



TOWN OF LADYSMITH

A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, APRIL 18, 2016

Call to Order and Closed Meeting
5:30 p.m.
Regular Open Meeting
7:00 p.m.

A G E N D A

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

1. CLOSED SESSION

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

- The acquisition, disposition or expropriation of land (s.90(1)(e))
- The provision of a municipal service (s. 90(1)(k))
- Human resources matters (s. 90(1)(a))

2. RISE AND REPORT

REGULAR MEETING (7:00 P.M.)

3. AGENDA APPROVAL

4. MINUTES

4.1. Minutes of the Regular Meeting of Council held April 4, 2016.....1 - 6

5. DELEGATIONS

5.1. Cory Vanderhorst, CPA – MNP (Town Auditors)
Erin Anderson, Director of Financial Services
Presentation of 2015 Audited Financial Statements.....7 - 49

Staff Recommendation:

That Council approve the 2015 Audited Financial Statements.

5.2. Allen Mapstone – JRA & Associates; Nicole Allen – Atana Management
Asset Management Project Progress Report

6. PROCLAMATIONS

- 6.1. Mayor Stone has declared the week of May 15th to 21st, 2016 as **National Public Works Week** in the Town of Ladysmith, in recognition of the importance of public works services to the health, safety and comfort of our community, and of the personnel who staff public works departments.....50
- 6.2. Mayor Stone has proclaimed the month of May 2016 as **Child Find’s Green Ribbon of Hope Month**, and May 25th as **National Missing Children’s Day**, encouraging 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.51

7. DEVELOPMENT APPLICATIONS

- 7.1. **Presentation by the Director of Infrastructure Services: Development Above the Town's Current Water Pressure Zones (130 Metres Elevation) – General Development Considerations**
- 7.2. **Official Community Plan Amendment / Rezoning Application – Holland Creek Development (Glencar Consultants Inc.) – Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156 (Arbutus Hump)..... 52 - 63**

Staff Recommendation:

The recommendation is contained in the Staff Report.

- 7.3. **Official Community Plan Amendment / Rezoning Application – Holland Creek Development (Glencar Consultants Inc.) – Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156 (Zoning Bylaw Amendment)..... 64 - 72**

Staff Recommendation:

The recommendation is contained in the Staff Report.

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

9. REPORTS

- 9.1. **Officers and Delegation of Authority Bylaw 2016, No. 1905..... 73 - 83**

Staff Recommendation:

That Council direct staff to process “Town of Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905” as presented in the staff report from the Director of Corporate Services dated April 6, 2016.

10. BYLAWS

10.1. Town of Ladysmith 2015 Audited Financial Statements Bylaw 2016, No. 191084

The purpose of Bylaw 1910 is to approve the Audited Financial Statements as the Town’s authorized expenditures for 2015.

Staff Recommendation:

That Council give first three readings to Bylaw 1910.

10.2. Town of Ladysmith 2016 to 2020 Financial Plan Bylaw 2016, No. 1908 85 - 89

The purpose of Bylaw 1908 is to adopt a five-year Financial Plan for the Town of Ladysmith, as required by the *Community Charter*.

Staff Recommendation:

That Council give first three readings to Bylaw 1908.

10.3. Town of Ladysmith Tax Rates Bylaw 2016, No. 1909 90 - 91

The purpose of Bylaw 1909 is to set the property tax rates for 2016 in accordance with the 2016 to 2020 Financial Plan.

10.4. Town of Ladysmith Water Parcel Tax Bylaw 2016, No. 1906.....92

The purpose of Bylaw 1906 is to establish a water parcel tax rate for property parcels in the Town of Ladysmith.

Staff Recommendation:

That Council adopt Bylaw 1906.

10.5. Town of Ladysmith Sewer Parcel Tax Bylaw 2016, No. 190793

The purpose of Bylaw 1907 is to establish a sewer parcel tax rate for property parcels in the Town of Ladysmith.

Staff Recommendation:

That Council adopt Bylaw 1907.

11. CORRESPONDENCE

**11.1. Rod Smith, Ladysmith Maritime Society..... 94 - 95
Request to Locate Shipping Container at Machine Shop for Storage**

Staff Recommendation:

That Council:

1. Consider whether it wishes to grant permission for the Ladysmith Maritime Society to locate a shipping container for storage in the vicinity of the Car Shop at the Machine Shop; and
2. Should Council grant permission for the storage container, direct staff to work with the Ladysmith Maritime Society to secure the necessary permits and prepare the site.

12. NEW BUSINESS

13. UNFINISHED BUSINESS

13.1. Eligibility for Gaming Grants – Town of Ladysmith Resolution

Staff Recommendation:

That Council submit the following resolution for consideration by delegates at the Union of British Columbia Municipalities 2016 annual convention, as it did not receive consideration as a late item at the convention of the Association of Vancouver Island and Coastal Communities:

WHEREAS not-for-profit organizations make invaluable contributions to communities throughout British Columbia in the form of community and social services and community recreational infrastructure, and such organizations are not eligible to apply for gaming grants to support capital projects;

AND WHEREAS British Columbia communities which do not host casinos and community gaming centres are unable to benefit from the sharing of revenues from such facilities;

NOW THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities strongly urge the Gaming Policy and Enforcement Branch through the Minister of Finance to reinstate Community Gaming Grant funding for major capital projects initiated by not-for-profit organizations.

13.2. Water Filtration Plant – Grant Application

Staff Recommendation:

That Council

1. Direct staff to apply to the Small Communities Fund Program of the New Building Canada Fund for grant funding of a minimum of two-thirds of the cost of the Water Filtration Plant Project; and
2. Confirm the Town's commitment that up to one-third of funding for this project will come from borrowing, with the debt-servicing to be funded through the approved Water Parcel Tax.

14. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.

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

ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, APRIL 4, 2016
CALL TO ORDER 6:00 P.M. FOR CLOSED SESSION
CALL TO ORDER OF REGULAR OPEN MEETING 7:00 P.M.
COUNCIL CHAMBERS, CITY HALL

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone	Councillor Steve Arnett (entered at 7:34 p.m.)
Councillor Cal Fradin	Councillor Joe Friesenhan
Councillor Rob Hutchins	Councillor Duck Paterson

COUNCIL MEMBERS ABSENT:

Councillor Carol Henderson

STAFF PRESENT:

Ruth Malli	Felicity Adams
Erin Anderson	John Manson
Clayton Postings	Joanna Winter

CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 6:04 p.m. in order to retire immediately into Closed Session.

CLOSED MEETING

CS 2016-121

Moved and seconded:

That Council retire into Closed Session in order to consider the following items in accordance with section 90(1) of the *Community Charter*:

- The acquisition, disposition or expropriation of land
- The provision of a municipal service

Motion carried.

RISE AND REPORT

Council rose from Closed Session at 6:42 p.m. with report on the following item:

- Council accepted with regret the resignation of Pam Fraser from the Advisory Planning Commission, and expressed sincere appreciation to Ms. Fraser for her dedication and service.

REGULAR OPEN MEETING

Mayor Stone called the Regular Open Meeting to order at 7:04 p.m. and recognized the traditional territory of the Stz'uminus First Nation.

AGENDA APPROVAL

CS 2016-122

Moved and seconded:

That Council approve the agenda for the Council meeting of April 4, 2016 as amended by the following addition:

13.2 Transit Report

Motion carried.

MINUTES

CS 2016-123 *Moved and seconded:*
That Council approve the minutes of the Special Meeting of Council held March 14, 2016.
Motion carried.

CS 2016-124 *Moved and seconded:*
That Council approve the minutes of the Special Meeting of Council held March 17, 2016 as amended.
Motion carried.

CS 2016-125 *Moved and seconded:*
That Council approve the minutes of the Regular Meeting of Council held March 21, 2016.
Motion carried.

DELEGATIONS

Joanne Sales, Broombusters Invasive Plant Society

Ms. Sales made a presentation to Council regarding the mission of the Broombusters Society to limit the spread of the invasive Scotch Broom throughout the island, and the role local government can play in support of this mission.

Ms. Sales responded to questions from Council. Council thanked her for her informative presentation.

CS 2016-126 *Moved and seconded:*
That Council direct staff to work with the Broombusters Invasive Plant Society and to encourage community support for initiatives to remove Scotch Broom.
Motion carried.

DEVELOPMENT APPLICATIONS

Development Permit Application – 410 Third Avenue (Forrest) Lot 1, Block 73, District Lot 56, Oyster District, Plan 703A

CS 2016-127 *Moved and seconded:*
That Council approve in principle the following items in Development Permit 3060-14-06:
5(b) Install frosting on all windows (both storeys) and deck panels facing rear parcel line (west elevation). The full window and deck panel shall be frosted.

5(c) Place address numbers for the coach house building such that the address numbers are clearly visible from the street.
Motion carried.

CS 2016-128 *Moved and seconded:*
That Council issue Development Permit 3060-14-06 with the following changes:

- strike the following item from Development Permit 3060-14-06:
5(a) *Modify the second storey deck of the accessory building,*

using panels that match the existing deck railing, such that the useable and accessible deck area is a maximum of 7.5m².

- Renumber 5(b) and (c) as required to permit the issuance of a building permit for the conversion of the second storey of an existing accessory building to a coach house dwelling on Lot 1, Block 73, District Lot 56, Oyster District, Plan 703A (410 Third Avenue).

Motion carried.

OPPOSED:

Mayor Stone and Councillor Fradin.

Development Variance Permit Application – Oyster Cove Road (Lovely) Strata Lot 14, District Lot 56, Oyster District, Strata Plan 2009

Moved and seconded:

CS 2016-129

That Council direct staff to proceed with statutory notice for Development Variance Permit application 3090-16-01 for Strata Lot 14, District Lot 56, Oyster District, Strata Plan 2009 (Lovely).

Motion carried.

Councillor Arnett entered the meeting.

**FINANCIAL PLAN
DELIBERATIONS**

Proposed Property Tax Values for 2016

The Director of Financial Services gave a presentation on the financial plan process and decisions to date, and presented options for establishing property tax rates for 2016.

Members of the public enquired about the process for public input to the Financial Plan, and the rate difference between taxation classes expressed as a percentage and in dollars.

Moved and seconded:

CS 2016-130

That Council

1. Approve the following Option 2 for establishing 2016 property tax rates:
 - Establish property tax rates in accordance with the 2016 budget as approved by Council
 - Maintain the same dollar value as 2015 tax levy for Class 4 – Major Industry
 - Maintain the increase to the property taxes for the Business/Other class at one-half of the increase for the Residential class
2. Direct staff to prepare the 2016 to 2020 Financial Plan Bylaw and 2016 Property Tax Bylaw for consideration at the next Regular Meeting of Council.

Motion carried.

CS 2016-131

Moved and seconded:

That Council direct staff to provide a list of projects carried over from

2015, and the associated operating surplus at the next Regular Meeting of Council.

Motion carried.

COMMITTEE REPORTS

Mayor Stone reported that BC Transit is consulting the public through workshops and an online survey on options for proposed new routes for local transit, including an express route between Ladysmith and Duncan, and a connection between Ladysmith and Vancouver Island University. Mayor Stone congratulated the Ladysmith Chamber of Commerce on organizing the successful 2016 Ladysmith Home and Business Show.

Councillor Paterson reported that the Heritage Revitalization Advisory Commission is developing plans to enhance Heritage Week activities and increase community participation.

Councillor Arnett reported that he had taken part in the community Clean-up Day organized by the Ladysmith Sportsmen's Club.

Moved and seconded:

That Council send a letter of thanks and appreciation to the Ladysmith Sportsmen's Club for their commitment to the community and for organizing a successful Community Clean-up Day.

Motion carried.

BYLAWS

Town of Ladysmith Water Parcel Tax Bylaw 2016, No. 1906

Moved and seconded:

CS 2016-132

That Council read Town of Ladysmith Water Parcel Tax Bylaw 2016, No.1906 a first, second and third time.

Motion carried.

Town of Ladysmith Sewer Parcel Tax Bylaw 2016, No. 1907

Moved and seconded:

CS 2016-133

That Council read Town of Ladysmith Water Parcel Tax Bylaw 2016, No. 1907 a first, second and third time.

Motion carried.

CORRESPONDENCE

John Elzinga, Cowichan Valley Regional District

Moved and seconded:

CS 2016-134

That Council receive for information the correspondence and staff report from John Elzinga, General Manager of Community Services at the Cowichan Valley Regional District, entitled "Regional Recreation Next Steps".

Motion carried.

NEW BUSINESS

Project Funding Partnership for Nutsumaas Syaas Project at Ladysmith Secondary School (Councillor Paterson)

Moved and seconded:

That Council:

CS 2016-135

1. Advise the Nutsumaat Syaays group that it supports a proposed partnership between the Town of Ladysmith and the Nutsumaat Syaays group for the sole purpose of securing funding through the Farm Credit Corporation AgriSpirit Fund to install a Coast Salish Welcoming Figure at Ladysmith Secondary School; and
2. Direct staff to work with the proponents to establish the details of this arrangement.

Motion carried.

Report on Transit Services in Ladysmith

Moved and seconded:

CS 2016-136

That Council request representatives from the Cowichan Valley Regional District to attend a Council meeting and provide a report on transit service in Ladysmith and results of the recent consultation on proposed route changes.

Motion carried.

UNFINISHED BUSINESS

Resolution for Association of Vancouver Island and Coastal Communities – Eligibility for Gaming Grants

CS 2016-137

Moved and seconded:

That Council endorse the following resolution for consideration at the AVICC 2016 Convention:

WHEREAS not-for-profit organizations make invaluable contributions to communities throughout British Columbia in the form of community and social services and community recreational infrastructure, and such organizations are not eligible to apply for gaming grants to support capital projects;

AND WHEREAS British Columbia communities which do not host casinos and community gaming centres are unable to benefit from the sharing of revenues from such facilities;

NOW THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities strongly urge the Gaming Policy and Enforcement Branch through the Minister of Finance to reinstate Community Gaming Grant funding for major capital projects initiated by not-for-profit organizations.

Motion carried.

QUESTION PERIOD

Members of the public enquired about Heritage Week, recruiting for membership on Town Commissions and the Canada 150 Committee, policy for rising and reporting on *in camera* items, the Island corridor Foundation, fire service revenues from areas G and H of the Cowichan Valley Regional District and bylaw compliance and the proposed date to begin live streaming of Council meetings.

ADJOURNMENT

CS 2016-138

Moved and seconded:

That this meeting of Council adjourn at 8:34 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Deputy Corporate Officer (J. Winter)

Subject to Adoption

TOWN OF LADYSMITH
CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2015

AUDITED

DRAFT



DRAFT

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DECEMBER 31, 2015

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LADYSMITH

DRAFT

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.

Ruth Malli, CPA, CGA
Chief Administration Officer

DRAFT

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
Financial Assets		
Cash and short term deposits (Note 3)	\$ 13,653,298	\$ 12,790,890
Accounts receivable (Note 4)	2,934,237	4,175,786
	<u>16,587,535</u>	<u>16,966,676</u>
Liabilities		
Accounts payable and accrued liabilities (Note 5)	2,030,493	1,734,074
Post-employment benefits (Note 6)	268,000	276,300
Deferred revenue (Note 7)	368,849	311,057
Refundable deposits and other (Note 8)	391,720	333,530
Restricted reserves - other (Note 9)	490,270	480,150
Development cost charge reserve (Note 9)	1,769,872	1,477,171
Federal gas tax reserve (Note 11)	1,060,650	976,699
Obligations under capital lease (Note 12 & Schedule I)	445,707	558,406
Equipment Financing (Note 13)	42,952	-
Short term financing (Note 14 & Schedule II)	4,920,000	-
Debenture debt (Note 15 & Schedule III)	2,976,232	3,231,518
	<u>14,764,745</u>	<u>9,378,905</u>
Net Financial Assets	<u>1,822,790</u>	<u>7,587,771</u>
Non-Financial Assets		
Tangible Capital Assets (Schedule X)	89,175,441	80,163,584
Prepays	107,343	101,293
Inventory	74,792	74,824
	<u>89,357,576</u>	<u>80,339,701</u>
Accumulated Surplus (Note 20)	<u>\$ 91,180,366</u>	<u>\$ 87,927,472</u>

Commitments and Contingencies (Note 16)

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2015

	<u>2015</u>	<u>Budget 2015</u> (Note 21)	<u>2014</u>
Revenue			
Taxes - (Schedule IV)	\$ 9,164,130	\$ 9,162,471	\$ 8,619,254
Fees and charges			
General (Schedule V)	1,894,740	1,758,454	1,735,798
Sewer (Schedule V)	791,347	767,278	741,877
Water (Schedule V)	713,268	765,290	713,777
Investment Income	132,452	105,000	130,693
Penalty and interest on tax	123,546	123,000	123,986
Grants (Schedule VIII)	2,534,795	4,330,519	3,504,463
Donations and contributed tangible capital assets	241,914	128,700	143,043
Gain on foreign exchange	131,994	-	95,762
Gain (loss) on disposal of tangible capital assets	164,961	-	(35,830)
Municipal Finance Authority refunds	47,299	-	-
Development fees	108,075	108,075	111,625
Local area improvements	-	-	8,922
Gas tax funds utilized	299,363	755,400	261,684
	<u>16,347,884</u>	<u>18,004,187</u>	<u>16,155,054</u>
Expenses			
General government services	2,270,072	2,361,001	2,240,654
Protective services	1,901,564	1,985,484	1,805,295
Transportation services	1,971,138	2,334,276	2,172,972
Garbage services	485,293	553,020	454,278
Cemetery services	21,492	30,072	23,999
Development services	516,386	691,077	560,900
Recreation and cultural services	2,387,738	2,527,052	2,342,825
Parks operation services	894,327	903,188	836,094
Sewer	1,274,354	1,664,386	1,074,454
Water	1,372,626	1,246,229	975,569
	<u>13,094,990</u>	<u>14,295,785</u>	<u>12,487,040</u>
Annual Surplus	3,252,894	3,708,402	3,668,014
Accumulated Surplus, beginning of year	<u>87,927,472</u>	<u>87,927,472</u>	<u>84,259,458</u>
Accumulated Surplus - end of year	<u>\$ 91,180,366</u>	<u>\$ 91,635,874</u>	<u>\$ 87,927,472</u>

