook
Debra McKerns	1134 4th ave	Debra McKerns
STACYA LAWRENCE	376 Davis Rd	Stacya Lawrence
David Linklith	10884 Weddoway Rd	David Linklith
Shalan Kelly	32-711 Malone RD	Shalan Kelly
VICTOR LAFFIN	104 GIFFORD RD	Victor Laffin
ELLEN DELCOURT	920 2ND AVE	Ellen Delcourt
KEW KNIGHT	335 BAYVIEW	Kew Knight
Deanne McAloney	509 Roberts St.	Deanne McAloney
Ashley Dusseault	712 Parks Place	Ashley Dusseault
ADELE PETERSON	704 Parks Pl.	Adele Peterson
ALLAN PETERSON	704 PARKS PL	Allan Peterson

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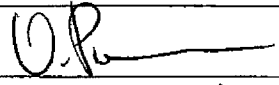
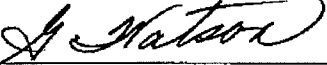
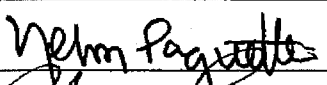
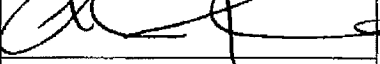
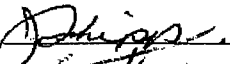
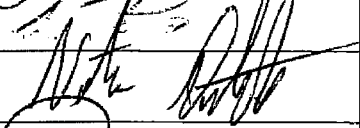
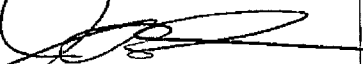
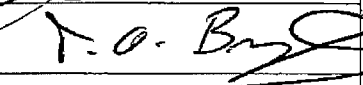
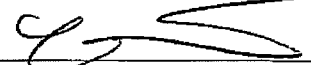

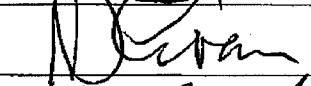

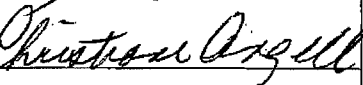

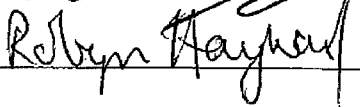
NAME	ADDRESS	SIGNATURE
Tamara Hurn	293 Gill Rd. Ladysmith	Tamara Hurn
JAMES DELCOUR	920 2 <sup>ND</sup> AVE.	James Delcour
Ed Maffey	509 Baden Powell	Ed Maffey
Brandon	625 ALDERWOOD	Brandon
Shari White	609 Taylor Cres	Shari White
Lilac MACKENZIE	509 BADEN POWELL ST	Lilac Mackenzie
Tara McInnell	210 4 <sup>TH</sup> AVE	Tara McInnell
Anne Spencer	609 Dunsmuir Cres. Ladysmith	Anne Spencer
Alison Stewart	1011 5 <sup>TH</sup> AVE	Alison Stewart
KEVIN EASTMAN	101 FORWARD Rd	Kevin Eastman
Dagmar Leberhagen	1150 Walkem Rd	Dagmar Leberhagen
Sarah Freeman	725 Malone Rd	Sarah Freeman
Jason Murray	215 white st	Jason Murray
BARRY FRECH	859 - COLONIA	Barry Frech
JOE QUILTY	393 Dogwood	Joe Quilty
Bill Noble	613 Alderwood	Bill Noble
CHAD WELSH	110 75 WALDEN	Chad Welsh

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Vicky Power	133 Bellef St	
Maureen Watson	#9 101 1ST AVE	
Norman Pagnelle	438 Walker Ave.	
CHRIS SAUNDERS	238 DOGWOOD.	
J. Shipp	407 Walker Ave.	
Victor Delcourt	423 Hambrook St	
JOHN BUCCHICCI	10-245 OYSTER COVE RD	
TOM BRYANT	101-233 DOGWOOD DR.	
C. Mottishaw	308 Bayview Ave	
S. Sward	452 Davis Rd.	
NICK EPP-EVANS	232 ROBERTS STREET	
ROBERT SAUNDERS	341 BAYVIEW AVE.	
CHRISTIANE ANGEL	409 WARREN ST.	
Sheena Chapman		
Michael Dwyer	1106 4th Ave	
Rebyn Hayward	117 Warren St	



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Robin Thompson	551 Greenhorn Plc	R. Thompson
Karla Robins	512 Kitchener	Karla Robins
CHRIS ROBINS	512 Kitchener	Chris Robins
MARK FULTON	212 MATHUEN	Mark Fulton
LAURIE FULTON	212 MATHUEN	Laurie Fulton
Clayton Long	#102-12 Budea Lovell St	Clayton Long
Susan Merriam	525 High St	Susan Merriam
ROBERT HOGAN	130 5th AVE	Robert Hogan
COREY MARRIOTT	700 PARKS PLS	Corey Marriott
Cara Jamieson	725 Parks Place	Cara Jamieson
CHARLENE BLOIS	565 JIM CRAM DR	Charlene Blois
EVAN DILLABAUGH	569 JIM CRAM DR	Evan Dillabaugh
ROY EMPY	647 ALDERWOOD DR	Roy Empey
LIONEL HIEBERT	#6-658 ALDERWOOD DR	Lionel Hiebert
ROSALVA WARESCHEL	617 Alderwood Drive	Rosalva Warschel
EFFIE WOLOSZYN	613 Alderwood Drive	Effie Woloszyn
Linda Bullock	1318 Birchwood Rd	Linda Bullock
PATRICK MANNION	1318 Birchwood R	Patrick Mannion

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Alma Markwart	825 Craig Rd.	<i>Alma Markwart</i>
Travis Connors	838 Esplanade Ave	<i>Travis Connors</i>
Liz Spaulding	838 Esplanade Ave	<i>Liz Spaulding</i>
JACK FISHER	710 5 <sup>TH</sup> AVE	<i>Jack Fisher</i>
RACANNE LAMBERTON	275 DUNWOOD DR	<i>Racanne Lambert</i>
MI Churchill	410 - 5th Ave.	<i>MI Churchill</i>
PAUCE MILROT	218 Bayview	<i>Pauce Milrot</i>
MARIAN DALY	VILLA ON 2nd	<i>Marian Daly</i>
J. KATE GINN	464 DAVID RD.	<i>J. Kate Ginn</i>
MARILYN JOHNSON	526 1 <sup>ST</sup> AVE LADYSMITH	<i>Marilyn Johnson</i>
MARY E. PERIGO	218 Bayview Ave	<i>Mary E. Perigo</i>
JAMES ONGARATO	220 STRATHCONA RD	<i>James Ongarato</i>
HARRY ONGARATO	220 STRATHCONA RD	<i>Harry Ongarato</i>
ELAINE TREMBLAY	1363 BIRCHWOOD RD	<i>Elaine Tremblay</i>
Annette Carmichael	1117-3rd Ave	<i>Annette Carmichael</i>
LILIAN COCHLAN	20-245 Oyster Cove	<i>Lilian Cochlan</i>
Jean Delancey	1030 Second Ave	<i>Jean M. Delancey</i>
Angela Nielsen	122 Dunwood DR	<i>Angela Nielsen</i>

