

A REGULAR MEETING OF THE COUNCIL OF THE TOWN OF LADYSMITH WILL BE HELD AT THE EAGLES HALL ON 921 FIRST AVENUE, LADYSMITH MONDAY, JUNE 5, 2017 7:00 P.M.

Call to Order and Closed Meeting 5:00 p.m. (at City Hall) Regular Open Meeting 7:00 p.m. (at Eagles Hall)

AGENDA

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

1. CLOSED SESSION

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

- negotiations and related discussions respecting the proposed provision of a municipal service - 90(1)(k)
• potential lease of property - 90 (1) (e)
• sale of Town-owned property -- Section 90 (1) (e)

REGULAR MEETING (7:00 P.M.)

2. AGENDA APPROVAL

3. RISE AND REPORT - Items from Closed Meeting

4. MINUTES

- 4.1. Minutes of the Regular Meeting of Council held May 1, 2017 1 - 9
4.2. Minutes of the Special Meeting of Council held May 8, 2017..... 10



5. DELEGATIONS

- 5.1. **R. Gunn and B. Smith**
Sale of 900 Russell Road
Background information provided for convenience..... 11 - 13

6. PROCLAMATIONS

- 6.1. **Orca Awareness Month** 14
Mayor Stone has proclaimed the month of June as Orca Month and encourages Town of Ladysmith citizens to focus on the plight of the orca community, honour their presence in our waters, and speed up efforts to recover the population.

7. DEVELOPMENT APPLICATIONS

- 7.1. **Development Variance Permit Application 3090-17-02 (520 Jim Cram Drive)**..... 15 - 22

Staff Recommendation:

That Council:

1. Consider issuing Development Variance Permit 3090-17-02 (Lot 2, District Lot 108, Oyster District, Plan VIP88238) to permit parcel coverage to be varied from 38 per cent to 40 per cent on proposed lots 1, 2, 3, 4, 10, 11, 12, 13; and to permit finished floor area to be varied from 121m² to 139 m² for proposed lots 5, 6, 7, 8 and 9 at 520 Jim Cram Drive.
2. Authorize the Mayor and Corporate Officer to sign the Development Variance Permit.

8. BYLAWS (OFFICIAL COMMUNITY PLAN AND ZONING)

9. COMMITTEE REPORTS

- 9.1. **Mayor A. Stone**
Cowichan Valley Regional District; Waterfront Design Charrette; Ladysmith Chamber of Commerce; Stocking Lake Advisory Committee
- 9.2. **Councillor R. Hutchins**
Municipal Services Committee; Heritage Revitalization Advisory Commission; Waterfront Design Charrette; 2017 Parcel Tax Review Panel
9.2.1 Recommendations from the Municipal Services Committee Meeting Held May 8, 2017 23

- 9.3. Councillor C. Henderson**
Invasive Species Advisory Committee; Interagency Group; Ladysmith Early Years Partnership; Social Planning Cowichan; Ladysmith Community Justice Program
- 9.4. Councillor D. Paterson**
Parks, Recreation and Culture Advisory Committee; Protective Services Committee; 2017 Parcel Tax Review Panel; Advisory Design Panel; Canada 150 Celebrations Committee
9.4.1. Canada 150 Celebrations Committee Report (verbal report)
- 9.5. Councillor J. Friesenhan**
Liquid Waste Management Committee; Ladysmith Downtown Business Association; Waterfront Design Charrette; Ladysmith Festival of Lights Committee
9.5.1. Council Liaison Report 24 - 25
- 9.6. Councillor C. Fradin**
Community Safety Advisory Commission; Liquid Waste Management Committee; Protective Services Committee; Celebrations Committee
- 9.7. Councillor S. Arnett**
Vancouver Island Regional Library Board; Stocking Lake Advisory Committee; Liquid Waste Management Committee; 2017 Parcel Tax Review Panel; Advisory Planning Commission; Island Corridor Foundation

10. REPORTS

- 10.1. Statement of Financial Information for the Year Ended December 31, 201626 - 82**
- Staff Recommendation:
That Council approve the Statement of Financial Information for the Town of Ladysmith for the Year Ended December 31, 2016.
- 10.2. Review of Commission and Committee Structure 83 - 85**
- Staff Recommendation:
That Council:
1. Direct staff to issue a Request for Proposals for a comprehensive review of the Town’s Commission and Committee Structure
 2. Confirm its priorities and preferences with respect to the scope and outcome of the review of Commissions and Committees.

10.3. Rainbow Crosswalks 86 - 89

Staff Recommendation:

That Council direct staff to install a painted rainbow crosswalk across Capt. Tristan de Koninck Way at Transfer Beach.

10.4. Ryan Place Greenbelt Arborist Report.....90 - 112

Staff Recommendation:

That Council direct staff to:

1. Refer the arborist management plan to the Parks, Recreation and Culture Advisory Committee and the Invasive Species Committee for review and comment relating to the development of future tree management plans;
2. Continue to include as part of the 2018-2022 Operational and Capital Financial Plans, a tree management plan for Town-owned properties.

10.5. Parks Usage Bylaw Hours of Use..... 113 - 115

Staff Recommendation:

That Council direct staff to include the proposed hours of use in the updated Parks Usage Bylaw and refer the proposed schedule to the Parks, Recreation and Culture Advisory Committee for comment.

11. BYLAWS

11.1. Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930 116 - 120

The purpose of Bylaw 1930 is to amend the Waterworks Regulations Bylaw 1999, No. 1298 to authorize the Director of Financial Services to make billing adjustments when appropriate to do so, and to set a rate for bulk water hauling.

Staff Recommendation:

That Council give first three readings to Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930.

12. CORRESPONDENCE

**12.1. Ladysmith Kinsmen Club
Downtown Washroom Proposal 121 - 125**

Staff Recommendation:

That Council direct staff to refer the proposed washroom concept to the Parks, Recreation and Culture Advisory Committee (PRCAC) and the Heritage Revitalization Advisory Commission (HRAC) for comment, seeking feedback on the exterior design of the building.

12.2. Ladysmith Chamber of Commerce Golf Classic 126 - 130

Staff Recommendation:

That Council:

1. Sponsor a Hole at the Ladysmith Chamber of Commerce Tournament on June 16, 2017; and
2. Enter a team in the tournament.

**12.3. Ladysmith Softball Association
Request to Waive Trolley and Driver Fee for U12C Girls Softball Regional
Championship, June 16-18, 2017 131 - 136**

Staff Recommendation:

That Council consider whether it wishes to:

1. Waive all or part of the fee to provide a trolley and driver to shuttle participants and fans of the U12C Girls Softball Regional Championship from a main parking location to the Aggie Fields and back from 5:00 p.m. to 9:00 p.m. on Friday, June 16, and from 7:30 a.m. to 7:30 p.m. on Saturday, June 17 and Sunday, June 18;
2. Register individual Council members as volunteer celebrity cooks to flip burgers at the Aggie or Saltair concession stands, the proceeds from which go back to support Ladysmith Softball and help fund the Tournament;
3. Contribute 221 Town pins for the participant gift bags.

13. NEW BUSINESS

13.1. Derelict and Abandoned Vessels Private Members Bill

Staff Recommendation:

That Council adopt the following resolution as requested by Shiela Malcomson, M.P.:

That Council encourages Parliament to adopt Bill C-352, “An Act to amend the Canada Shipping Act, 2001 and provide for the development of a national strategy for abandoned vessels”, which would fix vessel registration, pilot a vessel turn-in program, create good green jobs by supporting local marine salvage businesses and vessel recycling, and make Coast Guard responsible for directing the removal of abandoned vessels.

14. UNFINISHED BUSINESS

- 14.1. Provincial Response to the 2016 Resolution to Amend Eligibility Criteria for Community Gaming Grants Put Forward by Council and Endorsed by the UBCM Membership at Convention 137 - 138

Staff Recommendation:

That Council receive for information the Provincial response to the 2016 resolution to amend eligibility criteria for community gaming grants put forward by Council at the UBCM Convention.

15. QUESTION PERIOD

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

ADJOURNMENT

**MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAYDAY, MAY 1, 2017
CALL TO ORDER 5:32 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

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

STAFF PRESENT:

| | | |
|-------------------|------------------|---------------|
| Guillermo Ferrero | Felicity Adams | Erin Anderson |
| Geoff Goodall | Clayton Postings | Joanna Winter |
| Sue Bouma | | |

CALL TO ORDER Mayor Stone called this Meeting of Council to order at 5:32 p.m.

CLOSED SESSION *Moved and seconded:*
That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 5:05 p.m. in order to consider items related to the following

- negotiations and related discussions respecting the proposed provision of a municipal service – 90(1)(k)
- potential lease of property – 90 (1) (e)
- consideration of information related to negotiations between the province or federal government or both and a third party – 90 (2) (b)

Motion carried.

CS 2017-131

REGULAR OPEN MEETING Mayor Stone called this Regular Meeting to order at 7:01 p.m., recognizing the traditional territory of the Stz'uminus First Nation, acknowledging 5,500 years of history and stewardship and expressing gratitude to be here.

AGENDA APPROVAL

CS 2017-132

Moved and seconded:
That Council approve the agenda for this Regular Meeting of May 1, 2017 as amended by the following additions:

- Item 13.3., Locomotive 11
- Item 13.4., Ladysmith Ambassadors Coronation
- Item 13.5., Street Hockey Tournament

Motion carried.



RISE AND REPORT

Council rose from Closed Session at 6:48 p.m. without report.

MINUTES

Minutes of the Public Hearing and Regular Meeting of Council held April 3, 2017

Moved and seconded:

CS 2017-133

That Council approve the minutes of the Public Hearing and Regular Meeting of Council held April 3, 2017, as amended to show Councillor Arnett's opposition to Resolution CE 2016-087 and all related resolutions.

Motion carried.

Minutes of the Special Meeting of Council held April 10, 2017

Moved and seconded:

CS 2017-134

That Council approve the minutes of the Special Meeting of Council held April 10, 2017.

Motion carried.

DELEGATIONS

Amy Melmock, Economic Development Manager, Cowichan Valley Regional District

Economic Development Cowichan Activities Update

CVRD Economic Development Manager, Amy Melmock, provided an overview of the Economic Development Cowichan outreach activities and initiatives, which included strengthening relationships with the Chambers of Commerce in the region, focusing on the technology sector, updating the Economic Development Cowichan website, hiring a film liaison to help build relationships with businesses while promoting filming in the area, and examining the industrial land base to determine highest and best use. She also stated her intention to reach out to the marinas and aquaculture communities. Ms. Melmock invited Council to the Economic Development Planning session at the Vancouver Island University Duncan campus on May 25th.

Council thanked Ms. Melmock for her informative presentation.

Judy Stafford, Cowichan Green Community Cowichan Green Community Year in Review

J. Stafford presented the video "2016 in Review" produced by Cowichan Green Community, highlighting the organization's programs and accomplishments over the past year, which included plans for a food fit program, family cooking classes, summer camps, and a new seed farm. Council thanked Ms. Stafford and the organization for their dedication to sustainability and food security.

PROCLAMATIONS

National Health and Fitness Day

Mayor Stone proclaimed June 3, 2017, as "National Health and Fitness Day" in the Town of Ladysmith and encouraged all citizens to contribute to their own health and well-being by increasing their level of physical activity and their participation in recreational sports and fitness activities.

National Public Works Week

Mayor Stone proclaimed the week of May 21-27, 2017 as National Public Works Week in the Town of Ladysmith and called upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works, and to recognize the contributions which public works officials make every day to our health, safety, comfort and quality of life.

DEVELOPMENT APPLICATIONS

CS 2017-135

Development Variance Permit Application 3090-17-02 (520 Jim Cram Drive)

Moved and seconded:

That Council direct staff to:

1. Proceed with statutory notice for Development Variance Permit application (3090-17-02) for Lot 2, District Lot 108, Oyster District, Plan VIP88238 (520 Jim Cram Drive); and
2. Review small lot zones to review lot coverage and finished floor area generally, and if appropriate make recommendations to Council for amending the Zoning Bylaw.

Motion carried.

CS 2017-136

Development Permit Application 3060-17-04 (901 Gladden Road)

Moved and seconded:

1. That Council issue Development Permit 3060-17-04 to permit the issuance of a building permit for one temporary (portable) office building on Lot A, District Lot 81, 86, 87, 98 Oyster District and District Lot 2054 Cowichan District, Plan EPP35537 (901 Gladden Road); and that security of \$10,000 be submitted to guarantee the removal of the temporary structure by December 31, 2020 or when a permanent office building is constructed, whichever is earlier; and
2. Authorize the Mayor and Corporate Officer to sign the Development Permit.

Motion carried.

**COMMITTEE
REPORTS**

CS 2017-137

**Heritage Revitalization Advisory Commission Report regarding
Canada 150 Project**

Moved and seconded:

That Council authorize the Heritage Revitalization Advisory Commission (HRAC) to commemorate the Canada 150 Celebrations by participating in the following Canada 150 Project, "Remembering our Peoples – An Invitation to Share Your Family Stories".

Motion carried.

S. Bouma left the meeting.

REPORTS

CS 2017-138

**Alternative Approval Process Results: Bylaw 1920 (Water
Filtration Plant Borrowing**

Moved and seconded:

That Council receive the official results of the Alternative Approval Process for Water Filtration Plant Loan Authorization Bylaw 2016, No. 1920.

Motion carried.

CS 2017-139

**Direction to Submit Grant Applications for the Federal Gas Tax
Fund – Strategic Priorities Fund**

Moved and seconded:

That Council direct staff to make a funding application to the Federal Gas Tax Fund Strategic Priorities Fund – Capital Infrastructure Project Stream for the Holland Dam Upgrade for up to \$6 million dollars in grant funding, and support the Town administration with overseeing the management of this grant if successful.

Motion carried.

CS 2017-140

Moved and seconded:

That Council direct staff to make a funding application to the Federal Gas Tax Fund Strategic Priorities Fund – Capital Infrastructure Project Stream for the Machine Shop Restoration for up to \$2.25 million dollars in grant funding, and support the Town administration with overseeing the management of this grant if successful.

Motion carried.

CS 2017-141

Authorization to Adjust Utility Billing for Certain Properties

Moved and seconded:

That Council direct staff to:

1. Adjust the water billing due to leaks for the following

properties:

| | |
|----------|-----------------|
| 0324.000 | \$48.11; |
| 0490.005 | \$100.76; |
| 0176.000 | \$501.48; |
| 1343.445 | \$38.05; |
| 0036.000 | \$153.25; |
| 1348.685 | \$455.56; |
| 1343.487 | \$287.07; |
| 1002.317 | \$162.63; |
| 0660.000 | \$125.77; |
| 1047.040 | \$160.54; |
| 0262.000 | \$520.84; |
| 1177.000 | \$5,004.44; |
| 1348.241 | \$514.29; |
| 1348.610 | \$733.56; |
| 1057.010 | \$1,939.09; |
| 1002.274 | \$3,026.13; |
| 0641.000 | \$4,699.90; |
| 1073.176 | \$3,586.77; and |

2. Direct staff to amend the Waterworks Rates and Regulation Bylaw 1999, No.1298 to include the authority for the Director of Finance to make adjustments up to \$1,000 to the water accounts.

AMENDMENT

CS 2017-142

Moved and seconded:

That Resolution No. CS 2017-140 be amended to read as follows:

That Council direct staff to:

1. Adjust the water billing due to leaks for the following properties:

| | |
|----------|-------------|
| 0324.000 | \$48.11; |
| 0490.005 | \$100.76; |
| 0176.000 | \$501.48; |
| 1343.445 | \$38.05; |
| 0036.000 | \$153.25; |
| 1348.685 | \$455.56; |
| 1343.487 | \$287.07; |
| 1002.317 | \$162.63; |
| 0660.000 | \$125.77; |
| 1047.040 | \$160.54; |
| 0262.000 | \$520.84; |
| 1177.000 | \$5,004.44; |
| 1348.241 | \$514.29; |
| 1348.610 | \$733.56; |

1057.010 \$1,939.09;
1002.274 \$3,026.13;
0641.000 \$4,699.90;
1073.176 \$3,586.77; and

2. Direct staff to amend the Waterworks Rates and Regulation Bylaw 1999, No.1298 to include the authority for the Director of Finance to make adjustments up to \$3,000 to the water accounts.

Amendment carried.

Motion as amended carried.

BYLAWS

Town of Ladysmith Water Filtration Plant Loan Authorization Bylaw 2016, No. 1920

Moved and seconded:

CS 2017-143

That Council adopt Town of Ladysmith Water Filtration Plant Loan Authorization Bylaw 2016, No. 1920.

Motion carried.

Town of Ladysmith Financial Plan Bylaw 2017, No. 1926

Moved and seconded:

CS 2017-144

That Council adopt Town of Ladysmith Financial Plan Bylaw 2017, No. 1926.

Motion carried.

Town of Ladysmith Tax Rates Bylaw 2017, No. 1929

Moved and seconded:

CS 2017-145

That Council adopt Town of Ladysmith Tax Rates Bylaw 2017, No. 1929.

Motion carried.

Town of Ladysmith Water Parcel Tax Bylaw 2017, No. 1928

Moved and seconded:

CS 2017-146

That Council adopt Town of Ladysmith Water Parcel Tax Bylaw 2017, No. 1928.

Motion carried.

Town of Ladysmith Sewer Parcel Tax Bylaw 2017, No. 1927

Moved and seconded:

CS 2017-147

That Council adopt Town of Ladysmith Sewer Parcel Tax Bylaw 2017, No. 1927.

Motion carried.

CORRESPONDENCE

Lynda Curry
Vacant Heritage Buildings

Moved and seconded:

CS 2017-148

That Council refer the correspondence from Lynda Curry, regarding ways to improve the aesthetics of vacant heritage buildings in downtown Ladysmith, to the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association for response and resolution.

Motion carried.

Moved and seconded:

CS 2017-149

That Council direct staff to write to the owners of vacant properties on 1st Avenue, encouraging them to make improvements to their buildings for esthetic and economic reasons.

Motion defeated.

**Ladysmith Kinsmen
High Street Little League Field Score Clock Installation Request**

Moved and seconded:

CS 2017-150

That Council direct staff to:

1. Update the 2017 to 2021 Financial Plan to include the annual hydro costs of the new electronic scoreboard purchased by the Kinsmen for the Little League Field; and
2. Inform BC Hydro that Council authorizes this additional service on the Town's account.

AMENDMENT

CS 2017-151

That Resolution No. CS 2017-150 be amended to read as follows:

That Council direct staff to:

1. Update the 2017 to 2021 Financial Plan to include the annual hydro costs of the new electronic scoreboard purchased by the Kinsmen for the Little League Field; and
2. Inform BC Hydro that Council authorizes this additional service on the Town's account.
3. Prepare a report on utility costs for the past five years.

Amendment carried.

Motion as amended carried.

NEW BUSINESS

Emergency Management Agreement

Moved and seconded:

CS 2017-152

That Council:

1. Approve the five-year Emergency Management Agreement

between the Cowichan Valley Regional District, the City of Duncan, the Corporation of the District of North Cowichan, the Town of Lake Cowichan and the Town of Ladysmith, effective 2017 to 2022; and

2. Authorize the Mayor and Corporate Officer to sign the agreement.

Motion carried.

Stz'uminus First Nation Grant in Aid Application

Moved and seconded:

CS 2017-153

That Council approve a Grant in Aid to the Stz'uminus First Nation in the amount of \$1,200 for National Aboriginal Day Celebrations on June 21, 2017, with the funds to come from the remaining amount allocated to the 2017 Grant in Aid budget.

Motion carried.

Locomotive 11

Moved and seconded:

CS 2017-154

That Council direct staff to send a letter of congratulations to the Ladysmith and District Historical Society, the Industrial Heritage Preservation Committee, and to Harry and Shirley Blackstaff for their hard work getting Locomotive 11 moved into the Roundhouse in the Machine Shop.

Motion carried.

Ladysmith Ambassador Coronation

Moved and seconded:

CS 2017-155

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

Motion carried.

Street Hockey Tournament

Council decided to form a team for the Street Hockey Tournament on June 4th.

**UNFINISHED
BUSINESS**

Request to Build an 8 Foot Cedar Fence in Brown Drive Park (Correspondence from A. Kaufmann)

A. Kaufmann was present and responded to questions from Council.

CS 2017-156

Moved and seconded:

That in response to the correspondence from Allan Kaufmann dated April 20, 2017 regarding the proposed construction of an 8

foot fence along the shared property line between the Kaufmann property and Brown Drive Park, Council advise Mr. Kaufmann:

1. To apply for a Development Variance Permit, including payment of the application fee;
2. That if he wishes to request a refund of the application fee, he include that request in his application.
3. That the Town is in the process of preparing amendments to curfew times in Town parks.

Motion carried.

QUESTION PERIOD

Members of the public enquired about alternatives to applying for a development variance permit for an 8 foot cedar fence in Brown Drive Park.

ADJOURNMENT

CS 2017-157

Moved and seconded:

That this regular meeting of Council adjourn at 9:02 p.m.

Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

**MINUTES OF A SPECIAL MEETING OF COUNCIL
MONDAY, MAY 8, 2017
CALL TO ORDER 5:31 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

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

STAFF PRESENT:

| | | |
|-------------------|------------------|---------------|
| Guillermo Ferrero | Felicity Adams | Erin Anderson |
| Geoff Goodall | Clayton Postings | Joanna Winter |
| Sue Bouma | | |

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

CLOSED SESSION *Moved and seconded:*
That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 5:31 p.m. in order to consider items related to the following

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

Motion carried.

RISE AND REPORT Council rose from Closed Session at 6:21 p.m. without report.

ADJOURNMENT *Moved and seconded:*
That this Special Meeting of Council adjourn at 6:21 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

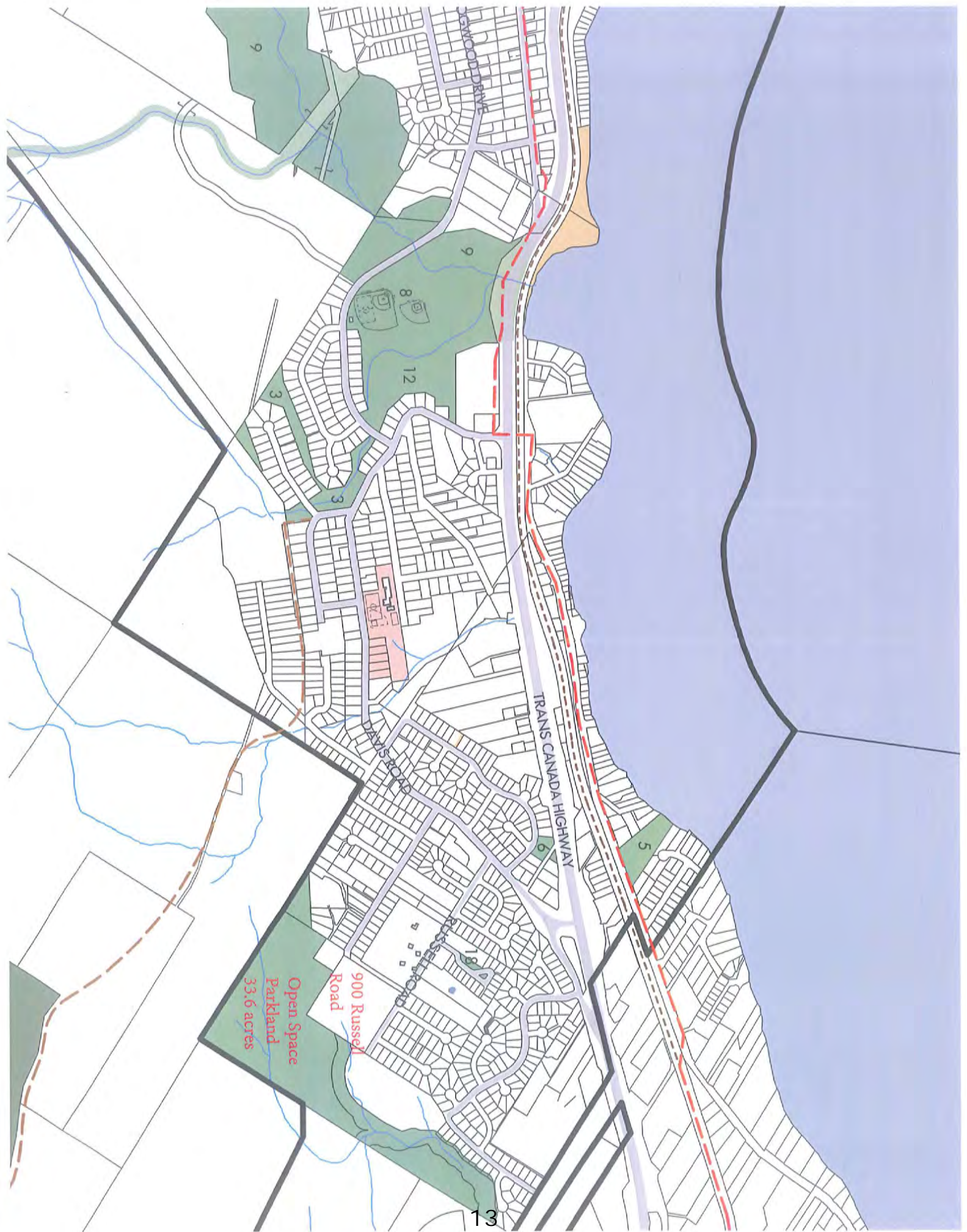


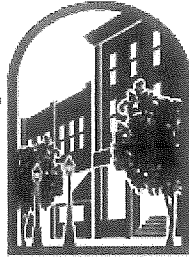
May 2017

RUSSELL ROAD PROPERTY – QUICK FACTS

- The Town of Ladysmith purchased the property at 900 Russell Road in 2003 when it was listed by a realtor (Kent Knelson). At the time, Council thought that a portion of the property might be used for future playing fields.
- The Town paid the full listed asking price of \$190,000 for the property.
- The only condition on the sale was that Council approval was required. This condition was removed one week after the purchase offer.
- At the time the Town purchased it, the property was zoned R-1 (Suburban Residential). It is still zoned R-1 (called Single Dwelling Residential since the Zoning Bylaw was updated in 2014.)
- The property has never been zoned as parkland, nor was it ever established as a park by the Town.
- The Town was interested in acquiring other surrounding parcels; however these parcels were purchased by other parties.
- Because the original intent was to use a portion of the property for playing fields, the Town paid for the purchase using funds from the Real Property Reserve and the Development Cost Charges (Parks) Funds. As with any purchase of property, if the originally intended use of the property changes, the DCC Parks funds can and will be replaced.
- There are 33 + acres of property to the south and west of 900 Russell Road that are zoned P-3 – Natural Park. The Town acquired all that property specifically to ensure that there is green space in the south end as other sites continue to be developed.
- The Town's Parks, Recreation and Culture Master Plan references the parkland at the end of Russell Road and Stirling Drive as an Open Space Park intended to protect and manage wildlife, habitat and other natural system support functions. Open Space Parks are linked to neighbourhood sidewalks, pathways and trails and are intended to contribute to the overall connectivity of the open space system. This Master Plan does not include any reference to the property at 900 Russell Road. The attached map shows the appropriately zoned parkland in South Ladysmith in 2017.

- Residents were consulted during the development of our Parks, Recreation and Culture Master Plan in 2015 and 2016. The plan provides direction for council about the type of park amenities that are desirable for the south end of Ladysmith.
- In 2010, the Town contracted with Capital Asset Group, Marianne Stoltz, to act as Land Agent and market various Town-owned properties for sale, including 900 Russell Road
- In 2012, the Town issued a request for proposals from developers interested in acquiring the property. No proposals were received.
- Following that Request for Proposals, the Town continued to offer the property for sale both through our land agent and independently . The property was listed for sale on our website throughout this time. Staff have responded on several occasions (perhaps twice a year) to requests for information packages from realtors representing interested parties. Generally during that time period, Council directed that 20 to 30 per cent of the property was to be set aside as parkland.
- Council referred the matter of the Russell Road property to the Parks, Recreation and Culture Advisory Commission in 2013. The Commission recommended that 50 per cent be set aside as parkland. Council responded (and rose/reported) that preserving this amount of the property for recreation purposes was not economically viable.





LADYSMITH

TOWN OF LADYSMITH

PROCLAMATION

ORCA MONTH

WHEREAS: *British Columbia's resident Killer Whales (orcas) are listed as endangered (southern population) and threatened (northern population) under the Species at Risk Act 2003; and*

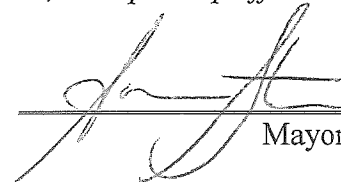
WHEREAS: *Major factors in the decline of the Southern Resident orca population include captures for marine parks in the 1960s and 70s, declining salmon runs, toxic pollution, loss of habitat; and increasing vessel traffic and noise levels; and*

WHEREAS: *We understand how intelligent and social these magnificent creatures are; and*

WHEREAS: *The existence of orcas in our waters brings pleasure and interest to BC residents and visitors alike; and*

WHEREAS: *During the month of June various conservation groups in the Pacific Northwest come together to focus on educating the public and taking action to enhance the survival of orcas;*

THEREFORE, *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim the month of June as Orca Month. I encourage our citizens to focus on the plight of the orca community, honour their presence in our waters, and speed up efforts to recover the population.*



Mayor A. Stone

June 1, 2017

STAFF REPORT TO COUNCIL

From: Felicity Adams, Director of Development Services
Meeting Date: June 5, 2017
File No: 3090-17-02

RE: Development Variance Permit Application – 520 Jim Cram Drive
 Lot 2, District Lot 108, Oyster District, Plan VIP88238

RECOMMENDATION(S)

That Council consider issuing Development Variance Permit 3090-17-02 (Lot 2, District Lot 108, Oyster District, Plan VIP88238) to permit parcel coverage to be varied from 38% to 40% on proposed lots 1, 2, 3, 4, 10, 11, 12, 13; and to permit finished floor area to be varied from 121m² to 139m² for proposed lots 5, 6, 7, 8, and 9 at 520 Jim Cram Drive.

AND THAT the Mayor and Corporate Officer be authorized to sign the Development Variance Permit.

PURPOSE

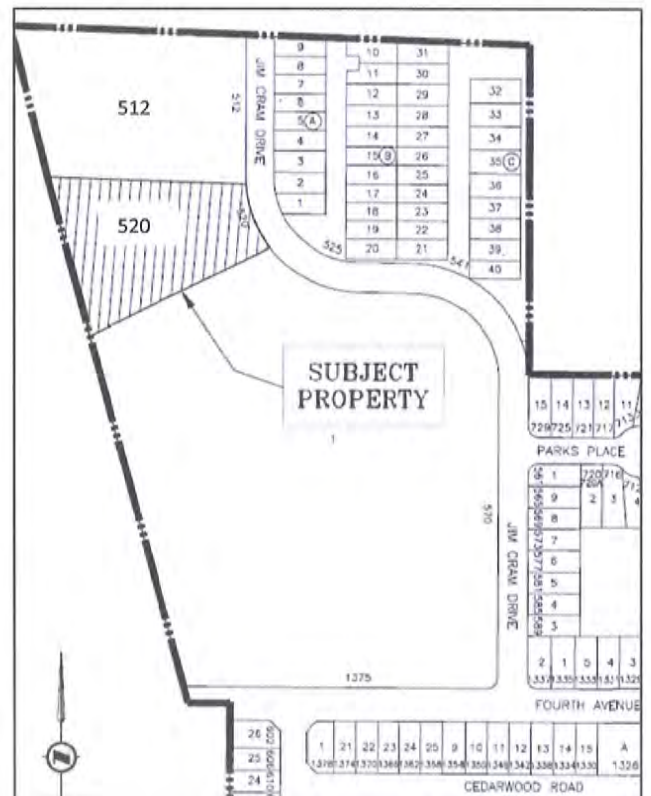
The purpose of this staff report is to obtain Council direction regarding a development variance permit application in relation to the subject property at 520 Jim Cram Drive.

PREVIOUS COUNCIL DIRECTION/RESOLUTIONS

At the May 1, 2017 meeting Council passed the following resolution:

“That Council direct staff to proceed with statutory notice for Development Variance Permit application (3090-17-02) for Lot 2, District Lot 108, Oyster District, Plan VIP88238 (520 Jim Cram Drive), and direct staff to review small lot zones to review lot coverage and finished floor area generally and if appropriate make recommendations to Council for amending the Zoning Bylaw.”

The statutory notice for DVP 3090-17-02 is complete. The review of small lot zones generally is underway.



INTRODUCTION/BACKGROUND

The applicant is requesting variances to parcel coverage and finished floor area in the R-1-B zone to allow for more flexible residential house design options on 14 single family lots at 520 Jim Cram Drive.

SCOPE OF WORK

The current stage of this application is to seek Council’s decision on the proposed development variance permit application. The subject property is zoned ‘Single Dwelling Residential – Small Lot B Zone’ (R-1-B). The minimum lot size in the R-1-B zone is 372m². The applicant has received preliminary layout approval to subdivide the property into 14 residential lots.

Five of the lots are greater than 423m² (4,553ft²) in size and nine of the lots are 408m² (4391ft²) or less. To allow for flexibility in design and to better utilize the range of parcel sizes, the applicant is requesting a variance to lot coverage for the smaller sized lots and a variance to the finished floor area for the five larger lots as shown in Table 1. The applicant is proposing:

- 1) To vary parcel coverage on the nine smaller lots from 38% to 40% to allow dwellings with a finished floor area between 113m² to 118m² in size to be constructed on Lots 1-4 and 10-14; and
- 2) To vary the maximum permitted finished floor area on the five larger lots from 121m² to 139m² to allow dwellings on Lots 5-9 to have 18m² more floor area.

Table 1: Proposed Variances to R-1-B Zone for 14 lots at 520 Jim Cram Drive

| | Required | Requested | Proposed Variance |
|---|---|---|---|
| Parcel Coverage (smaller lots) Lots 1, 2, 3, 4 and 10, 11, 12, 13, 14 | 38% | 40% | 2% |
| Finished Floor Area (larger lots) Lots 5, 6, 7, 8, and 9 | 121m ² (1302 ft ²) | 139m ² (1496 ft ²) | 18m ² (194 ft ²) |

Staff have commenced the review of small lot zones generally and found that the proposed variances for 520 Jim Cram Drive are within the lot coverage and floor areas permitted in similar small lot zones in North Cowichan, Duncan, Langford and Saanich. A full review of small lot zones and recommendations for the Zoning Bylaw will be available at a future Council meeting.

ALTERNATIVES

To not support Development Variance Permit application 3090-17-02

FINANCIAL IMPLICATIONS

None

LEGAL IMPLICATIONS

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

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

The Town of Ladysmith notice regarding Development Variance Permit application 3090-17-02 was sent to properties within 60 metres of the subject property on May 18, 2017. At the time of writing this report the Town received one letter from Ardent Properties on behalf of the strata owners at 512 Jim Cram Drive (see attached letter dated May 24, 2017). The letter outlines parking concerns from the residents at 512 Jim Cram Drive. Parking is not being reduced as part of this DVP (17-02). In response to the letter the following background information is provided:

- In September 2016 Council rezoned 512 Jim Cram Drive from R-3-A to R-1-B, such that rather than 28 multi-family units there will be 14 single family dwellings at 520 Jim Cram Drive.
- At full buildout there will be 48 residential units at 520 Jim Cram Drive and 81 parking stalls will be provided. It is anticipated that the final phase will be completed in 2018.
- In 2011 a Development Permit was issued for the 48 unit multi-family development at 520 Jim Cram Drive. The Development Permit authorized a parking variance such that rather than the required 82 parking stalls, 81 parking stalls will be provided. Also, the Development Permit allowed 32 small car spaces, rather than the maximum permitted 20 small car spaces.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Development Variance Permit application 3090-17-02 has been referred to the Infrastructure Services Department and the Senior Building Inspector for review and no concerns have been identified.

RESOURCE IMPLICATIONS

Processing Development Variance Permit applications is within available staff resources.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

The proposed variance is consistent with the Sustainability Visioning Report.

ALIGNMENT WITH STRATEGIC PRIORITIES

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

SUMMARY

Council may consider approving the Development Variance Permit application for 520 Jim Cram Drive (3090-17-02)



Lisa Brinkman, Senior Planner

May 30, 2017

Date Signed

Reviewed By

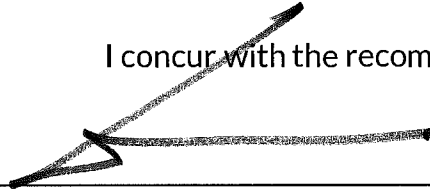


Felicity Adams, Director of Development Services

May 30, 2017

Date Signed

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)

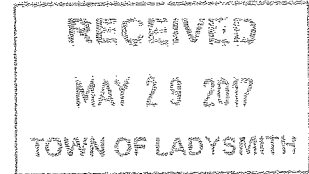
Letter - Ardent Properties - May 24, 2017
DVP 3090-17-02



ARDENTPROPERTIES^{CO}

May 24, 2017

Town of Ladysmith
Box 220
Ladysmith, BC V9G 1A2



Attention: Felicity Adams, Director of Development Services

Dear Ms. Adams:

**RE: Your File: DVP 3090-17-02
Our File: Strata Plan EPS 797 512 Jim Cram Drive
Ladysmith, BC**

We write as Agent for The Owners, Strata Plan EPS 797 concerning the issue of parking for the proposed housing density at DVP17-02.

Meadowwoods Strata Council asked that a letter be sent to you to voice their concerns of insufficient parking for the proposed housing density. The strata corporation was not, in their opinion, allocated adequate parking which has forced some residents to park on the public roadway in front of the property. The development is not yet fully built out and already overflow parking on the town street is noticeable. Adding additional single family units will further limit the amount of available space for resident parking.

The proposed development will require an entry which takes away more parking spaces as well as adding more vehicles in the future when new owners take possession. We do not have enough parking available for the residents now which means there is not sufficient visitor parking. The overflow will eventually be pushed all the way up Jim Cram Drive and into the Forrest Field parking lot.

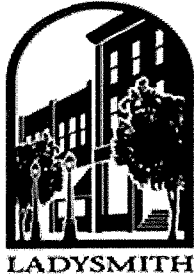
The Meadowwoods Strata Council, on behalf of all Owners, requests a review of the density allocations and availability of parking on the public roadway. Furthermore, we would appreciate your response to the future parking requirements as the density increases for 512 Jim Cram Drive and the newly proposed development lot located at DVP 17-02 (520 Jim Cram Drive).

We look forward to hearing from you in this regard.

Yours truly
ARDENT PROPERTIES INC.
As Agent for The Owners, Strata Plan EPS 797


Johann Kruger
Strata Manager

JK/dm



TOWN OF LADYSMITH DEVELOPMENT VARIANCE PERMIT

(Section 498 *Local Government Act*)

FILE NO: 3090-17-02

DATE: June 5, 2017

Name of Owner(s) of Land (Permittee): 1089765 B.C. Ltd. Inc. No. 1089765BC

Applicant: Brian Berglund

Subject Property (Civic Address): 520 Jim Cram Drive

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied or supplemented by this Permit.

2. This Development Variance Permit applies to and only to those lands within the Town of Ladysmith described below and any and all buildings, structures and other development thereon:

Lot 2, District Lot 108, Oyster District, Plan VIP88238 – PID: 028-311-892
(520 Jim Cram Drive)

3. Section 10.4 “Single Dwelling Residential – Small Lot B Zone (R-1-B)” of the “Town of Ladysmith Zoning Bylaw 2014, No. 1860”, as amended, is varied for the subject property as follows:

From:

4(a) No Single Unit Dwelling shall have a Finished Floor Area that is greater than 121 square metres.

To:

4(a) No Single Unit Dwelling shall have a Finished Floor Area that is greater than 139m² on Lot 5, 6, 7, 8, and 9 as shown on the attached Schedule A.

And

From:

4(c) No Buildings or Structures shall exceed a parcel coverage of 38.0 percent.

To:

4(c) No Buildings or Structures shall exceed a parcel coverage of 40.0 percent on Lots 1, 2, 3, 4, and 10, 11, 12, 13, 14 as shown on the attached Schedule A.

4. The land described herein shall be developed strictly in accordance with terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part thereof.
5. The following plans and specifications are attached:
 - a) Schedule A – Subdivision Plan for 520 Jim Cram Drive
6. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit (3090-17-02) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
7. THIS PERMIT IS NOT A BUILDING PERMIT. No occupancy permit shall be issued until all items of this Development Variance Permit have been complied with to the satisfaction of the Corporate Officer.