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF CASH FLOWS
AS AT DECEMBER 31, 2015

	<u>2015</u>	<u>2014</u>
Operating Transactions		
Annual Surplus	\$ 3,252,894	\$ 3,668,014
Less non-cash items included in surplus:		
Amortization	2,512,157	2,436,048
Loss (gain) on disposal of tangible capital assets	(164,961)	35,830
Actuarial adjustments on debenture debt	(88,962)	(78,504)
Contributed tangible capital assets	<u>(127,251)</u>	<u>(110,215)</u>
	5,383,877	5,951,173
Accounts receivable	1,241,549	(1,275,040)
Prepaid expenses	(6,050)	17,356
Inventory	32	9,251
Accounts payable and accrued liabilities	296,420	171,550
Post employment benefits	(8,300)	50,400
Deferred revenues	57,792	81,817
Refundable deposits and other	58,190	(62,712)
Restricted reserves	10,120	5,937
Development cost charge reserve	292,701	(40,519)
Gas tax reserve	<u>83,951</u>	<u>121,711</u>
Cash provided by operating transactions	<u>7,410,282</u>	<u>5,030,925</u>
Capital Transactions		
Proceeds on sale of tangible capital assets	166,975	6,426
Cash used to acquire tangible capital assets	<u>(11,398,779)</u>	<u>(4,606,232)</u>
	<u>(11,231,804)</u>	<u>(4,599,806)</u>
Financing		
Proceeds of short-term financing	4,920,000	-
Repayment of long-term debt and capital leases	<u>(236,071)</u>	<u>(231,251)</u>
Net (Decrease) Increase in cash from financing	<u>4,683,929</u>	<u>(231,251)</u>
Increase in Cash and Short Term Deposits	862,407	199,868
Cash and Short Term Deposits - Beginning of Year	12,790,890	12,591,022
Cash and Short Term Deposits - End of Year	<u>\$ 13,653,298</u>	<u>\$ 12,790,890</u>

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
AS AT DECEMBER 31, 2015

	<u>2015</u>	Budget <u>2015</u> (Note 21)	<u>2014</u>
Annual Surplus	\$ 3,252,894	\$ 3,708,402	\$ 3,668,014
Acquisition of tangible capital assets	(11,526,030)	(16,657,483)	(4,764,215)
Amortization of tangible capital assets	2,512,157	2,485,372	2,436,048
Loss (gain) on sale of tangible capital assets	(164,961)	-	35,830
Proceeds from sale of tangible capital assets	166,975	-	6,429
Decrease (Increase) in inventories	32	-	9,251
Decrease (Increase) in prepaids	(6,050)	-	17,356
Change in Net Financial Assets	<u>(5,764,982)</u>	<u>(10,463,709)</u>	<u>1,408,713</u>
Net Financial Assets, beginning of year	<u>7,587,771</u>		<u>6,179,058</u>
Net Financial Assets, end of year	<u>\$ 1,822,790</u>		<u>\$ 7,587,771</u>

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

1. General

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

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

2. Significant Accounting Policies

(a) Basis of Presentation

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

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

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

General Revenue Fund
Water Revenue Fund
Sewer Revenue Fund
Reserve Fund

General Capital Fund
Water Capital Fund
Sewer Capital Fund

(b) Reporting Entity

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

These notes form an integral part of these financial statements.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

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.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

2. Significant Accounting Policies (continued)

(e) Restricted Reserves and Deferred Revenues

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

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

(f) Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expense during the reporting period. Significant areas requiring the use of management estimates relate to the collectability of accounts receivable, accrued liabilities, post-employment benefits, provisions for contingencies and amortization rates, useful lives and salvage values for determining tangible capital asset values. Actual results could differ from those estimates. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Town is responsible for. Adjustments, if any, will be reflected in operations in the period of settlement.

(g) Leases

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

Rental payments under operating leases are expensed as incurred.

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

(h) Revenue Recognition

Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Fees and charges revenue are recognized when the services are rendered. Investment income is accrued as earned. Gain on foreign exchange has been recognized in the Statement of Operations using the exchange rate in effect on December 31, 2015.

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

These notes form an integral part of these financial statements.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

2. Significant Accounting Policies (continued)

The Town recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. Grants and donations are recognized in the financial statements in the period which the events giving rise to the transfer occur, eligibility criteria are met, and reasonable estimates of the amount can be made. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability (deferred revenue). In such circumstances, the Town recognizes the revenue as the liability is settled.

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

(i) Non-financial Assets

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

(j) Inventory

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

(k) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town of Ladysmith is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2015.

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.

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, 2015

2. Significant Accounting Policies (continued)

(I) Recent Accounting Pronouncements

PS 2200 Related Party Disclosures

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

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

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

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

PS 3210 Assets

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

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

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

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

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

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

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

These notes form an integral part of these financial statements.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

2. Significant Accounting Policies (continued)

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

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

PS 3320 Contingent Assets

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

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

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

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

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

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

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

PS 3380 Contractual Rights

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

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

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

These notes form an integral part of these financial statements.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

2. Significant Accounting Policies (continued)

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

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

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

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

PS 3430 Restructuring Transactions

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

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

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

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

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

Restructuring-related costs are recognized as expenses when incurred.

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

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

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

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

These notes form an integral part of these financial statements.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

3. Cash and Short Term Deposits

Cash and short term deposits were comprised as follows:

	<u>2015</u>	<u>2014</u>
Cash	\$ 12,886,680	\$ 12,030,766
Short term deposits	766,618	760,124
	<u>\$ 13,653,298</u>	<u>\$ 12,790,890</u>

Included in Cash is a deposit of \$1,157,870 (the equivalent of \$852,854 US Funds based on the exchange rate at the Ladysmith and District Credit Union on December 31, 2015). 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>2015</u>	<u>2014</u>
Restricted reserves - other	\$ 490,270	\$ 480,150
Federal gas tax reserve	1,060,650	976,699
Development cost charges reserve	1,769,872	1,477,171
	<u>\$ 3,320,793</u>	<u>\$ 2,934,020</u>

4. Accounts Receivable

	<u>2015</u>	<u>2014</u>
Property taxes	\$ 1,243,983	\$ 1,277,401
Other government	1,031,001	2,258,560
User fees and other	631,823	615,204
Developer receivables	16,253	16,253
Employee receivables	11,177	8,369
	<u>\$ 2,934,237</u>	<u>\$ 4,175,786</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, 2015

5. Accounts Payable and Accrued Liabilities

	<u>2015</u>	<u>2014</u>
General	\$ 1,007,433	\$ 1,284,364
Other governments	1,151	1,039
Salaries and wages	194,764	188,300
Contractor holdbacks	786,222	219,448
Accrued interest	40,923	40,923
	<u>\$ 2,030,493</u>	<u>\$ 1,734,074</u>

6. Post-Employment Benefits

The Town provides compensated absences to its employees to a maximum of 120 days. The Town also allows employees to defer unused vacation without any maximum. Any deferred vacation time remaining at retirement or termination is paid out at that time. The amount recorded for these benefits is based on an actuarial evaluation done by an independent firm using a projected benefit actuarial valuation method prorated on services. The last actuarial valuation was calculated at August 31, 2014 and has been extrapolated to December 31, 2015. The change in the liability in the financial statements in respect of obligations under the plan amounts to \$8,300. (\$50,400 - 2014).

The accrued post-employment benefits are as follows:

	<u>2015</u>	<u>2014</u>
Balance, beginning of year	\$ 276,300	\$ 225,900
Current service costs	30,400	29,200
Benefits paid	(32,700)	(13,700)
Actuarial (gain)/loss	(6,000)	34,900
Balance, end of year	<u>\$ 268,000</u>	<u>\$ 276,300</u>

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

	<u>2015</u>	<u>2014</u>
Discount Rate	3.10%	3.10%
Expected Inflation Rate and Wage & Salary Increases	2.50%	2.50%

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, 2015

7. Deferred Revenue

	<u>2015</u>	<u>2014</u>
Licence fees & charges	\$ 6,133	\$ 5,961
Rental payments	589	37,957
Prepaid property tax	243,115	163,609
Subdivision tree prepayment	45,604	35,105
Recreation prepayment	32,399	26,928
Utilities	26,249	26,102
Other	14,759	15,396
	<u>\$ 368,849</u>	<u>\$ 311,057</u>

8. Refundable Deposits and Other

	<u>2015</u>	<u>2014</u>
Developer performance deposits	\$ 212,120	\$ 159,780
Damage deposits	179,400	173,550
Other	200	200
	<u>\$ 391,720</u>	<u>\$ 333,530</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, 2015

9. Restricted Reserves and Development Cost Charges Reserve

Restricted reserves include Development Cost Charges (DCC's) which are charged to developers and utilized for infrastructure development. There are two reserves, LRC Capital and B&G Capital for the replacement of specific building components located at 630 2nd Avenue and 220 High Street.

Description	Balance Dec. 31, 2014	Interest	Contributions	Expenditures	Balance Dec. 31, 2015
DCC - Water	\$ 258,136	\$ 3,134	\$ 141,386	\$ -	\$ 402,656
DCC - Parks	270,463	2,682	45,360	-	318,504
DCC - Roads	431,985	3,923	96,180	(108,075)	424,013
DCC - Sewer	176,721	1,826	95,377	-	273,925
DCC - Storm	339,867	3,287	7,620	-	350,774
	<u>1,477,171</u>	<u>14,853</u>	<u>385,924</u>	<u>(108,075)</u>	<u>1,769,872</u>
Parking	72,304	694	-	-	72,998
Green Streets	1,427	14	-	-	1,441
Amphitheatre	14,725	146	1,200	-	16,071
LRC - Capital	369,197	283	2,480	-	371,960
B&G - Capital	22,497	240	5,064	-	27,801
	<u>480,150</u>	<u>1,377</u>	<u>8,744</u>	<u>-</u>	<u>490,270</u>
TOTAL	<u>\$ 1,957,321</u>	<u>\$ 16,229</u>	<u>\$ 394,667</u>	<u>\$ (108,075)</u>	<u>\$ 2,260,142</u>

10. Financial Instruments

The Town as part of its operations carries a number of financial instruments. It is management's opinion the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments, except as otherwise disclosed. The Town is exposed to currency risk on its US dollar bank account, as described in Note 3. Unless otherwise noted, the fair value of these financial instruments approximates their carrying values.

These notes form an integral part of these financial statements.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

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.

	2015	2014
Opening balance of unspent funds	\$ 976,699	\$ 854,988
Add: Amounts received during the year	374,048	374,048
Interest earned	9,265	9,347
Less: Gas tax funds utilized	(299,363)	(261,684)
Closing balance of unspent funds	<u>\$ 1,060,650</u>	<u>\$ 976,699</u>

12. Obligations under Capital Lease

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

2016	\$ 61,317
2017	48,872
2018	332,139
2019	3,379
2020	-
Thereafter	-

Debt interest, less actuarial adjustments in the consolidated statement of financial activities, is calculated as \$8,673 (\$10,812 - 2014).

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, 2015

12. Obligations under Capital Lease (continued)

The Town has entered into capital leases for the following purchases:

- 1) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on August 2011 for the purchase of a Photocopier. The remaining obligation will be repaid with monthly lease payments in the amount of \$329 including interest at 1.70% per annum. The balance of the capital lease at December 31, 2015, which is included in obligation under capital leases, is \$2,416. Lease to expire July 2016. (\$6,559 - 2014)
- 2) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on April 2012 for the purchase of a 4X4 fire truck. The remaining obligation will be repaid with monthly lease payments in the amount of \$1,381 including interest at 1.70% per annum. The balance of the capital lease at December 31, 2015, which is included in obligation under capital leases, is \$24,752. Lease to expire May 2017. (\$41,870 - 2014)
- 3) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on June 2012 for the purchase of a photocopier. The remaining obligation will be repaid with monthly lease payments in the amount of \$111 including interest at 1.70% per annum. The balance of the capital lease at December 31, 2015, which is included in obligation under capital leases, is \$2,212. Lease to expire July 2017. (\$3,587 - 2014)
- 4) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on March 28, 2013 for the purchase of a fire truck. The remaining obligation will be repaid with monthly lease payments in the amount of \$2,718 including interest at 1.70% per annum. The balance of the capital lease at December 31, 2015, which is included in obligation under capital leases, is \$378,241. Lease to expire March 2018. (\$406,075 - 2014)
- 5) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on February 2, 2014 for the purchase of a photocopier. The remaining obligation will be repaid with monthly lease payments in the amount of \$147 including interest at 1.70% per annum. The balance of the capital lease at December 31, 2015, which is included in obligation under capital leases, is \$5,781. Lease to expire February 2019. (\$7,546 - 2014)
- 6) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on April 25, 2014 for the purchase of fitness equipment. The remaining obligation will be repaid with monthly lease payments in the amount of \$782 including interest at 1.70% per annum. The balance of the capital lease at December 31, 2015, which is included in obligation under capital leases, is \$32,305. Lease to expire April 2019. (\$41,678 - 2014)

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, 2015

13. Equipment Financing

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

The future minimum principal payments are:

2016	\$	8,769
2017		8,889
2018		9,015
2019		9,143
2020		7,136
Thereafter		-

14. Short-Term Debt

The Town executed short term borrowing of \$4,000,000 to construct the upgrade of the Waste Water Treatment Plant. An additional \$3,000,000 was executed in 2016.

The Town also executed short term borrowing of \$920,000 to purchase the properties at 12, 20, and 26 Buller Street and 721 First Avenue.

Principal Payments payable over the next five years:

	2016	2017	2018	2019	2020
Waste Water Treatment Plant	\$4,000,000	-	-	-	-
Buller Street Properties	-	-	-	-	\$ 920,000

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, 2015

15. Debenture Debt

The total long term debt issued and outstanding as at December 31, 2015 was \$2,976,232 (\$3,231,518 as at December 31, 2014). There is an additional \$10 million dollars authorized to fund the upgrade of the Waste Water Treatment Plant.

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

Principal repayments

	2016	2017	2018	2019	2020	Thereafter
General	\$ 66,033	\$ 66,033	\$ 66,033	\$ 66,033	\$ 66,033	\$ 726,362
Water	24,012	24,012	24,012	24,012	24,012	408,204
Sewer	-	-	-	-	-	-
	<u>\$ 90,045</u>	<u>\$ 90,045</u>	<u>\$ 90,045</u>	<u>\$ 90,045</u>	<u>\$ 90,045</u>	<u>\$ 1,134,566</u>

Actuarial sinking fund earnings

	2016	2017	2018	2019	2020	Thereafter
General	\$ 27,953	\$ 31,712	\$ 35,622	\$ 39,688	\$ 43,917	\$ 815,770
Water	2,998	4,078	5,202	6,371	7,586	370,544
Sewer	-	-	-	-	-	-
	<u>\$ 30,951</u>	<u>\$ 35,790</u>	<u>\$ 40,824</u>	<u>\$ 46,059</u>	<u>\$ 51,503</u>	<u>\$ 1,186,314</u>
	<u>\$120,996</u>	<u>\$125,835</u>	<u>\$130,869</u>	<u>\$136,104</u>	<u>\$141,548</u>	<u>\$2,320,880</u>

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

	Interest	Actuarial Adjustment	2015 Net	2014 Net
General - Interest	\$ 219,463	\$ 83,177	\$ 136,286	\$ 145,380
Water - Interest	34,000	1,959	32,041	33,040
Sewer - Interest	725	3,826	(3,101)	(1,263)
	<u>\$ 254,188</u>	<u>\$ 88,962</u>	<u>\$ 165,226</u>	<u>\$ 177,156</u>

16. Commitments and Contingencies

(a) Contingent Liabilities

- i) The Town, as a member of the Cowichan Valley Regional District, is jointly and severally liable for operational deficits or long term debt related to functions in which it participates.
- ii) The loan agreements with the Municipal Finance Authority provide that if the Authority does not have sufficient funds to meet payments on its obligations it shall make payments from the Debt Reserve Fund which in turn is established by a similar Debt Reserve Fund in the Town and all other borrowing participants. If the Debt Reserve Fund is deficient the Authority's obligations become a liability of the regional district and may become a liability of the participating municipalities.
- iii) Various claims have been made against the Town as at December 31, 2015 for incidents which arose in the ordinary course of operations. In the opinion of management and legal counsel, the

These notes form an integral part of these financial statements.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

16. Commitments and Contingencies (Continued)

outcomes of the lawsuits, now pending, are not determinable. As the outcomes are not determinable at this time, no amount has been accrued in the financial statements. Should any loss result from the resolution of these claims, such loss will be charged to operations in the year of resolution.

(b) Pension Liability

The employer and its employees contribute to the Municipal Pension Plan (a jointly trusted 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, 2014, the Plan has about 185,000 active members and approximately 80,000 retired members. Active members include approximately 37,000 contributors from local governments.

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

The most recent valuation for the Municipal Pension Plan as of December 31, 2012, indicated a \$1.37 billion funding deficit for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2015, with results available in 2016.

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.

The Town of Ladysmith paid \$430,067 (2014 - \$408,683) for employer contributions to the Plan in fiscal 2015.

(c) Reciprocal Insurance Exchange Agreement

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

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, 2015

17. Significant Taxpayers

The Town is reliant upon 10 taxpayers for approximately 20.72% (21.19% - 2014) of the total property tax revenue which includes Western Forest Products at approximately 12.6% (13.1% - 2014) of the total property tax revenue.