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ANNAN Jeanne Annan	1120A Gilson Ave 15	Jeanne Annan
DIANA PAPER	3518 Formanby Co. 15	Diana Paper
ZUZANA HORVATHOVA	4108 3rd Avenue, Ladysmith	Zuzana
MARTA Likova	327 Third Ave Ladysmith	Marta Likova
MARY GOOD	323 BAYVIEW AVE.	Mrs M. Good
ISABEL BUNNING	3060 ROSALIE RD Ladysmith	Isabel Bunning
Carol Reid	205 LIONS WAY	Carol Reid
DAVID CREWE	5-20 GATHAKES	David Crewe
Mark Richardson	17- Ladysmith Trl	Mark Richardson
Kimberley Brusall	1129-2 Ave Ladysmith	Kimberley Brusall
TRUDY KUIP	120 BADEN-POWELL	Trudy Kuip
Craig Grott	215 Catacre St.	Craig Grott
Rosee JARC	#5-207 JAMISON RD.	Rosee JARC
CHRISTY Wilson	116 Esplanade	Christy Wilson
Chalene Noonan	272 4th Ave Ext	Chalene Noonan
Mary Anne Wall	253 4th Ave. Ext.	Mary Anne Wall
Bill Hopkin	510 4th Ave.	Bill Hopkin
Paulette STARKE	500-AC	Paulette Starke

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NAME	ADDRESS	SIGNATURE
Elizabeth	11083 FINCH AVE	Gloria
Michael Ryan	110-2 <sup>ND</sup> AVE	Michael Ryan
Nasha Cain	4315 <sup>TH</sup> LADYSMITH	Nasha Cain
John	5604 TONES LS	John
E Russell	310, 210 BULLER LS	E Russell
S Rollins	320 2 <sup>ND</sup> AVE LADYSMITH	S Rollins
Bruce Wilson	320 2 <sup>ND</sup> AVE LADYSMITH	Bruce Wilson
EM GOLLETZ	#73- 3560 HALLBERG RD	EM Golletz
Paula Masluk	409 GATACRE	Paula Masluk
Joy Grant	206 4 <sup>TH</sup> AVE EXT	Joy Grant
Sue Verantius	16- Fourteenth St	Sue Verantius
EVERYN CALEN	12 BADEN POWELL ST #201	EVERYN CALEN
GARY TURNER	219 METHUEN ST.	GARY TURNER
BRIAN WOOD	307 DOUGLASS ST.	BRIAN WOOD
Michael Dunn	4996 Christie Rd	Michael Dunn
Alex Hibert	1144 Trans Canal Hwy x	Alex Hibert
Lorrie Jamieson	209 Lions Way Ladysmith	Lorrie Jamieson
Jeff Holley	10043 David St	Jeff Holley

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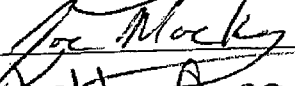

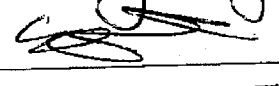
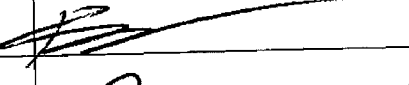
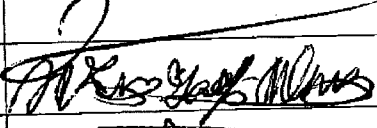
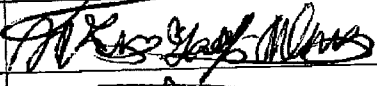
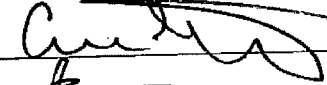

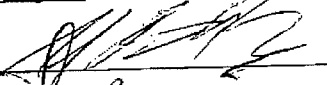
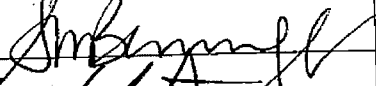

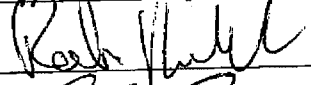


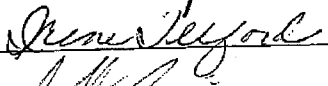
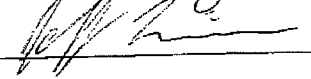
NAME	ADDRESS	SIGNATURE
ROBERT M. SHARP	133 WHITE ST.	Robert M. Sharp
Glen Y Nelson	1130 2nd Ave	[Signature]
David Marston	308 Baden Pond	David Marston
JACQUIE MAZZELLI	320 HIGH ST	Jacquie Mazzelli
MIC COBURN	10-241 Oyster Ave	[Signature]
Ella Morelle	230 1st Ave Ladysmith	[Signature]
Susan Rothson	921 3rd	[Signature]
Wayne Miller	420 Baden Pond	Wayne Miller
Erik Piikkila	333 High St.	Erik Piikkila
Christa Lise Oooley ANNELIESE	1020-2nd Ave	[Signature]
SHE VANCOUGHNETT	13672 LONG BEACH Rd.	[Signature]
JOHN CHRISTIAN	222 Bay View	[Signature]
Jenaya Tucker	#309-218 Bayview Ave, Ladysmith BC	[Signature]
Tam Parotta	521 Douglas St. Ladysmith BC	[Signature]
Jim SUBZ	872 1st St	[Signature]
[Signature]	412 DAVID Rd	[Signature]
[Signature]	417 Buller St	Amita Jensen

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NAME	ADDRESS	SIGNATURE
KIRK DANIELSON	263 Bayview Av	
R Johnson	133 Squanda St	
Joe Mackay	Dog Patch	
Kathy Organ	207-233 Degwood Dr.	
Elyse Johnson	373 Chemainus Rd	
Bob Gamble	721 malone	
JASON GODFREY-ALLENBY	323 Bunge St.	
M-L Godfrey Allenby	323 Buller St	
C. Sheptycki	4659B Yellow Point Rd	
DOG SARNER	5018 GRATEL RD	
Sturley Beesley	32 White St	
Shawn Blinnig	1181 Rocky Creek Rd	
MICAH ARROWSMITH	1181 ROCKY CREEK RD	
Robert Riddoch	1158 cloke Rd	
Aaron Churchill	477 Davis Rd	
Brenda Bailey	21-100-Gifford Rd	
IRENE TELFORD	887-DUNSMUIR CRES.	
Jeff Lewis	836-Hayden Pl.	

