



# TOWN OF LADYSMITH

A REGULAR MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, FEBRUARY 20, 2017

Call to Order and Closed Meeting

5:00 p.m.

Regular Open Meeting

6:00 p.m.\*

\*Note Change of Time

## A G E N D A

### 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:

- Status of sale of Town-owned properties– Section 90 (1) (l)
- Provision of a municipal service - Section 90 (1) (k)
- Human Resources matter - Section 90 (1) (c)

### REGULAR MEETING (6:00 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 January 16, 2017.....1 - 5
- 4.2. Minutes of the Special Meeting of Council held January 18, 2017 .....6
- 4.3. Minutes of the Special Meeting of Council held January 23, 2017 .....7
- 4.4. Minutes of the Special Meeting of Council held January 30, 2017 .....8 - 9

#### 5. DELEGATIONS

#### 6. PROCLAMATIONS

- 6.1. Chamber of Commerce Week .....10  
Mayor Stone has proclaimed February 20<sup>th</sup> to 24<sup>th</sup>, 2017 as “Chamber of Commerce Week” in the Town of Ladysmith, in recognition of the efforts of its members to strengthen Ladysmith’s business community to help our town thrive.

- 6.2. Kinsmen and Kinettes Day and Week .....11**  
Mayor Stone has proclaimed February 20<sup>th</sup>, 2017 as “Kinsmen and Kinettes Day”, and February 19<sup>th</sup> to 25<sup>th</sup> as “Kinsmen and Kinettes Week” in the Town of Ladysmith, in recognition of our local club’s dedication and service to our community.
- 7. 2017 – 2021 FINANCIAL PLAN ..... 12 - 90**

Staff Recommendation:

That Council:

1. Provide early expenditure approval for the following:
  - A. Hiring of the Waste Water Treatment Plant Operator position at an annual cost of \$97,273 (2017 rates).
  - B. Occupational Health and Safety Gap Analysis of the Town’s Safety Management Program at a cost of \$12,500.
  - C. Hiring of two Parks summer students at a one-time cost of \$23,650 (2017 rates).
  - D. Purchase of an emergency back-up generator for the RCMP detachment at a cost of \$95,000.
  - E. Purchase of an Ultra Violet (UV) Sanitation System for the pool at a cost of \$90,000.
  - F. Renovation of the Fire Hall Front Truck Bay at a cost of \$100,000.
2. Direct Staff to prepare bylaws for:
  - A. 2017 – 2021 Financial Plan
  - B. 2017 Water Parcel Tax at \$309 per parcel
  - C. 2017 Sewer Parcel Tax at \$299 per parcel
  - D. Water Rates amendment bylaw with a 10% increase to the base rate and each step.
  - E. Sewer Rates amendment bylaw with a \$5.70 (or 33.9%) increase per month.

**8. DEVELOPMENT APPLICATIONS**

- 8.1. Development Variance Permit Application – 245 Oyster Cove Rd (Campbell).. ..... 91 - 94**

Staff Recommendation:

That Council direct staff to proceed with statutory notice for Development Variance Permit application (3090-16-09) for Strata Lot 40, District Lot 56, Oyster District, Strata Plan 2009 (245 Oyster Cove Road).

- 8.2. Zoning Bylaw Amendment Application – 630 Farrell Road (Schnurch)..... 95 - 127**

Staff Recommendation:

1. That under the Bylaws portion of tonight’s agenda, Council proceed with first and second readings of Bylaw 1917 cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 7) 2017, No. 1917”; and refer the bylaw to public hearing; and

2. That prior to the enactment of Bylaw 1917 the following voluntary and land use matters shall be completed to the satisfaction of the Director of Development Services:

- The \$5000 voluntary contribution to the amenity fund is submitted; and
- Registration of a section 219 covenant on the title of Lot 2, District Lot 41, Oyster District, Plan VIP79202 to address the following land use matters:
  - i. to secure the Lewkowich Engineering Associates Ltd. geotechnical assessment;
  - ii. to require that a grading plan be submitted and approved by the Approving Officer for the proposed residential lots as a condition of the subdivision application;
  - iii. to require a 4 meter minimum protection radius around several trees along the west and south property lines, including requirements for tree protection during and after construction utilizing best practices from the 'BC Landscape Standard';

and that the covenant be signed by the Mayor and Corporate Officer.

## **9. BYLAWS (OFFICIAL COMMUNITY PLAN & ZONING)**

### **9.1. Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 7) 2017, No. 1917 .....128 - 129**

The purpose of Bylaw 1917 is to rezone the subject property legally described as Lot 2, District Lot 41, Oyster District, Plan VIP79202 (630 Farrell Road) to Single Dwelling Residential Zone (R-1) to permit a residential subdivision.

#### Staff Recommendation:

That Council give first and second reading to Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 7) 2017, No. 1917 and refer the bylaw to a public hearing.

## **10. REPORTS**

### **10.1. Aggie Hall Parking Expansion .....130 - 137**

#### Staff Recommendation:

That Council direct staff to:

1. Relocate the playground beside Aggie Hall to a location above the existing location on the Aggie site.
2. Commence development of parking on the north side of 2<sup>nd</sup> Avenue east of Symonds Street along with the parking expansion Option 1 on the Aggie Hall site as listed in the parking concept drawings.
3. Partner with LaFF in developing an engagement process with the community in the development of a new play space at Aggie Hall;
4. Include \$180,000 in the 2017-2021 Financial Plan with funding to come from taxation, gas tax and carry-forward funds.

**10.2. Streets and Traffic Bylaw – Recreational Vehicle Parking.....138 - 144**

Staff Recommendation:

That Council direct staff to bring forward amendments to “Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309” that would:

1. Limit the parking of large recreational vehicles (over 6.5m in length), including trailers, motorhomes and camper trucks on Town boulevards to a maximum of 72 hours which would match the current 72 hour time period limit on Town streets;
2. Amend the current bylaw language that restricts the parking of vehicles on Town streets to a maximum of 72 consecutive hours without the vehicle being moved to ensure that the bylaw meets the policy intent, such that “being moved” is described to mean a distance beyond the same one block area; and
3. Prohibit camping/sleeping overnight in all types of vehicles on Town streets and boulevards.