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

Mayor (A. Stone)

Corporate Officer (J. Winter)

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

Signed

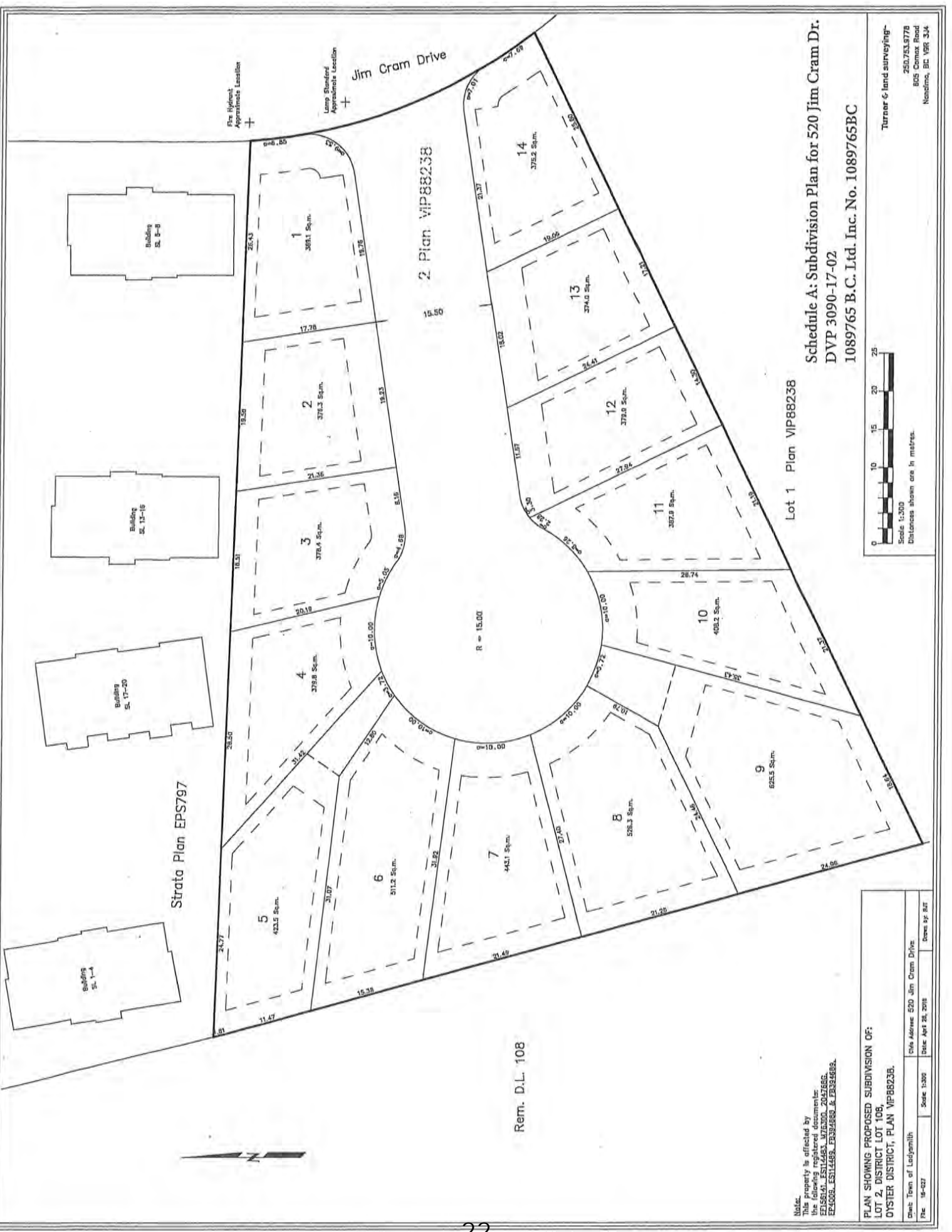
Witness

Title

Occupation

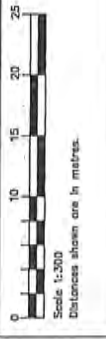
Date

Date



Schedule A: Subdivision Plan for 520 Jim Cram Dr.
 DVP 3090-17-02
 1089765 B.C. Ltd. Inc. No. 1089765BC

Turner & land surveying-
 250.753.9778
 805 Cormax Road
 Nanaimo, BC V9R 3J4



| | | |
|--|--------------|----------------------|
| PLAN SHOWING PROPOSED SUBDIVISION OF: LOT 2, DISTRICT LOT 108, OYSTER DISTRICT, PLAN VIP88238. | | |
| Date: Town of Ladysmith | Scale: 1:200 | Date: April 28, 2018 |
| Drawn by: BJT | | |

Note:
 This property is affected by
 the following registered documents:
 E2156146_ E5114463_ M76200_ 2047655.
 E24008_ E5114463_ F8324583 & F8324582.

Rem. D.L. 108

Strata Plan EPS797

2 Plan VIP88238

COMMITTEE REPORT

To: Council
From: Municipal Services Committee
Date: May 14, 2017
File No:

Re: **RECOMMENDATIONS FROM THE MUNICIPAL SERVICES COMMITTEE**
Meeting Held May 12, 2017

RECOMMENDATION:

That Council direct staff to prepare a new Parks Usage Bylaw which reflects the comments provided with respect to definitions of graffiti and liquor.

COMMITTEE LIAISON REPORT TO COUNCIL

To: Council
From (name):
Date:
File No: 0550-04

Re: **MONTHLY COUNCIL LIAISON REPORT**

Committee / Organization Name:

Met on (date): _____ Did not meet this month

Key Agenda Items:

- _____
- _____
- _____
- _____

Recommendation(s) for Council (leave blank if none)

- _____
- _____

Committee / Organization Name:

Met on (date): _____ Did not meet this month

Agenda Items:

- _____
- _____
- _____
- _____

Recommendation(s) for Council (leave blank if none)

- _____
- _____



Committee / Organization Name:

Met on (date): _____ Did not meet this month

- Agenda Items:
- _____
 - _____
 - _____
 - _____

Recommendation(s)
for Council
(leave blank if none)

- _____
- _____

Committee / Organization Name:

Met on (date): _____ Did not meet this month

- Agenda Items:
- _____
 - _____
 - _____
 - _____

Recommendation(s)
for Council
(leave blank if none)

- _____
- _____

Committee / Organization Name:

Met on (date): _____ Did not meet this month

- Agenda Items:
- _____
 - _____
 - _____
- Recommendation(s)
for Council
(leave blank if none)
- _____

- _____
- _____

Respectfully submitted

INFORMATION REPORT TO COUNCIL

From: Erin Anderson, Director of Financial Services
 Meeting Date: June 5, 2017
 File No: 1880-20
 RE: STATEMENT OF FINANCIAL INFORMATION

RECOMMENDATION:

That Council approve the Statement of Financial Information for the year ended December 31, 2016.

PURPOSE:

The purpose of this staff report is to present the 2016 Statement of Financial Information for Council's review and approval.

PREVIOUS COUNCIL DIRECTION

N/A


DISCUSSION:

As public bodies, local governments must be accountable for the way in which they manage and spend their funds. As part of this accountability, the Town is required to produce a *Statement of Financial Information (SOFI)* each year within six (6) months after the December 31 fiscal year end. The SOFI must be made available for public viewing by June 30 each year and be accessible for the following three years. The *Financial Information Act* lays out the information that must be included with the SOFI:

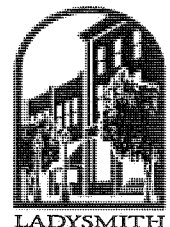
- Audited financial statements;
- A schedule showing remuneration and expenses paid to or on behalf of employees; and
- A schedule showing payments for suppliers of goods or services.

SUMMARY POINTS

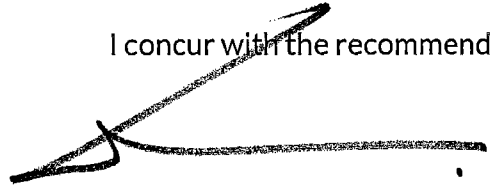
- Local governments must produce a Statement of Financial Information (SOFI) each year by June 30, as required by the *Financial Information Act*
- The SOFI for the fiscal year ended December 31, 2016 is presented for Council approval.


 Erin Anderson, Director of Financial Services

May 31, 2017



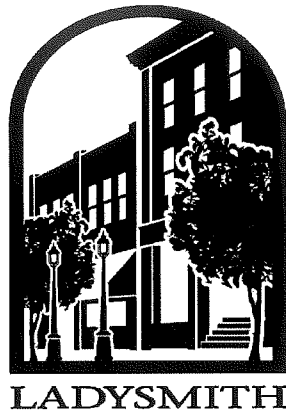
I concur with the recommendation.

A handwritten signature in black ink, appearing to be 'Guillermo Ferrero', written over a horizontal line.

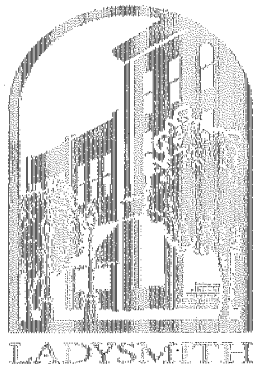
Guillermo Ferrero, City Manager

ATTACHMENT(S)

Statement of Financial Information for the Year Ended December 31, 2016



TOWN OF LADYSMITH
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2016



TOWN OF LADYSMITH
Financial Information Act
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2016

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

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Schedule of Guarantee and Indemnity Agreements

Schedule of Elected Official Remuneration and Expenses

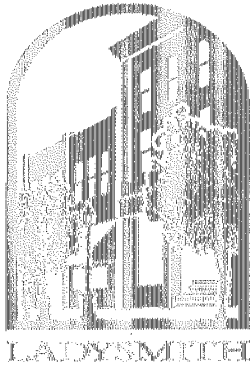
Schedule of Employee Remuneration and Expenses

Statement of Severance Agreements

Schedule of Payments for Goods and Services

Statement of Financial Information Approval

Council Minutes Approving Financial Information



TOWN OF LADYSMITH
CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2016
AUDITED



LADYSMITH

INDEX TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2016

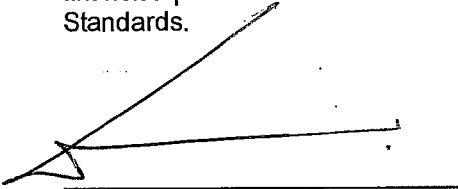
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STATEMENT OF MANAGEMENT'S RESPONSIBILITY

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

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

MNP LLP as the Municipality's appointed external auditors, have audited the Consolidated Financial Statements. The Auditor's report is addressed to the Mayor and members of Council and appears on the following page. Their opinion is based upon an examination conducted in accordance with Canadian Auditing Standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the Consolidated Financial Statements are free of material misstatement and present fairly the financial position and results of the Municipality in accordance with Canadian Public Sector Accounting Standards.



Guillermo Ferrero
Chief Administration Officer

Independent Auditors' Report

To the Mayor and Council of the Town of Ladysmith:

We have audited the accompanying consolidated financial statements of the Town of Ladysmith, which comprise the consolidated statement of financial position as at December 31, 2016 and the consolidated statements of operations, cash flows and changes in net financial assets and related schedules for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

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

Nanaimo, British Columbia

April 3, 2017

MNP LLP
Chartered Professional Accountants

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2016

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

Commitments and Contingencies (Note 16)



 Director of Financial Services

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2016

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

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF CASH FLOWS
AS AT DECEMBER 31, 2016

| | <u>2016</u> | <u>2015</u> |
|--|----------------------|----------------------|
| Operating Transactions | | |
| Annual Surplus | \$ 2,063,378 | \$ 3,252,894 |
| Less non-cash items included in surplus: | | |
| Amortization | 2,875,406 | 2,512,157 |
| Loss (gain) on disposal of tangible capital assets | (184,840) | (164,961) |
| Actuarial adjustments on debenture debt | (30,951) | (88,962) |
| Contributed tangible capital assets | <u>(300,085)</u> | <u>(127,251)</u> |
| | 4,422,909 | 5,383,877 |
| Accounts receivable | (59,655) | 1,241,549 |
| Prepaid expenses | (5,005) | (6,050) |
| Inventory | 3,033 | 32 |
| Accounts payable and accrued liabilities | 447,924 | 296,420 |
| Post employment benefits | (17,700) | (8,300) |
| Deferred revenues | 117,208 | 57,792 |
| Refundable deposits and other | 63,427 | 58,190 |
| Restricted reserves | (64,960) | 10,120 |
| Development cost charge reserve | 201,531 | 292,701 |
| Gas tax reserve | <u>249,624</u> | <u>83,951</u> |
| Cash provided by operating transactions | <u>5,358,336</u> | <u>7,410,282</u> |
| Capital Transactions | | |
| Proceeds on sale of tangible capital assets | 411,763 | 166,975 |
| Cash used to acquire tangible capital assets | <u>(5,842,073)</u> | <u>(11,398,779)</u> |
| | <u>(5,430,310)</u> | <u>(11,231,804)</u> |
| Financing | | |
| Proceeds of short-term financing | - | 4,920,000 |
| Proceeds of long-term financing | 6,000,000 | - |
| Repayment of long-term debt and capital leases | <u>(410,135)</u> | <u>(236,071)</u> |
| Net (Decrease) Increase in cash from financing | <u>5,589,865</u> | <u>4,683,929</u> |
| Increase in Cash and Short Term Deposits | 5,517,891 | 862,407 |
| Cash and Short Term Deposits - Beginning of Year | 13,653,298 | 12,790,890 |
| Cash and Short Term Deposits - End of Year | <u>\$ 19,171,188</u> | <u>\$ 13,653,298</u> |

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
AS AT DECEMBER 31, 2016

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

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

1. General

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

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

2. Significant Accounting Policies

(a) Basis of Presentation

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

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

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

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

(b) Reporting Entity

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

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

2. Significant Accounting Policies (continued)

(c) Tangible Capital Assets

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

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

General Tangible Capital Assets

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

Engineering Structures

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

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

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

(d) Cash and Short-Term Deposits

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

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

2. Significant Accounting Policies (continued)

(e) Restricted Reserves and Deferred Revenues

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

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

(f) Use of Estimates

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

(g) Leases

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

Rental payments under operating leases are expensed as incurred.

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

(h) Revenue Recognition

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

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

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

2. Significant Accounting Policies (continued)

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

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

(i) Non-financial Assets

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

(j) Inventory

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

(k) Liability for contaminated sites

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

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

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

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

2. Significant Accounting Policies (continued)

(l) Recent Accounting Pronouncements

PS 2200 Related Party Disclosures

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

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

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

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

PS 3210 Assets

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

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

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

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

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

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

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

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

2. Significant Accounting Policies (continued)

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

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

PS 3320 Contingent Assets

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

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

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

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

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

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

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

PS 3380 Contractual Rights

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

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

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

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

2. Significant Accounting Policies (continued)

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

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

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

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

PS 3430 Restructuring Transactions

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

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

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

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

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

Restructuring-related costs are recognized as expenses when incurred.

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

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

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

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

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

3. Cash and Short Term Deposits

Cash and short term deposits were comprised as follows:

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

Included in Cash is a deposit of \$815,610 (the equivalent of \$618,150 US Funds based on the exchange rate at the Ladysmith and District Credit Union on December 31, 2016). Short term deposits consist of short term investments in the Municipal Finance Authority of B.C. money market fund. The market value is equal to the carrying value.

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

| | <u>2016</u> | <u>2015</u> |
|----------------------------------|---------------------|---------------------|
| Restricted reserves - other | \$ 425,310 | \$ 490,270 |
| Federal gas tax reserve | 1,310,274 | 1,060,650 |
| Development cost charges reserve | <u>1,971,403</u> | <u>1,769,872</u> |
| Total restricted cash | <u>\$ 3,706,987</u> | <u>\$ 3,320,792</u> |

4. Accounts Receivable

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

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

5. Accounts Payable and Accrued Liabilities

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

6. Post-Employment Benefits

The Town provides compensated absences to its employees to a maximum of 120 days. The Town also allows employees to defer unused vacation without any maximum. Any deferred vacation time remaining at retirement or termination is paid out at that time. The amount recorded for these benefits is based on an actuarial evaluation done by an independent firm using a projected benefit actuarial valuation method prorated on services. The last actuarial valuation was calculated at August 31, 2014 and has been extrapolated to December 31, 2016. The change in the liability in the financial statements in respect of obligations under the plan amounts to -\$17,700. (-\$8,300 - 2015).

The accrued post-employment benefits are as follows:

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

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

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

These notes form an integral part of these financial statements.

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

7. Deferred Revenue

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

8. Refundable Deposits and Other

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

These notes form an integral part of these financial statements.

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

9. Restricted Reserves and Development Cost Charges Reserve

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

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

10. Financial Instruments

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

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

11. Federal Gas Tax Reserve

Gas Tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Town and the Union of British Columbia Municipalities. Gas Tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements. The funds are recorded on the financial statements as a restricted reserve.

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

12. Obligations under Capital Lease

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

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

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

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

12. Obligations under Capital Lease (continued)

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

- 1) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on April 2012 for the purchase of a 4X4 fire truck. The remaining obligation will be repaid with monthly lease payments in the amount of \$1,381 including interest at 1.70% per annum. The balance of the capital lease at December 31, 2016, which is included in obligation under capital leases, is \$7,305. Lease to expire May 2017. (\$24,752 - 2015)
- 2) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on June 2012 for the purchase of a photocopier. The remaining obligation will be repaid with monthly lease payments in the amount of \$111 including interest at 1.70% per annum. The balance of the capital lease at December 31, 2016, which is included in obligation under capital leases, is \$810. Lease to expire July 2017. (\$2,212 - 2015)
- 3) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on March 28, 2013 for the purchase of a fire truck. The remaining obligation will be repaid with monthly lease payments in the amount of \$2,718 including interest at 1.70% per annum. The balance of the capital lease at December 31, 2016, which is included in obligation under capital leases, is \$349,561. Lease to expire March 2018. (\$378,241- 2015)
- 4) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on February 2, 2014 for the purchase of a photocopier. The remaining obligation will be repaid with monthly lease payments in the amount of \$147 including interest at 1.70% per annum. The balance of the capital lease at December 31, 2016, which is included in obligation under capital leases, is \$3,980. Lease to expire February 2019. (\$5,781 - 2015)
- 5) A five year capital lease agreement with the Municipal Finance Authority of British Columbia which commenced on April 25, 2014 for the purchase of fitness equipment. The remaining obligation will be repaid with monthly lease payments in the amount of \$782 including interest at 1.70% per annum. The balance of the capital lease at December 31, 2016, which is included in obligation under capital leases, is \$22,735. Lease to expire April 2019. (\$32,305 - 2015)

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

13. Equipment Financing

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

The future minimum principal payments are:

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

14. Short-Term Debt

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

Principal Payments payable over the next five years:

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

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

15. Debenture Debt

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

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

Principal repayments

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

Actuarial sinking fund earnings

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

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

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

16. Commitments and Contingencies

(a) Contingent Liabilities

- i) The Town, as a member of the Cowichan Valley Regional District, is jointly and severally liable for operational deficits or long term debt related to functions in which it participates.
- ii) The loan agreements with the Municipal Finance Authority provide that if the Authority does not have sufficient funds to meet payments on its obligations it shall make payments from the Debt Reserve Fund which in turn is established by a similar Debt Reserve Fund in the Town and all other borrowing participants. If the Debt Reserve Fund is deficient the Authority's obligations become a liability of the regional district and may become a liability of the participating municipalities.
- iii) Various claims have been made against the Town as at December 31, 2016 for incidents which arose in the ordinary course of operations. In the opinion of management and legal counsel, the

These notes form an integral part of these financial statements.