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NAME	ADDRESS	SIGNATURE
JUDY MILIK	622 KIPLAN AVE, LADYSMITH	Judy Milik
CONY PAISLEY	11170 BARKER AVE RD.	Cony Paisley
Kristine Walker	445 Root Street	K. Walker
ROBERTA CHURCHILL	209 METHUEN	R. Churchill
RICHARD TARNOFF	433 FRENCH ST.	R. Tarnoff
Derraine Brines	1138 2nd ave	D. Brines
Shaman Bates	1142 2nd ave	Shaman Bates
Virginia Stewart	343 - 4th Ave East	V. Stewart
Colleen McAdam	19-941 Malarae Rd	C. McAdam
Wendy Kennedy	14-658 Alderwood Dr	W. Kennedy
Steve Stewart	412 Baden Powell St.	Steve Stewart
DEBBIE LAJEUNESSE	622 WALLACE ST	D. LaJeunesse
FRED IRON	117 1ST RD	F. Iron
WAYNE SVENDSON	620 ALDERWOOD	Wayne Svendsen
AM L...	810 9th Ave	A.M. L...
M. CLAN	438 DAVIS RD	M. Clan
ETHEL M...	13103 Minw Rd.	E. M...
STEVE McDONALD	13103 Minw Rd	Steve McDonald

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NAME	ADDRESS	SIGNATURE
BRIAN MARDON	747 COLONIAL LADYSMITH	B Mardon
Nancy Reeve	675 Colonia Dr.	Nancy Reeve
Drew Chisholm	750 Colonia Dr.	D. Chisholm
Robert Charbonneau	760 Colonia Dr.	R. Charbonneau
Cathie Charbonneau	760 Colonia Dr.	C. Charbonneau
Linda Buxton	42-941 Malone Rd.	L. Buxton
M. F. F. F.	780 COLONIAL DR	M. F. F. F.
Asker Roiko	" "	Asker Roiko
DAVE SCOTT	751 COLONIAL DR	Dave Scott
SHARON SCOTT	751 COLONIAL DR	Sharon Scott
Cheryl Venn	2-100-1st AVE	Cheryl Venn
Wendy Fetisko	506 DOUGLAS PLACE	Wendy Fetisko
LAWRENCE Fetisko	506 DOUGLAS PLACE	L. Fetisko
Doug Huntington	509 Douglas Pl.	D. Huntington
Marilyn Rowland	505 Douglas Place	Mrs. M. Rowland
BRENT Rowland	505 DOUGLAS PL.	B. Rowland
BARBARA HEYES	132 METHUEN ST.	Barbara Heyes
BOB HEYES	132 METHUEN ST	Bob Heyes



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A L Needham	29-100 Sifford	A L Needham
Laura Crosby	658 Alderwood dr.	L. Crosby
Linda Walsh	429 Davis Road	Linda A Walsh
Greg Peters	5040 Christie Rd	Greg Peters
Irene Blazich	330 5th Ave	Irene Blazich
R Koop	295 HER AVE EXT.	R Koop
Jamie Godkin	32 High st	Jamie Gallivan
F LACNOIX	533 WILMORSE	F LACNOIX
JANICE MAGEEAN	330 Dogwood Dr. Ladysmith	J. Mageean
AUBIN BRUNET	22-1150 WALKER LADY	Aubin Brunet
Tracy Greenhalgh	1141- 2nd Avenue	Tracy Greenhalgh
Joy Sheldon	760 Russell Rd, Ladys <sup>BC</sup>	J. Sheldon
Tampa Van Vleet	325 4th Ave East.	Tampa Van Vleet
Art Mitchell	25-5150 Christie Rd	Art Mitchell
AL Mitchell	"	AL Mitchell
CHRISTOS BURDENIS	420 KITCHENER	Christos Burdenis
Roy Savelle	312 Batacrae St.	Roy Savelle
Paul Kemp	102 110 METHUEN ST	Paul Kemp

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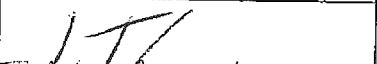

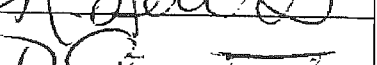

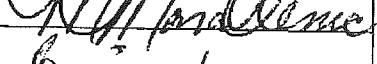
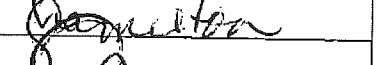



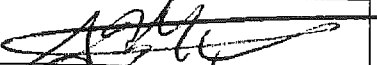
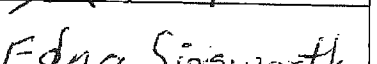
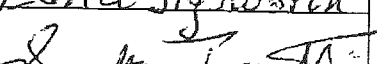



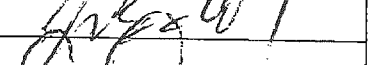
	NAME	ADDRESS	SIGNATURE
145	Derek Jefford	5107 CHRISTIE RD.	Derek Jefford
146	SHANE GRE	813A STIRLING DR.	Shane Gre
147	MARY ELLEN WILSON	1149 WALKER	M. Wilson
148	Tracy Knoop	312 Warren St	T. Knoop
149	Rose Baker	5348 Takalard	R. Baker
150	Leanna Okshall (Lillian, Charlotte)	825 SVERS PLACE	Leanna Okshall
151	J. M. Thude	416-3560 Huelburg Rd	J. M. Thude
152	BERNARD FINNEGAN	332, 11 <sup>TH</sup> AVE EXT	Bernard Finnegan
153	BRYAN LIVINGSTONE	Box 634 Ladysmith V9E 1A5	Bryan Livingstone
154	ROGER KEEPING	118 RYAN PL. Ladysmith	R. Keeping
155	JOHN MITCHELL	LADYSMITH	John Mitchell
156	VINCE HERKEL	Box 549, LADYSMITH	Vince Herkel
157	Vicky Bouteau	Box 1808 Ladysmith	Vicky Bouteau
158	Emma Girard	131 Methuen St. Ladysmith	Emma Girard
159	GILLES NEVASSEUR	Gilles Nevasseur	215-733 DOGWOOD LADYSMITH
160	Bona Williams	126 Roberts St	Bona Williams
161	Kylen Tombs	502 High St	Kylen Tombs
162	Andria Scoret	270A Bayview Ave	A. Scoret

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RON DEPTFORD	641 DELCOURT AVE	
MARILYN BEALE	447 THETIS DR.	
LINDA NICHOL	284 Bayview Ave	
K. Lew	1749 Manca	
Patricia Grewson	208 Strathcona Drive	
M.M. OLENIC	864 CAMERON WAY	
G. HAMILTON	876 DAVIDSON RD	
I. Mactavish	208 Strathcona Dr	
B. Booth	#9.731 Malone Rd.	
A. KYNDT	1244 4th Ave	
ALAN MORTON	1244 4th Ave	
Edna Siggsworth	1129 2nd Ave.	
Sandra Tippetts	294 Gill Rd	
Steve Elkiv	309 High St	
Samantha Elkiv	309 High St	
Jamie Studdif	317 High St	
ALYSA SHIPLEY	226 WARREN ST.	
Cole Leathers	720 parks pl	