18. Funds Held in Trust

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

	2015	2014
Assets		
Cash and short term investment	\$ 147,252	\$ 143,932
Equity		
Opening balance	\$ 143,932	\$ 141,707
Interest	1,474	1,583
Transfer interest to fund cemetery costs	(1,474)	(1,583)
Contributions	3,320	2,225
Balance, end of year	\$ 147,252	\$ 143,932

19. Comparative Figures

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

These notes form an integral part of these financial statements.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

20. Accumulated Surplus

The Town segregates its accumulated surplus in the following categories:

	2015	2014 (Restated)
Unappropriated equity	\$ 3,733,297	\$ 3,301,039
Appropriated equity (Schedule VI)	5,612,326	7,307,629
	9,345,623	10,608,668
 Capital Funds		
General capital fund	127,404	113,288
Sewer capital fund	17,419	834
Water capital fund	612,520	595,935
	757,344	710,057
 Reserve Funds		
Reserve funds (Schedule VI)	286,847	235,633
Equity in Tangible Capital Assets	80,790,552	76,373,114
Total Accumulated Surplus	\$ 91,180,366	\$ 87,927,472

21. Annual Budget

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on May 11, 2015.

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

The following shows how these amounts were combined:

Financial Plan Balance for the year	\$ -
Add back:	
Amortization	(2,485,372)
Proceeds from new debt	(9,800,000)
Transfers to/from own funds	(1,140,829)
Less:	
Principal payments on debt	477,120
Capital expenditures per budget	17,448,403
Capital Expenditures expensed according to Tangible Capital Asset Policy	(790,920)
Adjusted Annual Surplus	\$ 3,708,402

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, 2015

22. DL 2016 Holdings Corporation (“DL 2016”)

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

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

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

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

23. Segmented Information

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

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2015

23. Segmented Information (Continued)

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

Transportation, Garbage and Cemetery

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

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

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

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

Development

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

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

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, 2015

23. Segmented Information (Continued)

Recreation and Culture

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

Parks

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

Water

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

Sewer

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

24. Subsequent Events

Subsequent to year end, the Town borrowed an additional \$3,000,000 for a total of \$7,000,000 of the approved \$10,000,000 loan through the Municipal Finance Authority for the construction of the third phase of the wastewater treatment plant.

25. Changes in Accounting Policies

PS 3260 Liabilities for Contaminated Sites

Effective January 1, 2015, the Town of Ladysmith adopted the recommendations in PS 3260 Liabilities for Contaminated Sites, as set out in the Canadian public sector accounting standards. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

Previously, no accounting policy existed to account for a liability for contaminated sites. Under the new recommendations, the Town of Ladysmith is required to recognize a liability for contaminated sites when economic benefits will be given up, as described in Note 2 (k), Significant Accounting Policies.

There was no effect on the Town's financial statements from adopting the above-noted change in accounting policy.

These notes form an integral part of these financial statements.

TOWN OF LADYSMITH
SCHEDULE OF OBLIGATIONS UNDER CAPITAL LEASES
FOR THE YEAR ENDED DECEMBER 31, 2015

SCHEDULE I

	<u>Term</u>	<u>Original Amount</u>	<u>Balance Dec 31, 2014</u>	<u>Principal Payments</u>	<u>Net Interest ⁽¹⁾</u>	<u>Balance Dec 31, 2015</u>	<u>Interest Rate</u>
Spartan Fire Truck	2010-15	\$ 312,258	\$ 51,091	\$ 51,091	\$ 618	\$ -	1.70%
City Hall Copier	2011-16	19,780	6,559	4,143	79	\$ 2,416	1.70%
Fire Bush Truck	2012-17	83,652	41,870	17,118	575	\$ 24,752	1.70%
Spartan Fire Truck	2013-18	452,066	406,075	27,834	6,608	\$ 378,241	1.70%
P.W. Copier	2012-17	6,748	3,587	1,375	50	\$ 2,212	1.70%
Ricoh Copier - FJCC	2014-19	8,967	7,546	1,765	113	\$ 5,781	1.70%
Fitness Equip - FJCC	2014-19	47,765	41,678	9,373	630	\$ 32,305	1.70%
		<u>\$ 931,236</u>	<u>\$ 558,406</u>	<u>\$ 112,698</u>	<u>\$ 8,673</u>	<u>\$ 445,707</u>	

⁽¹⁾ Interest, net of actuarial adjustments

TOWN OF LADYSMITH
SCHEDULE OF SHORT TERM DEBT
FOR THE YEAR ENDED DECEMBER 31, 2015

SCHEDULE II

	<u>Term</u>	<u>Original Amount</u>	<u>Balance Dec 31, 2014</u>	<u>Principal Payments</u>	<u>Net Interest ⁽¹⁾</u>	<u>Balance Dec 31, 2015</u>	<u>Interest Rate</u>
<u>General Capital Fund</u>							
2015 Buller Street Properties	5 years	\$ 920,000	\$ -	\$ -	\$ 5,318	\$ 920,000	1.30%
<u>Sewer Capital Fund</u>							
2015 Waste Water Treatment Plant	5 years	4,000,000	-	-	22,564	4,000,000	1.30%
		<u>\$ 4,920,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 27,881</u>	<u>\$ 4,920,000</u>	

⁽¹⁾ Interest, net of actuarial adjustments

TOWN OF LADYSMITH
SCHEDULE OF DEBENTURE DEBT
FOR THE YEAR ENDED DECEMBER 31, 2015

SCHEDULE III

	<u>Issue #</u>	<u>Term</u>	<u>Original Amount</u>	<u>Balance Dec 31, 2014</u>	<u>Principal Payments</u>	<u>Net Interest ⁽¹⁾</u>	<u>Balance Dec 31, 2015</u>	<u>Interest Rate</u>
<u>General Capital Fund</u>								
2000 First Avenue	73	2000-15	\$ 1,438,000	\$ 130,462	\$ 130,462	\$ 32,474	\$ -	6.35%
2006 RCMP Building	97	2006-31	2,750,000	2,141,558	90,371	103,812	2,051,187	4.66%
<u>Water Capital Fund</u>								
2012 Water Improvements	118	2012-37	1,000,000	951,016	25,971	32,041	925,044	3.40%
<u>Sewer Capital Fund</u>								
2000 Sewer Improvements	72	2000-15	93,500	8,483	8,483	(3,101)	-	6.45%
			<u>\$ 5,281,500</u>	<u>\$ 3,231,518</u>	<u>\$ 255,287</u>	<u>\$ 165,226</u>	<u>\$ 2,976,232</u>	

⁽¹⁾ Interest, net of actuarial adjustments

TOWN OF LADYSMITH
SCHEDULE OF TAX REVENUES
FOR THE YEAR ENDED DECEMBER 31, 2015

SCHEDULE IV

	<u>Actuals 2015</u>	<u>Budget 2015</u>	<u>Actuals 2014</u>
General Taxes			
General municipal purposes	\$ 7,456,243	\$ 7,458,863	\$ 7,022,129
Grants in lieu and 1% utility tax	165,762	164,115	165,983
Water and sewer parcel tax	1,542,125	1,539,493	1,431,141
	<u>\$ 9,164,130</u>	<u>\$ 9,162,471</u>	<u>\$ 8,619,254</u>
 Collections for other governments:			
School district	\$ 2,993,017	\$ 2,990,048	\$ 3,028,714
Regional hospital district	694,246	693,237	642,775
Regional district	1,139,643	1,138,082	1,018,087
BCAA and MFA	82,205	82,122	85,103
Library	340,973	341,052	328,044
	<u>\$ 5,250,083</u>	<u>\$ 5,244,541</u>	<u>\$ 5,102,722</u>
 Less:			
Transmission of taxes levied for other agencies:			
School district	\$ 2,993,017	\$ 2,990,048	\$ 3,028,714
Regional hospital district	694,246	693,237	642,775
Regional district	1,139,643	1,138,082	1,018,087
BCAA and MFA	82,205	82,122	85,103
Library	340,973	341,052	328,044
	<u>\$ 5,250,083</u>	<u>\$ 5,244,541</u>	<u>\$ 5,102,722</u>
 Net Taxation	 <u>\$ 9,164,130</u>	 <u>\$ 9,162,471</u>	 <u>\$ 8,619,254</u>



TOWN OF LADYSMITH
SCHEDULE OF FEES & CHARGES
FOR THE YEAR ENDED DECEMBER 31, 2015

SCHEDULE V

	Actuals 2015	Budget 2015	Actuals 2014
Licences and fines	\$ 85,957	\$ 79,650	\$ 81,540
Garbage services	638,647	621,750	595,863
General government services	110,514	77,773	124,753
Cemetery services	33,095	30,072	27,630
Recreation services	674,765	632,242	599,304
Permits and Fees	116,344	78,900	72,197
Protective Services	235,418	238,067	234,511
Water Utility Fees	713,268	765,290	713,777
Sewer Utility Fees	791,347	767,278	741,877
	<u>\$ 3,399,355</u>	<u>\$ 3,291,022</u>	<u>\$ 3,191,452</u>

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TOWN OF LADYSMITH
CONTINUITY SCHEDULE OF RESERVES & APPROPRIATED EQUITY
FOR THE YEAR ENDED DECEMBER 31, 2015

SCHEDULE VI

(Unaudited)

Restated

	Balance Dec. 31, 2014	Interest Allocated	Contributions	Funding	Balance Dec. 31, 2015
RESERVES					
Tax Sale	\$ 25,430	\$ 264	\$ -	\$ -	\$ 25,694
Perpetual Safety Fund	12,654	132	-	-	12,786
Sale Real Property	-	-	-	-	-
Municipal Office Building	115,000	-	60,000	-	175,000
Amenity Funds	82,549	818	-	10,000	73,367
TOTAL RESERVES	\$ 235,633	\$ 1,214	\$ 60,000	\$ 10,000	\$ 286,847
APPROPRIATED EQUITY - OPERATIONS					
General Operating Fund					
Future Projects	1,135,134	-	691,679	270,964	1,555,849
Equipment	788,967	-	328,070	153,683	963,354
Land & Building	71,235	-	157,360	14,200	214,395
Tax Contingency	107,986	-	-	100,000	7,986
Snow & Ice Removal	30,000	-	-	-	30,000
Infrastructure Deficit	140,140	-	178,039	-	318,179
Multi-Materials BC Rebate	60,800	-	89,040	3,127	146,713
	<u>2,334,262</u>	<u>-</u>	<u>1,444,188</u>	<u>541,974</u>	<u>3,236,476</u>
Water Operating Fund					
Capital Expenditures	778,003	-	151,450	125,545	803,908
MFA Surplus Refunds	524,076	-	-	-	524,076
Total Water Operating Fund	<u>1,302,079</u>	<u>-</u>	<u>151,450</u>	<u>125,545</u>	<u>1,327,984</u>
Sewer Operating Fund					
Capital Expenditures	3,064,935	-	784,996	3,414,009	435,922
MFA Surplus Refunds	606,353	-	5,591	-	611,944
Total Sewer Operating Fund	<u>3,671,288</u>	<u>-</u>	<u>790,587</u>	<u>3,414,009</u>	<u>1,047,866</u>
TOTAL APPROPRIATED EQUITY	\$ 7,307,629	\$ -	\$ 2,386,225	\$ 4,081,528	\$ 5,612,326
TOTAL RESERVES AND APPROPRIATED EQUITY	\$ 7,543,262	\$ 1,214	\$ 2,446,225	\$ 4,091,528	\$ 5,899,173

TOWN OF LADYSMITH
SCHEDULE OF RESTRICTED RESERVES, RESERVES & EQUITY BY FUND
FOR THE YEAR ENDED DECEMBER 31, 2015

SCHEDULE VII

(Unaudited)

	Restricted Reserves	Allocated Reserves	Appropriated Equity	Unappropriated Equity	Capital Funds Equity	Total
General operating fund	\$ -	\$ -	\$ 3,236,476	\$ 875,140	\$ -	\$ 4,111,616
Water operating fund	-	-	1,327,984	511,306	-	1,839,290
Sewer operating fund	-	-	1,047,866	2,346,851	-	3,394,717
Reserve fund	490,270	286,847	-	-	-	777,118
General capital fund	-	-	-	-	127,404	127,404
Water capital fund	-	-	-	-	612,520	612,520
Sewer capital fund	-	-	-	-	17,419	17,419
Total	\$ 490,270	286,847	\$ 5,612,326	\$ 3,733,297	\$ 757,344	\$ 10,880,085

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TOWN OF LADYSMITH
SCHEDULE OF GRANT REVENUE
FOR THE YEAR ENDED DECEMBER 31, 2015

SCHEDULE VIII

	<u>Actuals 2015</u>	<u>Budget 2015</u>	<u>Actuals 2014</u>
Operating Grants			
Traffic Fines Revenue	\$ 54,572	\$ 43,000	\$ 31,650
Small Communities	472,265	450,000	295,191
CVRD Recreation	126,890	125,545	125,545
Other	31,728	11,865	16,138
	<u>685,455</u>	<u>630,410</u>	<u>468,524</u>
Capital Grants			
Composting Facility	\$ -	\$ 500,000	\$ -
Energy and Facility Assessment	-	10,000	-
Frank Jameson Energy Upgrades	-	-	353,021
ICBC Sign Incentive	14,830	-	-
Signage Initiative	-	8,400	-
Stz` uminus First Nation Cooperation Protocol	3,849	9,000	19,037
Transfer Beach Parking Lot Railing	6,000	6,000	-
Upper Transfer Beach Improvements	-	6,000	-
Wastewater Treatment Plant Upgrade	1,824,661	3,110,709	2,640,221
Waterfront Area Plan	-	50,000	-
Zoning Bylaw	-	-	23,660
	<u>1,849,340</u>	<u>3,700,109</u>	<u>3,035,939</u>
	<u>\$ 2,534,795</u>	<u>\$ 4,330,519</u>	<u>\$ 3,504,463</u>



TOWN OF LADYSMITH
STATEMENT OF OPERATIONS BY SEGMENT
FOR THE YEAR ENDED DECEMBER 31, 2015

SCHEDULE IX

	General Government		Protective Services		Transportation, Garbage & Cemetery Services		Development Services	
	2015	2014	2015	2014	2015	2014	2015	2014
REVENUE								
Tax	\$ 7,622,005	\$ 7,188,113	-	-	-	-	-	-
Fees & Charges	43,014	61,945	400,413	323,687	635,876	632,516	102,522	62,561
Investment income & MFA Refunds	176,832	127,922	-	-	-	-	-	-
Penalty & Interest on tax	123,546	123,987	-	-	-	-	-	-
Grants	477,748	312,515	54,572	31,650	23,194	8,836	8,436	24,091
Donations & contributed property	-	-	-	-	48,790	107,082	-	14,327
Gain (loss) on foreign exchange	131,994	95,762	-	-	-	-	-	-
Gain (loss) on disposal	153,676	(5,000)	-	-	(20,861)	(7,281)	-	-
Development fees	-	-	-	-	108,075	108,075	-	3,550
Local area improvements	-	-	-	-	-	-	-	-
Gas tax fund utilized	-	-	-	-	132,702	63,000	-	-
Total revenue	8,728,816	7,905,242	454,985	355,337	927,776	912,228	110,958	104,529
EXPENSES								
Contracted Services	412,266	268,542	1,034,050	982,236	633,798	580,734	123,103	182,456
Grants In Aid	100,250	98,156	11,000	11,000	-	-	-	-
Insurance	57,060	63,494	24,803	25,650	3,304	7,756	1,360	-
Interest	5,397	164	111,766	117,144	32,524	38,172	-	-
Materials & Supplies	36,567	34,475	80,549	63,294	141,790	119,298	6,103	7,049
Utilities & Telephone	18,203	18,662	47,739	46,967	136,773	144,910	6,639	6,160
Wages & Benefits	1,537,277	1,432,762	383,637	345,527	701,923	810,731	366,143	359,036
Other	(103,477)	134,334	43,996	44,146	(16,192)	108,629	13,038	6,198
Amortization	206,529	190,066	164,024	169,332	844,004	841,019	-	-
Total expenses	2,270,072	2,240,654	1,901,564	1,805,295	2,477,923	2,651,249	516,386	560,899
Surplus (Deficit)	\$ 6,458,744	\$ 5,664,588	\$ (1,446,579)	\$ (1,449,958)	\$ (1,550,147)	\$ (1,739,021)	\$ (405,428)	\$ (456,370)

TOWN OF LADYSMITH
STATEMENT OF OPERATIONS BY SEGMENT
FOR THE YEAR ENDED DECEMBER 31, 2015

SCHEDULE IX -CONTINUED

Recreation & Culture Services		Parks Operations Services		Sewer Operations Services		Water Operations Services		Total Actual	Total Actual
2015	2014	2015	2014	2015	2014	2015	2014	2015	2014
-	-	-	-	\$ 964,365	\$ 962,751	\$ 577,760	\$ 468,390	\$ 9,164,130	\$ 8,619,254
712,913	655,089	-	-	791,347	741,877	713,268	713,777	3,399,353	3,191,452
-	-	-	-	2,920	-	-	2,772	179,752	130,693
-	-	-	-	-	-	-	-	123,546	123,987
141,184	487,151	5,000	-	1,824,661	2,640,221	-	-	2,534,795	3,504,463
73,711	10,500	110,963	8,000	-	-	8,450	3,133	241,914	143,043
-	-	-	-	-	-	-	-	131,994	95,762
-	(23,549)	-	-	16,585	-	15,560	-	164,961	(35,830)
-	-	-	-	-	-	-	-	108,075	111,625
-	-	-	-	-	8,922	-	-	-	8,922
10,777	192,674	155,885	6,011	-	-	-	-	299,363	261,684
938,585	1,321,864	271,847	14,011	3,599,878	4,353,771	1,315,038	1,188,072	16,347,884	16,155,054
146,226	123,047	41,747	25,128	106,434	93,091	335,078	193,539	2,832,702	2,448,773
-	-	-	-	-	-	-	-	111,250	109,156
35,037	43,087	5,478	-	12,329	13,899	3,861	4,353	143,232	158,239
743	712	-	-	19,462	(1,263)	32,041	33,040	201,933	187,968
131,336	105,344	100,537	85,655	109,228	97,799	86,797	36,198	692,907	549,112
138,627	138,689	5,014	11,569	60,850	59,659	11,628	8,643	425,473	435,259
1,626,835	1,638,725	384,944	373,228	358,628	318,913	394,910	348,105	5,754,297	5,627,026
81,302	74,975	99,159	89,106	163,158	50,624	140,056	27,447	421,040	535,459
227,632	218,246	257,448	251,408	444,265	441,733	368,255	324,244	2,512,157	2,436,048
2,387,738	2,342,825	894,327	836,094	1,274,354	1,074,455	1,372,626	975,569	13,094,990	12,487,040
\$ (1,449,153)	\$ (1,020,961)	\$ (622,479)	\$ (822,083)	\$ 2,325,524	\$ 3,279,316	\$ (57,588)	\$ 212,503	\$ 3,252,894	\$ 3,668,014

**TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2015**

SCHEDULE X

	<u>Land</u>		<u>Land Improvements</u>		<u>Buildings</u>		<u>Vehicle Furniture & Equipment</u>		<u>Transportation</u>
	<u>2015</u>	<u>2014</u>	<u>2015</u>	<u>2014</u>	<u>2015</u>	<u>2014</u>	<u>2015</u>	<u>2014</u>	<u>2015</u>
COST									
Opening Balance	\$ 8,566,085	\$ 8,566,085	\$ 7,960,932	\$ 7,776,566	\$ 19,684,792	\$ 17,719,021	\$ 5,705,958	\$ 5,542,685	\$ 25,876,555
Add: Additions	716,098	-	172,298	184,366	457,394	1,988,628	599,622	230,549	315,628
Less: Disposals	-	-	14,582	-	-	22,857	210,986	67,276	20,613
Less: Write-downs	-	-	-	-	-	-	-	-	-
Closing Balance	<u>9,282,183</u>	<u>8,566,085</u>	<u>8,118,648</u>	<u>7,960,932</u>	<u>20,142,186</u>	<u>19,684,792</u>	<u>6,094,594</u>	<u>5,705,958</u>	<u>26,171,570</u>
ACCUMULATED AMORTIZATION									
Opening Balance	-	-	2,528,342	2,298,880	4,458,227	3,970,876	3,343,537	3,129,672	13,543,624
Add: Amortization	-	-	229,546	229,462	535,958	492,230	277,599	271,507	633,515
Less: Write-downs	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	14,582	-	-	4,879	177,309	57,642	20,461
Closing Balance	<u>-</u>	<u>-</u>	<u>2,743,306</u>	<u>2,528,342</u>	<u>4,994,185</u>	<u>4,458,227</u>	<u>3,443,827</u>	<u>3,343,537</u>	<u>14,156,678</u>
Net Book Value	<u>\$ 9,282,183</u>	<u>\$ 8,566,085</u>	<u>\$ 5,375,342</u>	<u>\$ 5,432,590</u>	<u>\$ 15,148,001</u>	<u>\$ 15,226,565</u>	<u>\$ 2,650,767</u>	<u>\$ 2,362,421</u>	<u>\$ 12,014,892</u>

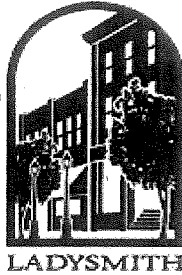
Included in the tangible capital assets are leased and financed assets with a total cost of \$931,236 - (2014 - \$931,236) and accumulated amortization of \$185,490 - (2014 - \$144,607)

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2015

SCHEDULE X - CONTINUED

Linear Infrastructure

Transportation	Sanitary Sewer		Storm		Water		Assets Under Construction		Total	
	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015
\$ 25,543,068	\$ 19,996,796	\$ 19,996,796	\$ 8,123,714	\$ 7,938,726	\$ 16,374,424	\$ 15,908,724	\$ 3,755,487	\$ 2,395,942	\$ 116,044,743	\$ 111,387,613
333,487	56,962	-	70,422	201,939	80,015	465,700	9,123,785	2,734,450	11,592,224	6,139,119
-	-	-	1,020	16,951	3,989	-	33,024	1,374,905	284,214	1,481,989
-	-	-	-	-	-	-	-	-	-	-
<u>25,876,555</u>	<u>20,053,758</u>	<u>19,996,796</u>	<u>8,193,116</u>	<u>8,123,714</u>	<u>16,450,450</u>	<u>16,374,424</u>	<u>12,846,248</u>	<u>3,755,487</u>	<u>127,352,752</u>	<u>116,044,743</u>
12,935,018	5,719,947	5,286,007	1,974,264	1,869,229	4,313,218	4,020,252	-	-	35,881,159	33,509,934
608,606	427,006	433,940	109,782	107,634	298,751	292,966	-	-	2,512,157	2,436,345
-	-	-	-	-	-	-	-	-	-	-
-	-	-	689	2,599	2,964	-	-	-	216,005	65,120
<u>13,543,624</u>	<u>6,146,953</u>	<u>5,719,947</u>	<u>2,083,357</u>	<u>1,974,264</u>	<u>4,609,005</u>	<u>4,313,218</u>	<u>-</u>	<u>-</u>	<u>38,177,311</u>	<u>35,881,159</u>
<u>\$ 12,332,931</u>	<u>\$ 13,906,805</u>	<u>\$ 14,276,849</u>	<u>\$ 6,109,759</u>	<u>\$ 6,149,450</u>	<u>\$ 11,841,445</u>	<u>\$ 12,061,206</u>	<u>\$ 12,846,248</u>	<u>\$ 3,755,487</u>	<u>\$ 89,175,441</u>	<u>\$ 80,163,584</u>



TOWN OF LADYSMITH

PROCLAMATION

NATIONAL PUBLIC WORKS WEEK

WHEREAS: *Public work services provided in our community are an integral part of our citizens' everyday lives; and*

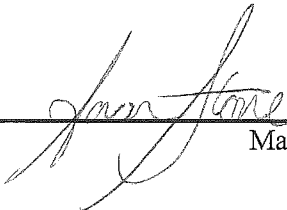
WHEREAS: *The support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs, such as water, sewers, streets and highways, public buildings, and solid waste collection; and*

WHEREAS: *The health, safety and comfort of this community greatly depends on these facilities and services; and*

WHEREAS: *The quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and*

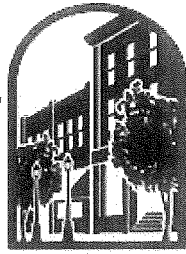
WHEREAS: *The efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform.*

THEREFORE, *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim the week of May 15th – 21st, 2016 as "National Public Works Week" in the town of Ladysmith, British Columbia.*



Mayor A. Stone

April 13, 2016



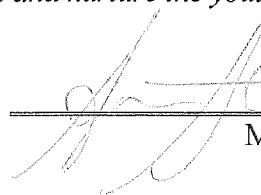
LADYSMITH

TOWN OF LADYSMITH

PROCLAMATION

NATIONAL MISSING CHILDREN'S MONTH AND MISSING CHILDREN'S DAY

- WHEREAS:** *Child Find British Columbia, a provincial member of Child Find Canada, is a non-profit, registered charitable organization, incorporated in 1984;*
- AND WHEREAS:** *The Mandate of Child Find British Columbia is to educate children and adults about abduction prevention; to promote awareness of the problem of missing children, and to assist in the location of missing children;*
- AND WHEREAS:** *Child Find has recognized Green as the colour of Hope, which symbolizes a light in the darkness for all missing children;*
- AND WHEREAS:** *Child Find's annual Green Ribbon of Hope Campaign will be held in the month of May, and May 25th is National Missing Children's Day;*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim May as Child Find's Green Ribbon of Hope month and May 25th as National Missing Children's day. I urge our 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.*



Mayor A. Stone

April 4, 2016



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: April 18, 2016
File No: 3360-15-02

Re: OCP AMENDMENT/REZONING APPLICATION – HOLLAND CREEK DEVELOPMENT
(GLEN CAR CONSULTANTS INC.)
SUBJECT PROPERTY: Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156

RECOMMENDATION(S):

That Council consider directing staff to proceed with designating a portion of the Arbutus Hump hillside as Multi-Family Residential Land Use Designation, as shown on the Holland Creek Development Proposed Land Use Designations plan attached to this report, so that the boundary between the multi-family and the park is primarily at the 155 metre contour adding approximately 1.0 ha and trail access to the proposed park area, with the following parameters:

- (a) Securing a 10 metre vegetation and tree management retention buffer through a registered covenant on the multi-family site to buffer the adjacent park site; and
- (b) Establishing view corridors in the land use policy and development permit area guidelines for the multi-family site to maintain views from the park site to Bute Island / Dunsmuir Islands and toward the Channel to the south; and
- (c) Developing land use policy and zoning regulation to permit limited single-family residential land use, as originally proposed, on the lower slope of the multi-family designation for site design flexibility; and
- (d) Including the Multi-Family area within appropriate Development Permit Area(s) including Multi-Unit and Hazard Lands; and
- (e) Including in the multi-unit zoning regulations, a maximum 10 metre building height (3 storeys) and underbuilding parking; and
- (f) Placing a “no build” covenant on the multi-family site to limit development above the 130 geodetic elevation (in meters) until such time that adequate water for fire protection is available to the satisfaction of the Town.

OR:

That Council consider directing staff to retain the Park and Open Space Land Use Designation on the Arbutus Hump hillside and proceed with designating the lower slope (maximum 130 geodetic elevation in metres) as Single-Family Land Use Designation in the amendment to the Holland Creek Area Plan.

PURPOSE:

The purpose of this staff report is to follow up on Council's direction to negotiate with the applicant a development boundary that respects the natural topography and protects a greater portion of the Arbutus Hump as park.

INTRODUCTION/BACKGROUND:

In an earlier staff report considered by Council at its meeting held February 1, 2016, staff requested direction from Council regarding the review of the land use designation for the Arbutus Hump hillside. Council requested the applicant to flag the proposed park boundary so that Council members could visit the site. In addition, the applicant held an open house on February 18, 2016 and received input from the public on the proposed plan.

At its meeting held March 7, 2016, Council directed staff to negotiate with the Holland Creek development proponents a development boundary that respects the natural topography and protects a great portion of the Arbutus Hump as park.

SCOPE OF WORK:

The current stage of the application is to report to Council regarding the land use designation of the Arbutus Hump hillside.

Land Use:

The highest elevation of the subject property is at 170m. The original proposed park boundary was a hard line around the 165m elevation. The proponent reflagged at the 160m elevation. Staff requested a massing drawing for the proposed multi-family site at the 155m elevation to illustrate the potential visual impact of development as viewed from the park. This drawing is attached to this report. In addition, staff requested the applicant to confirm that the park area could accommodate a switchback-style trail from the public road. The revised proposal provides for such a trail.

The applicant had requested a 15 metre building height in this area. As there would be an impact on the park experience from siting multi-unit buildings on Arbutus Hump hillside, the applicant has agreed to amend its proposal to a maximum 10 metre (3-storey) building height (consistent with the R-3-A Zone), with the ability to have underbuilding parking. In addition, the applicant agreed to establish a vegetated buffer and view corridors from the site to Ladysmith harbour.

In summary, the applicant's proposal for Arbutus Hump has been amended to:

- revise the park boundary to follow the natural contour at the 155 metre elevation adding approximately 1 ha to the park area for a total area of 2.8ha, as shown on the attached Holland Creek Development Proposed Land Use Designations plan,
- provide for a 10 metre vegetation and tree retention buffer on the multi-family site adjacent to the park boundary (by covenant), and
- request a 10 metre building height (3 storeys) for multi-unit buildings on this site with underbuilding parking.

Staff recommendations are provided to reduce the visual impact of development (view corridors) and to enable design flexibility (include original single family strip in the multi-family designation), if Council is considering amending the HCAP and Zoning to permit multi-family development on Arbutus Hump.

Proposed Amendments to the Official Community Plan / Holland Creek Area Plan:
Depending on the direction from Council, the following amendments to the OCP/HCAP and DPA guidelines are recommended.

- Land use designations – policy and map amendments would be required in either the Park/Multi-Family or Park/Single-Family option.
- View Corridors – if the Multi-Family land use designation is to be pursued, establishing view corridors from the Park to Bute Island / Dunsmuir Islands and toward the Channel to the south could be done by way of policy and development permit area guidelines.
- Development Permit Areas – Both Multi-Unit Residential (including consideration of environmental conditions) and Slope Hazard would apply to the lands.

Servicing:

Staff requested a letter from the project engineer to provide options to address gravity fire protection, if Arbutus Hump is zoned for development above the available 130 metre pressure zone. The letter is attached to this report.

The letter provides options for providing adequate water for fire protection which will require capital investment and time to achieve. Town staff and the project engineer recommend that a “no-build” covenant be placed on the multi-family site above the 130 metre elevation, if Council considers this land use proposal.

Arbutus Hump Policy Considerations:

The following policy considerations were previously presented to Council.

Arbutus Hump and hillside are identified in the Holland Creek Area Plan as a special natural feature and view-scape. A portion of Arbutus Hump is located on the subject property. The HCAP generally supports that land with slopes greater than 30%, special vegetation features and visually sensitive areas should be designated as Open Space. The HCAP Park and Open Space policies include: “Arbutus Hump has been identified as Open Space to protect its sensitive vegetation as well as the significant view exposure from other parts of the community”.

The following is provided for Council’s consideration.

- The community’s long-term vision established in the Holland Creek Area Plan (policies and land use plan) is to protect Arbutus Hump and its hillside as Park and Open Space.
- The lower portion of the Arbutus Hump hillside is designated for Estate Single Family (minimum 2000m² lot size) in the current HCAP. Single family lots are proposed in this area.
- The Bio Inventory provided with the application shows that a good portion of the Arbutus Hump knoll is covered by Douglas Fir/Arbutus which could be considered ecologically sensitive to development. This ecology provides important wildlife habitat and has the potential to support rare plant species.
- Views from Arbutus Hump and hillside to the Town and harbour are spectacular making these lands also desirable from a public access perspective.

- The Town has two water pressure zones. Currently, a water pressure zone is not available above the 130 metre elevation, which is the elevation above which Arbutus Hump is identified as Park and Open Space in the HCAP. As such this area cannot be serviced by the Town's reservoir for a gravity fire protection system.
This situation is not unique to this property as there are other areas of Town located above the 130 metre elevation level. While individual developers could install individual systems to address water pressure, it is not the recommended approach by staff from an asset management and on-going maintenance perspective. In addition, the development of this area, if it was to happen, will likely occur near the end of the development timeline. Pre-approving development zoning at this time may be premature until a new water pressure zone is available. Council could consider development in this area at a future time.
- The archaeological overview assessment included field review of Arbutus Hump as an area of moderate potential. No cultural modified trees or other archaeological evidence was found. The entire property has been assessed as low potential for archaeological sites. Park and open space use would protect potential archaeological resources.
- This is the opportunity to start to create a unique park amenity. An agreement could be established to confirm that this contribution would remove the need for future parkland dedication or cash-in-lieu at the time of subdivision.
- The terrain analysis completed for the application shows that portions of the Arbutus Hump hillside has slope conditions that are 30-45% some areas greater than 45%. If Council directs that multi-family residential can take place on Arbutus Hump, Development Permit Area 7 – Hazards Lands should apply to the lands.

ALTERNATIVES:

Two options have been provided to Council in the Recommendations section of this report.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

A public hearing is required.

Once the OCP amendment bylaw has been given first and second readings, it will be formally referred to the Stz'uminus First Nation (SFN) for comment. SFN is a partner to the project through the Thuy'she'num Property Management Limited Partnership.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The applicant's revised proposal for Arbutus Hump was considered by the Advisory Planning Commission (APC) at its meeting held March 17, 2016. The APC provided the following comments regarding Arbutus Hump, as presented in its draft minutes.

APC members expressed support for the addition to the Arbutus Hump park dedication of 2.5 acres to the Town of Ladysmith, and supported a multi-family use to be located below the 155 metre contour on Arbutus Hump.



Of the 41 comment forms submitted at the applicant's February 18, 2016 open house, seven provided specific comments regarding Arbutus Hump, as summarized below. All of the comments sheets were presented to Council at its meeting held March 7, 2016.

- Try to tone down development on the hump. Cluster the buildings to "blend" into the natural surroundings.
- The lower ridge (Hump) for residential is okay along with water pressure systems built in for fire and domestic use.
- Opposed to further developments in Ladysmith x 2.
- I feel strongly that this area is totally inappropriate for development as it is such a dominant part of the remaining green, highly visible landscape of Ladysmith. I am totally opposed to this development.
- I am totally against this development. I fail to see the efficacy of destroying more of Ladysmith's dwindling natural environment. Is it really necessary to destroy our ecosystems so a few privileged homeowners can "have a view"?
- God forbid they are allowed to develop Arbutus Hump.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Director of Infrastructure Services is providing Council a separate staff report regarding development above the current water pressure boundary.

RESOURCE IMPLICATIONS:

Once Council's direction on the Arbutus Hump land use designation has been received, this file will be shifted to staff within the Development Services Department to manage the rezoning and amenity contribution components and zoning bylaw drafting aspects of this application. (Refer to the separate report on tonight's Council agenda.) Policy development and covenant preparation and review remain as significant work.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

A Sustainable Development Checklist and Vision Context Statement were provided by the applicant and have been previously provided to Council.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Effective land use planning and community design are Council strategic directions. While the processing of this development application for the Holland Creek lands has not been identified as a specific action for 2016, employment and tax diversity are strategic Council directions. Council is required to consider all OCP amendment/rezoning applications it receives.

SUMMARY:

The applicant has amended its proposal for development on Arbutus Hump hillside. Two options are presented for Council's consideration.

I concur with the recommendations.