**10.3. Water Filtration Plant Borrowing Bylaw – Alternative Approval Process.....145 - 162**

Staff Recommendation:

That with regard to “Water Filtration Plant Loan Authorization Bylaw 2016, No. 1920”, which proposes to borrow directly from the Municipal Finance Authority of British Columbia (MFA) a sum not to exceed \$6,000,000 to finance the construction of a new water filtration plant to treat the water in the Town of Ladysmith water supply system, which will be repaid over a period not to exceed 25 years, Council:

1. Submit the bylaw to the electors for approval by way of the alternative approval process;
2. Approve the attached notice to the electors (Appendix ‘B’) of the alternative process and direct staff to publish it;
3. Approve the attached elector response form (Appendix ‘C’);
4. Establish the deadline for receiving the elector response forms as 4:00 p.m. on Wednesday, April 12, 2017;
5. Determine that the total number of electors within the Town of Ladysmith to which the alternative approval process applies is 6,146 of which 10 per cent or 615 must submit elector response forms to prevent the Town of Ladysmith Council from adopting “Water Filtration Plant Loan Authorization Bylaw 1920” without first obtaining the assent of the electors by way of referendum.

**10.4. Holland Lake Dams – Inundation Study .....163 - 175**

Staff Recommendation:

That Council waive the Purchasing Policy and direct award the Holland Dam Inundation Mapping, Operation Maintenance and Surveillance Manual and Emergency Plan Updates contract to Austin Engineering for a total cost of \$42,000, and provide early expenditure approval for the project.

**10.5. Sanitary Sewer Line Infiltration and Inflow Reduction .....176 - 177**

Staff Recommendation:

That Council award the Town of Ladysmith Flow Monitoring Program to Opus International Consultants (Canada) Ltd. For a total project cost of \$50,000.



## **11. BYLAWS**

### **11.1. Town of Ladysmith Parks, Recreation and Culture Commission Repeal Bylaw 2016, No. 1919 ..... 178**

The purpose of Bylaw 1919 is to repeal the original and amending bylaws that established and laid out the activities of the Town's Parks, Recreation and Culture Commission. The commission has been replaced by the Parks, Recreation and Culture Advisory Committee.

Staff Recommendation:

That Council adopt Town of Ladysmith Parks, Recreation and Culture Commission Repeal Bylaw 2016, No. 1919.

### **11.2. Town of Ladysmith Cemetery Care Trust Fund Appropriation Bylaw 2017, No. 1922 ..... 179**

The purpose of Bylaw 1922 is to authorize the Town to withdraw funds from the Cemetery Care Trust Fund to support cemetery maintenance, in accordance with the legislation.

Staff Recommendation:

That Council adopt Town of Ladysmith Cemetery Care Trust Fund Appropriation Bylaw 2017, No. 1922.

## **12. CORRESPONDENCE**

### **12.1. Islands' Celtic Festival Request for Permission to Attach Temporary Sign to Aggie Hall ..... 180**

Staff Recommendation:

That Council refer to staff the request from the organizers of the Islands' Celtic Festival to attach a 4 foot by 8 foot temporary sign on Aggie Hall in order to investigate options and report back to Council.

### **12.2. Ladysmith Softball Association Request for Permission to Hang Sponsorship Banners at Aggie Field ..... 181**

Staff Recommendation:

That Council refer to staff the request from the Ladysmith Softball Association to attach 4 foot by 6 foot sponsorship banners at Aggie Field in order to investigate options and report back to Council.

### **12.3. Kinsmen Club of Ladysmith Request for support of proposed Downtown Public Washroom Project.....182 - 184**

Staff Recommendation:

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

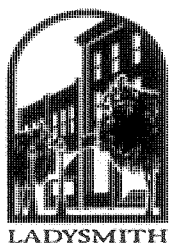
### **13. NEW BUSINESS**

### **14. UNFINISHED BUSINESS**

### **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**



**TOWN OF LADYSMITH**  
**MINUTES OF A REGULAR MEETING OF COUNCIL**  
**MONDAY, JANUARY 16, 2017**  
**CALL TO ORDER 5:00 P.M.**  
**COUNCIL CHAMBERS, CITY HALL**

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**COUNCIL MEMBERS PRESENT:**

Mayor Aaron Stone  
Councillor Joe Friesenhan  
Councillor Duck Paterson

Councillor Steve Arnett  
Councillor Carol Henderson

Councillor Cal Fradin  
Councillor Rob Hutchins

**STAFF PRESENT:**

Guillermo Ferrero  
Geoff Goodall  
Sue Bouma

Felicity Adams  
Clayton Postings

Erin Anderson  
Joanna Winter

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**CALL TO ORDER**

Mayor Stone called this Meeting of Council to order at 5:01 p.m.

**CLOSED SESSION**

CS 2017-003

*Moved and seconded:*

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

- Strategic Priorities workshop - Section 90 (1) (l)
- Status of sale of Town-owned properties and proposed property acquisitions - Section 90 (1) (l)
- Provision of a municipal service - Section 90 (1) (k)

*Motion carried.*

**REGULAR OPEN MEETING**

Mayor Stone called this Regular Open 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 2017-004

*Moved and seconded:*

That Council approve the agenda for this Regular Meeting of January 16, 2017.

*Motion carried.*

**MINUTES**

CS 2017-005

*Moved and seconded:*

That Council approve the minutes of the Regular Meeting of Council held December 19, 2016.