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73	Brent Wass	1030 5th Ave	B. Wass
74	Robert Wallace	321 second ave	R. Wallace
75	J. L. Coull	881 Dominion cres	J. L. Coull
76	J. Easterbrook	#16-245 Oyster Cove Rd.	Jillian Easterbrook
77	Rachel Harbazer	510 Walkem Rd	R. Harbazer
78	Debbie Grant	620 Giovando way	D. Grant
79	MARLENE VOLDEN	#14-332 BELLAIRE ST	Marlene Volden
80	Anita Cloke	1339 Birchwood Rd.	Anita Cloke
81	DEVICIE LUMLEY	830 ESPINVED ST	Devicie Lumley
82	Scott Nugent	12355 PETER DR	Scott Nugent
83	STEVEN BRZEZINSKI	541 Sunbeam DR	Steven Brzezinski
84	Muhifauri	1031 Ladysmith St	Muhifauri
85	Alan Borovka	433 Buller st	Alan Borovka
86	NATALIE HERRIS	138 ARBUTUS	Natalie Herris
87	Brian Lewis	158 Arbutus	Brian Lewis
88	MIKE PIGOTT	4990 CHRISTIE ROAD	Mike Pigott
89	JO HOWLEY	4342 OBRIDGE	Jo Howley
90	KRISSEN DORN	421A Walker Ave	Kris Dorn

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109	Lass Barnett	436 Des PL	Lass B
110	Michael	218 Bayview Ave	M
111	J Watkin	218 Bayview Ave	J Watkin
112	J. MARQUARDT	738 HALLIDAY	J. Marquardt
113	Daniel McArd	Dog Patch	Daniel McArd
114	Math Gault	514 High St	Math Gault
115	Tanner Cresnak	804 Malare ST	Tanner
116	Wendy Ettema	122A BULLER ST	W Ettema
117	Sarah Myckotyn	Oyster Bay Marina	Sarah
118	Lee Zubert	1041 1 AVE	Lee
119	Darryl Baird	1138 Rocky Creek RD	Darryl
120	Haley Napier	428 Resolution pl	Haley Napier
121	Hannah Rogerson	428 Resolution pl	Hannah
122	Alyssa Benedict	12430 Pictou Rd.	Alyssa
123	Rowan Muir	Dog Patch	RM
124	Dobnente	Resolution Pl	Dobnente
125	Brooklyn Remed	610 Brooklyn side view	Brooklyn
126	Savannah Harlow	4/5 Resolution	Savannah

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127	Leslie Blou	1271 MCKINLEY RD	Leslie Blou
128	Wayne Blou	1271 MCKINLEY RD	Wayne Blou
129	Steve Blou	1271 McKinley RD	Blou
130	LOIS ATTRIDGE	1264 MCKINLEY RD	
131	MEL FERGUSON	1241 MCKINLEY	Mel Ferguson
132	Jody Ferguson	1241 MCKINLEY	Jody Ferguson
133	MARY FURBEROV	126 MATHISON	
134	ERICA RUSKIN	19-512 Jim Gram Dr	Erica Ruskin
135	DIRK TIEK	47-10980 WESTDOWNER RD	Dirk Tiek
136	BONNIE DRAGINDA	526 White St Ladysmith	
137	Steve Draginda	" " "	
138	Johanna Jenkins	420 5th Ave Ladysmith	Johanna Jenkins
139	MARILYN BENSON	829 HAYDEN AL. LADYSMITH	
140	RICK BADALL	" " "	Rick Badall
141	DAVE NELMES	833 Hayden Al Ladysmith	Dave Nelmes
142	MIK'S ADAMS	735 COLON A	
143	LINDA ADAMS	✓	L. Adams
144	E. MUNDON	747 Colman Drive LADYSMITH.	E. Munden

Make the Difference

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	NAME	ADDRESS	SIGNATURE
145	Kim Lamoureux	122 Ryan Place Ladysmith BC	[Signature]
146	Sau Ping Jang	126 Ryan Place Ladysmith	[Signature]
147	Tommy Jang	126 Ryan Place Ladysmith	[Signature]
148	PAMELA HOY	15 GATACIE ST. Ladysmith	[Signature]
149	GARY REDDING	15 GATACIE ST. Ladysmith	[Signature]
150	Paul Douglas Thorslev	320 Warren St. Ladysmith	[Signature]
151	LOANELL JANTZEN	111 CLARKE RD	[Signature]
152	STANLEY FULLER	111 CLARKE RD	[Signature]
153	<sup>Dartene</sup> Kelt	#83-10980 Westbark Rd	[Signature]
154	GAIL L. WILSON	841 - STIRLING DR. LADYSMITH	[Signature]
155	[Signature]	841 STIRLING	[Signature]
156	Rosemary Roth	1253 McKinley Road	[Signature]
157	James Roth	1253 McKinley Rd	[Signature]
158	Julian Camp	1253 McKinley RD	[Signature]
159	Kathryn Hanson	1253 McKinley Rd	[Signature]
160	M. Jiel	1277 Mc Kinley Rd	[Signature]
161	James Black	1276 Mc Kinley Rd	[Signature]
162	Melissa Black	1276 McKinley Rd	[Signature]

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NAME	ADDRESS	SIGNATURE
Claire Mardon	Ladysmith	
Carol Spink	Ladysmith	
Peter LOMAX	Ladysmith 17 Buller St	
HUCOT BATHGATE	470 DAVIS RD LADYSMITH	
Pat Edwards	26-541 Jim Cram Dr	
J. VAN VERN	MOTEL ROOM W/A VIEW	
J. Lupinski	Cassidy BC	
PAULINE JONES	709 STIRLING DR	
Neil Ponsford	1129 3rd Ave	
Conn Egan	440 1st Ave	
Constance Mountain	440 1st Ave	
Kerri Troy	Ladysmith	
AL STEEN	881 Colonia Dr Ladysmith	
Mavis Sheen	881 Colonia Drive Ladysmith	
Carol Brock	340 First Av #7	
Shawna Hazard	192 ARBUTUS CR.	
J. Chambers 514 Chambers	Pase Point Marina	



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NAME	ADDRESS	SIGNATURE
Robin Schoenberger	645 Oakwood Rd	
Carolyn Thomas	12637 Sulz'ron Rd	
MARYANNE CLADWICK	412 WARREN	
LYNN STARRARD	Box 31 1040 2nd AVE / LADYSMITH	
JOANNE BATH	63-941 MALONE RD.	
JACQUE DASHWOOD	33-815 DUNSMUIR Cres	
megan Hogg	614 Dunsmuir Cres	
Elenn Lewis	1289 <sup>McKinley Rd</sup> Ladysmith	
Greg Ucafe	610 Steele Pt	
Christine Long	107 Maplewood Way	
Cody Crawford	871 Dunsmuir crescent	
Kim Urbaniaik	3839 Yellowpoint	
Stacey Benoit	13293 Cedar	
Kathie Galletz	73 3560 Hallberg Rd.	
Mr Thompson	1129 WALKER RD	
Theresa Hallk	941#27 Malone Rd	
Kathie Bratt	#10 - 5150 Christie Road	
Donna Laffin	104 Gifford Rd.	