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

16. Commitments and Contingencies (Continued)

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

(b) Pension Liability

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

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

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

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

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

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

(c) Reciprocal Insurance Exchange Agreement

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

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

17. Significant Taxpayers

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

18. Funds Held in Trust

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

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

19. Comparative Figures

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

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

20. Accumulated Surplus

The Town segregates its accumulated surplus in the following categories:

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

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

21. Annual Budget

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

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

The following shows how these amounts were combined:

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

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

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

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

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

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

23. Segmented Information

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

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

General Government Services

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

Protective Services

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

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

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

23. Segmented Information (Continued)

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

Transportation, Garbage and Cemetery

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

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

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

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

Development

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

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

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

23. Segmented Information (Continued)

Recreation and Culture

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

Parks

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

Water

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

Sewer

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

24. Subsequent Events

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

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

TOWN OF LADYSMITH
SCHEDULE OF OBLIGATIONS UNDER CAPITAL LEASES
FOR THE YEAR ENDED DECEMBER 31, 2016

SCHEDULE I

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

⁽¹⁾ Interest, net of actuarial adjustments

TOWN OF LADYSMITH
SCHEDULE OF SHORT TERM DEBT
FOR THE YEAR ENDED DECEMBER 31, 2016

SCHEDULE II

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

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

⁽¹⁾ Interest, net of actuarial adjustments

TOWN OF LADYSMITH
SCHEDULE OF DEBENTURE DEBT
FOR THE YEAR ENDED DECEMBER 31, 2016

SCHEDULE III

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

⁽¹⁾ Interest, net of actuarial adjustments

TOWN OF LADYSMITH
SCHEDULE OF TAX REVENUES
FOR THE YEAR ENDED DECEMBER 31, 2016

SCHEDULE IV

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

TOWN OF LADYSMITH
SCHEDULE OF FEES & CHARGES
FOR THE YEAR ENDED DECEMBER 31, 2016

SCHEDULE V

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

TOWN OF LADYSMITH
CONTINUITY SCHEDULE OF RESERVES & APPROPRIATED EQUITY
FOR THE YEAR ENDED DECEMBER 31, 2016

SCHEDULE VI

(Unaudited)

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

TOWN OF LADYSMITH
SCHEDULE OF RESTRICTED RESERVES, RESERVES & EQUITY BY FUND
FOR THE YEAR ENDED DECEMBER 31, 2016

SCHEDULE VII

(Unaudited)

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

TOWN OF LADYSMITH
SCHEDULE OF GRANT REVENUE
FOR THE YEAR ENDED DECEMBER 31, 2016

SCHEDULE VIII

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

TOWN OF LADYSMITH
STATEMENT OF OPERATIONS BY SEGMENT
FOR THE YEAR ENDED DECEMBER 31, 2016

SCHEDULE IX

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

TOWN OF LADYSMITH
STATEMENT OF OPERATIONS BY SEGMENT
FOR THE YEAR ENDED DECEMBER 31, 2016

SCHEDULE IX -CONTINUED

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

**TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2016**

SCHEDULE X

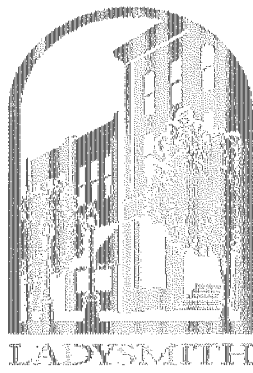
| | Land | | Land Improvements | | Buildings | | Vehicle Furniture & Equipment | | Transp |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|----------------------|-------------------------------|---------------------|----------------------|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

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

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2016

SCHEDULE X - CONTINUED

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



TOWN OF LADYSMITH
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2016
SCHEDULE OF DEBTS

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

TOWN OF LADYSMITH
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2016
SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

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

TOWN OF LADYSMITH
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2016
SCHEDULE OF REMUNERATION AND EXPENSES

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

| NAME | POSITION | REMUNERATION | | EXPENSES |
|--------------------------------|------------|------------------------|-------------------|-----------------|
| | | Financial Compensation | Expense Allowance | Additional |
| Stone, Aaron | Mayor | \$20,343 | \$10,172 | \$7,036 |
| Arnett, Steven | Councillor | 8,313 | 4,157 | 2,991 |
| Fradin, Calvin | Councillor | 9,650 | 4,825 | 2,056 |
| Friesenhan, Joe | Councillor | 9,650 | 4,825 | 2,000 |
| Henderson, Carol | Councillor | 9,650 | 4,825 | 1,859 |
| Hutchins, Robert | Councillor | 9,650 | 4,825 | 0 |
| Paterson, Donald | Councillor | 9,650 | 4,825 | 586 |
| Total Elected Officials | | \$76,906 | \$38,454 | \$16,528 |

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

| NAME | POSITION | REMUNERATION | EXPENSES |
|---|---|--------------------|------------------|
| Adams, Felicity | Director of Development Services | \$128,275 | \$2,859 |
| Anderson, Erin | Director of Financial Services | 128,174 | 4,482 |
| Baker, Curtis | Utilities III/Chief Operator | 103,235 | 3,393 |
| Bollinger, Colin | Senior Building Inspector | 81,847 | 5,155 |
| Bowden, Sandy | Director of Corporate Services | 89,703 | 991 |
| Britton, Glen | Parks Maintenance Supervisor | 76,074 | 1,200 |
| Brown, Michael | Certified Utilities Operator III | 85,537 | 1,573 |
| Cousins, Karen | Manager of Human Resources | 104,050 | 1,584 |
| Ferrero, Guillermo | City Manager | 75,232 | 3,465 |
| Fukakusa, Gerald | Manager of Accounting Services | 104,498 | 1,816 |
| Ganderton, Mike | Operations Supervisor | 79,148 | 439 |
| Goldfuss, Kevin | Manager of Operations | 110,875 | 2,316 |
| Grueber, Gregory | Certified Utilities Operator II | 84,243 | 1,882 |
| Larose, Nick | Certified Utilities Operator III | 86,644 | 543 |
| Mall, Ruth | City Manager | 136,320 | 1,929 |
| Manson, John | Director of Infrastructure Services | 80,165 | 441 |
| Manuel, Leonard | Facilities Maintenance Supervisor | 75,488 | 75 |
| McLeod, Robert | Certified Utilities Operator II | 81,435 | 2,877 |
| Postings, Clayton | Director of Parks, Recreation & Culture | 127,894 | 1,908 |
| Slater, Phil | Senior Engineer Technologist | 79,065 | 681 |
| Winter, Joanna | Manager of Administrative Services | 104,655 | 1,792 |
| Consolidated total of other employees with remuneration and expenses of \$75,000 or less | | \$3,106,578 | \$66,603 |
| Total: Other Employees | | \$5,129,135 | \$108,003 |

TOWN OF LADYSMITH
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2016
SCHEDULE OF SEVERANCE AGREEMENTS

There were **no** severance agreements made between the Town of Ladysmith and its non-unionized employees during fiscal year 2016.

TOWN OF LADYSMITH
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2016
SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES

| Payee | Total Payments |
|---|----------------|
| AFD PETROLEUM LTD | \$ 67,182 |
| ANDREW SHERET LTD | 34,810 |
| BC ASSESSMENT AUTHORITY | 78,804 |
| BC HYDRO & POWER AUTHORITY | 424,031 |
| BIG ISLAND BUILDING SERVICES LTD | 30,515 |
| BLACK PRESS GROUP LTD | 36,433 |
| CLEARTECH INDUSTRIES INC | 44,849 |
| COAST AUTOMATION | 167,677 |
| COASTAL ANIMAL CONTROL SERVICES OF BC LTD. | 36,811 |
| COMMUNICATION CONNECTION BC INC (THE) | 32,375 |
| CORIX WATER PRODUCTS LP | 38,111 |
| COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT | 770,973 |
| COWICHAN VALLEY REGIONAL DISTRICT | 1,379,972 |
| DB PERKS & ASSOCIATES LTD. | 32,704 |
| DISTRICT OF NORTH COWICHAN | 75,603 |
| FINNING (CANADA) | 154,017 |
| FORTISBC - NATURAL GAS | 26,429 |
| GDH SOLUTIONS | 45,958 |
| GE WATER & PROCESS TECHNOLOGIES CANADA | 36,400 |
| GOODMAN PLUMBING LTD | 29,077 |
| GRAPHIC OFFICE INTERIORS LTD | 27,919 |
| HACH SALES & SERVICE CANADA LTD | 26,080 |
| HEROLD ENGINEERING LTD | 48,370 |
| HUB CITY PAVING LTD | 31,477 |
| ICBC | 39,156 |
| IVORY TOWER INVESTMENTS LTD | 26,822 |
| LADYSMITH CHAMBER OF COMMERCE | 55,693 |
| LADYSMITH RESOURCES CENTRE ASSOCIATION | 75,449 |
| LIDSTONE & COMPANY | 29,934 |
| MAXXAM ANALYTICS | 25,534 |
| MEDICAL SERVICES PLAN | 80,167 |
| METRO MOTORS LTD | 101,517 |
| MID-ISLAND FENCE PRODUCTS LTD | 40,109 |
| MINISTER OF FINANCE | 37,520 |
| MINISTRY OF SMALL BUSINESS AND REVENUE | 281,819 |
| MNP LLP | 34,398 |
| MUNICIPAL FINANCE AUTHORITY | 10,418,456 |
| MUNICIPAL INSURANCE ASSOCIATION OF BC | 148,230 |
| MUNICIPAL PENSION FUND | 429,034 |
| NANAIMO TOYOTA | 31,280 |
| OPUS INTERNATIONAL CONSULTANTS (CANADA) LTD | 378,945 |
| PACIFIC BLUE CROSS | 181,393 |

TOWN OF LADYSMITH
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2016
SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES

| | | |
|---|----|-------------------|
| PROGRESSIVE WASTE SOLUTIONS CANADA INC | \$ | 472,802 |
| RECEIVER GENERAL | | 287,377 |
| RECEIVER GENERAL FOR CANADA | | 1,059,940 |
| SHAW ELECTRICAL SERVICES LTD | | 33,469 |
| SIMARK CONTROLS LTD | | 63,318 |
| SOFTCHOICE CORP. | | 53,803 |
| STEWART MCDANNOLD STUART | | 42,178 |
| STONE PACIFIC CONTRACTING LTD | | 76,339 |
| THINK COMMUNICATIONS INC. | | 27,777 |
| TRITECH GROUP LTD | | 3,808,111 |
| US BANK | | 247,947 |
| VADIM COMPUTER MANAGEMENT GROUP LTD | | 33,391 |
| VANCOUVER ISLAND REGIONAL LIBRARY | | 353,236 |
| VANCOUVER ISLAND TREE SERVICE LTD | | 34,287 |
| WOODGROVE CHRYSLER | | 37,005 |
| WORKSAFE BC | | 102,336 |
| WORLD WATER WORKS INC | | 262,048 |
| | | <hr/> |
| | | 23,087,397 |
| | | <hr/> |
| GRANTS over \$25,000: | | |
| LADYSMITH & DISTRICT HISTORICAL SOCIETY | | 25,500 |
| LADYSMITH RESOURCES CENTRE ASSOCIATION | | 37,500 |
| | | <hr/> |
| Total Payments Over \$25,000 | | 23,150,397 |
| Payments Under \$25,000 | | 1,814,058 |
| Grants Under \$25,000 | | 51,400 |
| | | <hr/> |
| Total Payments Made | \$ | <u>25,015,854</u> |

TOWN OF LADYSMITH
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2016
STATEMENT OF FINANCIAL INFORMATION APPROVAL

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

Erin Anderson
Director of Financial Services
June 5, 2017

Aaron Stone
Mayor
June 5, 2017

STAFF REPORT TO COUNCIL

From: Joanna Winter, Manager of Legislative Services
Date: May 30, 2017
File No: 0360-00
RE: REVIEW OF COMMITTEE AND COMMISSION STRUCTURE

RECOMMENDATION:

That Council:

1. Direct staff to issue a Request for Proposals for a comprehensive review of the Town's Commission and Committee Structure for an amount not to exceed \$10,000, to be funded from the prior year's surplus;
2. Confirm its priorities and preferences with respect to the scope and outcome of the review of Commissions and Committees;
3. Direct staff to amend the Financial Plan accordingly.

PURPOSE:

The purpose of this staff report is to seek Council direction with respect to a comprehensive review of the Town's Commissions and Committee structure.

PREVIOUS COUNCIL DIRECTION:

When Council published its 2016 to 2019 strategic priorities in 2016, the following was one of the actions for the Communications and Engagement priority:

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

Council confirmed this as an action item for 2017.

INTRODUCTION/BACKGROUND:

Enhancing both community engagement and understanding of the Town's business is a key strategic priority for Council. One way to accomplish this is through recruiting citizens to serve on various Town commissions and committees. A further opportunity is to seek input from community organizations to Council either through liaison positions or through a reporting process.

The Town currently the following active Commissions and Committees:

- Heritage Revitalization Advisory Commission
- Advisory Design Panel

- Advisory Planning Commission
- Parks, Recreation and Culture Advisory Committee
- Invasive Species Advisory Committee
- Protective Services Committee
- Board of Variance (required by legislation, but meets only as requested, and has not met since it was created in 2015)

In addition, there are several Committees and Commissions which have not met in some time:

- Liquid Waste Management Committee (which is actually required to meet at least annually to review the Liquid Waste Management Plan)
- Economic Development Commission
- Environment Commission

Consideration was being given in the past to combining the Economic and Environment Commissions; however, this was not pursued.

Members of Committees and Commissions are generally appointed for two-year terms. The Town advertises for new applicants each year through local media, www.ladysmith.ca and other social media channels. Numbers of applicants have been declining over the past five years, with the result that in each of the past three years, Council has extended the application deadline in an effort to recruit more applicants from the community.

In addition to the Town's own Commissions and Committees, Council members are appointed by the Mayor to serve as Council liaison on a variety of community organizations.

It is anticipated that the review will include, but not be limited to, analysis of best practices from other local governments, discussions with Council and community members about the value of committee involvement, a review of current committees and commissions, their mandates and membership and a review of gaps or opportunities for community involvement, including Council liaison appointments.

ALTERNATIVES:

Council can choose not to pursue this matter at this time, or can choose to conduct its own review without engaging professional services.

FINANCIAL IMPLICATIONS:

Funds were budgeted in 2016 for this initiative and can be used in 2017.

LEGAL IMPLICATIONS:

The Town will follow appropriate practices when issuing and reviewing the Request for Proposals.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The review itself provides an opportunity for public engagement. It is anticipated that the outcome of the review will be recommendations that should increase citizen participation in the Town's activities.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

This initiative aligns with Council's strategic priority of Communications and Engagement.

SUMMARY:

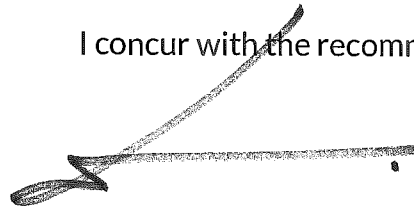
A comprehensive review of Commissions and Committees is a stated priority action item for Council in the 2016 to 2019 Strategic Plan. Council is requested to approve the issuing of a request for proposals to engage the services of a professional to conduct this review, and to provide direction to staff with respect to scope and/or deliverables of this review process.

• 

Joanna Winter, Manager of Legislative Services

May 31, 2017

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

None

STAFF REPORT TO COUNCIL

From: Geoff Goodall, Director of Infrastructure Services
Meeting Date: June 5, 2017
File No:

RE: RAINBOW CROSSWALKS

RECOMMENDATION(S)

That Council direct staff to install a painted rainbow crosswalk at across Capt. Tristan de Koninck Way at Transfer Beach.

PURPOSE

To have Council provide direction to staff about the location of a painted rainbow crosswalk.

PREVIOUS COUNCIL DIRECTION/RESOLUTIONS

Municipal Services Committee resolution, December 12, 2016

| | |
|--------------------|---|
| MS 2016- 062 | That the Committee recommend that Council direct staff to research location and costs for a rainbow crosswalk in the community, and bring recommendations to Council. |
|--------------------|---|

INTRODUCTION/BACKGROUND

Council directed staff to investigate the potential of installing a painted rainbow crosswalk within the Town. Staff have consulted both the City of Nanaimo who installed two painted crosswalks in 2016 and the contractor who completed the work for Nanaimo.

DISCUSSION

The Nanaimo installation was completed at the corner of Commercial Street and Bastion Street in the late summer of 2016. The crosswalk contained 6 colours and was painted over inlaid brick. At the time of installation there were some concerns with both the wear ability of the paint and the fact that it was being painted on inlaid brick. The installation has performed well, although Nanaimo feels that it should be refreshed yearly.





The cost of each crosswalk is approximately \$1200 and will require that the street be closed for around 6 hours to allow the product to set properly. Council should plan on spending that amount each year to maintain the installations.

Based on the installation being successfully applied over in-laid brick and the fact that similar performance should be expected on asphalt, Council is unrestricted from a technical point as to which crosswalks it could be applied to.

Given relatively low cost of the installation and the success of the Nanaimo installation, staff recommends that the Town should utilize the same contractor that installed the Nanaimo crosswalks.

Staff researched location options from a perspective of visibility and impact, and arrived at the following short list:

- Transfer Beach Park
- First Avenue at Gatacre Street
- First Avenue at Roberts Street
- First Avenue at High Street
- Sixth Avenue in front of Ladysmith Secondary School
- Sixth Avenue at Kitchener Street
- Sixth Avenue in front of the RCMP Detachment

SCOPE OF WORK

This work would be contracted out.

ALTERNATIVES

Council can choose to:

- Approve the staff recommendation
- Select an alternative location for the rainbow crosswalk

FINANCIAL IMPLICATIONS

The cost for this work has not been included in the 2017 – 2021 Financial Plan. If Council wishes to proceed with this work funds will need to be allocated to the line painting operational budget.

LEGAL IMPLICATIONS

Staff have not identified any legal issues.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

Installing a rainbow crosswalk is a tangible sign that Ladysmith is committed to being an inclusive community.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

The works would be contracted.

RESOURCE IMPLICATIONS

No resource implications have been identified as the works would be contracted.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

ALIGNMENT WITH STRATEGIC PRIORITIES

SUMMARY

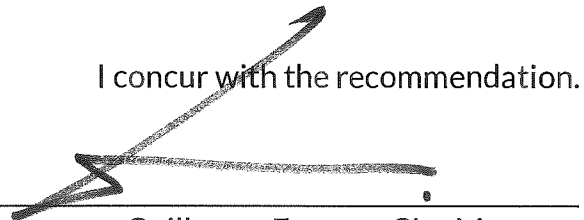
Staff have provided Council with costing information and potential locations related to the installation of a painted Rainbow Crosswalk, based on the recently installed crosswalks in Nanaimo.



Geoff Goodall
Director of Infrastructure Services

May 31, 2017
Date

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)

Sample rainbow crosswalk



RAINBOW CROSSWALK PLAN
SCALE: 1:250

NOTES:

1. THE LOCATIONS OF EXISTING PAINT MARKINGS AND APPROXIMATE SPACING SHOWN ARE APPROXIMATE ONLY AND SHOULD BE CONFIRMED IN THE FIELD.
2. PAINT STRIPES TO BE EVENLY DISTRIBUTED BETWEEN EXISTING GROSSWALK LINES.



5.19.2016
HYTEMP/PRIDE CROSSINGS



COMMERCIAL ST AND BASTION ST
RAINBOW CROSSWALK PAINT DETAILS

| | |
|---------|------------|
| Scale: | 1:250 |
| Drawn: | RS |
| Date: | 2016.05.20 |
| Dwg No: | SK1 |

STAFF REPORT TO COUNCIL

From: Clayton Postings, Director of Parks, Recreation and Culture
Meeting Date: June 5, 2017
File No: 6300-20

RE: Ryan Place Greenbelt Arborist Report

RECOMMENDATION(S)

That Council direct staff to:

1. Refer the arborist management plan to the Parks, Recreation and Culture Advisory Committee and the Invasive Species Committee for review and comment relating to the development of future tree management plans;
2. Continue to include as part of the 2018-2022 Operational and Capital Financial Plans, a tree management plan for Town-owned properties.

PURPOSE

The purpose of this report is to provide Council with information relating to the management of trees within the Town's linear park between Ryan Place, Bertram Place and Arbutus Crescent (Appendix A) and future management of trees on Town land bordering residential properties.

PREVIOUS COUNCIL DIRECTION/RESOLUTIONS

April 10, 2017, CS 2017-123

That Council direct staff to:

1. Engage a certified arborist to complete an inventory and assessment of the linear park (between Ryan Place/Bertram Place/Arbutus Crescent), which would include providing a management plan for the area;
2. Send a letter to all the residents whose properties border the linear park (between Ryan Place/Bertram Place/Arbutus Crescent) advising of the assessment to be completed and that the Town will continue to manage the trees ensuring the health of trees per the management plan.

INTRODUCTION/BACKGROUND

In the past, there have been various agreements relating to the maintenance of trees and viewscape for residents on Ryan Place. The trees in front of the homes are located in a Town linear park. The maintenance of these trees is the responsibility of the Town.

The Town engaged an arborist to provide a report and recommendations (Appendix B) regarding the health and condition of the trees. The report identified and inventoried the trees (species and location), assessed and identified any risk relating to specific trees, and recommended an ongoing planting program for the area.

The arborist's recommendations include:

- Risk mitigation to be completed through the removal of high risk and moderate-high risk trees
- Pruning trees which have been previously topped
- Ongoing pruning as required on a 3-5 year basis
- Commence planting of new trees in identified locations
- Develop an ongoing tree management plan

Currently the Town has resources for areas such as Holland Creek Trail and Transfer Beach Park; however, the areas that are not currently being utilized within the park system, or other Town-owned properties that are not classified as parks require a tree management plan and tree maintenance. It is important to recognize that the Town must maintain trees in the Town-owned properties to ensure safety of the citizens and health of trees.

Through this process numerous additional Town-owned properties have been identified and will become part of the regular rotation of tree inventory, assessments and maintenance. Some of the areas include:

- Resolution Place
- 2nd Avenue (between Symonds and Buller Streets)
- South side of Sanderson Road and Swettenham Place

SCOPE OF WORK

Parks staff will commence the work identified in the recommendations of the arborist report, which will include engaging a certified tree service contractor to remove the hazardous trees and prune trees identified, as required, over the next three years.

Prior to this work being completed, Town staff will contact the residents that are adjacent to the trees being removed or maintained to ensure awareness of the work being completed in the identified area.

The long-term plan will be to continue to maintain tree health and a safe corridor through the tree management plan.

ALTERNATIVES

Council may choose to direct staff to continue monitoring areas where Town-owned property is located in close proximity to homes and manage on a one-off basis or as reports are received.

FINANCIAL IMPLICATIONS

The required work can be funded through operational and capital sources. Estimates for the initial tree removal and pruning of the identified priority trees are approximately \$4k to \$6k.

Currently the Town has operating funds allocated for tree maintenance, such as pruning and other safety-related tree maintenance in the identified parks (example: Transfer Beach and Holland Creek), The 2017 capital program also includes a Tree Management Fund, which has a budget of \$15,000. This fund would be used to support assessments as well as the removal and replacement of trees in areas such as boulevards and other trees on Town-owned property. With a management plan in place, long-term expenses may be spread over multiple years and budgeted accordingly.

LEGAL IMPLICATIONS

The Town has the legal responsibility of maintaining trees on Town-owned properties including parks, ensuring trees do not become a hazard or a safety risk.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

Informing neighbours of existing plans and future management strategies is critical to ensure they are aware of the process and how the Town will safely manage the greenspace bordering their homes.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Parks staff will be responsible for maintaining the management plan and communicating with residents as required.