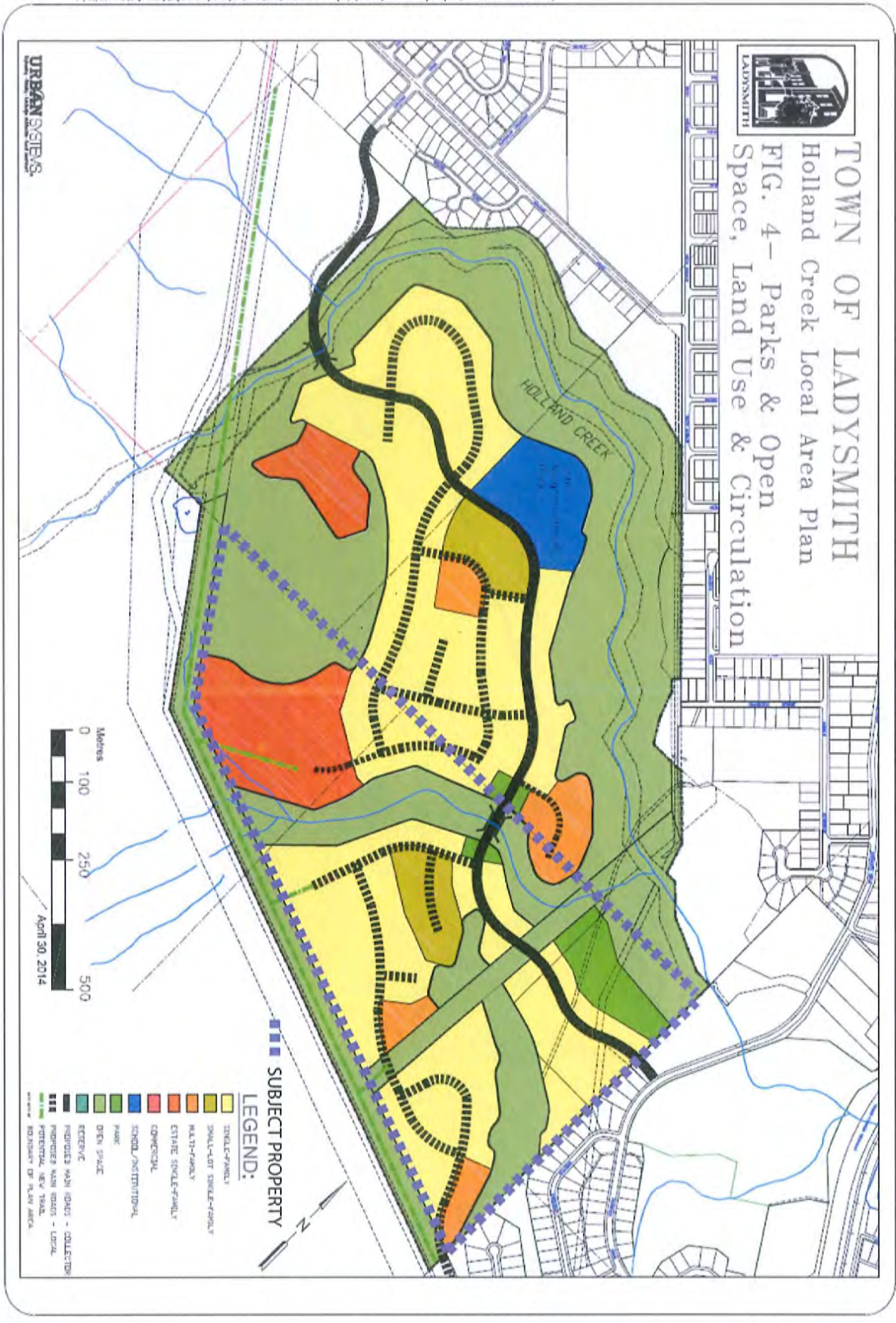
R. Malli

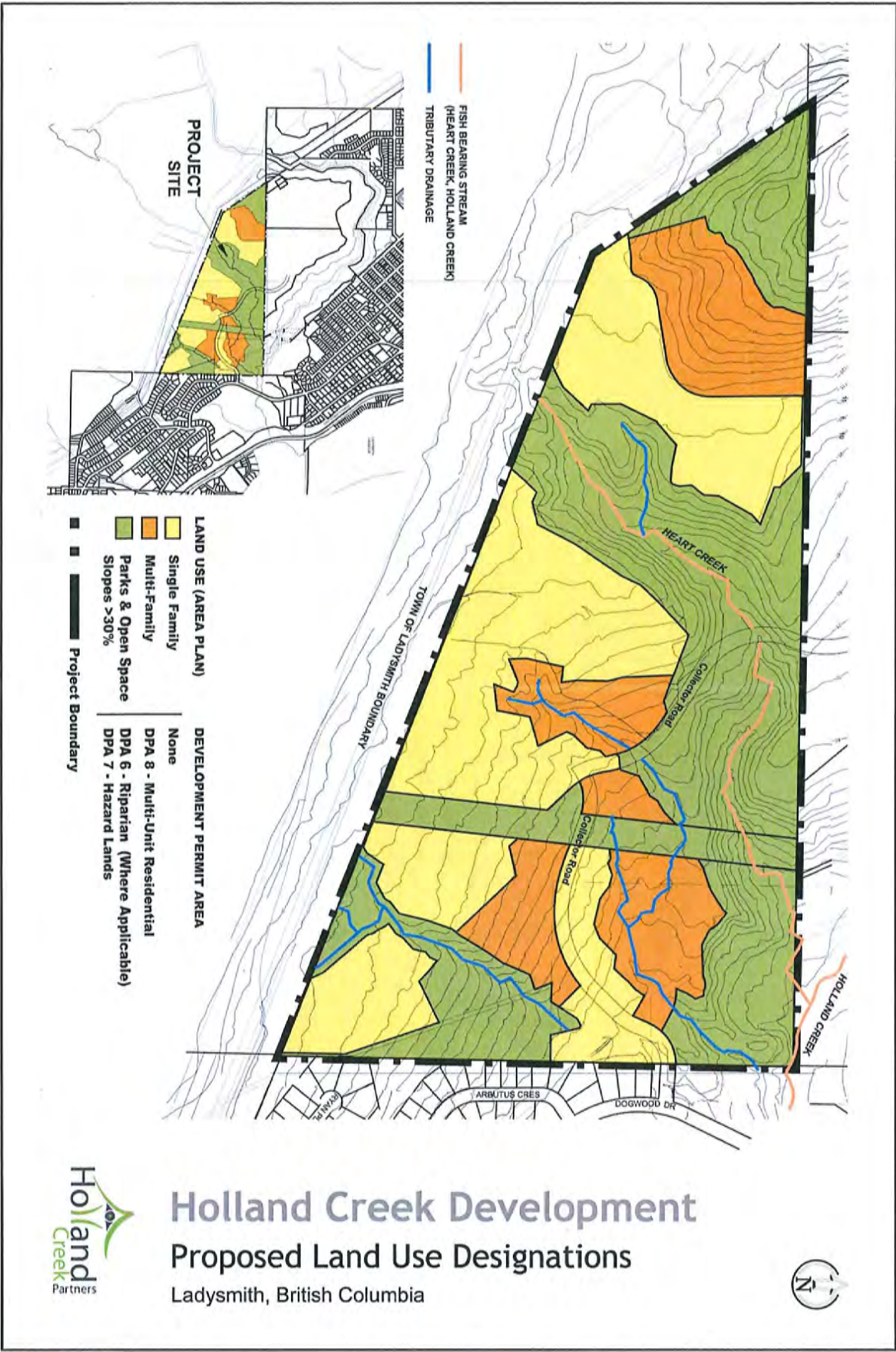
Ruth Malli, City Manager



ATTACHMENTS:

- Current HCAP Land Use Designation map
- Proposed Holland Creek Development Land Use Designation plan
- Massing Concept and Section
- Letter dated April 11, 2016 from Newcastle Engineering Ltd.



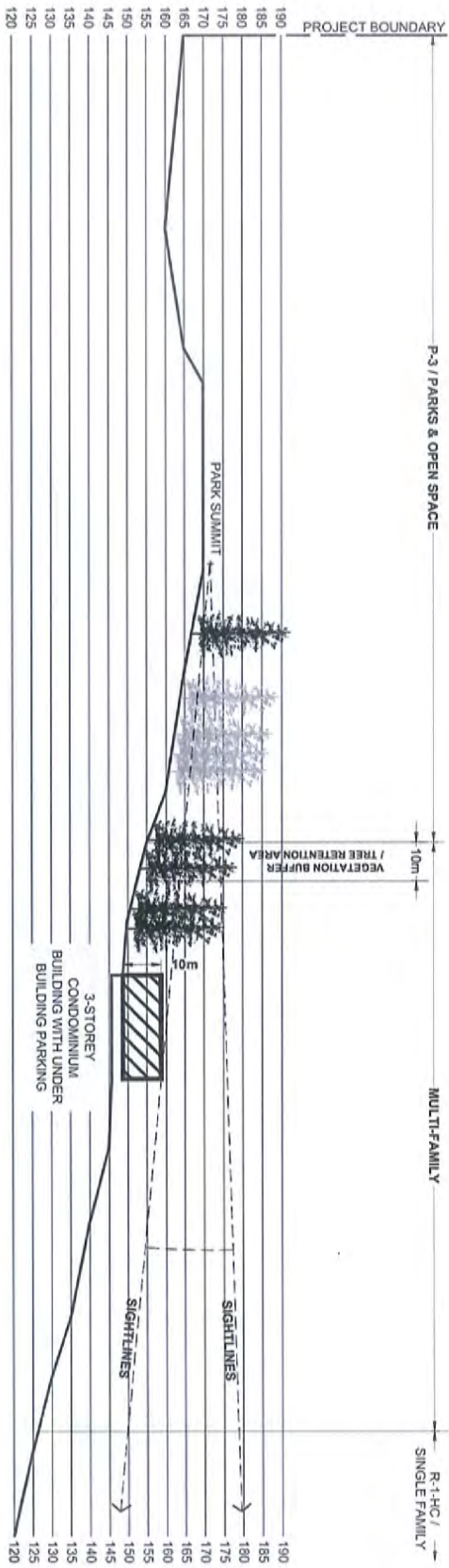


Holland Creek Development

Proposed Land Use Designations

Ladysmith, British Columbia





Section: Park Summit to R-3-A / Multi-Family
 Scale 1:1000 metric



Holland Creek Development
 Massing Study
 Ladysmith, British Columbia



BC CLIMATE ACTION
 COMMUNITY 2013



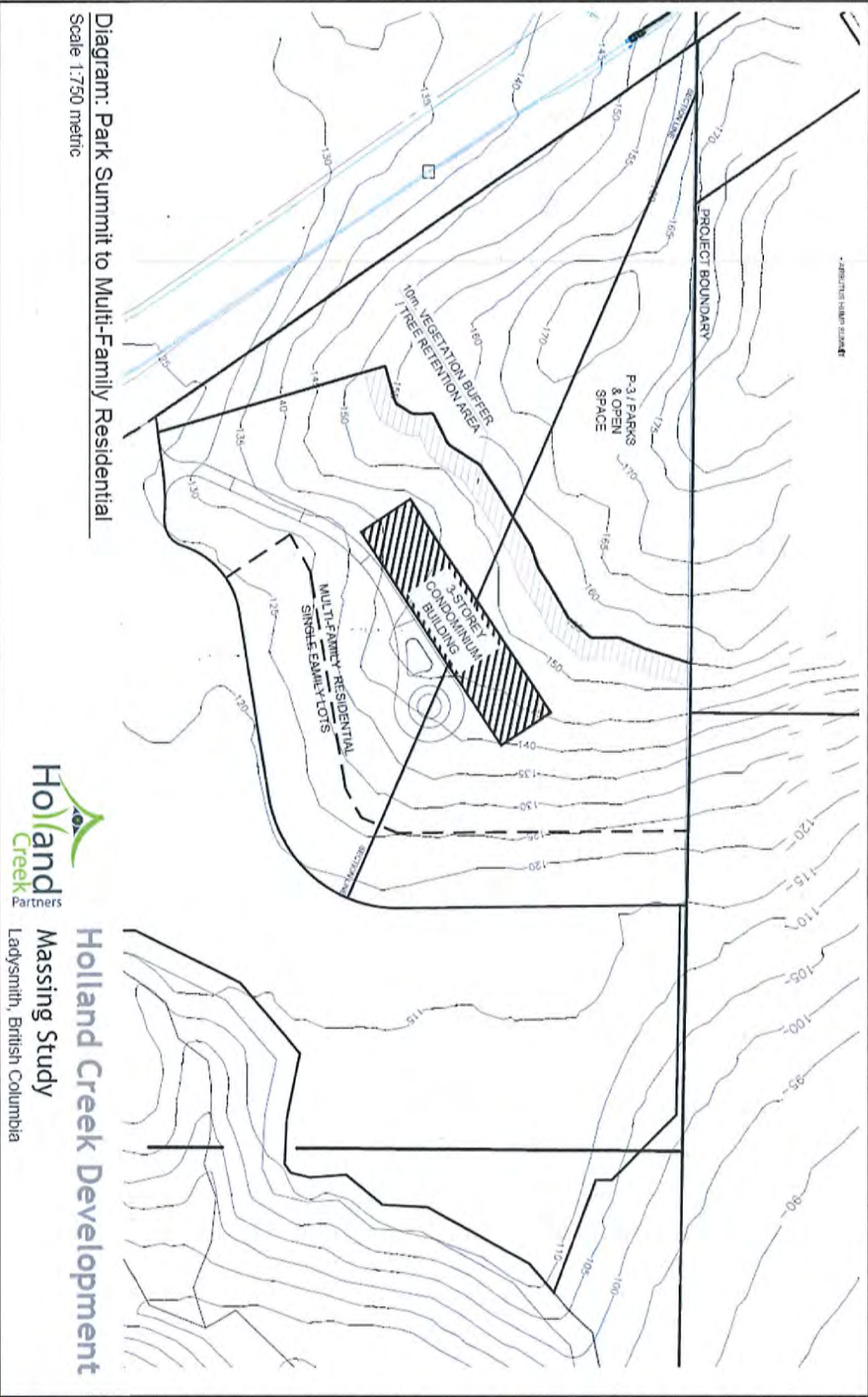
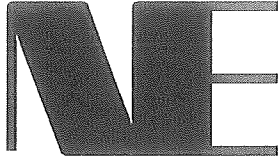


Diagram: Park Summit to Multi-Family Residential
 Scale 1:750 metric



Holland Creek Development
 Massing Study
 Ladysmith, British Columbia





**NEWCASTLE
ENGINEERING LTD.**

#4-3179 BARONS ROAD, NANAIMO, B.C. V9T 5W5

PHONE: (250) 756-9553 FAX: (250) 756-9503

April 11, 2016

0845-002

Town of Ladysmith
Attn: John Mason, FEC, P.Eng
Director of Infrastructure Services
330 - 6th Ave.
Ladysmith, B.C. V9G 1A2

Dear John:

**Re: Holland Creek Development Rezoning
 Water Supply to Multi-Family Parcel Adjacent to Arbutus Hump**

We provide the following information and comments regarding the supply of water to the area in the southwest corner of the subject Holland Creek Development property that is proposed for a multifamily zone.

The pressure zone boundary to provide a residual water pressure of 40 psi (276 KPa), the normal recommended minimum for domestic use, is at an elevation of 130m.

The requirement for fire protection is a 20 psi (138 KPa) residual in the system, which due to the close proximity to the existing arbutus reservoir, may enable adequate fire protection from the existing system at a marginally higher elevation than 130m.

The area of the proposed multifamily zoning designation in the vicinity of Arbutus Hump is 3.84 Ha. Of this, approximately 1.41 Ha is below the 130m contour and therefore could be developed without any provision of additional systems to provide adequate fire or domestic water infrastructure features.

The subject proposed multifamily parcel is located at the southwestern extremity of the property, furthest away from existing sanitary and road systems that will require extension to provide these services for development of the site. It is anticipated that this multifamily site will not be serviced for development for 10 to 15 years.

There are potential options to provide the area of the multifamily above the 130m contour with adequate water for fire protection and we have outline some of them below:

1. A new higher pressure zone, including a reservoir, may be created to enable development of other areas of Ladysmith that could be connected to the subject property (i.e. the Couverdon Lands).
2. As discussed during the Holland Creek Area – Transportation and Servicing Review meetings, other adjacent lands have significant potential development


area with elevations above the 130m contour and will need to provide fire protection similar to the requirement for the subject property. It is anticipated that the affected property owners will work together to design an appropriate fire protection system, approved by the Town and either owned by the Town, or privately with applicable agreements.

3. If neither of the above options come to fruition, a private fire protection could be install that could either include an on-site reservoir at sufficient elevation to provide gravity domestic and fire protection pressure or a pump system designed to the BC Building Code, National Fire Protection Association and the Town of Ladysmith requirements.

Due to the timeframe for development of the Arbutus Hump area multifamily site and the potential benefits of working with others in the Holland Creek Area to share a fire protection solution, we recommend that the area of land within the subject multifamily zone above the 130m elevation have a "no-build" covenant placed on it as part of the rezoning process.

If you have any questions regarding the above, please contact the undersigned.

Yours truly,
NEWCASTLE ENGINEERING LTD.


Rod Smith, P. Eng. *APRIL 11, 2016*

CC Glenn Carey, Glencar Consultants Inc.



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: April 12, 2016
File No: 3360-15-02

Re: OCP AMENDMENT/REZONING APPLICATION – HOLLAND CREEK DEVELOPMENT
(GLEN CAR CONSULTANTS INC.)
SUBJECT PROPERTY: Lot 1, Block 192, District Lot 103, Oyster District, Plan
EPP44156

RECOMMENDATION:

1. That Council direct staff to prepare a bylaw to amend the Town of Ladysmith Zoning Bylaw to permit the following uses on the property legally described as Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156: single dwelling residential, community care facility, parks and recreation, nature park, and low density residential; as shown on 'Map A: Proposed Zoning Districts (Holland Creek Partners)' and as outlined in this staff report from the Director of Development Services dated April 12, 2016.
2. That Council direct staff to include a Holland Creek Area trails project budget of \$300,000 in the Parks Development Cost Charge Program for trail development within the subject property.
3. That Council direct staff to work with the applicant to prepare the required documents related to the community amenity contribution and land-use agreements, including:
 - a) Transfer of land shown in green on 'Map B: Proposed Zoning Districts (Holland Creek Partners)' to the Town;
 - b) Protection of the two Streamside Protection and Enhancement Areas (SPEA) not being transferred to the Town;
 - c) A commitment to provide a continuous fence at the rear of the single family lots that are adjacent to a Streamside Protection and Enhancement Area.
 - d) Wildfire protection guidelines and the Lewkowich Engineering Associates Ltd. geotechnical assessment; and
 - e) Preparation of the required documents to allow for the dedication of the new collector road alignment and sanitary statutory right of way as shown on Map A: Proposed Zoning Districts (Holland Creek Partners).