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NAME	ADDRESS	SIGNATURE
Danielle Crooks	Ladysmith BC 628 Esplanade Ave	
JM Sorensen	Box 363	
Sharon Ethier	220 White St	
Elise Lee	1170 Spruiston Rd.	
Ken Mak	1167 Butly St	
Kathy Strong	544 Ridway Pl	
John Smith	112 ...	
9 been FALL BROWN	717 PARIS PL.	
J MICHALYNA	5400 TAKALA RD	
Debbie DeClerk	302 KING Rd	
Pam McLaren	433 DAVIS Rd	
Rob Grant	933A Howard Ave Nanaimo	
Diggs	441 Park Hill Terrace	
MM	Page Point	
Steve Dinsmore	5010 Ground R	
Mark Henry	1331 Cedar	

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	NAME	ADDRESS	SIGNATURE
	Maya Murphy	11 Baden Powell Street	Maya Murphy
	Jacqueline Leitch	11 Baden-Powell Street	Jacqueline Leitch
	Kevin Murphy	11 Baden Powell Street	<del>Kevin Murphy</del>
	Akiko Lynch	25 Baden-Powell St	Akiko Lynch
	DONALD MORETON	20A BADEN-POWELL ST.	Donald Moreton
	Tyler Dyke	157 Arbutus Cres.	Tyler Dyke
	Lenny Vandergriff	1014 Baden Powell	<del>Lenny Vandergriff</del>
	Rebecca Ladway	202-12 Baden Powell	Rebecca Ladway
will sign	DNM	212 Dogwood Dr	DNM
	Cal Thompson	11 WHITE ST	Cal Thompson
	Nathan Churchill	5018 Grochel RD.	Nathan Churchill
	MARI HANSON	226-658 ALDERWOOD	Mari Hanson
	Bill McMurtrie	244 Dogwood drive	Bill McMurtrie
	Colin Thompson	120 Kitchener Street	Colin Thompson
	Debbie Peterson	12-101 1st Ave Ladysmith	Debbie Peterson
	May Sigsworth	La Rosa	May Sigsworth
	E. Bjornstad	432 BATTIE DR.	E. Bjornstad
	KATHRYN GRIFFIN	1185 STILLIN DR	Kathryn Griffin

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NAME	ADDRESS	SIGNATURE
Robert E. Sanderson	225 Methuen St.	Robert E. Sanderson
John Jones	234 2nd Ave	John E. Jones
A. Hook A. HOOK	#7-626 FARRELL	A. Hook
Brandon Johnson	1186 Stuart place	Brandon Johnson
BRUCE VOIGT	DOG PATCH	Bruce Voigt
Wendy Madrick	239 Dogwood Drive	Wendy Madrick
SUSAN HANSON	425A FRENCH ST.	Susan Hanson
Joe Sunstein	10980 WESTDOWNS RD	Joe Sunstein
John Spragle	333 High St. Ladysmith	John Spragle
James Sear	4187 Deer point	James Sear
LEO GARNEAU	CHRISTIE RD 2150	Leo Garneau
KAREN GRACZYK	1020 DUNSMUIR CRESCENT	Karen Graczyk
Donna West	810 Strave	Donna West
Beverly Dowe	CHRISTIE ROAD 5150	Beverly Dowe
Rich Gabel	219- Dogwood dr.	Rich Gabel
Noreen Gaudet	22- 1150 Walker Rd Ladysmith	Noreen Gaudet
KERRY Still	Burster road	Kerry Still
Tricia Lutters	586 Greenhorn Pl.	Tricia Lutters

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NAME	ADDRESS	SIGNATURE
Sharon Barrow Hailey Street	Royal post 220 Warren Street	Sharon Barrow
Talia Hemingway	328 Dogwood Drive	Talia Hemingway
ROSEMARY WILLIS	610 DELCOCKT RD	Mike Willis
MIKE WILLIS	" " "	Mike Willis
BEN FOSTER	" "	Beverly Foster
Mary Youngren	1012 Poulain Place	Mary Youngren
Jesse Brown	423 MORGAN RD	Jesse Brown
Natalie DeBenedictis	<sup>40-</sup> 512 Jim Cram Dr	Natalie DeBenedictis
Mavizdo <del>Cal</del> Caldrese	<sup>40-512</sup> Jim Cram Dr.	Mavizdo Caldrese
CLARA LAWRENCE	# 17 101 1ST AVE LADYSMITH	Clara Lawrence
<del>Jim McKinley</del>	LADYSMITH 940 4TH AVE	<del>Jim McKinley</del>
JIM MCKINLEY →	→	→
KIM BELLING	APT 107, 524 2nd Ave.	Kim Belling
JOANNE McLEOD	287-BAYVIEW	Joanne McLeod
Ken Smith	1145 COLON	Ken Smith
ORIAN Myers	3-340 ST AVE	Orlan Myers
R. MIAN LEBN	295 DOGWOOD DR	R. Mian Lebn

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	NAME	ADDRESS	SIGNATURE
1	EVAN VINCENT	731 Colonia Dr. Ladysmith	[Signature]
2	JOHN VINCENT	731 COLONIA DR.	[Signature]
3	Hillary Evans	10-731 Malone	[Signature]
4	M. Wasylyuk	247 Dogwood	[Signature]
5	S. Gregorash	100 GIFFORD RD	[Signature]
6	C. Soward	1820 Arroyo Ave Nanaimo	[Signature]
7	Stan Skelton	332 French St	[Signature]
8	Chris Skelton	322 French St	[Signature]
9	Judy Williams	Malone RD	[Signature]
10	Bob Caldwell	219 Dogwood Drive	[Signature]
11	A. D. Ashwood	219 Dogwood	[Signature]
12	Louise Tenisci	1-729 Malone Rd.	[Signature]
13	Alexandra Carter	8-731 Malone Rd	[Signature]
14	Lois Anderson	345 Chemanus Rd	[Signature]
15	MARILYN Bosko	12THLEN ST. LADYSMITH	[Signature]
16	Shelley Post	#6-729 Malone Rd	[Signature]
17	Carol Poulin	113 Gifford Rd	[Signature]
18	PAUL GRANNOISOW	1313 MOCKINGBIRD LAKE	[Signature]