RESOURCE IMPLICATIONS

Staff regularly monitor, assess and manage trees within parks and on Town-owned properties. Tree management plans have not been part of previous tree maintenance programs. The belief is that with these plans in place, staff will be able to manage the trees in a more effective manner, rather than reactive complaint- or issue-based responses.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

Healthy Community

ALIGNMENT WITH STRATEGIC PRIORITIES

Natural and Built Infrastructure – maintain, renew and expand both natural and built infrastructure.

SUMMARY

The Town has a responsibility to maintain the trees within Town-owned properties, ensuring the safety of those residents who live along various green corridors, as well as safety of visitors who access the park system. Having a management plan will help ensure proper systems are in place to manage the trees and limit the liability of the Town.



Clayton Postings
Director of Parks, Recreations and Culture

May 31, 2015
Date Signed

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)

Appendix A: Location Site Map

Appendix B: Ryan Greenspace Arborist report

APPENDIX A – RYAN PLACE, ARBUTUS CRESCENT, BERTRAM PLACE



Assignment:

Inventory all trees on the greenspace. From the inventory and risk assessment provide a detailed report outlining danger trees, trees to prune and pruning cycle, areas for new planting and a general tree management plan.

Observations & Recommendations:

On May 9th and 10th, I inventoried and assessed 143 trees at the greenspace. Forty eight percent of the inventory is western red cedar, thirty one percent big leaf maple and thirteen percent Douglas fir; the remaining eight percent are made up of nine other tree species. There is one arbutus and one cascara (rare) in the greenspace. See Map A.



Map A

Each tree is tagged with a metal tag, its' location gathered with a GPS and attributes about each tree collected. See Map B. Picture 1 shows a tagged two stem cedar with GPS unit at its base collecting satellite location data.

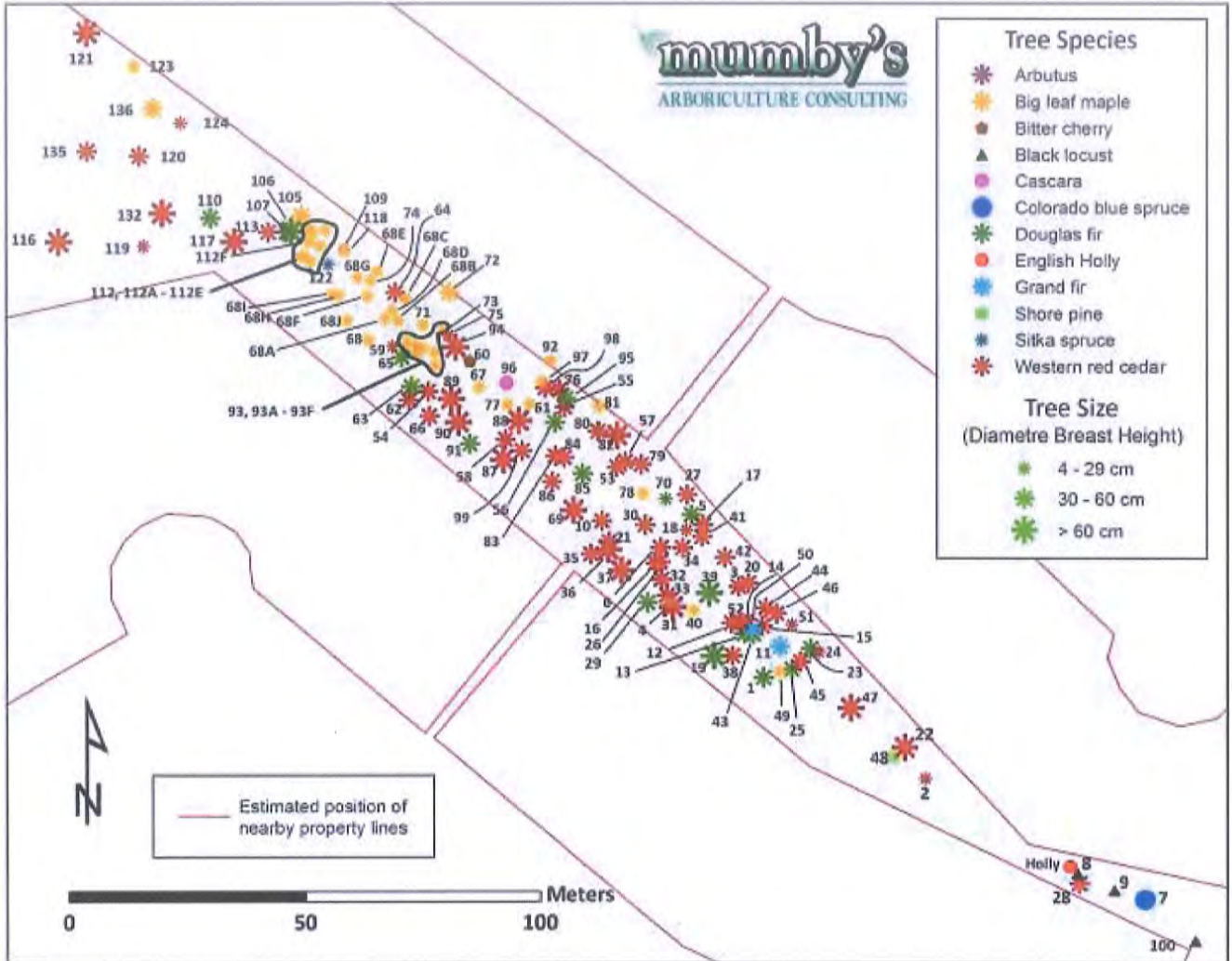


Picture 1



Picture 2

All the trees along the greenspace have been managed at an eight to ten meter height for more than thirty years. This to provide ocean viewing for homeowners located on Ryan Place. See Picture 2.



Map B

Table A provides the tree attributes of each species, specifically diameter, height, canopy spread, tree health (condition) & live crown ratio. Live Crown Ratio identifies the percentage of the total stem length covered with living branches. It provides a rough but convenient index of the ability of a tree's crown to nourish the remaining part of the tree. Trees with less than 40% LCR are typically weak, lack vigour, and have low diameter growth.¹

Table A

| Tree Type | Total # | Average Diameter (cm) | Average Height (m) | Average canopy spread (m) | Average Live Crown Ratio % | Average Condition % |
|-----------------------------|------------|-----------------------|--------------------|---------------------------|----------------------------|---------------------|
| Total & averages | 143 | 35 | 8 | 6 | 54 | 72 |
| Western red cedar | 69 | 46 | 9 | 8 | 70 | 76 |
| Big leaf maple | 44 | 14 | 7 | 4 | 35 | 74 |
| Douglas fir | 18 | 48 | 9 | 6 | 42 | 54 |
| Black Locust | 03 | 12 | 4 | 3 | 50 | 70 |
| Grand fir | 02 | 45 | 9 | 3 | 25 | 45 |
| Bitter Cherry | 02 | 20 | 3 | 3 | 50 | 65 |
| Sitka Spruce | 01 | 26 | 6 | 4 | 30 | 60 |
| Colorado Blue spruce | 01 | 30 | 10 | 4 | 90 | 90 |
| Lodgepole pine | 01 | 16 | 5 | 3 | 65 | 80 |
| Cascara | 01 | 25 | 4 | 5 | 40 | 60 |
| Arbutus | 01 | 60 | 5 | 4 | 35 | 85 |

¹ Dictionary of Natural Resource Management, page 196

Trees were assessed following the International Society of Arboriculture (ISA) Tree Risk Assessment Qualification (TRAQ) to determine risk potential. The targets are the back yards of Arbutus Crescent and Bertram Place. Map C indicates the location of the risk trees along with the location of all other tagged trees.



Picture 3 is a Douglas fir with extensive upper stem decay and decay conks at its base.

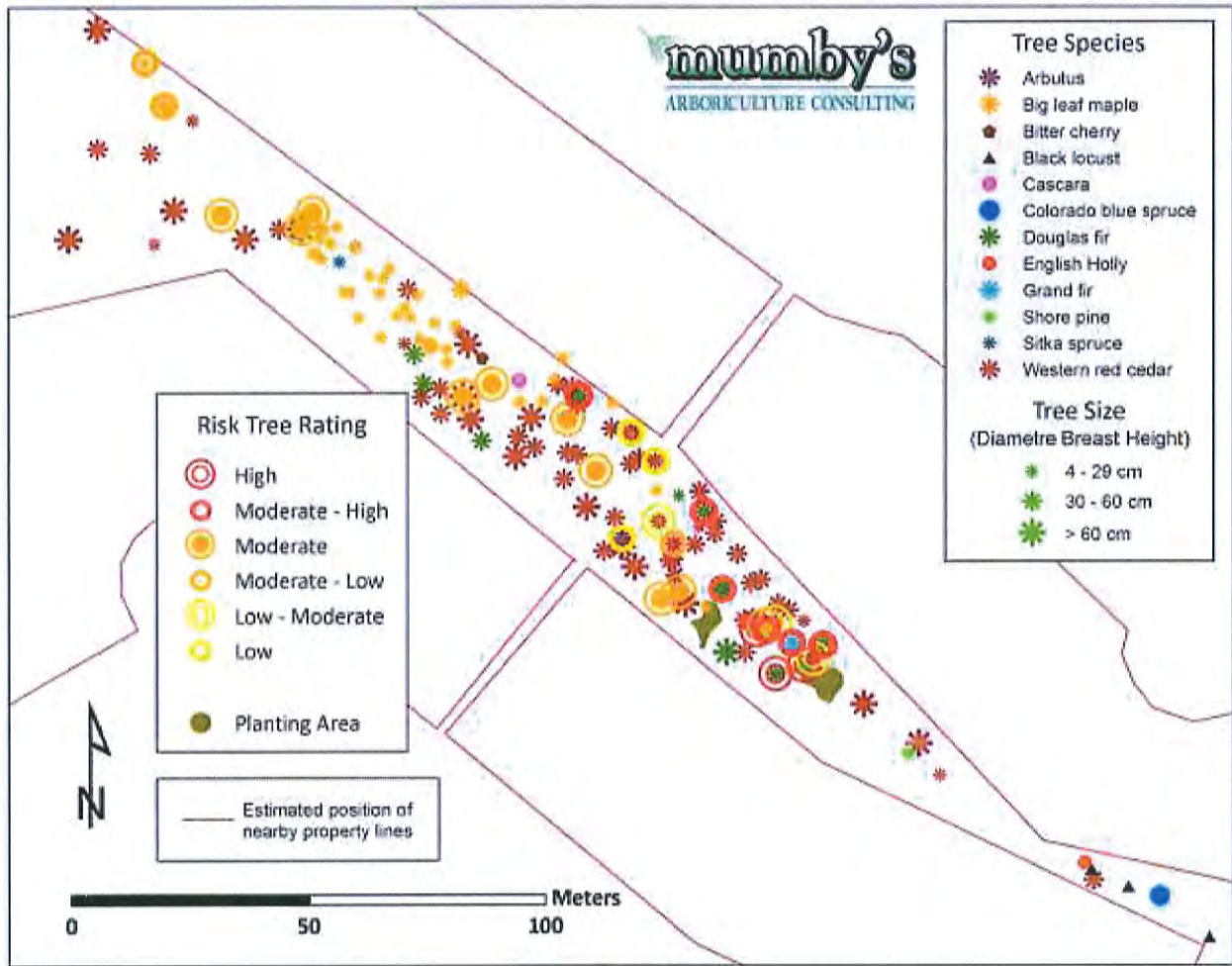
Picture 3

Twenty seven trees (less than 2% of the inventory) received a risk rating ranging from low to high. Table B outlines the number of trees in each category and the numbers from that category to be removed or modified as wildlife trees.

| Risk Rating | Total Numbers | To be Removed | To be modified as wildlife tree ² |
|-----------------|---------------|---------------|--|
| Low | 3 | 0 | |
| Moderate- Low | 6 | 2 | |
| Moderate | 10 | 3 | 2 |
| Moderate – High | 5 | 2 | 3 |
| High | 3 | 3 | |
| Totals | 27 | 10 | 5 |

Table B

² “A wildlife tree is any standing dead or live tree with special characteristics that provide valuable habitat for the conservation or enhancement of wildlife”.



Map C

Table C outlines the recommended mitigating measures to reduce risk and improve tree health in the greenspace. The excel spreadsheet (attached separate from this report) has more details on what kind of pruning is needed and/or the monitoring intervals. Table D is an example of the Excel data set.

Table C

| Tree Type | Removals | Pruning | Retain as Wildlife tree ³ | Monitor |
|----------------------|-----------|-----------|--------------------------------------|----------|
| Western red cedar | 2 | 7 | - | 4 |
| Big leaf maple | 2 | 6 | - | 2 |
| Douglas fir | 5 | 5 | 6 | - |
| Black Locust | | | | |
| Grand fir | 1 | | 1 | |
| Bitter Cherry | | 1 | | |
| Sitka Spruce | | | | |
| Colorado Blue spruce | | | | |
| Lodgepole pine | | 1 | | |
| Cascara | | | | |
| Arbutus | | | | |
| TOTALS: | 10 | 20 | 7 | 6 |

Table D

| # | Tree Type | DBH | # stems | Height | Spread | LCR | Condition | Action Required | Screening Importance | Risk Rating |
|---|----------------|-----|---------|--------|--------|-----|-----------|-----------------|----------------------|-------------|
| 1 | Arbutus | 60 | 1 | 10 | 4 | 35 | 85 | | | low |
| 9 | big leaf maple | 12 | 9 | 9 | 8 | 85 | 90 | | | |
| 0 | big leaf maple | 15 | 2 | 8 | 5 | 70 | 75 | | | |
| 8 | big leaf maple | 15 | 2 | 8 | 8 | 40 | 85 | | | |

³ "A wildlife tree is any standing dead or live tree with special characteristics that provide valuable habitat for the conservation or enhancement of wildlife".

Tree Work Scheduling

For management of this greenspace, the tree removals and modifying to be wildlife trees should be done within a year. I recommend the city Parks department write a procedure protocol and education booklet for tree workers to follow when mitigating trees to wildlife trees (if it is not in place).

“A wildlife tree is any standing dead or live tree with special characteristics that provide valuable habitat for the conservation or enhancement of wildlife”.⁴ There are nine characteristics a wildlife tree can have on page 9 of the Wildlife Danger Tree Assessor’s Workbook; at minimum, the tree should have two.

Some of the characteristics a sound tree should provide are:

1. a sound firm stem,
2. some branches or branch stubs for birds to perch on and
3. a jagged top to simulate natural breakage thereby facilitating weathering and decay processes.



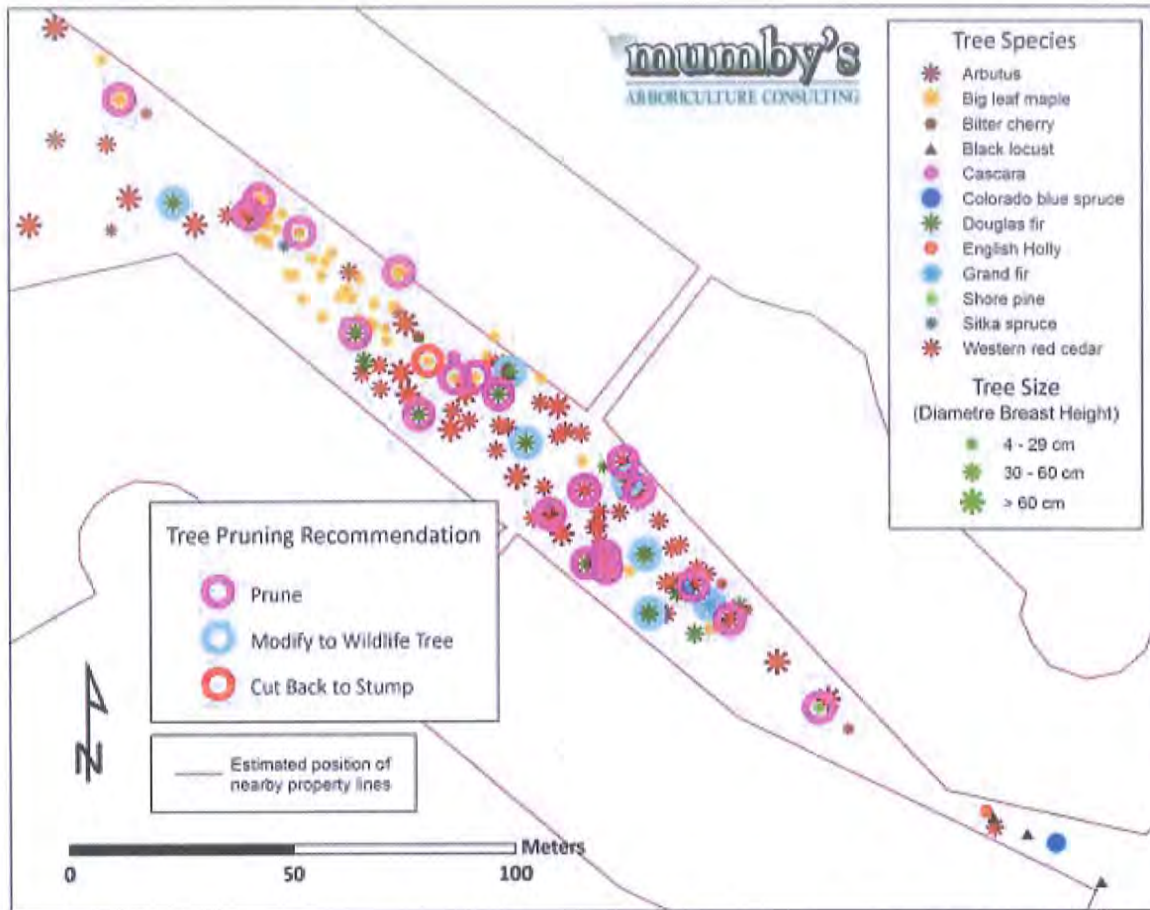
Picture 6

Picture 6 is a wildlife tree modified in a natural area. Debris was either chipped back into areas of low coverage or disbursed throughout the forest floor. Modify trees properly will provide the best benefit to the users.

⁴ Page 3 Wildlife/ Danger Tree Assessor’s Course Workbook

Pruning

The pruning should be completed within a two year period. Map D shows the location of the trees recommended for pruning.



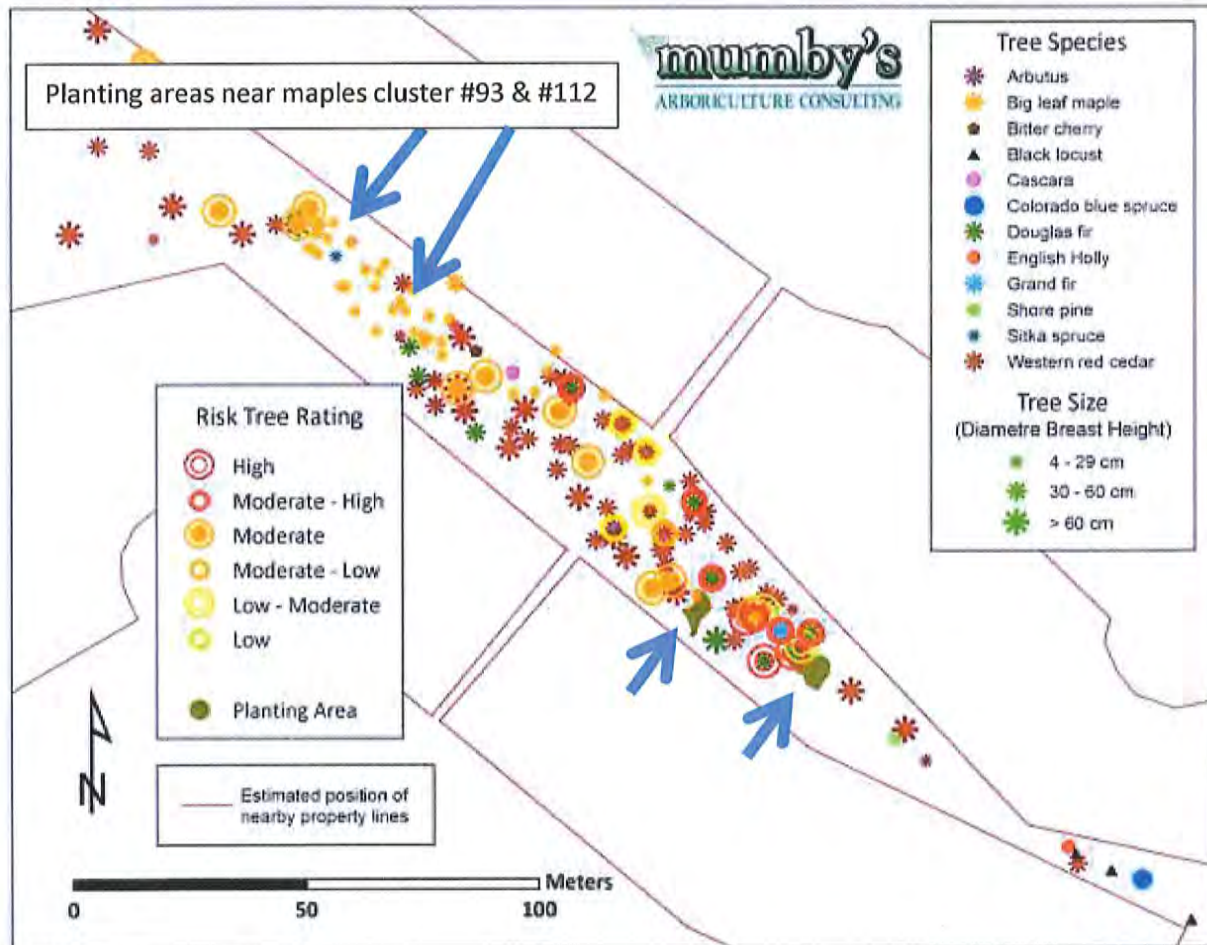
Map D

To retain the height of the trees at 9 to 10 meters, the City should continue to reduce any new growth that grows up.. It is not an option to stop maintaining the heights of the trees. If the trees are left to regrow from the old topping⁵ cuts, the new branches will be weakly attached and break off in high wind events or cause complete tree failure. Continuing to maintain the trees at a certain height is required. This management technique is not topping but pruning back the new growth to a proper lateral where the tree can seal the new wounds. Prune every three to five years. This work should be done in early spring or winter, not during the heat of the summer.