PURPOSE:

The purpose of this staff report is to present an application to amend the Town of Ladysmith Zoning Bylaw, 2014, No. 1860 for the subject property to permit a new residential development comprising approximately 610 units to be built out over a 20-30 year period. Also, to report on the status of the February 1, 2016 Council direction regarding this application.

INTRODUCTION/BACKGROUND:

The OCP amendment / rezoning application is for a 55.5 ha (137 acres) parcel located within the southern portion of the Holland Creek development lands. Heart Creek bisects the property and tributaries to Holland Creek are located on the land. A collector road was dedicated (not built) to access the property. However the location of the collector road will be altered to the location shown in the attached "Map B: Proposed Zoning Districts (Holland Creek Partners)".

Currently the subject property is zoned Forestry (F-1) which permits silviculture and primary processing of gravel, along with accessory uses such as a single unit dwelling and home based business. The minimum permitted parcel size in the F-1 zone is 20 hectares. The rezoning proposal is to permit a residential community with park and open space. The proposed rezoning from F-1 to permit the development concept would amend the Town of Ladysmith Zoning Bylaw, 2014, No. 1860.

At its meeting held on February 1, 2016 Council passed the following motions with regard to the application as shown in the Table below. A status of each Council direction is also provided.

<i>February 1, 2016 Council Motion</i>	<i>STATUS</i>
<i>"That Council direct staff to prepare a bylaw(s) to amend the Official Community Plan and to amend the Holland Creek Area Plan as outlined in this staff report from the Director of Development Services dated February 1, 2016."</i>	<i>In process.</i>
<i>"That Council direct staff to continue to work with the applicant on the proposed voluntary contribution of land for natural parks and trails, pursuant to the Community Amenity Contribution Policy and the principles provided in this staff report."</i>	<i>The proposed voluntary contributions are presented in this staff report.</i>
<i>"That Council direct staff to work with the applicant on the rezoning part of application 3360-15-02, including legal agreements, refer the proposed rezoning to the Advisory Planning Commission and report back to Council."</i>	<i>A rezoning proposal, legal/land-use agreement requirements, and APC comments are presented in this staff report for Council consideration.</i>
<i>"That Council request the applicant to host its final public meeting/presentation at least two weeks and not more than one month prior to the date of the public hearing to allow the public time to review the final proposal and ask questions prior to the formal public hearing."</i>	<i>The applicant has agreed to this request.</i>

SCOPE OF WORK:

The current stage of this application is to seek direction from Council to prepare a bylaw to amend the Zoning Bylaw. Also, to report on proposed community amenity contributions, land-use/legal agreements, and APC referral comments.



Rezoning Proposal

The proposed zoning amendments for the subject property will be guided by the applicant's application; as well as by the Official Community Plan and Holland Creek Area Plan policy direction provided by Council at the February 1, 2016 Council meeting.

The applicant has provided a map showing proposed zones for the subject property, see Map A: Proposed Zoning Districts (Holland Creek Partners). The proposed regulations for each zone on the subject property are described below. The total area of each proposed land use polygon is shown in Map B.

Residential Use

The Council direction is to permit a mix of 50-50 single unit/multi-unit and include community care facility use. Thus, three types of residential uses are proposed for the property: single family, multi-unit, and community care facility. The proposed zoning regulations for each use are presented below.

a) Single Dwelling Residential (*yellow areas on Map A and B*)

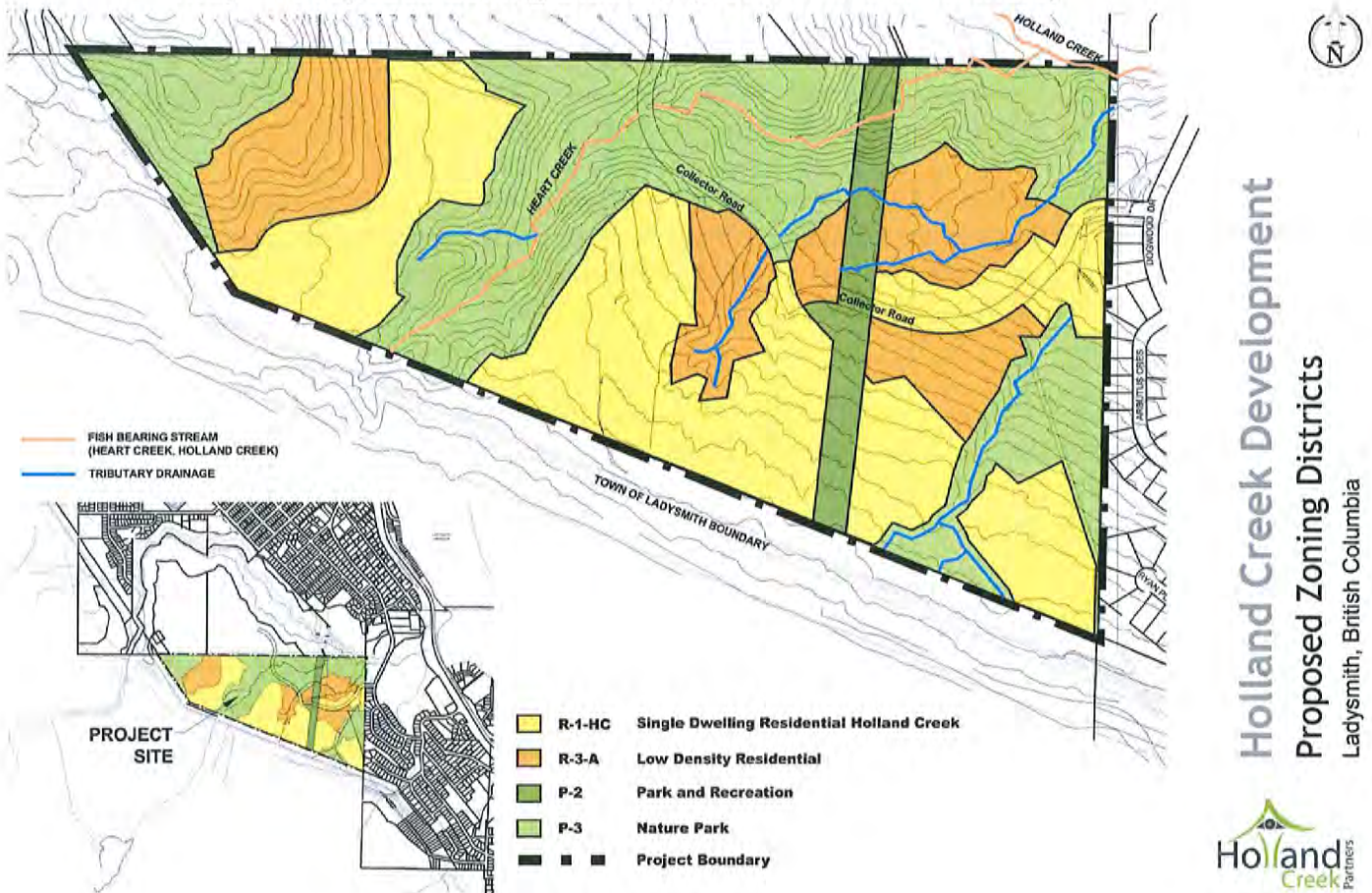
The Council direction is to ensure that the Holland Creek Area Plan supports a mix of residential lot sizes. Thus, it is proposed that a custom single dwelling zone be drafted for the single dwelling areas that allows for a range of parcel sizes and building heights depending on the location of the parcel and desire for a secondary suite. Based on the area (ha) shown in yellow on Map A and B approximately 300 lots could be developed.

Parcels adjacent to a SPEA or P-3 zone would be required to be 560m² in size, with an 8 metre maximum building height. Parcels with a dwelling containing a secondary suite would be required to be 668m² in size, with a 9 metre maximum building height. The remaining single dwelling parcels would be permitted to be 460m² in size, with an 8 metre maximum building height. The proposed single dwelling parcel variations are shown in 'Table 1'.

Table 1: Proposed Single Dwelling Residential Parcel Variations

Single Dwelling Parcel Characteristic	Minimum Parcel Frontage	Minimum Parcel Area	Maximum Building Height
Parcel adjacent to a SPEA and land zoned Nature Park (P-3)	15m	560m ² (6027 ft ²)	8m
With a secondary suite	18.28m	668m ² (7190 ft ²)	9m
Other single dwelling parcels	13.5m	460m ² (4951 ft ²)	8m

Map A: Proposed Zoning Districts (Holland Creek Partners)



b) Low-Density Residential (orange areas on Map and Map B)

Council directed that the density for multi-unit sites on the subject property be 37 units per hectare. Thus, it is proposed to apply the 'Low-Density Residential Zone' (R-3-A) to the multi-unit sites, shown in orange on Map A and B. Based on the area (ha) shown in orange on Map A and B approximately 350-380 multifamily units would be permitted.

SPEA areas within a multi-unit parcel would be protected by a conservation covenant that would be registered on the certificate of title. Also, a multi-unit and riparian development permit would be required prior to construction. The R-3-A zone includes the following regulations:

- Multiple unit buildings, townhouses, and two-unit buildings would be permitted.
- Multiple-unit means a building containing three or more dwelling units, each having a separate entrance.
- Permit a density of 37 dwelling units per hectare of land and a floor space ratio of 0.66.

- The maximum building height in the R-3-A zone is 10 metres, and underbuilding parking would be permitted.
- In the R-3-A zone the minimum parcel size is 892 square metres and the minimum frontage is 18.28 metres.

Community Care Facility

Council directed that 60 units per hectare be permitted for a Community Care facility site. Thus, it is proposed that a community care facility, with the potential for a small accessory commercial component (i.e. café, hairdresser), be permitted in the proposed R-3-A areas on the subject property as shown on Map A (except for the proposed Arbutus Hump multi-family site).

Community care facility means a facility for the care of more than eight persons under the *Community Care and Assisted Living Act*. Also, it is proposed that a parcel with a community care facility use be required to meet the regulations of the existing Institutional (P-1) zone, such as:

- For a community care facility permit a density of 60 units per hectare of land and a floor space ratio of 2.0.
- Permit a maximum height of 12 metres.
- Require a minimum parcel size of 2,023m².

Park and Open Space Use (green areas on Map A and B)

The Holland Creek Area Plan calls for a connected green space network and protection of riparian areas. The types of park and open space proposed for the subject property are: Streamside Protection and Enhancement Areas (SPEA), portion of Arbutus Hump, the Hydro right of way, pedestrian trail connections, and buffers for existing residential properties.

a) SPEA (riparian areas)

In general, the majority of the SPEA riparian areas (22 hectares) are proposed to be transferred to the Town and zoned Nature Park (P-3). The purpose of the P-3 zone is to accommodate the conservation of nature and sensitive ecosystems. Nature parks can have trails and trail signage. The SPEA areas not transferred to the Town will be protected by conservation covenant and will be subject to the Riparian Development Permit Area (DPA 6) guidelines.

b) Hydro Right of Way

The land that the Hydro right-of-way is registered on bi-sects the property. It is proposed that the right-of-way portion of the land be transferred to the Town and zoned Park and Recreation (P-2). The purpose of the P-2 zone is to accommodate local parks and open spaces with a focus on active and passive recreation uses. Hydro poles are located on the right of way. B.C. Hydro prefers that that the Town own this land as opposed to the potential for multiple private owners.

c) Arbutus Hump

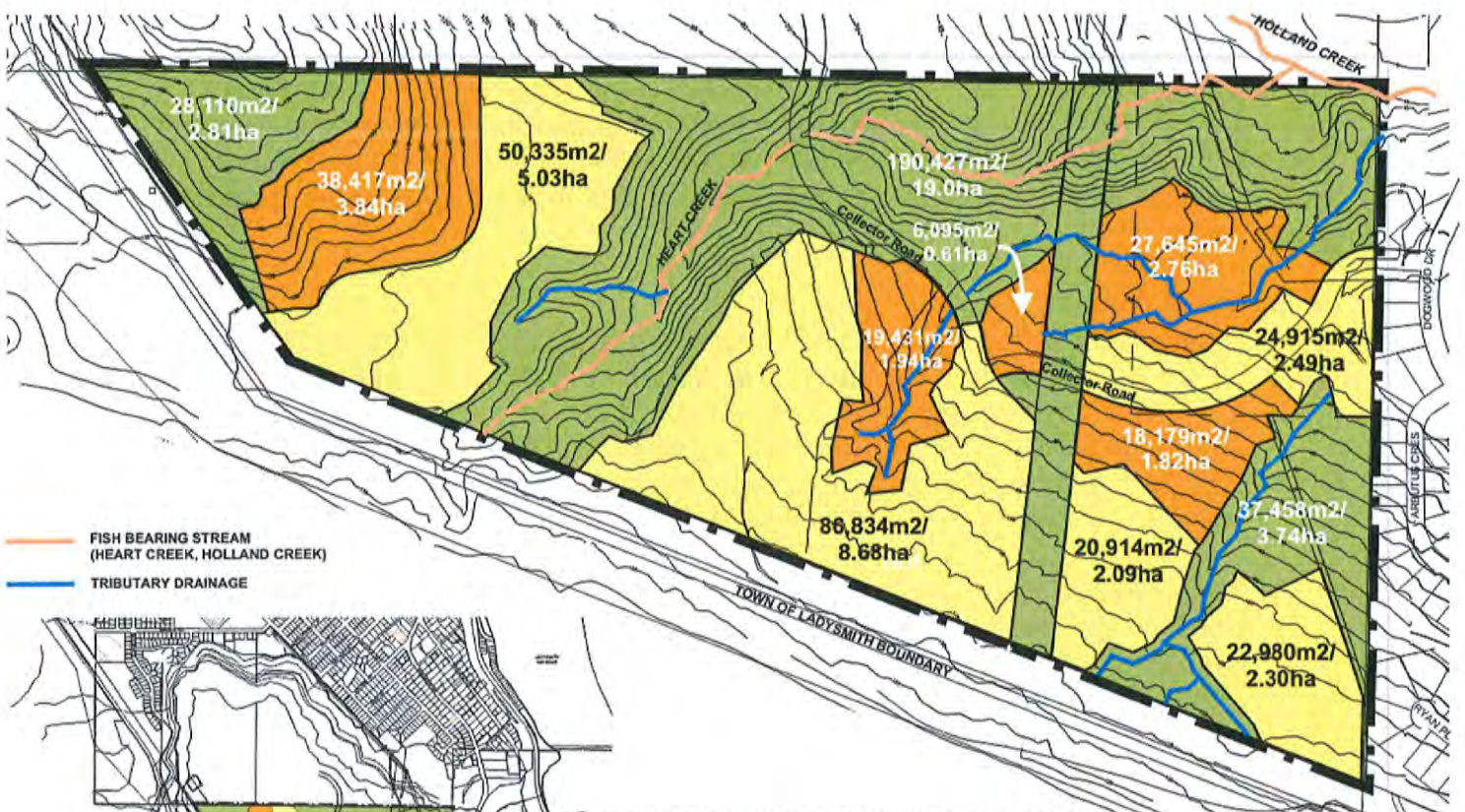
A 2.81 hectare portion of Arbutus Hump is proposed to be transferred to the Town and zoned Nature Park (P-3). The purpose of the P-3 zone is to accommodate the conservation of nature and sensitive ecosystems. Nature parks can have trails and trail signage.

d) Pedestrian Trail Connection and Buffers

The east boundary of the subject property is adjacent to existing residential properties on Arbutus Crescent and Ryan Place. There is also existing dedicated parkland in this location. It is proposed to provide a buffer for the existing residential properties to limit impacts to these properties. Also, dedicating parkland in this location will ensure that pedestrian trail linkages are possible from the existing dedicated park to roads and parks in the proposed new residential area.

Commercial Use

The applicant does not wish to pursue commercial zoning on the subject property at this time, except an accessory commercial component in a Community Care Facility (i.e. café, hairdresser). However, commercial land use potential will continue to be supported in the Holland Creek Area Plan.



Map B: The area of each proposed land use polygon is shown in the map above.

Summary of Proposed Community Amenity Contributions (CAC)

The applicant is proposing a voluntary community amenity contribution (CAC) of transferring to the Town of Ladysmith the SPEA and parkland areas shown in green on Map A and B. Approximately 27 hectares of land is proposed to be transferred to the Town.

Within this land area there is the potential for approximately 4.5km of trails of various types and widths. Potential trails may include 3km of trails within the SPEA areas, 0.6km of trail on the Hydro-Right of-Way, 0.4km of trail on Arbutus Hump, and 0.5km of trail from existing parkland to create linkages to new parkland. Trail construction may also include the need for other park features such as benches, picnic tables, retaining walls, culverts, stairs, signage, maps, garbage receptacles, fencing, and safety railings. The applicant is not proposing to construct trails and park features. The cost to construct trails and related park features in the Holland Creek Area could be in the range of \$300,000. Thus, staff recommend that this \$300,000 trail project be included within the Parks Development Cost Charge (DCC) Program.

However, it is anticipated that the amenity of approximately 27 hectares of land to be dedicated to the Town will benefit both new and existing residents of Ladysmith. The TOL CAC policy states that Council may choose to accept the land dedication amenity shown on Map A and B where it considers that the Town's future budgets will be able to support the estimated lifecycle costs of constructing, operating, maintaining, and repairing the amenity. The provision of the amenity contribution is secured prior to final reading of the amending bylaw(s).

Summary of Proposed Land Use/Legal Agreements

To ensure the proposed development is designed in compliance with the OCP and Holland Creek Area Plan policies, the following land use and legal agreements have been discussed with the applicant to date as a condition of the rezoning approval. The land use agreements are secured prior to final reading of the amending bylaw(s).