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NAME	ADDRESS	SIGNATURE
MARIE HOGAN	130 - 5th Ave.	Marie Hogan
DON GARNIER	230A BAYVIEW AVE	Don Garnier
Laurie Meijer Drees	230A Bayview Ave	L. Meijer Drees
LYNNE DELUCIA	125 WHITE ST.	Lynne Delucia
Christina McLean	33-658 Alderwood	C. McLean
Kassia Dancy	464 Battie Dr.	<del>Kassia Dancy</del>
RYAN RADDYSH	464 Battie Dr.	<del>Ryan Raddysh</del>
JOHN SARAKADNAS	11218 CHEMUNUS RD	J. Sarakadnas
C. CAROSELLA	8-525 Jim Cram Dr.	C. Carosella
PAT POILIEVRE	625 SANDERSON RD.	Pat Poilievre
JERRY POILIEVRE	625 SANDERSON RD.	Jerry Poilievre
Elizabeth Boyd	365 44 Ave Exten	Elizabeth Boyd
R Boyd	365- 44th Ave Ext	R Boyd
B. CAROSELLA	8-525 JIM CRAM	B. Carosella
Debbie Dargatz	12 Kitchener St.	Debbie Dargatz
CHRIS RUSAK	100, 631 1ST AVE	<del>Chris Rusak</del>
LOIS IRLAND	330 3RD AVE	Lois Ireland
RM Polachek	215 Methven	RM Polachek

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NAME	ADDRESS	SIGNATURE
Debra Smith	265 Bayview Ave	[Signature]
Kathy Desautniers	202 Jamison Rd.	[Signature]
Rob Johnson	526 15 <sup>th</sup> AVE	[Signature]
MADÉLINE KENNEDY	#310 524 2nd Ave <sup>(LS)</sup>	[Signature]
Tom Chappell	1122 2 <sup>nd</sup> Ave	[Signature]
HARRY McLEOD	133 BADEN POWELL	[Signature]
PAUL LEGACY	633 MAPLEWOOD WAY	[Signature]
Delaine Aird	1180 Stillin Drive	[Signature]
M. BASI	221 54 AVE	[Signature]
M. CLANCY	690 Columbia DR	[Signature]
PA O'SHEA	36-100 GIFFORD Rd	[Signature]
JANE FRANKLIN	11-525 SIM CRAM DR.	[Signature]
BARRY Mcmahon	330 4th AVE	[Signature]
Tony Polton	#15 101 First Ave	[Signature]
Tammy Carrillo Rangel	# 355 Chemais Rd	[Signature]
Decores PAINS	818 ESPLANADE LADYSMITH	[Signature]
Sara Bacon	818 Esplanade	[Signature]



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NAME	ADDRESS	SIGNATURE
Sheila Waddell	42 1150 Walker Rd	[Signature]
MARC YBERG FROM	520 Gatacre	[Signature]
Valerie Savage	#104-1244-4th Ave	[Signature]
Bob Guerrard	309 Gatacre St.	[Signature]
Sherry Wood	543 Greenhorn Pl	[Signature]
Janice Vosper	822 Davidson Rd.	[Signature]
Patricia Guerrard	309 GATACRE ST	[Signature]
Bonnie Peercens	Diamond	[Signature]
Katherine Hauthier	501 Hall Rd	[Signature]
EDWARD J. BOWMAN	501 HALL RD	[Signature]
ERIC HESHER	512 LOUISE RD.	[Signature]
ELAINE WOOD.	2773 CEDAR RD.	[Signature]
Emercy Urguhart	107 Gifford rd.	[Signature]
Mackenzie Urguhart	107 Gifford Rd	[Signature]
DOREEN ANDERSON	613 TAYLOR CRES	[Signature]
Greg Vosper	822 Davidson Rd	[Signature]
Marie Jansen	904 Harrington Rd.	[Signature]
Jennifer Manns	1140 2nd Ave	[Signature]

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Tim Allen	437 Methuen	[Signature]
Penny Mous.	501 5 <sup>th</sup> street	[Signature]
Glen Russell	941 Malone	[Signature]
Jessie Seemore	#2 385 Davis Rd.	[Signature]
GARY McBRIDNEY Jim Bunnay	1288 m-Handy	[Signature]
Joel Soeten	11025 Finch Pl	[Signature]
[Signature]	109 So. WEST OAK AVE	[Signature]
Karen De Luca	8130 Sweeten Ham	[Signature]
MAUREEN THOM	1245 CLARE RD	[Signature]
K LITERRIN GTON	27-1572 SEA BIRD	[Signature]
S.M. Andrews	27-1572 Seabird Rd	[Signature]
FLO PRAFT	402 DYMONDS	[Signature]
Karen Mullen	1141 Stillin	[Signature]
MIRIA KOENEN	4781 SHELL BEACH Rd	[Signature]
BARRY DASHWOOD	33-815 DUNSMUIR CR.	[Signature]
Dianne Andrews	13219 Coast Rd	[Signature]
CONIN P. WALTON	47-1150 Walburn Rd	[Signature]
Patti Gisborne	13570 Cedar Rd Ladysmith	[Signature]

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	PRINT NAME	ADDRESS	SIGNATURE
19	Cheryl Hehn	12599 - Lipton Rd.	Cheryl Hehn
20	PATRICIA STUART	146 Ryan Pl - Ladysmith	Pat Stuart
21	Bryan Stuart	146 Ryan Pl Ladysmith	Bryan Stuart
22	PEBBY FOLKINGHORNE	426 ROBERTS ST. Ladysm	P. Folkinghorn
23	RATTI BREITKREUZ	426 ROBERTS LADYSMITH	R Breitkreuz
24	V. ROSSON	332 Bayview Ave.	V. Ross
25	PAMELA GRIFFIN	220 KITCHENER	P Griffin
26	DARCI Shawn Wilson	614A BROWN DR	Shawn Wilson
27	A S Armstrong	801 Malone Rd	A S Armstrong
28	Beverley Dason Beverley Dason	827 Cameron Way	Beverley Dason
29	EMMA-LEA HYLDIG	1079 Bramblewood Lane	Emma-Lea Hyldig
30	WILF WAUGH	324 DOGWOOD.	W. Waugh
31	Kathy Gault	33 Kinnaird Court	Kathy Gault
32	A. WESTDORP	289 Fourth Ave Ext	A Westdorp
33	K. PRIDHALL	461 Bel Air	K. Pridhall
34	Madison Faulkner	225 Kitchener Rd	M Faulkner
35	Jorgan Turner	740 5 Ave	J Turner
36	LINDA WILSON	Ap 2 411 1st Ave	Linda Wilson