*Motion carried.*

CS 2017-006

*Moved and seconded:*

That Council approve the minutes of the Special Meeting of Council

held January 9, 2016.  
*Motion carried.*

## DELEGATIONS

### Dialog Design

Jennifer Fix, Project Manager and Engagement Specialist  
**Waterfront Area Plan Presentation**

Jennifer Fix, Project Manager and Engagement Specialist of Dialog Design, provided an overview of the three phases of the Waterfront Area Plan update process, and reported on the current activities surrounding the first phase, Creating a Vision. She highlighted the keystone event of this phase, which is the Speakers Night event on February 1<sup>st</sup> from 7:00 p.m. to 9:00 p.m. at Aggie Hall.

Council expressed enthusiasm for the project, and thanked Ms. Fix for her presentation.

## PROCLAMATIONS

Mayor Stone proclaimed January 30<sup>th</sup> to February 10<sup>th</sup>, 2017 as "BC Aware Days 2017" in the Town of Ladysmith, to promote awareness and prevention of cybercrime.

## DEVELOPMENT APPLICATIONS

Coach House Intensive Residential Development Permit Application - 533 Kitchener Street (J. McNeil)

*Moved and seconded:*

CS 2017-007

That Council Issue Development Permit 3060-16-16 to permit the issuance of a building permit for the construction of a coach house dwelling on Lot 8, Block 126, Oyster District, Plan 703 (533 Kitchener Street).

*Motion carried.*

## 2017 - 2021 FINANCIAL PLAN DELIBERATIONS

Staff gave a presentation outlining the draft 2017 Operational Budget, and responded to questions from Council. Staff highlighted considerations for upcoming 2017 budget meetings.

## STAFF REPORTS

**Consideration of Declaration of Nuisance - 1261 4<sup>th</sup> Avenue**

The property owner of 1261 -4<sup>th</sup> Avenue, Trent Dammel, was in attendance at the meeting and responded to questions from Council.

*Moved and seconded:*

CS 2017-008

That Council:

That Council, under the authority provided in Section 74 of the Community Charter, declare the dwelling (the Building) located at 1261 4<sup>th</sup> Avenue, legally described as Lot 6, District Lot 97, Oyster District, Plan VIP55384 (the Lands) to be in such condition that it is a nuisance, and

1. Impose requirements as set out in Schedule A to the staff report dated January 16, 2017 (the "Remedial Action Requirement (RAR)") to remediate the nuisance conditions, including:

- Remove all clutter, garbage and damaged items from the Building so that a rodent trapping and monitoring program

can be set up to determine the extent and activity level of the rodent population;

- Establish a rodent trapping and recording program conducted by, or under the direction of, a licenced pest control specialist that will continue until the rodent infestation is eliminated; and
- Make repairs to the Building to seal all access points where rodents can enter the Building.

2. Authorize Staff to take all appropriate actions in accordance with Section 17 of the Community Charter to ensure the Building is brought into compliance with the remedial action detailed in Schedule A subject to the following:
  - a. The property owner has not fully complied with the Remedial Action Requirement on or before the compliance date specified in this Council Resolution; and
  - b. That all costs incurred by the Town of Ladysmith to bring the property into compliance shall be at the expense of the property owner and as per Section 17 of the Community Charter, these costs shall be treated as a debt owed to the Town of Ladysmith.
3. Set the time limit for compliance with the Remedial Action Requirement (RAR) detailed in Schedule A at 60 days commencing the date the RAR is mailed or personally served; and
4. Set the time limit for a notice of a request for Council to reconsider the Remedial Action Requirement at 14 days, commencing the date the RAR is mailed or personally served.

*Motion carried.*

#### **Waste Water Treatment Plant Budget Increase**

*Moved and seconded:*

**CS 2017-009**

That Council:

1. Approve an additional \$200,000 for the Waste Water Treatment Plant upgrade, with funds to come from the Sewer Reserve and Operations; and
2. Direct Staff to amend the Financial Plan accordingly.

*Motion carried.*

#### **BYLAWS**

#### **Town of Ladysmith Cemetery Care Trust Fund Appropriation Bylaw 2017, No. 1922**

*Moved and seconded:*

**CS 2017-010**

That Council give first three readings to Town of Ladysmith Cemetery Care Trust Fund Appropriation Bylaw 2017, No. 1922.

*Motion carried.*

## CORRESPONDENCE

CS 2017-011

Ladysmith Festival of Lights  
Request for Letter of Support

*Moved and seconded:*

That Council provide a letter of support for the Festival of Lights Society to accompany their application to the Cowichan Valley Arts Council for grant funding.

*Motion carried.*

CS 2017-012

Ladysmith and District Arts Council  
Request for Letter of Support

*Moved and seconded:*

That Council provide a letter of support for the Ladysmith and District Arts Council to accompany their application for B.C. Arts Council funding.

*Motion carried.*

## NEW BUSINESS

CS 2017-013

PlaceSpeak – Platform for Residents to Engage with the Issues that Directly Impact their Community (presentation by City Manager)

The City Manager made a presentation illustrating how citizens can use PlaceSpeak as a tool to communicate their thoughts and opinions about civic business. He responded to questions from Council and encouraged Town citizens to sign up for this new community engagement tool.

*Moved and seconded:*

That Council receive for information the presentation regarding the launch of community engagement tool PlaceSpeak.

*Motion carried.*

CS 2017-014

Attendance at 2017 Convention, Association of Vancouver Island and Coastal Communities; Potential Resolution and/or Nomination Submission

*Moved and seconded:*

That Council:

1. Authorize Mayor Stone, Councillor Paterson, Councillor Friesenhan, Councillor Fradin and Councillor Arnett to attend the Association of Vancouver Island and Coastal Communities annual convention from April 7 to 9, 2017 in Campbell River; and
2. Refer the decision to submit a resolution to the Association of Vancouver Island and Coastal Communities to the February 13, 2017 Municipal Services meeting; and
3. Choose not to nominate any members of Council to run for Executive Positions with the Association of Vancouver Island and Coastal Communities.