- A conservation covenant to be placed on the certificate of title to protect the SPEA areas that are not transferred to the Town of Ladysmith. These SPEA areas are located within two R-3-A 'orange' areas on Map B.
- A covenant that states a commitment to provide a continuous fence at the rear of the single family lots that are adjacent to a SPEA. The fence would be a requirement of subdivision of single family lots on the land.
- Preparation of the required documents to allow for the dedication of the new collector road alignment.
- A covenant that contains wildfire protection guidelines utilizing recommendations from the Strathcona Forestry Consulting report provided by the applicant.
- A covenant that includes the Lewkowich Engineering Associates Ltd. geotechnical assessment and recommendations for the subject property.
- A covenant for a vegetation and tree retention buffer along the proposed Arbutus Hump multi-family boundary.
- A 'no-build' covenant on the proposed multi-family site above the 130 metre elevation.

ALTERNATIVES:

To direct staff to further review specific aspects of the rezoning application.

FINANCIAL IMPLICATIONS:

The applicant is required to pay the costs associated with amenity contribution legal documents, and land-use/legal agreements.

LEGAL IMPLICATIONS:

A public hearing is required.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The zoning amendment proposal was presented to the APC on March 17, 2016, and the following comments were provided by the APC:

- In general, all APC members expressed support for the proposed zoning and zoning regulations for Lot 1, Block 192, District Lot 103, Oyster District, Plan EPP44156 as outlined in the APC staff report (March 8, 2016).
- APC members expressed concern that there may be too many 460m² sized lots, which could cause parking congestion on streets.
- APC members expressed support for the addition to the Arbutus Hump park dedication of 2.5 acres to the Town of Ladysmith, and supported a multi-family use to be located below the 155 metre contour on Arbutus Hump.

The applicant's second open house was held on February 18, 2016 and the following input (previously provided to Council) was received from the public at this meeting:

- Appreciation for the protection of the riparian areas.
- Ensure the protection of Holland Creek Trail and riparian area.
- Would like to see greater protection of Arbutus Hump.
- Would like to see a playground and people friendly parks.
- Appreciation for the potential additions to the trail network in Ladysmith. Would like to see the trails built within the dedicated parkland.
- Interest in the future plans regarding infrastructure and water management.
- Preference for the second road layout which avoids the Holland Creek riparian area to a greater extent than the first road layout proposal.
- Concern regarding road access and congestion on Dogwood Drive.
- Concern regarding proposed future road/bridge crossings over Heart Creek.
- Concern regarding single access/egress for fire/emergency vehicles.
- Support for pairing of driveways on the collector road.
- Many acknowledge the need for additional lots to accommodate and attract young families.
- Support for a blend of housing types.
- Support for a higher ratio of townhouse and multi-family units. Too many single family lots proposed.
- Would like a buffer and privacy of rear lots on Ryan Place and Arbutus to be maintained and protected.
- Concern regarding water supply. Ensure there is sufficient water to service this new development, and protect the Town's watershed.

- Concern regarding increased costs for additional services needed for new residents (i.e. schools, police, hospital etc.).
- Concern regarding what will be visible from other areas of Ladysmith.
- Would like to see institutional zoning for a local church.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Director of Development Services and Director of Infrastructure Services /Approving Officer have worked with a technical committee to identify transportation and servicing solutions for the Holland Creek area. The Director of Parks, Recreation and Culture and Parks Supervisor have been involved in the review of the proposed parks and open spaces. The Director of Financial Services is providing a review from the perspective of the Financial Plan and asset management.

RESOURCE IMPLICATIONS:

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

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The Sustainability Visioning Report states that the Holland Creek area is seen as a potential model in general terms of responsible, sustainable and attractive development.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

It is recommended that Council: 1) direct staff to prepare a bylaw to amend the Zoning Bylaw to permit proposed land uses on the subject property; 2) direct staff to include \$300,000 in the Parks DCC program for trails in the Holland Creek Area; and 3) direct staff to work with the applicant to prepare required documents related to the amenity contribution and land-use agreements.

Lisa Brinkman

Report Author: Lisa Brinkman, Senior Planner

I concur with the recommendation:

Felicity Adams

Felicity Adams, Director of Development Services

Ruth Malli

Ruth Malli, City Manager

ATTACHMENTS:

none





Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: April 6, 2016
File No:

Re: OFFICERS AND DELEGATION OF AUTHORITY BYLAW 2016, NO. 1905

RECOMMENDATION:

That Council direct staff to process the “Town of Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905” as presented.

PURPOSE:

The purpose of this staff report is to provide an overview of the draft “Town of Ladysmith Officers and Delegation of Authority Bylaw No. 1905, 2016” and to provide Council with an opportunity to comment on the bylaw.

INTRODUCTION/BACKGROUND:

Sec. 146 of the *Community Charter* states that “A council

- (a) must, by bylaw, establish officer positions in relation to the powers, duties and functions under sections 148 [corporate officer] and 149 [financial officer],
- (b) may, by bylaw, establish other officer positions, and
- (c) may assign powers, duties and functions to its officer positions.”

Staff has prepared the attached draft “Town of Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905” for Council’s consideration. This bylaw replaces “Delegation Bylaw 2007, No. 1614” and all amendments thereto.

In summary, this bylaw identifies the statutory positions of Corporate Officer and Financial Officer as officers of the Town. It also specifies that the Chief Administrative Officer is an officer of the Town. Further, it articulates the specific authorities delegated to officers as well as department directors in accordance with the current Delegation Bylaw No. 1614 and provincial legislation. The following authorities have been added to the authorities already delegated to specific positions in the current Delegation Bylaw No. 1614:

Chief Administrative Officer

Section 11 outlines the duties, powers and functions of the Chief Administrative Officer as follows:

- a) fulfilling the powers, duties and functions applicable to the Chief Administrative Officer described in Section 147 of the Community Charter;
- b) selecting and appointing the Statutory Officers and other Department Directors of the Town;
- c) determining the compensation of non-union employees in accordance with the corporate policies and budgets established by Council;
- d) appointing, promoting, disciplining, and suspending any employee of the Town, and terminating any employee of the Town other than Statutory Officers, subject to any contract of employment or collective agreement in force;
- e) subject to Council approval, negotiating all collective agreements;
- f) implementing all Council approved policies and directives;
- g) preparing and submitting such reports and recommendations as may be required by Council;
- h) retaining legal counsel on behalf of the Town;
- i) assigning additional responsibilities to a Statutory Officer, including acting on behalf of another officer Statutory Officer in his or her absence; and
- j) designating an acting Chief Administrative Officer to act in his or her absence.

Director of Corporate Services

Included in the proposed bylaw are a number of optional powers under Section 13 (in particular [d] through [i]) in relation to land that Council may wish to delegate to the Director of Corporate Services in the interest of streamlining its processes. These include the power to accept, amend, execute and discharge restrictive covenants under Section 56 of the Community Charter or Section 219 of the Land Title Act, the power to acquire statutory rights of way or easements and amend or discharge statutory rights of way or easements.

Director of Financial Services

Section 15 includes the authority to provide discounts or reimburse fees and charges up to a maximum of \$1,000 to ensure compliance with the provisions of the Community Charter. In particular, under Section 194, Council's power to discount or refund fees must be established by bylaw. Accordingly, Section 15 authorizes the Director of Financial Services to administer the system of discounts and refunds of fees established by Council bylaw.

Director of Parks, Recreation and Culture

Section 17 incorporates the authority to administer any system of discount, interest, penalty, payment, and refund of fees associated with any parks or recreation facility or program, pursuant to the "Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2015, No. 1884" and in accordance with applicable policies established from time to time by Council.

Director of Infrastructure Services/Approving Officer

Section 18 clarifies that approval of the location, designation and control of on-street parking and loading areas must be done in accordance with the Streets and Traffic Bylaw No. 1309.

Section 20 delegates the authority to approve the subdivision of land into parcels, including panhandle parcels, that do not have a minimum highway frontage greater than a) 10% of the perimeter of the parcel that fronts the highway; and b) the minimum highway frontage required by the Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834 to the Approving Officer.

Delegation of Purchasing Authority

Section 21 delegates the power, duty and function to authorize the execution of contracts and purchases on behalf of the Town to the Department Director for which the goods and services are to be provided as approved in the Financial Plan. Section 20 recognizes the New West Trade Partnership Agreement, and any other enactments that impact procurement powers. Schedule B of the bylaw incorporates the approvals required for the various procurement levels as stipulated in the Town's Purchasing Policy.

SCOPE OF WORK:

Once Council's direction is provided staff will proceed with processing the bylaw as appropriate.

ALTERNATIVES:

Council could direct staff to amend the proposed bylaw or Council could direct staff to not proceed with the bylaw.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

As noted in the introduction, the Community Charter requires a local government to establish statutory officer positions by bylaw. This bylaw brings the Town into compliance with this requirement. The draft bylaw has been reviewed by the Town's solicitor.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This initiative clarifies authorities delegated to various senior management positions and officer positions and involves all departments.

RESOURCE IMPLICATIONS:

No additional resources are required for this initiative.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

N/A

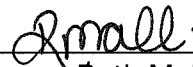
ALIGNMENT WITH STRATEGIC PRIORITIES:

This initiative clarifies various roles and responsibilities of senior management positions and associated delegated authorities and therefore supports all strategic priorities.

SUMMARY:

The Community Charter requires that Council establish statutory officer positions by bylaw. Delegation Bylaw No. 1614 requires updating. Staff requests Council's consideration of "Town of Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905".

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENT:

Draft "Town of Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905"

TOWN OF LADYSMITH

BYLAW NO. 1905

A bylaw to provide for the appointment of Officers for the Town of Ladysmith and to prescribe the powers, duties and responsibilities of such officers including the delegation of authority.

WHEREAS Council must, by bylaw, establish officers' positions having responsibility under the *Community Charter*, SBC 2006 c. 26;

AND WHEREAS Council may, by bylaw, delegate certain powers, duties and functions to its officers and employees;

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

Citation

1. This bylaw may be cited for all purposes as the "Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905".

Definitions

2. In this bylaw:

"Approving Officer"	Has the same meaning as "Approving Officer" in the Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834;
"Bylaw"	Means this Ladysmith Officers and Delegation of Authority Bylaw 2016, No. xxxx;
"Department Director"	As defined in Schedule 'A', attached to and forming part of this bylaw;
"Department Manager"	As defined in Schedule 'A', attached to and forming part of this bylaw;
"Emergency"	Means a situation which may endanger the health and/or safety of any Town employee, member of the public or Town asset, as declared by Council;
"Employee"	Means a person employed by the Town of Ladysmith other than a Statutory Officer;
"Financial Plan"	Has the same meaning as "financial plan" as defined in the <i>Community Charter</i> ;
"Panhandle Parcel"	Has the same meaning as "Panhandle Parcel" in the Town of Ladysmith Subdivision and Development Bylaw 2013, No. 1834;
"Special Event"	Means any organized event or gathering taking place on Town-owned property for a limited or fixed duration;
"Special Occasion License"	Means a special occasion license issued pursuant to the <i>Liquor Control and Licensing Act</i> , RSBC 1996, c. 267;
"Statutory Officer"	Means a person appointed under Section 146 of the <i>Community Charter</i> ;
"Town"	Means the Town of Ladysmith;
"Zoning Bylaw"	Means the "Town of Ladysmith Zoning Bylaw 2014, No. 1860".

Establishment of Statutory Officer Positions

3. The person holding the position of Chief Administrative Officer is established as a Statutory Officer of the Town.
4. The person holding the position of Director of Corporate Services is established as a Statutory Officer of the Town.
5. The person holding the position of Director of Financial Services is established as a Statutory Officer of the Town.
6. Nothing in this Bylaw shall prevent the appointment of the same person to two or more offices or positions.
7. The selection and appointment of the Chief Administrative Officer shall be made by Council.
8. The selection and appointment of all Department Directors is delegated to the Chief Administrative Officer.
9. The selection and appointment of the acting Chief Administrative Officer for a consecutive period of less than one month is delegated to the Chief Administrative Officer.
10. The selection and appointment of the acting Chief Administrative Officer for a consecutive period of greater than one month shall be made by Council.

Power and Duties of the Chief Administrative Officer

11. The Chief Administrative Officer has the following duties, powers and functions:
 - a. fulfilling the powers, duties and functions applicable to the Chief Administrative Officer described in Section 147 of the *Community Charter*;
 - b. selecting and appointing the Statutory Officers and other Department Directors of the Town;
 - c. determining the compensation of non-union employees in accordance with the corporate policies and budgets established by Council;
 - d. appointing, promoting, disciplining, and suspending any employee of the Town, and terminating any employee of the Town other than Statutory Officers, subject to any contract of employment or collective agreement in force;
 - e. subject to Council approval, negotiating all collective agreements;
 - f. implementing all Council approved policies and directives;
 - g. preparing and submitting such reports and recommendations as may be required by Council;
 - h. retaining legal counsel on behalf of the Town;
 - i. assigning additional responsibilities to a Statutory Officer, including acting on behalf of another Statutory Officer in his or her absence; and
 - j. designating an acting Chief Administrative Officer to act in his or her absence, pursuant to section 9 hereof.

Powers and Duties of the Director of Corporate Services

12. The Director of Corporate Services has the powers, duties and functions described in Section 148 of the *Community Charter* and other provisions applicable to the Corporate Officer in the *Community Charter* or any other enactments.
13. Council hereby delegates to the Director of Corporate Services the following powers, duties and functions:
 - a. approving applications for temporary private uses of municipal streets, including, but not limited to, parades, walk-a-thons, fundraisers and races;
 - b. entering into leases of two years or less and the ability to set rental rates and conditions associated with these leases;
 - c. approving the location and use of fireworks in accordance with Cowichan Valley Regional District Bylaw No. 39 – Fireworks Sale and Discharge Regulation Bylaw, 1970 and in consultation with the Fire Chief;

- d. the power to accept a restrictive covenant or amendment to a restrictive covenant under section 56 of the *Community Charter* or section 219 of the *Land Title Act*;
- e. the power to execute on behalf of the Town a discharge of a restrictive covenant referred to in subsection (d) which is no longer required or is to be replaced;
- f. the power to acquire a statutory right of way or easement or amendment to a statutory right of way or easement on behalf of the Town in connection with the operation of a sewer, water or drainage works, or for other purposes, such as trails or pedestrian or vehicular access;
- g. the power to execute a discharge of a statutory right of way or easement referred to in subsection (f) which is no longer required by the Town or is to be replaced;
- h. the power to enter into a lease or license of real property or a renewal or amendment of a lease or license of real property necessary or convenient for the operation and maintenance of the works or activities of the Town;
- i. despite subsection (h), the delegation of authority under subsection (h) does not include a lease or license of real property having a term, including all extensions or rights of renewal, greater than 2 years.

Powers and Duties of the Director of Financial Services

14. The Director of Financial Services has powers, duties and function applicable to the Financial Officer in accordance with Section 149 of the *Community Charter* and other provisions applicable to the Financial Officer in the *Community Charter* or any other enactments.
15. The Director of Financial Services is authorized to administer any system of discount, interest, penalty, payment and refund of fees established by bylaw.

Powers and Duties of the Director of Parks, Recreation and Culture

16. Council hereby delegates to the Director of Parks, Recreation and Culture the following powers, duties and functions:
 - a. approving Special Events on land reserved, dedicated, or held for park purposes, where such use is consistent with the Zoning Bylaw and any restrictions on title;
 - b. approving Special Occasion Licences pertaining to the aforementioned Special Events obtained in accordance with the *Liquor Control and Licensing Act*, RSBC 1996, c. 26.
17. The Director of Parks, Recreation and Culture is hereby authorized to administer any system of discount, interest, penalty, payment, and refund of fees associated with any parks or recreation facility or program, pursuant to the Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2015, No. 1884 in accordance with applicable policies established from time to time by Council.

Powers and Duties of the Director of Infrastructure Services

18. Council hereby delegates to the Director of Infrastructure Services the powers, duties and functions with respect to approving the location, designation and control of on-street parking and loading areas, in accordance with the conditions specified in Streets and Traffic Bylaw No. 1309.

Powers and Duties of the Director of Development Services

19. Council hereby delegates to the Director of Development Services the powers, duties and functions to issue development permits for signage and façade improvements, and issue amendments to development permits.

Powers and Duties of Approving Officer

20. Council hereby delegates to the Approving Officer the powers, duties, and functions under section 512(2) of the *Local Government Act* to approve the subdivision of land into parcels, including Panhandle Parcels, that do not have a minimum highway frontage greater than:
 - a. 10% of the perimeter of the parcel that fronts the highway; and
 - b. the minimum highway frontage required by the Town of Ladysmith Subdivision and Development Servicing Bylaw 13, No. 1834.

Delegation of Purchasing Authority

21. Council hereby delegates all of the powers, duties and functions of Council to authorize the execution of contracts and purchases of goods and services on behalf of the Town to the Department Director for the department for which the goods and services are to be provided, as approved in the Financial Plan, and subject to the monetary limits set out in Schedule 'B', and the Town's Purchasing Policy as adopted by Council and amended from time to time, and any applicable enactments or the New West Trade Partnership Agreement.

Delegation to Persons Holding Position

22. Where this Bylaw delegates a power, duty or function to a Statutory Officer or other Department Director, the delegation of the power, duty or function is to the person who holds the position and to any person who is the deputy of that person, or other person appointed to act in the place of that person.

No Delegation by a Delegate

23. For clarity, a person to whom a power, duty or function has been delegated under this bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this bylaw.

Reconsideration by Council

24. A decision of a delegate may be reconsidered by Council on submission of a written request for reconsideration to the Director of Corporate Services, within thirty days after the decision is delivered to or made available to the applicant.
25. The request for reconsideration must include the following:
 - a. the applicant's address for receiving correspondence related to the request for reconsideration;
 - b. a copy of the written decision;
 - c. reasons why the applicant wishes the decision to be reconsidered by Council;
 - d. the decision which the applicant requests be made by Council;
 - e. reasons in support of the decision requested from Council; and
 - f. a copy of any documents which support the applicant's request for reconsideration by Council.
26. At the reconsideration of a decision, the applicant is entitled to be heard by Council in person or by a representative.
27. The Council may, following completion of its reconsideration, do one or more of the following:
 - a. confirm all or part of the delegate's decision;
 - b. set aside all or part of the delegate's decision;
 - c. amend the delegate's decision or make a new decision.
28. The Council may adjourn a reconsideration under this section.