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BILL STEWART	546 RIDGEWAY	<i>[Signature]</i>
D HENDERSON	10980 WESTDOWNIE	<i>[Signature]</i>
N. Vincent	659 Brown Dr.	<i>[Signature]</i>
K. Vincent	659 Brown Dr.	<i>[Signature]</i>
R.W. NEWBURY	533 Selinger Pl	<i>[Signature]</i>
C. NEWBURY	533 SELINGER PL.	<i>[Signature]</i>
Ann Toth	534 " "	<i>[Signature]</i>
Fred Toth	534 " "	<i>[Signature]</i>
Laura Hughes	530 Selinger Place	<i>[Signature]</i>
Michelle Deen	526 Selinger Place	<i>[Signature]</i>
RICHARD STANLEY	602 STEELE PLACE	<i>[Signature]</i>
Rosita Arce	602 Steele Place	<i>[Signature]</i>
RAY WORTH	609 Steele Place	<i>[Signature]</i>
ANN WORTH	609 Steele Place	<i>[Signature]</i>
Jack Morrice	613 Steele Place	<i>[Signature]</i>
DORCUS MORRICE	613 STEELE PLACE	<i>[Signature]</i>
Shirley Purnick	549 SELINGER PL	<i>[Signature]</i>
Greg DeFrane	610 STEVENS PL	<i>[Signature]</i>

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Wayne Simpson	1240 Clarke Rd Ladysmith	[Signature]
Jane Fisher	1140 TRANS CAN	[Signature]
Dianne Noorin	1136 Gilson Place	[Signature]
YAROSLAV ZHALTOVODKO	5001 Christie Rd.	[Signature]
Alexandra Vagh	2974 Dogwood Drive	[Signature]
Mike Pollack	724 Colonia Drive	[Signature]
Brandie Lewis	836 Hayden Pl.	[Signature]
Lestay Higgs	832 Hayden Pl.	[Signature]
Robert Koemer	1155 Christie Rd	[Signature]
Pauline Gilbert	514 Selinger Place	[Signature]
Paul Gilbert	514 SELINGER PLACE	[Signature]
Karen Booth	506 Selinger Place	[Signature]
ROSEMARIE BARNES	605 Stevens Place	[Signature]
Rob Barnes	605 Stevens Place	[Signature]
Alex Klette Platt	1283 McKinley Rd	[Signature]
Susan Baker	781 Colonia Dr.	[Signature]
Kim Baker	781 Colonia Dr.	[Signature]
SERGE TREMBLAY	770 COLONIA DR	[Signature]

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NAME	ADDRESS	SIGNATURE
Bolo Eskine	658-70 Alderwood	Bolo Eskine
Bob Devine	23-206 Housway	Bob Devine
Tony Dorney	340 4th Ave	Tony Dorney
Ruff Shroy	13161 PROSPECT DR	Ruff Shroy
John Robt	4970 HARBOUR VIEW RD.	John Robt
Cheryl Heh	12599 Lipton Rd.	Cheryl Heh
E Greenhalgh	634 Wallace	E Greenhalgh
M. Kinn	12920 Kumalocastin	M. Kinn
Don Bow	309 White	Don Bow
Bill Stace	618 Downsview	Bill Stace
A.M. Kaddoo	426 Prairie St	A.M. Kaddoo
C. DASHWOOD	110 Esplanade Ladysmith	C. DASHWOOD
Phyllis Friesen	531 GREEN HORN	Phyllis FRIESEN
Phyllis Friesen	427 B WALKER	Phyllis FRIESEN
Barbara Jansen	533 Wilrose Pl	Barbara Jansen
Sm McAdam	305 White St.	Sm McAdam

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NAME	ADDRESS	SIGNATURE
Kris Hokanson	332 Baden Powell	[Signature]
Liam Mackay	512 French Street	[Signature]
ROSLA BRAYDEN	303 B Dogwood Blvd	[Signature]
Cindy Nicholson	484 Davis Rd.	[Signature]
Peter Hoggan	#1-101 FIRST AV.	[Signature]
Frank Retain	810 Craig Road	[Signature]
Shirley Hargrave	133 Stacey St	[Signature]
Sigfried Lindsay	5154 Griffith L.S.	[Signature]
<del>Kinda Max</del>	<del>463 Davidson L.S.</del>	[Signature]
Vern Bonny	40512 Seabird	[Signature]
Shirley Anderson	801 Russel Rd.	[Signature]
William "	" "	[Signature]
Gerald Kincaid	105 Ryan Pl	[Signature]
Gordon Wesmer	5059 CRUMM RD	[Signature]
Jean Torres Hernandez	400 Resolution Place	[Signature]
PAUL HARRISON	3450 HALBERG RD	[Signature]
Joffe B - Presler	118 Sifford Rd	[Signature]
LEN HARRISON	713 PARKS PLACE	[Signature]

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NAME	ADDRESS	SIGNATURE
KEITH LING	BOX 306	Keith Ling
Jessica Hunter	1010 Ludlow road	J Hunter
KESHIE SCHENIAG	Box 2024	Scheniag
Kelma Brown	Box 62	Brown
JOY STANTON	484 DAVIS ROAD	J Stanton
MARIS BRYCHKA	PO BOX 1222	Chris Brychka
B G Maer	PO BOX 1423	B G Maer
Andia Dall	531 Greenhorn Place	Andia Dall
Ben Watson	#1-10980 Westview	Ben Watson
Barbara	Salonia Rd, Ladysmith	Barbara
John McEnaney	1211 Clode Road.	John McEnaney
Bob Murphy	2909 MT SICKER RD	Robert Murphy
Bob Maer	PO 1423 Ladysmith.	Bob Maer
G Beaudoin	821 Mackie	G Beaudoin
A.F. Jones	newville	A.F. Jones
Ian M. Grant	34-558 Alderwood Dr.	IAN M. GRANT
ARMSTRONG LEAY	801 Malone	EJ Armstrong
LADYSMITH	440 1ST AVE	[Signature]



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NAME	ADDRESS	SIGNATURE
Valerie Paley	439A Walker Ave	Valerie Paley
Larry Paley	" " "	Larry Paley
Dawn Symon	12725 Kullcet	Dawn Symon
Mary King	12125 Kullep	Mary King
ROUINE GOWN	642 RIDGWAY PL	Rouine Gown
SUSAN BERRY	1249 CLOKE ROAD	S. Berry
Jean Hamilton	430 4th AVE	J. Hamilton
Bruce Arncliffe	512 BADEN POWELL	B.P. Arncliffe
Burn White	403 TASSIN PL.	B. White
Marg Nixon	13651 Quennell Rd	Margaret Nixon
Gail Cooley	12421 Rocky Creek Rd.	Gail Cooley
DOANE ROBINSON	517 FRENCH ST	Doane Robinson
TED RUSKA	1150 STEVEN DR -	Ted Ruska
Cathleen McMahon	512 Short Close	Cathleen McMahon
Jane H. Vincent	606 Farrell Rd.	Jane H. Vincent
BRENDA FAIR	629 WALKER RD.	Brenda Fair
IRONS PAIR	815 Dunsuir Rd.	Jane H. Vincent