*Motion carried.*

## CLOSED SESSION

CS 2017-015

*Moved and seconded:*

That this meeting of Council recess at 8:17 p.m. and that Council retire into Closed Session.

*Motion carried.*

## RISE AND REPORT

Council rose from Closed Session at 9:30 p.m. without report.

## ADJOURNMENT

CS 2017-016

*Moved and seconded:*

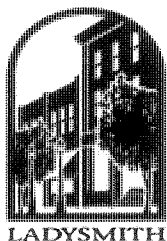
That this meeting of Council adjourn at 9:31 p.m.

*Motion carried.*

CERTIFIED CORRECT:

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

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



**TOWN OF LADYSMITH  
MINUTES OF A SPECIAL MEETING OF COUNCIL  
WEDNESDAY, JANUARY 18, 2017  
CALL TO ORDER 5:30 P.M.  
COUNCIL CHAMBERS, CITY HALL**

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**COUNCIL MEMBERS PRESENT:**

Mayor Aaron Stone

Councillor Joe Friesenhan

Councillor Duck Paterson

Councillor Steve Arnett

Councillor Carol Henderson

Councillor Cal Fradin

Councillor Rob Hutchins

**STAFF PRESENT:**

Guillermo Ferrero

Clayton Postings

Erin Anderson

Joanna Winter

Geoff Goodall

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**CALL TO ORDER**

Mayor Stone called this Special Meeting of Council to order at 5:30 p.m., acknowledging the traditional territory of Stz'uminus First Nation, acknowledging 5,500 years of history and stewardship and expressing gratitude to be here.

**CLOSED SESSION**

CS 2017-017

*Moved and seconded:*

That Council retire into closed session at 5:31 p.m. in order to consider matters related to the following:

- Strategic Priorities workshop - Section 90 (1) (I)

*Motion carried.*

**RISE AND REPORT**

Council rose from Closed Session at 9:59 p.m. without report.

**ADJOURNMENT**

CS 2017-018

*Moved and seconded:*

That this Special Meeting of Council adjourn at 10:00 p.m.

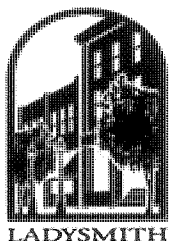
*Motion carried.*

CERTIFIED CORRECT:

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

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





**TOWN OF LADYSMITH  
MINUTES OF A SPECIAL MEETING OF COUNCIL  
MONDAY, JANUARY 23, 2017  
CALL TO ORDER 5:05 P.M.  
COUNCIL CHAMBERS, CITY HALL**

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**COUNCIL MEMBERS PRESENT:**

Mayor Aaron Stone

Councillor Carol Henderson

Councillor Duck Paterson

Councillor Cal Fradin

Councillor Joe Friesenhan  
Councillor Rob Hutchins (entered at 5:15 p.m.)

**COUNCIL MEMBERS ABSENT:**

Councillor Steve Arnett

**STAFF PRESENT:**

Guillermo Ferrero

Geoff Goodall

Sue Bouma

Felicity Adams

Clayton Postings

Erin Anderson

Joanna Winter

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**CALL TO ORDER**

Mayor Stone called this Special Meeting of Council to order at 5:05 p.m., acknowledging the traditional territory of Stz'uminus First Nation, acknowledging 5,500 years of history and stewardship and expressing gratitude to be here.

**CLOSED SESSION**

CS 2017-019

*Moved and seconded:*

That Council retire into closed session at 5:06 p.m. in order to consider matters related to the following:

- The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality - Section 90 (1) (e)

*Motion carried.*

**RISE AND REPORT**

Council rose from Closed Session at 6:18 p.m. without report.

**ADJOURNMENT**

CS 2017-020

*Moved and seconded:*

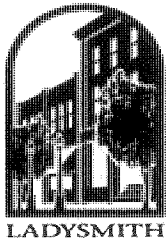
That this Special Meeting of Council adjourn at 6:18 p.m.

*Motion carried.*

CERTIFIED CORRECT:

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

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



**TOWN OF LADYSMITH  
MINUTES OF A SPECIAL MEETING OF COUNCIL  
MONDAY, JANUARY 30, 2017  
CALL TO ORDER 5:02 P.M.  
COUNCIL CHAMBERS, CITY HALL**

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**COUNCIL MEMBERS PRESENT:**

Mayor Aaron Stone  
Councillor Joe Friesenhan  
Councillor Duck Paterson

Councillor Steve Arnett  
Councillor Carol Henderson

Councillor Cal Fradin  
Councillor Rob Hutchins

**STAFF PRESENT:**

Guillermo Ferrero  
Geoff Goodall

Felicity Adams  
Joanna Winter

Erin Anderson

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**CALL TO ORDER**

Mayor Stone called this Meeting of Council to order at 5:02 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.

**CLOSED SESSION**

CS 2017-021

*Moved and seconded:*

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

- Provision of a municipal service - Section 90 (1) (k)
- Human Resources matter - Section 90 (1) (c)

*Motion carried.*

**RISE AND REPORT**

Council rose from Closed Session at 7:53 p.m. without report.

**OPEN MEETING  
RECONVENED**

Mayor Stone reconvened this Special Open Meeting at 7:54 p.m.