Notice of Reconsideration

29. The Director of Corporate Services must, upon receiving an application for reconsideration:
 - a. place the request for reconsideration on the agenda for a regular meeting of Council to be held at least two weeks after the date on which the request for reconsideration is delivered to the Director of Corporate Services;
 - b. notify the applicant of the date for reconsideration by regular mail sent to the applicant's address provided under Section 25.

Repeal

30. Delegation Bylaw 2007, No. 1614 and any and all amendments are hereby repealed.

READ A FIRST TIME on the day of , 2016
READ A SECOND TIME on the day of , 2016
READ A THIRD TIME on the day of , 2016
ADOPTED on the day of , 2016

Mayor (A. Stone)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

OFFICERS AND DELEGATION OF AUTHORITY BYLAW 2016, No. 1905

Schedule 'A'

In this Bylaw:

“Department Director”

Includes the following positions:

Director of Corporate Services
Director of Financial Services
Director of Development Services
Director of Infrastructure Services
Director of Parks, Recreation and Culture

“Department Manager”

Includes the following positions:

Manager of Administration
Manager of Public Works
Manager of Accounting Services
Manager of Human Resources

TOWN OF LADYSMITH
OFFICERS AND DELEGATION OF AUTHORITY BYLAW 2016, No. 1905

Schedule 'B'

This schedule refers to the approvals required for various procurement levels. Other than in emergencies, budget approval is required before procurement begins.

Value of Purchase or Contract	Commitment Authority
Less than \$2,999.99	Employees designated by Department Directors.
\$3,000.00 to \$9,999.99	Department Managers.
\$10,000.00 to \$24,999.99	Department Directors.
\$25,000.00 to \$249,999.99	Approval of the Chief Administrative Officer together with the Approval of the Director of Financial Services.
Greater than \$250,000.00	Recommendation to award to be approved by Town Council.

TOWN OF LADYSMITH

BYLAW NO. 1910

A bylaw of the Town of Ladysmith to approve the 2015 Audited Financial Statements as authorized expenditures for 2015.

WHEREAS the Council of the Town of Ladysmith deems it appropriate to approve the 2015 Audited Financial Statements.

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

- (1) The 2015 Audited Financial Statements for the Town of Ladysmith, attached hereto as Schedule A, are hereby considered to be authorized expenditures for 2015.
- (2) This bylaw may be cited for all purposes as *"Town of Ladysmith 2015 Audited Financial Statements Bylaw 2016, No. 1910."*

READ A FIRST TIME on the day of , 2016

READ A SECOND TIME on the day of , 2016

READ A THIRD TIME on the day of , 2016

ADOPTED on the day of , 2016

Mayor (A. Stone)

Corporate Officer (S. Bowden)

TOWN OF LADYSMITH

BYLAW NO. 1908

A bylaw establishing the Financial Plan for the years 2016-2020

WHEREAS the *Community Charter* requires Municipal Councils to prepare and adopt, by bylaw, a financial plan;

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

Administration

- (1) Schedule "A" attached hereto and made part of the bylaw is hereby adopted and shall be the Financial Plan for the Town of Ladysmith for the five years ending the 31st of December, 2020.
- (2) Schedule "B" attached hereto and made part of the bylaw is hereby adopted and shall be the statement of objectives and policies for the Town of Ladysmith for the five years ending the 31st of December 2020.

Repeal

- (3) The "Town of Ladysmith Financial Plan Bylaw 2015, No. 1878" is hereby repealed.

Citation

- (4) This bylaw may be cited for all purposes as: "*Town of Ladysmith Financial Plan Bylaw 2016, No. 1908*".

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 (S. Bowden)

Schedule 'A' of Bylaw 1908

2016 – 2020 Financial Plan

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
REVENUES:					
Revenue From Property Tax Values	7,685,704	8,252,595	8,530,815	9,009,278	9,349,009
Revenue From Grants In Lieu	162,379	163,745	165,126	165,681	169,049
Revenue From Parcel Taxes	1,778,053	2,082,394	2,380,332	2,680,164	2,981,897
Revenue From Fees & Charges	3,487,239	3,575,719	3,706,676	3,639,845	3,677,131
Revenue From Other Sources	12,562,040	1,203,556	863,491	2,639,616	1,843,816
	<u>25,675,415</u>	<u>15,278,009</u>	<u>15,646,440</u>	<u>18,134,584</u>	<u>18,020,902</u>
EXPENSES:					
General Operating Expense	9,327,314	9,493,597	9,719,565	9,885,193	10,104,939
Sanitary Sewer Operating Expenses	880,701	984,600	1,059,293	1,080,479	1,044,866
Water Operating Expenses	664,557	672,878	971,334	978,624	998,225
Interest Payments	685,833	831,688	834,705	837,783	840,921
Amortization	2,485,372	2,526,469	2,567,980	2,610,322	2,653,511
	<u>11,631,638</u>	<u>768,777</u>	<u>493,563</u>	<u>2,742,183</u>	<u>2,378,440</u>
Annual Surplus/Deficit					
Add back:					
Amortization	2,485,372	2,526,469	2,567,980	2,610,322	2,653,511
Capital Expenditures					
General Capital	3,014,897	1,266,533	1,269,564	10,296,756	1,060,000
Sanitary Sewer Capital	6,801,408	960,000	360,000	360,000	360,000
Water Capital	14,643,605	602,000	5,475,000	4,040,000	2,200,000
Proceeds from New Debt	(7,635,000)	0	(4,389,875)	(10,867,556)	(1,000,000)
Principal Payments	793,650	902,224	904,987	907,804	655,630
Transfers from DCC's & Reserves	(743,500)	(441,920)	(835,125)	(298,400)	(60,000)
Transfer to/from Own Funds	(2,758,050)	6,409	276,992	913,901	1,816,321
Financial Plan Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Schedule 'B' of Bylaw No. 1908

**Town of Ladysmith 2016 – 2020 Financial Plan
Statement of Objectives and Policies**

In accordance with Section 165(3.1) of the Community Charter, the Town of Ladysmith (Town) is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2016. Council currently has no specific policy surrounding the proportion of total revenue to come from each funding source. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and street lighting.

User fees and charges form a large portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services - these are charged on a user-pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objective

- The Town will increase the proportion of revenue that is received from user fees and charges until the fees and charges more closely meet the costs incurred to provide the services.

Policies

- The Town will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Water and Sanitary Sewer Rates will be reviewed to ensure that appropriate user fees are charged, rather than taxation, to lessen the burden on its limited property tax base.
- Borrowing will be considered when a capital project will provide benefits to taxpayers over a long period.
- Pursuant to Council's direction, the Town will build a reserve to fund major capital projects. This is done by transferring a minimum of 10% prior year's municipal tax levy to General Capital projects as well as setting aside a further 5% for asset replacement.

Table 1: Sources of Revenue

<u>Revenue Source</u>	<u>2016</u>	<u>% total</u>
Property Taxes	7,685,704	20.44%
Grants in Lieu	162,379	0.43%
Parcel Taxes	1,778,053	4.73%
User fees & Charges	3,487,239	9.27%
Other Sources	243,500	0.65%
Borrowing	7,635,000	20.30%
Government Grants	12,318,540	32.76%
DCCs & Reserves	743,500	1.98%
Own Funds	3,552,383	9.44%

Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of Town services.

Objectives

- The amount of taxes to be collected from each of the classes will be reviewed each year.

Policies

- Supplement, where possible, revenues from user fees and charges to help to offset the burden on the entire property tax base.
- The amount of taxation to come from Class 4 Major Industry will remain at \$970,952.
- The increase to Class 6 Business/Other will be half of the increase to Class 1 Residential after non-market change.
- Continue to maintain and encourage economic development initiatives designed to attract more light industry, retail and commercial businesses to invest in the community. Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage economic and environmental sustainability opportunities.
- Regularly review and compare the Town's distributions of tax burden relative to other municipalities in British Columbia.

Table 2: Distribution of 2016 Property Tax Rates

Property Class	2016
	% of Total Property Taxation
Residential (1)	72.07%
Utilities (2)	0.41%
Supportive Housing (3)	0.00%
Major Industry (4)	12.08%
Light Industry (5)	0.80%
Business and Other (6)	14.35%
Managed Forest Land (7)	0.00%
Recreation/Non-profit (8)	0.28%
Farmland (9)	0.01%
Total	100%

Permissive Tax Exemptions

The Town provides permissive tax exemptions. The Permissive Tax Exemption Bylaw 2015, No.1890, adopted on October 13, 2015, contains a list of property exempt from taxation for 2016. Some of the eligibility criteria for permissive tax exemptions include the following:

- The tax exemption must demonstrate benefit to the community and residents of the Town by enhancing the quality of life (economically, socially and culturally) within the community.
- The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the Town.
- The organization receiving the exemption must be a registered non-profit society, as the support of the municipality will not be used for commercial and private gain.
- Permissive tax exemptions will be considered in conjunction with: (a) other assistance being provided by the Town; (b) the potential demands for Town services or infrastructure arising from the property; and (c) the amount of revenue that the Town will lose if the exemption is granted.

Objective

- The Town will continue to provide permissive tax exemptions to some non-profit societies. The Town has also expanded its offering of permissive tax exemptions to include revitalization tax exemptions. It also intends to offer permissive tax exemptions targeted at green development for the purposes of encouraging development that will meet our *Climate Action Charter* commitments.

Policies

- Expand the permissive tax exemption policy to include eligibility requirements for green revitalization tax exemptions.

- Develop a revitalization tax exemption program which details the kinds of green activities that the exemption program will target.
- Integrate the green revitalization tax exemption program into the Town's existing economic initiatives as a means of attracting retail and commercial businesses to further invest in the community.
- Continue the use of the revitalization tax exemption for economic revitalization in order to encourage the commercial and industrial redevelopment of specific areas.

Table 3: Utilization of Reserves, Development Cost Charges and Surplus for 2016

Source	% of Total	Dollar Value
Development Cost Charges - Roads	4%	168,000
Gas Tax Funds	13%	575,500
Surplus	83%	3,552,383
Total		\$4,295,883

TOWN OF LADYSMITH

BYLAW NO. 1909

A bylaw for the levying of rates for Municipal, Hospital and Regional District purposes for the year 2016.

WHEREAS the Council of the Town of Ladysmith shall, pursuant to the *Community Charter*, in each year, adopt a bylaw to impose rates on taxable land and improvements according to their assessed value to provide the money required for purposes specified in the Charter;

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

Administration

1. The tax rates for the year 2016 shown on Schedule "A", attached to and forming part of this Bylaw, shall be imposed on the assessed value of all the land and improvements within the Town of Ladysmith for the following purposes of:
 - (a) The Town of Ladysmith General Municipal Purposes – Column 'A';
 - (b) The Cowichan Valley Regional District – Column 'B';
 - (c) The Cowichan Valley Regional District Hospital – Column 'C'.

Citation

2. This bylaw may be cited as the "Town of Ladysmith Tax Rates Bylaw 2015, No. 1879".

READ A FIRST TIME on the day of , 2016

READ A SECOND TIME on the day of , 2016

READ A THIRD TIME on the day of , 2016

ADOPTED on the day of , 2016

Mayor (A. Stone)

Corporate Officer (S. Bowden)

**Town of Ladysmith Tax Rates Bylaw 2016, No.1909
Schedule "A"**

Tax Rates (Dollars of Tax per \$1,000 Net Taxable Value)

PROPERTY CLASS		<u>'A'</u> Municipal	<u>'B'</u> Cowichan Valley Regional District	<u>'C'</u> Cowichan Valley Regional Hospital District
1	Residential	5.4935	0.8611	0.5820
2	Utilities	36.9289	3.0139	2.0370
3	Supportive Housing	5.4935	0.8611	0.5820
4	Major Industry	104.8125	2.9277	1.9787
5	Light Industry	18.5725	2.9277	1.9787
6	Business/Other	14.7718	2.1097	1.4259
7	Managed Forest	39.7959	2.5833	1.7460
8	Rec Non Profit	3.3956	0.8611	0.5820
9	Farm	33.3357	0.8611	0.5820

**TOWN OF LADYSMITH
BYLAW NO. 1906**

A bylaw to impose a water parcel tax on owners of land in the Town of Ladysmith pursuant to the provisions of the *Community Charter*.

WHEREAS the Council of the Town of Ladysmith is empowered by the *Community Charter* to impose and levy a water parcel tax to meet the cost of works and services that benefit land within the Municipality; and

WHEREAS certain costs have been or are to be incurred by the Town of Ladysmith in constructing and improving the water system of the Town; and

WHEREAS it is deemed essential and expedient to impose and levy a water parcel tax on land benefiting from such improvements to meet such costs;

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

Definitions

1. In this Bylaw:

"Parcel"

Means any lot, block or other area of land in which real property is held, or into which it is subdivided, as identified in the 2016 Revised Assessment Roll and all amendments thereto.

"Group of Parcels"

Means where a building or improvement is constructed over more than one parcel of land, those parcels, if contiguous, may be dealt with by the Assessor as one parcel and be assessed accordingly.

Levy

2. A water parcel tax shall be levied annually against each parcel or group of parcels of land within the Town of Ladysmith which is capable of being connected to the water system of the Town, or which is deemed to abut on the said water system.
3. The annual water parcel tax shall be in the amount of Two Hundred and Twenty-five Dollars (\$225.00) per parcel or group of parcels.
4. The water parcel tax imposed by this bylaw on each parcel of land shall be shown by the Collector on the real property tax roll, and the payment of the water parcel tax shall be made in the same manner, on or before the same dates, as other real property taxes.
5. The water parcel tax shall have the same rights and remedies as other real property taxes.
6. Every water parcel tax assessment roll and every revision thereof shall be considered and dealt with by a Parcel Tax Roll Review Panel appointed pursuant to the provisions of the *Community Charter*.

Repeal

7. "Water Parcel Tax Bylaw, 2015, No. 1876" is hereby repealed.

Citation

8. This bylaw may be cited as "Water Parcel Tax Bylaw 2016, No. 1906".

READ A FIRST TIME on the 4th day of April, 2016

READ A SECOND TIME on the 4th day of April, 2016

READ A THIRD TIME on the 4th day of April, 2016

ADOPTED on the _____ day of _____

Mayor (A. Stone)

Corporate Officer (S. Bowden)

**TOWN OF LADYSMITH
BYLAW NO. 1907**

A bylaw to impose a sewer parcel tax on owners of land in the Town of Ladysmith, pursuant to the provisions of the *Community Charter*.

WHEREAS the Council of the Town of Ladysmith is empowered the *Community Charter* to impose and levy a sewer parcel tax to meet the cost of works and services that benefit land within the Municipality; and

WHEREAS certain costs have or will be incurred by the Town of Ladysmith in constructing and improving the sewer system of the Town; and

WHEREAS it is deemed essential and expedient to impose and levy a sewer parcel tax on land benefitting from such improvements to meet such costs;

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

Definitions

1. In this Bylaw:

"Parcel"

Means any lot, block or other area of land in which real property is held, or into which it is subdivided, as identified in the 2016 Revised Assessment Roll and all amendments thereto.

"Group of Parcels"

Means where a building or improvement is constructed over more than one parcel of land, those parcels, if contiguous, may be dealt with by the Assessor as one parcel and be assessed accordingly.

Levy

2. A parcel tax shall be levied annually against each parcel or group of parcels of land within the Town of Ladysmith which is capable of being connected to the sewer system of the Town, or which is deemed to abut on the said sewer system.
3. The annual sewer parcel tax shall be in the amount of Two Hundred Sixty-nine Dollars (\$269.00) per parcel or group of parcels.
4. The sewer parcel tax imposed by this bylaw on each parcel of land shall be shown by the Collector on the real property tax roll, and the payment of the parcel tax shall be made in the same manner, on or before the same dates, as other real property taxes.
5. The sewer parcel tax shall have the same rights and remedies as other real property taxes.
6. Every parcel tax assessment roll and every revision thereof shall be considered and dealt with by a Parcel Tax Roll Review Panel appointed pursuant to the provisions of the *Community Charter*.

Repeal

7. "Sewer Parcel Tax Bylaw 2015, No. 1877" is hereby repealed.

Citation

8. This bylaw may be cited as "Sewer Parcel Tax Bylaw 2016, No. 1907".

READ A FIRST TIME on the 4th day of April, 2016

READ A SECOND TIME on the 4th day of April, 2016

READ A THIRD TIME on the 4th day of April, 2016

ADOPTED on the day of

Mayor (A. Stone)

03
Corporate Officer (S. Bowden)



LADYSMITH
MARITIME
SOCIETY

610 Oyster Bay Drive
PO Box 1030, Ladysmith, BC V9G 1A7
T: 250.245.0109 F: 250.245.0108
E: admin@lmsmarina.ca
www.lmsmarina.ca

March 30, 2015

Clayton Postings
Director of Parks, Recreation & Culture
Town of Ladysmith
P.O. Box 220
Ladysmith, BC
V9G 1A2

Dear Clayton:

As you know we have had some serious theft problems in the area of the Car Shop – our heritage boat restoration shop. Just in the last year we have been subject to three successful break-ins and a number of failed attempts. We lost a battery charger for our golf cart (\$1500). They came back about two weeks later and took the batteries (\$800) and a few weeks later we lost a number of tools. They can't seem to get into the Car Shop itself but the out buildings are easy pickings. We have replaced a number of padlocks and beefed up hinges but to no avail. We have what we believe is a solution.

We would like to locate a shipping container (20' X 7' X 8') at the north end of the Car Shop (see attached photo). This will do two things: provide clean, dry, secure storage and in preparation for the locating of the container our volunteers will undertake a substantial cleanup of the surrounding area. They would remove the red and white wooden shed and get rid of the garbage that is dumped there. My hope is that you will continue to work with us as you have by taking this request forward. Let me know if there are any permits required for this "solution" and I will be happy to apply as required.

Regards,

Rod Smith
Managing Director, Ladysmith Maritime Society