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NAME	ADDRESS	SIGNATURE
Dave Shortall	4997 Christie Rd	
Ole Jensen	110 Esplanade	
Wendell Kozal	110 Esplanade # 202	
Hather Spaven	Frey Rd	
Wm Smith	440 AVE.	
Lacy Goresk	Coll oyster Bay drive	
Troy Goresk	" "	
Vishuk B	unit 201 11 Butler St	
Carry Marshall	225 white St L/S	
Tanis Fesse	# 17 Baden Powell St	
JEFF HARLOW	1118 STILLWATER DR.	
Theresa Kinal	18 Kitchener	
Wendy Battle	1133 STILLWATER DR	
CHRIS GIERLAND	11690 FANTASIE RD.	
Morgan Kern	7 1195 Stuart Place	
Dwain Frisco	DOG PATCH NORTH	
Julie Andrew	531 DAVIS	
Linda McDerm	# 19-941 MALONE	

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	NAME	ADDRESS	SIGNATURE
	J. McLeod	BOX 1789	[Signature]
	Michael McCurdy	BOX 2016	[Signature]
	CARL HANNAY	631 <sup>th</sup> FIRST 104	[Signature]

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NAME	ADDRESS	SIGNATURE
CONNIE BROWN	1132 TRANSCANADA	<i>[Signature]</i>
PAMELA BROWN	1132 TRANSCANADA	<i>Pamela Brown</i>
HAET SAUNIKR	1211 CLOAK RD	<i>[Signature]</i>
Myles Daniels	705 MALONE RD	<i>[Signature]</i>
Mark Skelton	332 French St	<i>[Signature]</i>
Angele Schaedt	1166 eloke Rd.	<i>[Signature]</i>
David Ander	533 Roberts st	<i>[Signature]</i>
Schivan Metcalf	9344 Christie Rd.	<i>[Signature]</i>
Bobby TENNISON	#1-332 BELAIRE	<i>[Signature]</i>
Susan Brown	505 French Street	<i>[Signature]</i>
V ERNE SWERBERG	12 207 JAMISON RD	<i>[Signature]</i>

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NAME	ADDRESS	SIGNATURE
Peter V Herkel	209 Rigby Place, Ladysmith	<i>Peter V Herkel</i>
Marta Tang	628 Alderwood Dr. Ladysmith	<i>Marta Tang</i>
Henny Vogelzang	209 Rigby Place Ladysmith	<i>Henny Vogelzang</i>
Marky Herkel	209 Rigby Place, Ladysmith BC	<i>Marky Herkel</i>
Manke Sento	<del>2015 POWELL ST. W.</del> LADYSMITH B.C.	<i>Manke Sento</i>
TERRY AULD	#212-1211 CLOKE Rd.	<i>Terry Auld</i>
Don Marble	#248 Bayview Ave.	<i>Don Marble</i>

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	NAME	ADDRESS	SIGNATURE
	Ina Powell	126 Forward RD	<del>C. Powell</del>
	RAMONA KAIN	648 BROWN DR.	R. Kain

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KEITH SHERATON	240 SECOND AVE LADYSMITH	Keith F. Sheraton
L Sheraton Cave Hill	240 2ND AVE C-100 Gifford Rd	L. Sheraton Cave Hill
FRANK SUTHERLAND	C-100 (1 <sup>st</sup> FL) GIFFORD RD	Sutherland
JULIE DANKS	10 -100 GIFFORD RD	DANKS
Gwen Wagan	#1 - 100 GIFFORD RD	Gwen Wagan
Shirley Pawluk	#3-101-1ST AVENUE	Shirley Pawluk
SHEILA CRANT	Unit 5 101 1ST AVE	Sheila Crant
MIKE WILKIE	Unit # 11	Mike Wilkie
JANINA SANTER	#34 100 Gifford Road	Janina Santer
Russ Boyle	#17 100 Gifford Rd.	Russ Boyle
DEBBIE MITZEL	#40 100 GIFFORD RD	Debbie Mitzel
EVAN MITZEL	#40 100 Gifford Rd.	Evan Mitzel
Gail Slater	#15 100 " "	Gail Slater
W.J. Elsdon	#39 100 Gifford Rd.	Wendy Elsdon
Hilda Brown	#23-100 Gifford Rd. h.	Hilda Brown
Ruth Hester	#28-100 Gifford Rd	Ruth Hester
ELEANOR SHERRED	#43-100 GIFFORD RD.	E. Sherrid

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NAME	ADDRESS	SIGNATURE
Karen Bowen	14-100 Gifford Ave Ladysmith	
Hilda Cook	11-100 Gifford Ave	
Wan K. Weil	12-100 Gifford Ave	
JERRY BOWEN	#14 - 100 GIFFORD RD	
Gary Bowen	16 - 100 Gifford Rd.	
Maureen Hart	#32-100 Gifford Rd	
Marg Mulholland	#41-100 GIFFORD RD	
N. J. Bergerson	# 46 - 100 Gifford	
J. McQuatt	#14 - 207 LIONS WAY	
D. STAVELY	#11 - 207 JAMISON	
CARD W. COOK	#10 207 JAMISON	
Morna Rockingham	# 6 - 207 JAMISON RD	
Barbara Champagne	# 2 - 207 JAMISON RD.	
Ken Champagne	# 2 - 207 JAMISON RD.	
Kim ELLIS	470 BELAIRE ST	
DAN ELLIS	470 BELAIRE ST.	
Katie Saam	470 Belaire St.	
Steven McFadyen	470 Belaire St.	



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	KATHLEEN FIELDING	207 1 <sup>st</sup> JAMESON RD	K. Fielding
	JOHN DUFFUS	#22-206 LIONS WAY	John Duffus
	Yolande Schwabe	#20-206 LIONS WAY	Yolande Schwabe
	Lorne BATTIE	#17 206 LIONS WAY	Lorne Battie

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55	<i>Ray Smith</i>	#84 10985 Westbourne Ladysmith	<i>[Signature]</i>
56	<i>Pat Greenwald</i>	#85 Ladysmith	<i>Patricia Greenwald</i>
57	<i>George Hill</i>	#76 Ladysmith	<i>G Hill</i>
58	<i>Valerie Gibson</i>	#87 Ladysmith	<i>N Gibson</i>
59	<i>Angela MacDonald</i>	#89-10980 Westbourne	<i>[Signature]</i>
60	<i>Stephanie Barron</i>	#77 " "	<i>Barron</i>
61	<i>Victor Holowolenko</i>	#77 " "	<i>[Signature]</i>
62	<i>Judy Hamilton</i>	#82 " "	<i>[Signature]</i>
63	<i>Joyce Godfrey</i>	88 " "	<i>[Signature]</i>
64	<i>Kerri Barbounis</i>	617 Delcourt Ave Ladysmith	<i>KBd</i>
65	<i>Pete Barbounis</i>	" " "	<i>[Signature]</i>
66			
67			
68			
69			
70			
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72			

*Make the Difference*