**AGENDA APPROVAL**

CS 2017-022

*Moved and seconded:*

That Council approve the agenda for this Special Meeting of January 30, 2017 with the following amendment:

- Item 2.2., Attendance at 2017 Heritage Week Celebrations in British Columbia

*Motion carried.*

**NEW BUSINESS**

CS 2017-023

Attendance at 2017 Heritage Week Celebrations in British Columbia

*Moved and seconded:*

That the Town contribute up to \$1,200 for Shirley Blackstaff and two members of the Heritage Revitalization Advisory Commission to attend

Heritage Week Celebrations in Vancouver, British Columbia.  
*Motion carried.*

## ADJOURNMENT

CS 2017-024

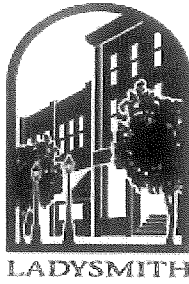
*Moved and seconded:*  
That this meeting of Council adjourn at 7:58 p.m.  
*Motion carried.*

CERTIFIED CORRECT:

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

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

Subject to Adoption



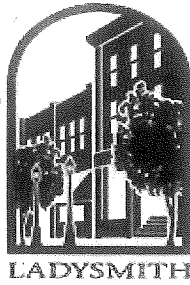
TOWN OF LADYSMITH

## PROCLAMATION

- WHEREAS:** *A strong local business community is a key driver of our local economic prosperity;*
- AND WHEREAS:** *A strong local business community creates jobs and opportunities for residents of Ladysmith and supports community growth;*
- AND WHEREAS:** *The Ladysmith Chamber of Commerce is a business organization dedicated to strengthening Ladysmith's business community and helping our town to thrive;*
- AND WHEREAS:** *Every year members of the Ladysmith Chamber of Commerce dedicate countless volunteer hours in service to our local businesses and community;*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim that February 20<sup>th</sup> to 24<sup>th</sup>, 2017 shall be known as "Chamber of Commerce Week" in the Town of Ladysmith.*

Mayor A. Stone

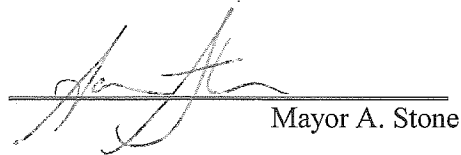
February 1, 2017



TOWN OF LADYSMITH

## PROCLAMATION

- WHEREAS:** *Kin Canada has been a vibrant, responsible, all-Canadian association of service clubs devoted to the concept of serving its communities throughout Canada since its founding in Hamilton, Ontario, on February 20, 1920;*
- AND WHEREAS:** *Kin Canada has been dedicated to meeting the needs of our community and has diligently sought the development and completion of timely, relevant programs to meet the needs and challenges of our ever-evolving society;*
- AND WHEREAS:** *Kin Canada is celebrating its 97<sup>th</sup> anniversary on February 20<sup>th</sup>, 2017;*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, feel that each citizen would welcome the opportunity to pause and reflect with pride on the rich heritage of accomplishment throughout the 97 years Kinsmen, Kinette and Kin clubs have been in existence in Canada. And with the express idea of honouring our local club, I do hereby proclaim Monday, February 20<sup>th</sup>, 2017 as Kinsmen and Kinettes Day, and the week of February 19<sup>th</sup> to 25<sup>th</sup>, 2017 as "Kinsmen and Kinettes Week" in the Town of Ladysmith.*



Mayor A. Stone

February 1, 2017

**Town of Ladysmith**  
**STAFF REPORT TO COUNCIL**

From: Erin Anderson, Director of Financial Services  
Date: February 20, 2017  
File No: 1700-01

RE: 2017 – 2021 Financial Plan

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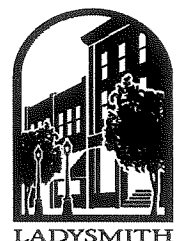
**RECOMMENDATION:**

That Council:

1. Provide early expenditure approval for the following:
  - A. Hiring of the Waste Water Treatment Plant Operator position at an annual cost of \$97,273 (2017 rates).
  - B. Occupational Health & Safety Gap Analysis of the Town's Safety Management Program at a cost of \$12,500.
  - C. Hiring of two Parks summer students at a one-time cost of \$23,650 (2017 rates).
  - D. Purchase of a RCMP Emergency back-up generator for the RCMP detachment at a cost of \$95,000.
  - E. Purchase of Ultra Violet (UV) Sanitation System for the pool at a cost of \$90,000.
  - F. Renovation of the Fire Hall Front Truck Bay at a cost of \$100,000.
2. Direct Staff to prepare bylaws for:
  - A. 2017 – 2021 Financial Plan.
  - B. 2017 Water Parcel Tax at \$309 per parcel.
  - C. 2017 Sewer Parcel Tax at \$299 per parcel.
  - D. Water Rates amendment bylaw with a 10% increase to the base rate and each step.
  - E. Sewer Rates amendment bylaw with a \$5.70 (or 33.9%) increase per month.

**PURPOSE:**

The purpose of this report is to: 1) seek Council's approval to begin specific projects ahead of the approval of the Financial Plan with a commitment to ensure these projects are included in the 2017-2021 Financial Plan, and 2) seek Council's authorization to proceed with drafting the bylaws required.



## **PREVIOUS COUNCIL DIRECTION**

- CS 2017-025      That Council:
1. Fund the 2017 Principal Payment on the Buller Street Property with monies from the Real Property Reserve.
  2. Use surplus funds to hire two parks students for 520 hours each to complete seasonal maintenance, weeding and trail work throughout the parks department.
  3. Fund a new full-time Water Filtration Plant Operator IV position from Water Parcel Tax, resulting in a \$9.00 increase in parcel taxation in 2017.
  4. Fund a new full-time Waste Water Treatment Plant Operator position from Sewer Utility Rates, resulting in an additional increase of \$2.57 to the monthly sewer fee base rate in 2017.
  5. Allocate an additional \$25,000 for the RCMP detachment generator from surplus.
- CS 2017-026      That Council direct staff to refer the recommendation to hire a temporary building inspector for 2017 to staff with a request for information on building permit statistics for the past fifteen years, as well as related impacts on processing times.
- CS 2017-027      That Council direct staff to reduce funds set aside for capital projects from 10 per cent of previous years' taxation to 8 per cent in 2017.