⁵ The term topping means ' a technique used to reduce the height of trees, considered to be very poor arboriculture practice since it creates major points of entry for disease at the top of the tree and any new growth will be structurally weak with a higher than usual potential for failure'.

Trees providing some or high amounts of screening are noted in the Excel data set. The majority of screening is the cedar trees. Of the 69 western red cedar trees, 40 provide a high amount of screening between the properties on either side of the greenspace and 17 provide some screening. Knowing the locations of these screening trees informs management where new plantings can be done to eventually take over this screening function as the maturing trees eventually decline.

Map E suggests four areas for new trees planting to provide screening in future years. Two areas where the decaying maple stumps with regrowth are; (cluster tree #93 and #112) and two open areas.



Map E

Picture 4 is a good example of the multi stemmed maples growing out of a decaying stump. These are not viable to retain. Picture 5 is an open area, good for planting.



Picture 4



Picture 5

Conclusion

This greenspace requires ten trees to remove, seven trees to mitigate to wildlife trees, twenty trees to prune and six to monitor.

Complete the risk mitigation within one year and the pruning of twenty trees by 2019.

Pruning to retain the tree heights has to be maintained.

Tree planting sites are suggested and over the long term, will replace the maturing trees.

Utilization of the GPS coordinates, map, Excel spreadsheet will provide the City with the tools needed to manage the greenspace.

ARBORIST DISCLOSURE STATEMENT

Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like any medicine, cannot be guaranteed.

Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, landlord-tenant matters, etc. Arborists cannot take such issues into account unless complete and accurate information is given to the arborist. The person hiring the arborist accepts full responsibility for authorizing the recommended treatment or remedial measures.

Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk. The only way to eliminate all risks is to eliminate all trees.

I certify that all statements of fact in this report are true, complete and correct to the best of my knowledge and belief, and that this report is made in good faith.

| A | B | C | D | E | F | G | H | I | J | K | L |
|----|----------------|-----|---------|--------|--------|-----|-----------|-------------------|----------------------|-------------|---|
| 1 | Tree Type | DBH | # stems | Height | Spread | LCR | Condition | Action Required | Screening Importance | Risk Rating | Remarks |
| 2 | Arbutus | 60 | 1 | 10 | 4 | 35 | 85 | | | low | sealed lower stem wounds |
| 3 | big leaf maple | 12 | 9 | 9 | 8 | 85 | 90 | | | | |
| 4 | big leaf maple | 15 | 2 | 8 | 5 | 70 | 75 | | | | |
| 5 | big leaf maple | 15 | 2 | 8 | 8 | 40 | 85 | | | | all maples growing out of decaying stumps |
| 6 | big leaf maple | 6 | 8 | 4 | 2 | 35 | 55 | monitor | | | located on edge of steep slope over properties canopy all in upper third, cut to ground level & allow to regrow |
| 7 | big leaf maple | 14 | 3 | 8 | 3 | 40 | 70 | prune | | | canopy all in upper third, cut to ground level & allow to regrow |
| 8 | big leaf maple | 15 | 4 | 8 | 3 | 40 | 70 | prune | | | regrow |
| 9 | big leaf maple | 14 | 1 | 6 | 3 | 30 | 80 | | | | leans over private property |
| 10 | big leaf maple | 25 | 1 | 8 | 3 | 30 | 80 | monitor | | | growing out of slope over private property |
| 11 | big leaf maple | 20 | 8 | 9 | 9 | 30 | 65 | cut back to stump | somewhat | moderate | multi stems growing on decayed stump; target is back yard play area |
| 12 | big leaf maple | 18 | 1 | 9 | 4 | 30 | 75 | | | | |
| 13 | big leaf maple | 12 | 3 | 9 | 4 | 30 | 75 | | | | |
| 14 | big leaf maple | 15 | 2 | 9 | 3 | 30 | 75 | | | | |
| 15 | big leaf maple | 18 | 2 | 9 | 3 | 30 | 75 | | | | |
| 16 | big leaf maple | 12 | 3 | 9 | 3 | 30 | 75 | | | | |
| 17 | big leaf maple | 16 | 1 | 9 | 3 | 30 | 75 | | | | |
| 18 | big leaf maple | 12 | 2 | 9 | 3 | 30 | 75 | | | | |
| 19 | big leaf maple | 32 | 2 | 10 | 5 | 50 | 75 | prune | | | both stems lean over private property |
| 20 | big leaf maple | 17 | 1 | 10 | 3 | 30 | 75 | | | | |
| 21 | big leaf maple | 20 | 1 | 10 | 3 | 30 | 75 | | | | |
| 22 | big leaf maple | 14 | 6 | 5 | 3 | 30 | 75 | | | | |
| 23 | big leaf maple | 4 | 8 | 3 | 3 | 30 | 75 | | | | |
| 24 | big leaf maple | 9 | 1 | 4 | 3 | 30 | 75 | | | | |
| 25 | big leaf maple | 14 | 3 | 4 | 3 | 30 | 75 | | | | |
| 26 | big leaf maple | 12 | 6 | 4 | 4 | 30 | 75 | | | | |
| 27 | big leaf maple | 14 | 7 | 4 | 4 | 30 | 75 | | | | |
| 28 | big leaf maple | 13 | 4 | 4 | 4 | 30 | 75 | | | | |
| 29 | big leaf maple | 10 | 10 | 4 | 4 | 30 | 75 | | | | |

| A | B | C | D | E | F | G | H | I | J | K | L |
|-------|----------------|-----|---------|--------|--------|-----|-----------|-----------------|----------------------|-----------------|--|
| tag # | Tree Type | DBH | # stems | Height | Spread | LCR | Condition | Action Required | Screening Importance | Risk Rating | Remarks |
| 30 | | | | | | | | | | | |
| 31 | big leaf maple | 12 | 8 | 4 | 4 | 30 | 75 | | | | |
| 32 | big leaf maple | 6 | 3 | 4 | 4 | 30 | 75 | | | | |
| 33 | big leaf maple | 8 | 12 | 4 | 4 | 30 | 75 | | | | |
| 34 | big leaf maple | 16 | 2 | 9 | 3 | 35 | 70 | | | | growing on decay stump, close to property, cut down to stump |
| 35 | big leaf maple | 14 | 3 | 8 | 4 | 30 | 70 | prune | | | |
| 36 | big leaf maple | 13 | 6 | 7 | 3 | 30 | 70 | | | | |
| 37 | big leaf maple | 9 | 1 | 7 | 3 | 30 | 70 | | | | |
| 38 | big leaf maple | 9 | 2 | 7 | 3 | 30 | 70 | | | | |
| 39 | big leaf maple | 6 | 4 | 7 | 3 | 30 | 70 | | | | |
| 40 | big leaf maple | 13 | 9 | 7 | 3 | 30 | 70 | | | | |
| 41 | big leaf maple | 7 | 4 | 7 | 3 | 30 | 70 | | | | |
| 42 | big leaf maple | 6 | 9 | 4 | 3 | 30 | 70 | | somewhat | | |
| 43 | big leaf maple | 30 | 2 | 9 | 6 | 80 | 75 | prune or remove | | moderate | hazard top and dead limbs target 2 properties. Not important for screening, prune or remove the tree; growing on decay stump, close to property, cut down to stump |
| 44 | big leaf maple | 35 | 1 | 10 | 3 | 30 | 70 | prune | | moderate - low | |
| 45 | big leaf maple | 27 | 1 | 8 | 3 | 30 | 70 | removal | | moderate - low | bad structural form |
| 46 | big leaf maple | 13 | 6 | 5 | 4 | 50 | 70 | | | | |
| 47 | Cascara | 25 | 4 | 9 | 5 | 40 | 60 | | | | rare tree but in decline, if it has to be cut for site line, cut to ground level and allow to rejuvenate |
| 48 | cherry | 22 | 1 | 4 | 4 | 35 | 60 | prune | | | broken branches to prune |
| 49 | cherry | 18 | 1 | 9 | 3 | 60 | 75 | | | | |
| 50 | blue spruce | 30 | 1 | 10 | 4 | 90 | 90 | | | | |
| 51 | Douglas fir | 48 | 1 | 7 | 4 | 20 | 15 | removal | | high | |
| 52 | Douglas fir | 52 | 1 | 8 | 4 | 25 | 20 | removal | | moderate - high | |
| 53 | Douglas fir | 48 | 1 | 9 | 11 | 60 | 60 | removal | | high | phellinus decay conks at base of tree |

| A | B | C | D | E | F | G | H | I | J | K | L |
|-------|-------------|-----|---------|--------|--------|-----|-----------|-------------------------|----------------------|-----------------|--|
| tag # | Tree Type | DBH | # stems | Height | Spread | LCR | Condition | Action Required | Screening Importance | Risk Rating | Remarks |
| 54 | Douglas fir | 31 | 1 | 9 | 5 | 20 | 35 | removal | moderate - high | moderate - high | not viable to retain |
| 55 | Douglas fir | 37 | 1 | 9 | 3 | 15 | 25 | removal | high | high | phellinus decay conks at base of tree |
| 56 | Douglas fir | 65 | 1 | 10 | 6 | 40 | 65 | modify to wildlife tree | | | |
| 57 | Douglas fir | 65 | 1 | 9 | 9 | 45 | 45 | wildlife tree | somewhat | moderate - high | |
| 58 | Douglas fir | 47 | 1 | 9 | 9 | 30 | 75 | prune | | moderate | prune weight off branches & retain |
| 59 | Douglas fir | 49 | 1 | 9 | 4 | 35 | 55 | modify to wildlife tree | | moderate - high | decay at topping cuts |
| 60 | Douglas fir | 19 | 1 | 8 | 3 | 85 | 75 | | | | |
| 61 | Douglas fir | 50 | 2 | 9 | 9 | 30 | 50 | modify to wildlife tree | somewhat | moderate | decay conks on stem |
| 62 | Douglas fir | 40 | 1 | 11 | 7 | 65 | 70 | prune or remove | somewhat | moderate | within target area, prune for better structure or remove |
| 63 | Douglas fir | 51 | 1 | 15 | 5 | 30 | 50 | modify to wildlife tree | | moderate - high | phellinus pini on stem, retain 2-3 m for slope stability |
| 64 | Douglas fir | 56 | 1 | 9 | 11 | 70 | 70 | prune broken branches | Very | | |
| 65 | Douglas fir | 45 | 1 | 9 | 5 | 50 | 70 | | somewhat | | intertwined with #62 |
| 66 | Douglas fir | 60 | 1 | 9 | 7 | 35 | 65 | prune | somewhat | | prune out broken branches |
| 67 | Douglas fir | 67 | 1 | 9 | 13 | 80 | 75 | prune | Very | moderate | prune for safety to private property; hazard beam branch over shed |
| 68 | Douglas fir | 32 | 1 | 9 | 4 | 30 | 50 | modify to wildlife tree | | moderate | modify to 6 m height |
| 69 | Douglas fir | 57 | 1 | 9 | 6 | 20 | 35 | modify to wildlife tree | | moderate - high | |
| 70 | grand fir | 33 | 1 | 9 | 5 | 30 | 50 | wildlife tree | | moderate | |
| 71 | grand fir | 10 | 2 | 7 | 3 | 50 | 80 | removal | | | regrowth from 0.5 meter tall stump |
| 72 | locust | 10 | 7 | 6 | 5 | 50 | 70 | | | | 3 x 3 m area with 7 small stems |
| 73 | locust | 16 | 2 | 9 | 4 | 50 | 80 | | | | |
| 74 | locust | | | | | | | | | | |

| A | B | C | D | E | F | G | H | I | J | K | L |
|-------|-------------------|-----|---------|--------|--------|-----|-----------|-----------------|----------------------|----------------|---|
| tag # | Tree Type | DBH | # stems | Height | Spread | LCR | Condition | Action Required | Screening Importance | Risk Rating | Remarks |
| 75 | pine lodgepole | 16 | 1 | 5 | 3 | 65 | 80 | prune hanger | | | |
| 76 | Sitka spruce | 26 | 1 | 6 | 4 | 30 | 60 | | somewhat | | |
| 77 | western red cedar | 31 | 1 | 9 | 5 | 95 | 85 | | | | |
| 78 | western red cedar | 28 | 1 | 9 | 4 | 30 | 50 | | | | |
| 79 | western red cedar | 61 | 1 | 9 | 12 | 50 | 80 | | Very | | stem beside it on private property |
| 80 | western red cedar | 86 | 1 | 9 | 13 | 80 | 85 | | Very | | |
| 81 | western red cedar | 25 | 1 | 7 | 5 | 50 | 75 | | Very | | |
| 82 | western red cedar | 58 | 1 | 8 | 8 | 70 | 75 | prune | Very | low - moderate | within target area, prune to reduce load on marms located over private property |
| 83 | western red cedar | 30 | 2 | 9 | 10 | 50 | 75 | prune | somewhat | low - moderate | prune branches over back yard |
| 84 | western red cedar | 22 | 2 | 9 | 5 | 50 | 70 | | somewhat | | |
| 85 | western red cedar | 32 | 2 | 10 | 13 | 75 | 70 | | somewhat | | |
| 86 | western red cedar | 34 | 1 | 10 | 3 | 45 | 70 | | | | |
| 87 | western red cedar | 32 | 1 | 10 | 7 | 70 | 70 | | Very | | |
| 88 | western red cedar | 23 | 1 | 9 | 3 | 35 | 70 | | somewhat | | |
| 89 | western red cedar | 48 | 1 | 9 | 5 | 50 | 70 | | somewhat | | |
| 90 | western red cedar | 59 | 2 | 10 | 12 | 85 | 75 | | Very | | |
| 91 | western red cedar | 34 | 1 | 9 | 8 | 70 | 75 | | Very | | |
| 92 | western red cedar | 43 | 1 | 9 | 9 | 80 | 75 | | Very | | |
| 93 | western red cedar | 59 | 1 | 9 | 10 | 75 | 80 | | Very | | |
| 94 | western red cedar | 76 | 1 | 9 | 11 | 85 | 80 | | Very | | right on property line |
| 95 | western red cedar | 54 | 1 | 9 | 8 | 50 | 75 | prune | somewhat | moderate | prune weight off branches & retain |
| 96 | western red cedar | 53 | 1 | 9 | 8 | 40 | 75 | | Very | | works with #33 & 29 for screening |
| 97 | western red cedar | 38 | 1 | 11 | 5 | 70 | 80 | | | | |
| 98 | western red cedar | 47 | 1 | 9 | 8 | 70 | 75 | | somewhat | | on property edge |
| 99 | western red cedar | 38 | 1 | 12 | 8 | 65 | 75 | prune | somewhat | | right beside properties, repair bad pruning |
| 100 | western red cedar | 54 | 1 | 13 | 8 | 85 | 85 | prune | Very | | prune in 2-3 years, right over play area in back yard |
| 101 | western red cedar | 15 | 1 | 6 | 3 | 85 | 85 | | | | will fill in area after #5 is modified |
| 102 | western red cedar | 30 | 1 | 8 | 7 | 30 | 65 | removal | | moderate - low | decayed root and tree lean |
| 103 | western red cedar | 54 | 1 | 9 | 8 | 65 | 70 | prune | somewhat | low - moderate | modify the upright marms to reduce risk to back yard play area |
| 104 | western red cedar | | | | | | | | | | |

| A | B | C | D | E | F | G | H | I | J | K | L |
|-------|-------------------|-----|---------|--------|--------|-----|-----------|-----------------|----------------------|-------------|---|
| tag # | Tree Type | DBH | # stems | Height | Spread | LCR | Condition | Action Required | Screening Importance | Risk Rating | Remarks |
| 105 | western red cedar | 58 | 1 | 9 | 8 | 50 | 65 | | Very | | |
| 106 | western red cedar | 57 | 1 | 9 | 6 | 45 | 70 | | Very | | |
| 107 | western red cedar | 64 | 1 | 9 | 12 | 85 | 80 | | Very | | |
| 108 | western red cedar | 69 | 1 | 9 | 10 | 85 | 75 | prune | Very | | prune broken branches |
| 109 | western red cedar | 60 | 1 | 9 | 13 | 85 | 80 | | Very | | |
| 110 | western red cedar | 49 | 1 | 8 | 7 | 50 | 80 | | Very | | |
| 111 | western red cedar | 64 | 1 | 9 | 12 | 85 | 80 | | Very | | |
| 112 | western red cedar | 41 | 1 | 9 | 7 | 80 | 80 | | somewhat | low | close to private properties |
| 113 | western red cedar | 34 | 1 | 15 | 6 | 85 | 85 | | | | |
| 114 | western red cedar | 57 | 1 | 9 | 12 | 85 | 80 | | Very | | |
| 115 | western red cedar | 61 | 1 | 9 | 8 | 75 | 80 | | Very | low | close to private properties |
| 116 | western red cedar | 48 | 1 | 9 | 9 | 70 | 80 | monitor | somewhat | | located on edge of steep slope over properties |
| 117 | western red cedar | 47 | 1 | 8 | 8 | 55 | 80 | | Very | | |
| 118 | western red cedar | 32 | 1 | 7 | 8 | 85 | 80 | | Very | | |
| 119 | western red cedar | 45 | 1 | 8 | 12 | 65 | 75 | | Very | | |
| 120 | western red cedar | 42 | 2 | 8 | 10 | 90 | 80 | | Very | | |
| 121 | western red cedar | 42 | 1 | 8 | 5 | 50 | 75 | monitor | | | located on edge of steep slope over properties |
| 122 | western red cedar | 43 | 1 | 11 | 6 | 40 | 65 | monitor | | | located on edge of steep slope over properties |
| 123 | western red cedar | 63 | 1 | 9 | 11 | 80 | 75 | | Very | | |
| 124 | western red cedar | 37 | 1 | 9 | 8 | 60 | 70 | | somewhat | | |
| 125 | western red cedar | 71 | 1 | 9 | 10 | 50 | 60 | | somewhat | | |
| 126 | western red cedar | 60 | 2 | 9 | 10 | 75 | 70 | monitor | somewhat | | north stem within target area, monitor if it needs to be pruned |
| 127 | western red cedar | 65 | 1 | 9 | 14 | 80 | 75 | | Very | | |
| 128 | western red cedar | 68 | 1 | 9 | 9 | 65 | 75 | removal | | moderate | decay at base, targets private property |
| 129 | western red cedar | 45 | 1 | 9 | 10 | 80 | 75 | | Very | | |
| 130 | western red cedar | 48 | 1 | 9 | 9 | 80 | 75 | | Very | | |
| 131 | western red cedar | 47 | 2 | 9 | 12 | 85 | 75 | | Very | | |
| 132 | western red cedar | 7 | 1 | 10 | 13 | 90 | 85 | | Very | | |
| 133 | western red cedar | 63 | 1 | 10 | 9 | 85 | 80 | | Very | | homeowner pruned side over their property |
| 134 | western red cedar | 20 | 1 | 7 | 6 | 90 | 95 | | Very | | |
| 135 | western red cedar | | | | | | | | | | |

City of Ladysmith Ryan Place Greenspace

| A | B | C | D | E | F | G | H | I | J | K | L |
|-------|-------------------|-----|---------|--------|--------|-----|-----------|-----------------|----------------------|-------------|---------------|
| tag # | Tree Type | DBH | # stems | Height | Spread | LCR | Condition | Action Required | Screening Importance | Risk Rating | Remarks |
| 136 | western red cedar | 32 | 1 | 10 | 5 | 95 | 90 | | Very | | next to fence |
| 137 | western red cedar | 24 | 1 | 9 | 4 | 80 | 75 | | Very | | |
| 138 | western red cedar | 35 | 1 | 8 | 5 | 80 | 80 | | Very | | |
| 139 | western red cedar | 37 | 1 | 8 | 5 | 80 | 70 | | Very | | |
| 140 | western red cedar | 69 | 1 | 8 | 12 | 80 | 80 | | Very | | |
| 141 | western red cedar | 74 | 1 | 10 | 14 | 85 | 85 | | Very | | |
| 142 | western red cedar | 12 | 1 | 4 | 3 | 50 | 75 | | somewhat | | |
| 143 | western red cedar | 36 | 1 | 10 | 6 | 80 | 80 | | somewhat | | |
| 144 | western red cedar | 34 | 1 | 10 | 6 | 70 | 80 | | somewhat | | |
| 145 | western red cedar | 20 | 1 | 3 | 3 | 80 | 80 | | | | |
| 146 | western red cedar | 65 | 3 | 9 | 10 | 80 | 80 | | Very | | |
| 147 | western red cedar | 71 | 1 | 8 | 13 | 90 | 85 | | Very | | |
| 148 | western red cedar | | | | | | | | | | |

INFORMATION REPORT TO COUNCIL

From: Clayton Postings, Director Parks, Recreation and Culture
Meeting Date: June 5, 2017
File No:
RE: Parks Usage Bylaw - Hours of Use

RECOMMENDATION

That Council direct staff to include the proposed hours of use in the updated Parks Usage Bylaw and to refer to the Parks, Recreation and Culture Advisory Committee for comment.