## **INTRODUCTION/BACKGROUND:**

Continuing with Council's strategic priorities for 2016-2019, staff prepared the 2017-2021 Finance Plan. These priorities are:

- Employment and Tax Diversity
- Natural and Building Infrastructure
- Watershed Protection and Water Management
- Communications and Engagement
- Partnerships

The Financial Plan discussions that have taken place so far were:

- December 19, 2016 – set dates for 2017-2021 Financial Plan discussions
- January 16 – begin discussions and review operational budgets
- January 23 - review Higher Service Level Requests & 2017 Capital Projects
- January 30 – review 5 – year capital plans

Discussions and decisions that have been made at prior meetings include:

*Buller Street Debt Payment*

A decision to fund this principal debt payment of \$250,000 from the Real Property Reserve will have no impact on taxation, though it will reduce the funds available to make other property purchases in the future.

*Hire 2 parks students*

Council approved the temporary hiring of two parks students at a cost of \$23,650. This will have no impact on taxation as surplus funds, net of any funds received from grants, will be used to fund the positions. Staff requests early expenditure approval on this item to begin the recruitment of these positions.

*Hire a new full-time Water Filtration Plant Operator IV*

Council approved the creation of this position, though it will be hired late into 2017 resulting in only a portion of the funding required for 2017. This funding is to come from the Water Parcel Tax, resulting in an additional increase of \$9 to the Water Parcel Tax.

*Hire a new full-time Waste Water Treatment Plant Operator*

Council approved the creation of an additional Waste Water Treatment Plant staff member to ensure the Plant is in compliance. The annual cost is \$97,273 (2017 rates) and the funding for this position is to be included in the increase in the sewer rates. Staff request early expenditure approval on this item to begin the recruitment of this position.

*Hire a temporary building inspector*

Council discussed the temporary hiring of a building inspector to assist in the building permit turn-around time during the peak construction time. There is no impact to taxation for this temporary position as the funds were directed to come from surplus. This temporary position would only be filled if the upward trend in permit applications continues. See Appendix B- Yearly Building Permit Stats for detailed information on historical permitting and Appendix C – for changes in Building Inspection Requirements since 2012.

*Capital*

In an effort to reduce the taxation funding allocated to capital projects, Council decided that the RCMP Emergency Back-up generator could be paid out of surplus funds. Staff request early expenditure approval to begin the engineering portion of acquiring such an asset. Council also directed that the 10% of taxation allocation to capital project be reduced to 8% which resulted in an overall budget decrease of approximately \$130,000.

*Water Parcel Tax*

The Water Parcel Tax is increasing by \$84.00 of which \$9 is to cover the hiring of the new position (above) and \$75.00 is to cover the borrowing on the new Water Filtration Plant.

*Sewer Parcel Tax*

The Sewer Parcel Tax is increasing by \$30 to cover the additional costs to process the bio solids as well as to cover operational costs associated with the new Waste Water Treatment Plant.



### Water & Sewer Rates

Operational costs to run the new Water Filtration Plant and Waste Water Treatment Plant have resulted in increases to both the water and sewer utility rates. The water rates are increasing by 10% to the base rate and each step, and the sewer rates are increasing by \$5.70 per month.

### Budget Impact

Tonight is the final review of the 2017 – 2021 Financial Plan. All of the above decisions have been incorporated into the Plan. The result of this is an overall tax decrease of 0.41% after 1.16% of new construction and non-market adjustments, based off the Completed Assessment Roll provided by BC Assessment.

The total budget increase is:

	2016	2017	Difference
Municipal Taxes	6,535,602	6,560,678	+ 25,076
Police Services Taxes	1,150,102	1,173,166	+ 23,064
Library	353,236	365,105	+ 11,869
Total Municipal Taxes	8,038,940	8,098,949	+ 60,009

The impact to an average house with an assessed value which increased by 11.2% to \$336,000 (Completed Roll) is:

	2016	2017	Difference
Total Municipal Taxes (including Police & Library)	1,660.05	1,653.76	- 6.29
Sewer Parcel Tax	269.00	299.00	+ 30.00
Water Parcel Tax	225.00	309.00	+ 84.00
Total Taxes paid to the Town of Ladysmith	2,154.05	2,261.76	+ 107.71

A final determination will be made once BC Assessment releases the Revised Assessment Roll in late March and Council determines the allocation amongst the property classes.

Included in the 2017 – 2021 Financial Plan are increases to the Water and Sewer rates. These additional costs will appear on the quarterly Utility Bills; water is billed based on consumption and sewer is bill as a flat monthly rate.

### Water

The impact to the average unit dwelling using 90m<sup>3</sup> of water per quarter is:

	2016	2017	Difference
1 <sup>st</sup> Quarter: Jan – Mar (prior year rates)	70.70	77.77	7.07
2 <sup>nd</sup> Quarter: Apr – Jun	77.77	85.55	7.78
3 <sup>rd</sup> Quarter: Jul - Sep	77.77	85.55	7.78
4 <sup>th</sup> Quarter: Oct - Dec	77.77	85.55	7.78
Total Municipal Taxes	304.01	334.42	30.41

**Sewer**

The impact to the average dwelling unit is:

	2016	2017	Difference
1 <sup>st</sup> Quarter: Jan – Mar (prior year rates)	48.00	50.40	2.40
2 <sup>nd</sup> Quarter: Apr – Jun	50.40	67.50	17.10
3 <sup>rd</sup> Quarter: Jul - Sep	50.40	67.50	17.10
4 <sup>th</sup> Quarter: Oct - Dec	50.40	67.50	17.10
Total Municipal Taxes	199.20	252.90	53.70

Each of the other flat rates will be increased by the same percentage increase (33.9%).

Staff is also requesting early expenditure approval on certain tasks or capital projects. This early approval allows for staff to begin work on recruiting or sourcing products before the bylaws are adopted. By giving early expenditure approval, Council is committing to including these specific items in the Financial Plan.

**SCOPE OF WORK:**

Much of the work to formulate the Financial Plan is complete. Staff will prepare the corresponding bylaws. The water and sewer rates bylaws must be adopted before April 1st in order to be effective for the second quarter billing. The Financial Plan bylaws and the property taxation (including parcel taxes) bylaws must be adopted before May 15, 2017. A special meeting of Council will be required in May to adopt the bylaws before the May 15th deadline.

**ALTERNATIVES:**

Council could change any of the numbers contained in the Financial, but the corresponding bylaw must be adopted before May 15, 2017. The Property Tax Rates bylaws are adopted after the Financial Plan bylaw and they are also due before May 15, 2017.

**FINANCIAL IMPLICATIONS:**

As discussed.

**LEGAL IMPLICATIONS:**

In accordance with the Community Charter, the Financial Plan and Tax Rates bylaws must be adopted before May 15, 2017. The Utility Rates bylaws must be adopted prior to the start of the next quarter billing period.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The public had an opportunity to provide feedback at each of the Committee meetings when the Financial Plan was deliberated.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Each department provided input into the formulating of the Financial Plan.

**RESOURCE IMPLICATIONS:**

As discussed.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

n/a

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

The Financial Plan is drafted to align with all Council's strategic priorities.

**SUMMARY:**

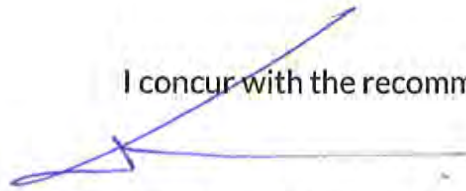
Council has discussed the 2017-2021 Financial Plan on three occasions. At each meeting, the public has had the opportunity to provide feedback. The Plan has developed with the input of each department as well as incorporating decisions of Council. Staff are seeking Council's direction to prepare the corresponding bylaws.



Erin Anderson, Director of Financial Services

Date: February 10, 2017

I concur with the recommendation.



Guillermo Ferrero, City Manager

**ATTACHMENT:**

2017-2021 Draft Financial Plan  
Appendix B – Yearly Building Permit Stats  
Appendix C- Changes to the BC Building  
Code Impacting Building Inspection  
Service

# APPENDIX B



## TOWN OF LADYSMITH

### YEARLY BUILDING PERMIT STATS

Year	Residential New	Residential Adds/Renos	Commercial	Industrial	Institutional	Total # Permits
1989	\$2,070,518	\$332,662	\$1,360,885	\$246,800	\$601,000	125
1990	\$3,960,711	\$240,426	\$56,460	\$10,000	\$23,000	127
1991	\$5,220,512	\$299,597	\$39,700	\$356,800	\$99,112	150
1992	\$14,817,808	\$348,371	\$367,565	\$310,517	\$1,937,500	187
1993	\$10,649,573	\$431,040	\$1,951,000	\$383,500	\$285,000	148
1994	\$7,627,811	\$373,555	\$33,069	\$188,000	\$841,000	139
1995	\$4,974,002	\$713,616	\$3,003,508	\$29,400	\$211,000	147
1996	\$6,604,503	\$535,966	\$828,161	\$58,500	\$8,352,853	150
1997	\$4,224,953	\$408,625	\$966,900	-	\$193,660	132
1998	\$3,290,853	\$221,671	\$684,850	\$47,000	\$2,624,136	116
1999	\$3,293,053	\$230,072	\$2,021,295	\$216,000	\$254,000	86
2000	\$3,499,861	\$231,369	\$301,150	-	\$14,700	119
2001	\$3,731,698	\$462,288	\$28,680	-	\$418,932	99
2002	\$3,452,146	\$1,693,245	\$1,090,414	-	\$107,200	111
2003	\$4,098,433	\$460,940	\$1,197,444	-	\$1,315,000	116
2004	\$13,916,758	\$568,766	\$698,800	\$20,000	\$1,142,265	178
2005	\$11,011,701	\$577,674	\$857,770	\$125,000	\$2,900,000	190
2006	\$13,303,267	\$929,276	\$1,086,000	\$60,000	\$15,354,700	190
2007	\$10,299,934	\$2,441,380	\$2,531,859	\$300,000	\$115,000	146
2008	\$9,009,613	\$548,498	\$3,805,000	\$1,304,000	\$40,000	141
2009	\$5,596,225	\$653,914	\$1,595,000	\$2,960,000	\$160,000	132
2010	\$10,020,221	\$376,012	\$696,000	-	\$3,746,000	126
2011	\$7,439,437	\$1,205,444	\$692,260	-	\$1,094,797	128
2012	\$7,766,947	\$848,590	\$2,213,795	\$1,100,000	\$5,000	97
2013	\$5,190,937	\$714,103	\$1,448,725	\$5,000	\$10,800	82
2014	\$4,040,659	\$423,090	\$257,260	\$24,000	\$0	81
2015	\$5,417,866	\$934,868	\$213,069	\$436,456	\$52,200	90
2016	\$9,424,418	\$636,447	\$834,668	\$0	\$100,000	94



## TOWN OF LADYSMITH

### YEARLY BUILDING PERMIT STATS

<u>Year</u>	<u>Totals</u> <u>(for all categories)</u>	<u>No. of</u> <u>Dwelling Units</u>
1989	\$4,611,865	39
1990	4,290,597	74
1991	6,015,721	84
1992	17,781,761	215
1993	13,700,113	162
1994	9,063,435	92
1995	8,931,526	55
1996	16,380,983	70
1997	5,784,138	38
1998	6,868,510	88
1999	6,014,420	32
2000	4,047,080	26
2001	4,614,598	34
2002	6,342,405	35
2003	7,071,817	35
2004	16,371,589	113
2005	15,472,145	100
2006	30,733,243	104
2007	15,694,173	71
2008	14,816,111	79
2009	10,965,139	41
2010	14,838,233	65
2011	9,809,078	54
2012	11,934,332	52
2013	7,369,565	38
2014	4,745,009	27
2015	7,054,459	45
2016	\$10,995,533	62



## APPENDIX C

### Changes to the BC Building Code which have had an impact on the building inspection service

The 2012 BC Building Code changes with follow up revisions has been one of the most extensive code changes of the past few code changes. The following are the main changes that require more resources by the building official in order to review them thoroughly and to perform the additional inspections.