PURPOSE

In preparation of presenting the final version of the updated Parks Usage Bylaw to Council it has been determined and recommended that the proposed restrictions to operation hours for the parks be included into the bylaw as a schedule.

With this new information it is recommended that these restrictions be referred to the Parks, Recreation and Culture Advisory Committee (PRCAC) for comment, and that the PRCAC's feedback be provided to Council for review prior to being incorporated into the final version of the Bylaw.

DISCUSSION

If Council wishes, further engagement with the community regarding the hours of operation can occur. Staff would develop a communication strategy to seek input for the community using a survey or other tools. The results would be provided to Council for review prior to final Bylaw adoption.

SUMMARY POINTS

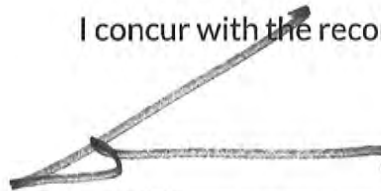
- Parks hours of operation are to be included as a separate schedule in the Parks Usage Bylaw.
- Once hours of operation relating to parks are finalized, the Parks Usage Bylaw will be brought forward to Council for consideration and first three readings.



Clayton Postings
Director of Parks, Recreation and Culture

May 31, 2017
Date Signed

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)
Draft Hours of Operations for Parks

DRAFT SCHEDULE C

HOURS OF OPERATION [Section 6]

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

| Location | Hours of Operation |
|------------------------------------|--------------------|
| Transfer Beach | 24 hours per day |
| Holland Creek Trail | 5am-11pm |
| Holland Creek Sports area | 6am-11pm |
| Harbourview Park | 6am-11pm |
| Root Street Park | 6am-11pm |
| Spirit Square | 6am-11pm |
| High Street Park | 6am-11pm |
| Gourlay- Janes Park | 6am-11pm |
| Aggie Playground and Playing Field | 6am-11pm |
| Kinsmen/Brown Drive Park | 6am-11pm |
| Davis Road School | 6am-11pm |
| Bob Stuart Park | 6am-11pm |
| Arboretum | 6am-11pm |
| Mackie Park | 6am-11pm |
| Stonewall Park | 6am-11pm |
| Queen's Park | 6am-11pm |
| Wickham Park | 6am-11pm |
| Cenotaph | 6am-11pm |
| Skate Park | 8am-10pm |
| Various Park parking areas | 6am-11pm |

STAFF REPORT TO COUNCIL

From: Erin Anderson
Meeting Date: May 29, 2017
File No:

RE: Amendment Bylaw

RECOMMENDATION(S)

That Council give first three readings to Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930, later in tonight’s Council meeting.

PURPOSE

The purpose of this report is to provide background information on Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930 that will be presented later in tonight’s Council meeting.

PREVIOUS COUNCIL DIRECTION/RESOLUTIONS

| Resolution | Meeting Date | Resolution Details |
|-------------|--------------|--|
| CS 2017-142 | May-01-2017 | AMENDS CS2017-141 That Resolution No. CS 2017-140 be amended to read as follows: That Council direct staff to: 1. Adjust the water billing due to leaks for the following properties... 2. Direct staff to amend the Waterworks Rates and Regulation Bylaw 1999, No.1298 to include the authority for the Director of Finance to make adjustments up to \$3,000 to the water accounts. Amendment carried. Motion as amended carried. |

INTRODUCTION/BACKGROUND

At a previous meeting, Council directed staff to prepare a bylaw amendment to authorize the Director of Finance to make adjustments to water utility accounts up to \$3,000 per account. A fee for these adjustments (between \$5.00 and \$25.00) will be added to the accounts to recover a portion of the administration costs associated with adjusting the accounts. Property owners will only receive one water leak adjustment per property within a 10 year time period.

DISCUSSION

An additional clause was added into the current bylaw to capture bulk water



haulers. Occasionally, bulk water haulers fill up their trucks at the Public Works yard. Often these haulers are purchasing water for construction projects. The previous bylaw references a Commercial Rate for water hauling, though no such rate exists. It is recommended that the wording be changed from Commercial Rate to Bulk Water Rate and charge a fee of \$1.60 per haul. The amount is consistent with the bulk water rate charged in a neighbouring municipality.

SCOPE OF WORK

The amendment bylaw is in front of Council for first 3 readings. No additional work is required.

ALTERNATIVES

Council could choose not to approve water leak adjustments.

FINANCIAL IMPLICATIONS

Water is still used when there is a water leak. The used water cannot be re-sold which results in potential lost revenue. Providing a financial incentive to for property owners to repair any leak within 60 days will reduce the amount of water loss.

Charging an administration fee of 10% of the adjustment credit, up to a maximum of \$25.00 allows for cost recovery.

LEGAL IMPLICATIONS

Not applicable.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

Encouraging people to quickly fix water by offering a reduction in the charges supports water conservation efforts.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Finance and Public Works Utilities are involved in any adjustment.

RESOURCE IMPLICATIONS

No additional resources are required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

Offering an incentive to property owners to quickly repair water leaks aligns with the Town's desire to reduce potable water usage which is included in the Sustainability Goals.

ALIGNMENT WITH STRATEGIC PRIORITIES

Offering an incentive to property owners to quickly repair water leaks is in support of the Strategic direction of Watershed Protection and Water Management.

SUMMARY

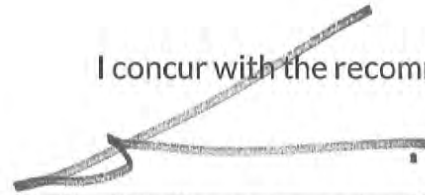
On tonight's Council agenda is the "Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930". The amendment bylaw authorizes adjustments to be made to Water accounts up to \$3,000 under the discretion of the Director of Financial Services, and sets a rate for Bulk Water hauling.



Erin Anderson, Director of Financial Services

May 18, 2017

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT(S)

n/a

TOWN OF LADYSMITH

BYLAW NO. 1930

A bylaw to amend the Waterworks Regulations Bylaw 1999, No. 1298 of the Town of Ladysmith.

WHEREAS pursuant to the *Community Charter*, The Municipal Council may, by bylaw, regulate, prohibit and impose requirements in relation to municipal services:

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

Amendment

1. Amend Section 35 with the following:
Replace "Commercial Rate" with "Bulk Water Rate".
2. Amend Schedule "A" with the following:
Bulk Water Rate \$1.60 per cubic meter per haul.
3. Add a new Section 39 as follows:
 - 38.1 Property owners are responsible for repairing any private property breakages or leaks within 60 days of being advised of a potential breakage. Property owners are responsible for submitting to City Hall a request for an adjustment along with proof of repair in a form acceptable by the Director of Finance.
 - 38.2 Where any meter fails to register or to properly indicate the quantity of water used or consumed, or where breakages occur on private property, the Director of Finance shall estimate the consumption of water and shall render an account to the customer.
 - 38.3 Where any account is rendered pursuant to this section, the Director of Finance, in estimating the account, shall consider previous billing periods when such meter was registering correctly, seasonal variations, changes in occupancy, and any other factors which, in the opinion of the Director, may affect the consumption of water. The maximum adjustment amount is \$3,000 per account.
 - 38.4 When an adjustment is made to an account as a result of a leakage or other unusual occurrence on the owner's property, the Director may charge an administration fee. This fee shall be 10% (ten percent) of the amount of any credit to the account, except that the fee may not be less than \$5.00 or more than \$25.00.
 - 38.5 The Director of Finance shall make only adjustment for water breakages or leaks per property, per owners, within a 10-year period.
3. Renumber all affected sections accordingly.

Effective Date

1. This bylaw is effective upon adoption.

Citation

1. This bylaw may be cited as "Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2017, No. 1930".

READ A FIRST TIME on the day of ,

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

Mayor (A. Stone)

Corporate Officer (J. Winter)

INFORMATION REPORT TO COUNCIL

From: Clayton Postings, Director Parks, Recreation and Culture
Meeting Date: June 5, 2017
File No:
RE: Downtown Washroom Proposal

RECOMMENDATION

That Council direct staff to refer the proposed washroom concept to the Parks, Recreation and Culture Advisory Committee (PRCAC) and the Heritage Revitalization Advisory Commission (HRAC) for comment, seeking feedback on the exterior design of the building.

PURPOSE

The Kinsmen Club of Ladysmith has made a proposal to construct a downtown washroom on First Ave. Staff have been in communication with the club to confirm the proposed details relating to the project. At this point, the proposal needs further comment relating to the exterior of the washroom building to ensure it conforms to the design and features guidelines of the downtown buildings.

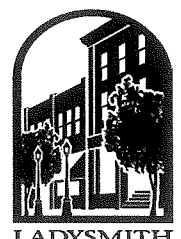
Once this feedback is received from the Parks, Recreation and Culture Advisory Committee and the Heritage Revitalization Advisory Commission, staff will provide a report to Council with information relating to operating costs for the washroom facility being added to the existing Town assets, as well as other aspects of the project.

DISCUSSION

Council may wish to request further information and comment from the committees that expands beyond just the exterior of the washrooms.

SUMMARY POINTS

- The Kinsmen Club of Ladysmith's proposal to construct a downtown washroom has been reviewed by staff; however, the question relating to exterior design elements still needs to be reviewed.
- Receiving input and comment from HRAC and PRCAC, will provide Council further information relating to the proposed project.

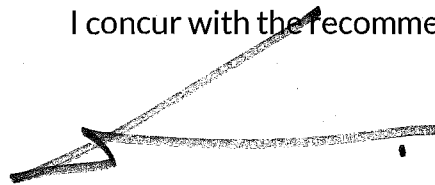




Clayton Postings
Director of Parks, Recreation and Culture

May 31, 2017
Date Signed

I concur with the recommendation.



Guillermo Ferrero, City Manager

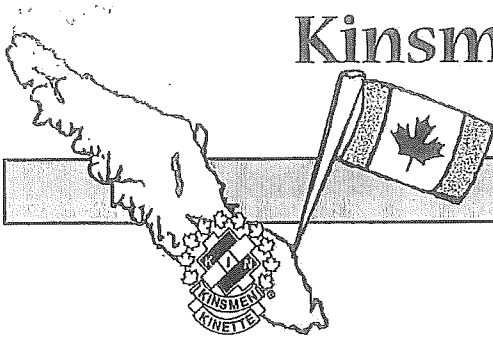
ATTACHMENT(S)

Kinsmen Proposal for Downtown Washroom (Letter and Diagram)

Kinsmen Club of Ladysmith

On The 49th Parallel

P.O. Box 324, Ladysmith, B.C. V9G 1A3



March 27, 2017

Town of Ladysmith
P.O. Box 220
Ladysmith, B.C.
V9G 1A2
Attn. Clayton Postings

Dear Clayton:

Sorry it's taken a bit of time to get this letter to you. We want to thank you for taking the time last week to meet with our members to look at the proposed site for the public washrooms and discuss the plans, configuration, etc. for what the Kinsmen are hoping to take on as a project for this summer.

As we discussed at the site, the Kinsmen are looking at putting in a double washroom for public use. The facility would include a "maintenance room" to house all the working hardware as well as supplies and other necessary equipment. Each bathroom section would have lighting as well as handicap accessible toilet and a sink as well as the necessary railings, handles, etc. It is our intention to make sure that the facility is heated and have proper LED lighting both the bathrooms, maintenance room as well as outside in the front, side and back.

We believe the outside lighting should be on a photocell but also motion activated, but if the Town desires different type then we can make that work as well.

We are looking at in-wall electric heat as they are more vandal proof than standard baseboard heaters. The thermostat for the heat would be located in the maintenance room along with all other "working apparatus" so that nothing can be tampered with.

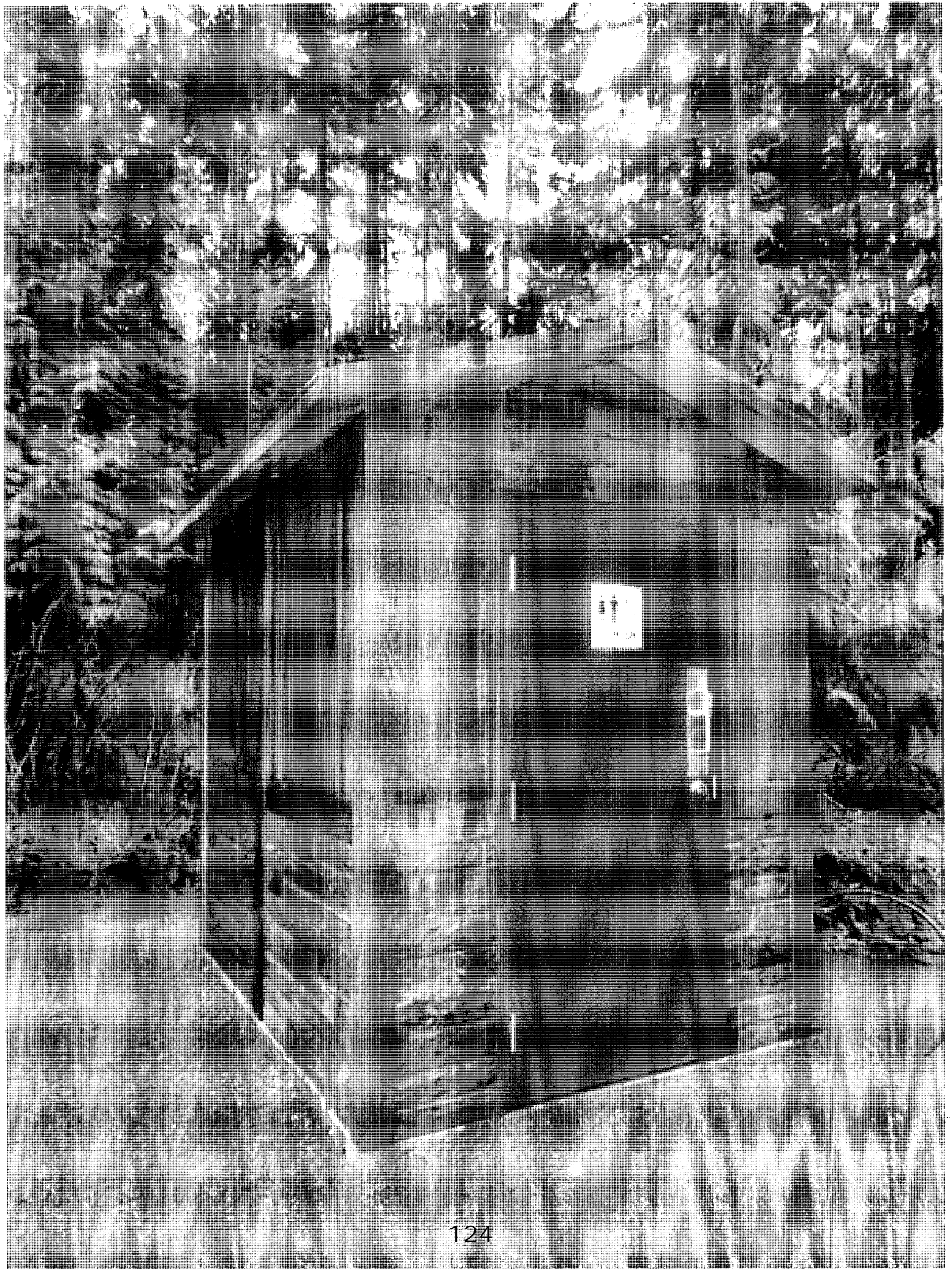
As far as the exterior goes, the members believe that a concrete structure will be the most durable as well as the least amount of maintenance. We have information from a company that makes concrete washroom structures that have a "pioneer" look to them, which could be somewhat of a fit for the heritage downtown. We can entertain anything that the town wants but need to keep within a budget that the club can achieve.

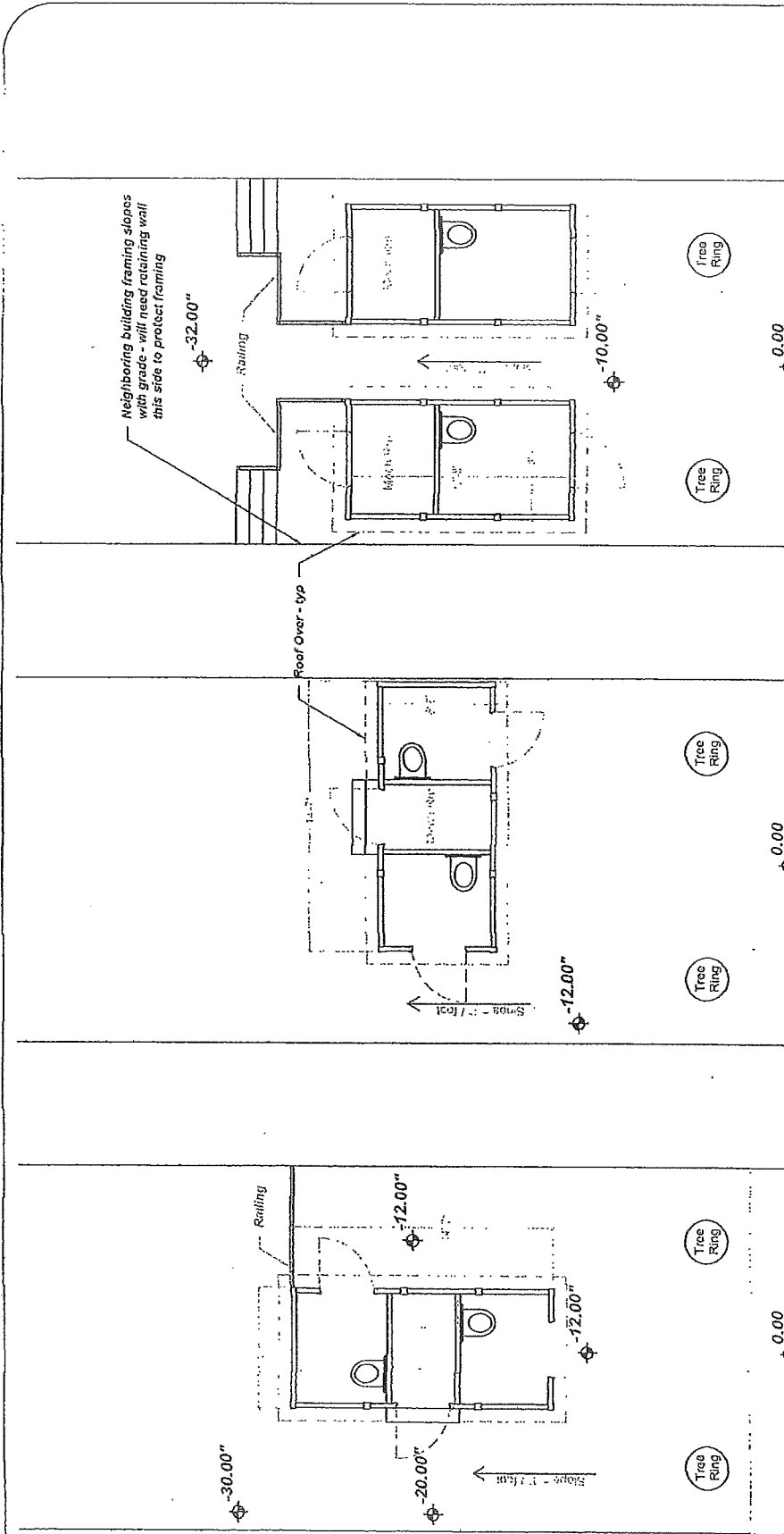
The path way the dance studio, parking lot, etc. behind in the alley will be maintained and we will use the bricks that we remove for the washroom structure to continue the path as well as new ones to finish it off. The path will also be useable for wheelchairs.

Right now the members believe that the cost for doing this public project will be in the neighborhood of \$66,000. If acceptable to the Town we hope to get started mid-spring and hope to have it completed for the summer tourist season.

Sincerely

Duck Paterson
Project Chair





- 1 Option #1
- 2 Option #2
- 3 Option #3

| | | | | |
|------------------|--------------|-------------------|-------------|-------------------|
| LADYSMITH | Dwg | Washrooms | Ref | For Review |
| | Scale | 3/16"=1'0" | Date | 27/Jan/17 |
| | | | Rev | 27/Jan/17 |

10TH ANNUAL

TITLE SPONSOR
LOGO HERE

LADYSMITH CHAMBER
**GOLF
CLASSIC**

FRIDAY, JUNE 16, 2017
COTTONWOOD GOLF CLUB



Ladysmith
CHAMBER
OF COMMERCE

REGISTER YOUR TEAM TODAY!

EVERYONE WELCOME! ONLY \$125 PER PLAYER - INCLUDES 18 HOLES OF TEXAS SCRAMBLE GOLF,
SHOTGUN START AT 1:30PM, HOLE IN ONE CONTESTS, PUTTING CONTEST, POWER CART,
BUFFET DINNER AT 5:45PM, PRIZES & AUCTIONS TO FOLLOW

CONTACT THE LADYSMITH CHAMBER OF COMMERCE - 250-245-2112 OR ONLINE

THE LADYSMITH CHAMBER THANKS THE 2016 GOLF CLASSIC SPONSORS:

TITLE SPONSOR HERE
\$3000.00

TOURNAMENT SPONSORS HERE
\$1000.00

THIS IS A FUNDRAISER FOR THE 10TH CHAMBER OF COMMERCE

www.ladysmithcofc.com



P.O. Box 598
33 Roberts Street
Ladysmith, B.C. V9G 1A4

T 250 245 2112
F 250 245 2124
E info@ladysmithcofc.com
www.ladysmithcofc.com

Dear Business Owner,

Re: Sponsorship Opportunities with the Ladysmith Chamber of Commerce

The Ladysmith Chamber of Commerce knows the power of networks and how they can impact the growth of an individual, business, and community. The Chamber provides unique opportunities for businesses to promote your business and dollar-for-dollar your support of Chamber initiatives will likely be the best marketing investment you make this year.

The Annual Golf Classic, which is the marquee fundraising event for the Chamber, presents one of the best of these marketing opportunities. The Tournament is held each June and brings together close to 100 business and government leaders to golf, network, win prizes, bid on fabulous auction items and of course to have loads of fun. Sponsorship choices literally cover the golf course, and businesses can adopt the level which best suits their needs. A Tournament Sponsor Package is attached detailing the benefits of each level of sponsorship.

Please join us on June 16th, 2017 at Cottonwood Golf Course for the 10th Annual Chamber Golf Classic and make sure your business is well represented.

Thank you,

Trent Kaese, Jennifer Ostle, Cheri Mactier
Ladysmith Chamber of Commerce
Fundraising Committee

10th ANNUAL GOLF CLASSIC SPONSOR PACKAGES

TITLE SPONSOR - \$3,000

- Exclusivity: Only one title sponsor for event and similar businesses will be excluded from being a Tournament Sponsor as defined below.
- Naming rights: Dominant brand/logo presence at registration and reception, on all tournament advertising including website, social media, posters and print media advertising.
- Chamber membership upgrade: includes a free Chamber membership for one year, an upgrade to an enhanced membership listing, and a featured listing on the Chamber home page for a minimum of 6 months.
- Opportunity to address guests during reception.
- One Hole Sponsorship with opportunity to set up a kiosk at your hole to promote your business.
- 4 Golfers including dinner.
- Signage on 2 golf carts.
- Recognition in the golf program and awards ceremony.
- Post-event recognition - thank you in the newspaper, newsletter, website etc.
- First right of refusal for the following year.

Tournament Sponsor - \$1,000

- Exclusivity: similar businesses will be excluded from being a Tournament Sponsor.
- Brand/logo recognition in the golf program, awards ceremony and tournament advertising (secondary priority/emphasis to Title Sponsor).
- One Hole Sponsorship with opportunity to set up a kiosk at your hole to promote your business.
- 2 Golfers including dinner.
- Post-event recognition - thank you in the newspaper, newsletter, website etc.

Hole Sponsor - \$200

- Brand/logo recognition on one hole on golf course with opportunity to set up a kiosk at your hole to promote your business.
- Recognition in the golf program and awards ceremony.
- Post-event recognition – thank you in the newspaper, newsletter, website etc.

Cart Sponsor - \$50

- Brand/logo recognition on two golf carts per sponsorship.
- Recognition in the golf tournament program.
- Post-event recognition – thank you in the newspaper, newsletter, website etc.

Prize Sponsor

- Donate a product or service for use as door prize and/or auction item.
- Includes recognition in the golf tournament program and during auction/prize announcements.
- Post-event recognition – thank you in the newspaper, newsletter, web etc.

The Ladysmith Chamber of Commerce would like to once again thank the
Title Sponsor of the 2016 Golf Tournament

CORIX[®]



10th Annual Golf Tournament
Cottonwood Golf Club, Friday, June 16th, 2017
Registration / Sponsorship Form

| | |
|----------------------|---------------|
| Company Name: | |
| Contact Name: | Email: |
| Address: | |
| Postal Code: | Phone: |

Check appropriate level of Sponsorship if Sponsoring:

- Title Sponsor - \$3000**
 Tournament Sponsor - \$1000
 Hole Sponsorship - \$200
 Cart Sponsorship - \$50
 Prize Sponsorship/Live Auction: Item: _____

TEAM/GOLF REGISTRATION

Golf & Dinner \$125 per person Includes GST

Golf & Dinner package includes 18 holes of golf, cart, and a buffet dinner. (Dinner only: \$40).

Number of Golfers: _____ Number Dinner Only (include name/s) _____

| TEAM MEMBER NAMES | STEAK/CHICKEN/VEGIE | T-SHIRT SIZE |
|--------------------------|----------------------------|---------------------|
| | | |
| | | |
| | | |
| | | |

| METHOD OF PAYMENT | CREDIT CARD INFORMATION |
|---------------------------------------|--------------------------------|
| Cheque Enclosed | Card # |
| Visa | Expiry Date: |
| Mastercard | Name: |
| Request Invoice to be sent to: | |

SEND YOUR ENTRY TO: LADYSMITH CHAMBER OF COMMERCE
PO BOX 598 33 ROBERTS STREET, LADYSMITH, BC. V9G 1A4 –
PHONE 250-245-2112 – FAX 250-245-2124 OR EMAIL: admin@ladysmithcofc.com



P.O. Box 598
33 Roberts Street
Ladysmith, B.C. V9G 1A4

T 250 245 2112
F 250 245 2124
E info@ladysmithcofc.com
www.ladysmithcofc.com

Yes! I would be interested in donating to the
Ladysmith Chamber of Commerce
10th ANNUAL GOLF CLASSIC

Recognition for donations will be included in tournament day signage, event programs, Facebook and newsletter posts, the Chamber website and in media advertising.

Don't miss out on this great marketing & networking opportunity!!!
We hope to see you there.

Name of Business / Company:

Donation:

Value of Donation:

Please circle one. MY DONATION WILL BE:

| | |
|--------|-------------|
| MAILED | DROPPED OFF |
|--------|-------------|

Thank you in advance for having your Donations in by

FRIDAY, June 09, 2017

Questions? Do not hesitate to contact our office

Phone: 250-245-2112 ~ Fax: 250-245-2124

Email: admin@ladysmithcofc.com

INFORMATION REPORT TO COUNCIL

From: Joanna Winter, Manager of Legislative Services
 Date: June 5, 2017
 File No: 8620-20
 RE: Ladysmith Softball Association Request to Waive Trolley and Driver Fee for U12C Girls Softball Regional Championship, June 16-18 2017

RECOMMENDATION:

That Council consider whether it wishes to:

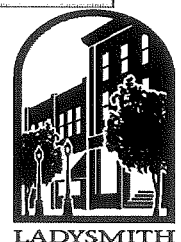
1. Waive all or part of the fee to provide a trolley and driver to shuttle participants and fans of the U12C Girls Softball Regional Championship from a main parking location to the Aggie Fields and back from 5:00 p.m. to 9:00 p.m. on Friday, June 16, and from 7:30 a.m. to 7:30 p.m. on Saturday, June 17 and Sunday, June 18;
2. Register individual Council members as volunteer celebrity cooks to flip burgers at the Aggie or Saltair concession stands, the proceeds from which go back to support Ladysmith Softball and help fund the Tournament;
3. Contribute 221 Town pins for the participant gift bags.

PURPOSE:

The purpose of this report is to provide financial and logistical information to Council regarding the costs of providing a trolley and driver to the Ladysmith Softball Association for their U12C Girls Softball Regional Championship, June 16-18, 2017.

PREVIOUS COUNCIL DIRECTION

| Resolution | Meeting Date | Resolution Details |
|-------------|--------------|---|
| CS 2017-073 | Mar-06-2017 | That Council waive the trolley rental fee for the December 8, 2017 Annual Old Time Christmas Event as requested by the Ladysmith Downtown Business Association. |
| CS 2016-361 | Nov-07-2016 | That Council waive the trolley rental fee for the December 2, 2016 Annual Old Tyme Christmas Event as requested by the Ladysmith Downtown Business Association. |
| CS 2016-345 | Oct-17-2016 | That Council direct staff to waive the fees for the use of the Town Trolley and driver from 3:00 p.m. to 10:00 p.m. on Thursday, November 24, 2016 for Light-Up, as requested by the Ladysmith Festival of Lights in their correspondence dated September 14, 2016. |



| Resolution | Meeting Date | Resolution Details |
|-------------|--------------|--|
| CS 2015-367 | Nov-02-2015 | That Council waive the trolley rental fee for the Ladysmith Downtown Business Association Old Tyme Christmas and Candlelight Walk from 5:00 p.m. to 8:30 p.m. on Friday, December 4, 2015. |
| CS 2015-350 | Oct-13-2015 | That Council waive the trolley rental fee for the Ladysmith Festival of Lights to assist in transporting visitors for Light-up from 3:00 p.m. to 10:00 p.m. on November 26, 2015. |
| CS 2015-124 | Apr-13-2015 | That Council waive the trolley rental fee as requested by Ladysmith Fire/Rescue for an event in honour of retiring firefighter Mike Alexander on Saturday, April 18, as requested by Chief Ray Delcourt in his correspondence dated April 7, 2015. |
| CS 2014-370 | Nov-03-2014 | AMENDS CS 2014-369 That Resolution CS 2014-369 be amended as follows: That Council reduce the seven-hour trolley rental fee for the Ladysmith Festival of Lights Light-up Celebrations on November 27, 2014 by donating the use of the trolley but charging the costs associated with the driver, in order to permit the Festival of Lights Society to use the trolley to assist in transporting visitors during the events. |
| CS 2014-293 | Aug-18-2014 | That Council waive the trolley rental fee in support of the Ladysmith tour during the Savour Cowichan Wine and Culinary Festival on September 30, 2014, subject to availability of funds in the Trolley Rental Grant-in-Aid. |
| CS 2014-210 | Jun-02-2014 | That Council not support the request for a reduction or full waiver of the trolley rental fee as requested by Kira Mauriks on behalf of a group of students wishing to rent the Ladysmith Trolley for their prom on June 7, 2014, and confirm that the rental reduction policy applies only to not-for-profit organizations. |

DISCUSSION

Council has previously waived the rental fee to provide a trolley and driver for a variety of community events of up to one-day in duration. The Trolley Rental policy states that the trolley rental rate is \$100 per hour for a minimum of four hours. The not-for-profit rate is \$75 per hour; this rate would apply to the softball event and covers all costs, including the driver. Council is advised that overtime rates will apply to the weekend hours incurred by the trolley driver. Should Council wish to waive the fee to provide a trolley and driver for the entire duration of the U12C Girls Softball Regional Championship, the cost to the Town would be \$2,100 in lost rental revenue. Under the Town's Trolley Rental Policy, the

driver of the trolley must be a Town employee. For Council's information, the estimated driver costs for the weekend are up to \$1,980, including overtime. The cost of waiving trolley and driver fees would be allocated to the grants-in-aid budget. There is currently a balance of \$3,200 remaining in the grants-in-aid budget.

SUMMARY POINTS

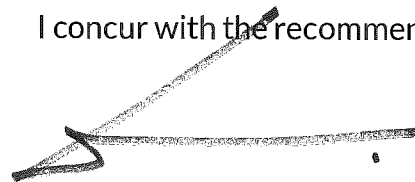
- Council has previously waived the trolley and driver fees for many events of up to one day in duration
- Costs of waiving the trolley and driver fees for this event will be \$2480.
- Council could choose to waive a portion of the trolley and driver fees for this event.
- Costs of waiving the trolley and driver fees are allocated to the grants-in-aid budget.
- There is \$3200 remaining in the grants-in-aid budget.
- Council could choose to support the U12C Girls Softball Regional Championship by registering as volunteer cooks at the tournament and/ or providing Town pins for the swag bags instead of, or in addition to, waiving the trolley rental and driver fee.

• 

Joanna Winter, Manager of Legislative Services

May 31, 2017

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENT:

Correspondence from Ladysmith Softball Association
Trolley Rental Application
Trolley Rental Policy

Ladysmith Softball Association

373 Dogwood Drive,
Ladysmith, BC V9T 1T7



May 22, 2017
Town of Ladysmith
PO Box 220
Ladysmith, BC V9G 1A2

Dear Mayor Aaron D. Stone and Council;

We are very excited to announce that the U12C Girls Softball Regional Championship will be hosted by the Ladysmith Softball Association this year on June 16, 17 and 18, 2017 at Aggie and Saltair ball diamonds. This promises to be a great weekend with 16 teams and their families coming from all across the Island from Campbell River to Victoria. We expect in excess of 600 people in attendance for each of the three days. This year we are also pleased to have our new Ladysmith Regional U12C Girls team represent Ladysmith in this Championship tournament. Ladysmith Lightning took home Silver in their first tournament in at Cordova Bay so we anticipate an excellent showing!

This event has significant impact on our community economically as well as providing increased exposure for the Town of Ladysmith and the business community. We are hoping the Town of Ladysmith can provide their support and expertise to help us ensure the success of this Event!


A) Due to limited parking around Aggie Fields we request access to the Town Trolley so that participants and fans are able to park at an alternate site and have a shuttle service from that site to the Aggie Fields. We believe that Transfer Beach, High Street Spirit Square or the High School might be appropriate sites, but request your expertise in making this decision. Would it be possible for Town of Ladysmith to offer the trolley and driver for the three days as a donation? If a full donation is not possible with this request, would you please provide details of costs for this service to our Association for review?

B) Small "swag bags" will be given to all the participants. A donation of pins, stickers or something that represents and promotes the Town of Ladysmith would be most appreciated. It would be great to have Mayor Stone or any of the Council joins us for a ceremonial first game pitch to kick off the Tournament. The Mayor and Council are welcome to join us at any point during the weekend to flip some celebrity burgers at either of our concessions at Aggie or Saltair Our concession revenues go right back to help fund this Tournament and to support Ladysmith Softball.

Any sponsorship provided by The Town of Ladysmith will be appropriately acknowledged at both our sites as well as in our Regional Tournament brochure For further information, please contact Samantha Stone at 250- 416-5012 or stonern@gmail.com

Our Association is hosting this event with volunteer resources and limited funding. Your support of female youth sports in Ladysmith would be both important and sincerely appreciated.

Sincerely,


Steve Higgs
Tournament Director

Council
 Muni. Svcs. Committee
 Open Meeting
 Closed Meeting
Meeting Date: June 5, 2017

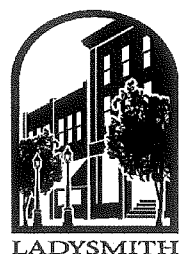
TROLLEY RENTAL APPLICATION

| | | |
|------------------------|------------------------|--|
| Date: | Date of Rental: | |
| Rental Time (from/to): | Total number of hours: | |
| Name/Organization: | Not for Profit: | |
| Contact Name: | Contact Phone #: | |
| Pick up location | | |
| Drop off location | | |
| Event: | | |

THE FOLLOWING ARE THE TERMS OF THE RENTAL AGREEMENT:

1. The licensee confirms it is an individual or organization located within the Town of Ladysmith.
2. The trolley is permitted to travel outside the Town boundaries.
3. The consumption of alcohol is strictly prohibited on the trolley.
4. Smoking is strictly prohibited on the trolley.
5. The trolley may only be operated by a qualified Town of Ladysmith trolley operator.
6. The Trolley Rental rate is \$100 per hour for a minimum of four hours. Plus applicable taxes.
7. If the licensee is a registered not-for-profit organization, licensee is eligible to receive a 25% rental discount (i.e. \$75 per hour). Plus applicable taxes
8. The licensee confirms that it will comply with all Town bylaws and other regulations during the period of this rental agreement.
9. The licensee confirms that the event for which the trolley is being rented will not disrupt or disturb Town residents or businesses.
10. At least 24 hours notice is required to cancel the trolley rental contract.

| | | | |
|---|------------------------------|------------------------------|-----------------------------|
| Internal | | | |
| Driver Booked: | | | |
| Approved By: | Date: | | |
| Rental Agreement Completed and signed by licensee & Town: | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Fee: \$ | Paid: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |



TOWN OF LADYSMITH
POLICIES AND PROCEDURE MANUAL

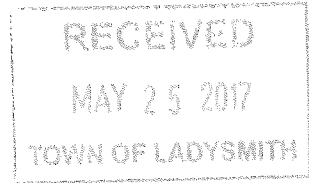
| | | |
|---|------------------------------|-----------------------------|
| TOPIC: | TROLLEY RENTAL POLICY | |
| APPROVED BY: | Council | DATE: April 18, 2011 |
| RESOLUTION #: | 2011-171 | |
| <p>The Ladysmith trolley is available for rent by Ladysmith organizations and residents. Trolley rental arrangements are the responsibility of the Director of Public Works. The trolley is only available for rent when it is not required for the provision of the Town of Ladysmith regular weekly transit service. The Town does not guarantee which trolley vehicle will be available at the time of the rental arrangement. The Town reserves the right to cancel a rental booking in order to meet operational requirements.</p> <p>Trolley rentals must comply with the following criteria:</p> <ol style="list-style-type: none">1. The organization or individual renting the trolley must reside or operate within Ladysmith.2. Due to licensing requirements, the trolley is not permitted to travel outside the Town boundaries.3. The consumption of alcohol is prohibited on the trolley.4. Smoking is prohibited on the trolley.5. The trolley may only be operated by a qualified Town of Ladysmith trolley operator.6. The trolley rental rate is \$100 per hour for a minimum of four hours.7. Bona fide not-for-profit local organizations are eligible to receive a 25% rental discount.8. Functions or events in which the trolley is involved must comply with all Town bylaws and other regulations.9. The individual responsible for the trolley rental must ensure that the trolley event does not disrupt or disturb Town residents or businesses.10. At least 24 hours notice is required to cancel the trolley rental contract. | | |

16 – 8620 - A



May 17, 2017

Mayor Aaron Stone
Town of Ladysmith
Box 220
Ladysmith BC V9G 1A2



Dear Mayor Stone:

Re: 2016 Resolutions

Please find attached the provincial response to the 2016 resolution(s) put forward by your Council and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Reiko Tagami, UBCM Information & Resolutions Coordinator, with any questions.

Tel: 604.270.8226 ext. 115 Email: rtagami@ubcm.ca

Sincerely,

Councillor Murry Krause
President

Enclosure

- Council
- Muti. Svcs. Committee
- Open Meeting
- Closed Meeting
- Meeting Date: June 5/17

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:

Therefore be it resolved that UBCM 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.

Convention Decision: Endorsed

Provincial Response

Ministry of Community, Sport and Cultural Development

In 2011, responsibility for the Community Gaming Grants program was assigned to the Minister of Community, Sport and Cultural Development but the day-to-day operations of the program remained with the Gaming Policy and Enforcement Branch at the Ministry of Finance. In April 2016, operational responsibility for the program was consolidated into the Ministry of Community, Sport and Cultural Development.

~~*The Community Gaming Grants program continues to provide access to funding for community based not-for-profit organizations in multiple sectors including: arts and culture, sport, environment, public safety, human and social services and parent advisory councils and district parent advisory councils.*~~

Ministry staff are continuously engaging with key stakeholders and partner organizations, including the BC Association of Charitable Gaming and the BC Association of Aboriginal Friendship Centres, to ascertain the most important policy issues relating to the program. In our consultations to date, the issue of the restoration of funding for major capital projects has been identified as an ongoing concern for community based not-for-profit organizations.

Government recognizes the tremendous work that not-for-profit groups accomplish in their communities. On February 12, 2017 the Province announced that an additional \$5 million in annual funding will be available for capital projects costing over \$20,000 through the Community Gaming Grants program. This raises the Community Gaming Grants program's total annual budget to \$140 million. The Ministry of Community, Sport and Cultural Development will provide further information on the Capital Projects sector, including the project categories, eligibility criteria and timing of the initial intake period, by March 31, 2017.