#### Changes:

1. Changes to the window and door standards that now require the building inspector to review the performance criteria of the windows and doors. Previously only widows needed to meet a standard that was more simplistic.
2. Smoke and carbon monoxide alarm changes that require more review.
3. A new reduced 'A2 building classification' has been added to the building code requiring more review by the building official. Previously the full A2 building classification Occupancy required the services of an Architect.
4. Plumbing code changes requiring more review.
5. Insulation code changes requiring more review including inspecting spray foam.
6. Air barrier code changes requiring more review.
7. Seismic code changes including prescriptive braced shear wall design. This code requirement requires a more thorough plan review as well as additional inspections including the rim board nailing inspection and exterior braced wall panel inspection. After the drywall has been installed another interior braced wall panel inspection is required. Typically what was a 7 page building plan to review now has another couple of structural braced wall plan pages to review as well.

#### Additional revisions to the 2012 BC Building Code include:

##### Revisions

- [BCBC Revision 9](#) (PDF, 1 MB) - Energy efficiency; secondary suites - effective date: December 21, 2015
- [BCBC Revision 8](#) (PDF, 1 MB) - Windows, doors and skylights; energy efficiency; ventilation; and stainless steel plumbing - effective date: December 11, 2015
- [BCBC Revision 7](#) (PDF, 17 MB) - Ventilation, radon, daycares, NFPA, and editorial revisions - effective date: December 19, 2014
- [BCBC Revision 6](#) (PDF, 5.24 MB) - Editorial revisions - effective date: December 19, 2014
  - Letters of Assurance Schedules - effective December 19, 2014
    - [Schedule A](#) (PDF): Confirmation of commitment by owner and coordinating registered professional
    - [Schedule B](#) (PDF): Assurance of professional design and commitment for field review
- [BCBC Revision 5](#) (PDF, 3.43 MB) - Energy efficiency: housing & small buildings - effective date: December 19, 2014
- [BCBC Revision 4](#) (PDF) - Energy efficiency: large residential & commercial buildings - effective date: December 20, 2013
- [BCBC Revision 3](#) (PDF) - Updated extension of NAFS compliance deadline for windows, doors, and skylights - effective date: April 12, 2013
- [BCBC Revision 2](#) (PDF, 3.11 MB) - Editorial Revisions - effective date: April 3, 2013
- [BCBC Revision 1](#) (PDF) - Extension of NAFS compliance deadline for windows, doors, and skylights - effective date: March 12, 2013

# 2017 to 2021 FINANCIAL PLAN





DRAFT

February 2017

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## Introduction

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Thank you for your interest in the Town of Ladysmith's draft 2017-2021 Financial Plan.

Each year, the municipality adopts a 5-year financial plan; the first year of which is the detailed budget. The financial plan is the key underpinning factor in everything the Town does - it allocates the resources necessary to carry out the work of staff, which has been carefully planned to support the implementation of Council's strategic priorities as determined (and reviewed annually) in their strategic planning.



Council began work on its strategic priorities in the fall of 2016 so that this year's financial planning process could begin earlier than in previous years, allowing for more time and opportunities to engage with residents about their thoughts and opinions related to municipal services and expenditures.

### The 2017-2021 Financial Plan – What You Need to Know:

A Financial Plan is the financial interpretation of Council's strategic priorities. Council has directed staff to accomplish these priorities with minimal impact on taxation. Overall, the draft budget increase in 2017 is a reduction of 0.4 per cent after non-market change for assessment based municipal taxes, a \$30 increase to sewer parcel tax and an increase in water parcel tax of \$84.

In 2015, Council directed more taxation for and investment into the Town's infrastructure and services. The result of this action was:

- Greater funding for capital projects
- Setting aside funds for future asset replacement
- Investment in asset management practices

For 2017, Council amended its strategy of investing in infrastructure, by reducing the allocation of taxes to capital projects (such as roads and sidewalks) from 10 per cent to 8 per cent and 5 per cent to reserves for future projects.

With the intention of providing more information to the public and to support the goal of transparency, we have created this document to increase understanding about how the Town of Ladysmith operates and manages its finances and the property taxes it collects.

This document is intended to be a high level reference document to help explain why the Town does business in a certain way, to help you understand the type and level of service delivered and how the budget is determined and managed. It gives some basic information about the operations of the Town, its budget principles and processes, and some basic budget facts.

How does the Town fund services? The main source of funding for the Town is Property Taxation. It is through the *Community Charter* that the Town has the authority to levy taxes. Other sources of funds include user fees (water, sewer and garbage fees as well as recreation fees). This revenue is in direct correlation to the service provided.

Running a town is not cheap. Each year, Council spends considerable time to establish a Financial Plan. From there, the tax rates and user fees to cover service costs are calculated. Taxation and utility fees make up the majority of the Town's total revenues. Therefore, taxation is an important Council consideration. Council must also take into account the cost of *not* providing a service. For example, if the Town did not provide easy and accessible garbage collection, garbage would become scattered around our community, and not only become an eye-sore to the community, but could also present costly health hazards.

In determining annual property tax rates, Council must consider how much money is needed to deliver services that will meet the community's needs, along with how much is needed to fund capital projects and what should be set aside for long-term maintenance, renewal and expansion of infrastructure. The discussion about tax rates will take place in April, after the Assessment Roll is completed. The Assessment Roll is the final listing of all properties in the Town of Ladysmith, and their values, as determined by BC Assessment.

- The main sources of revenue (income) for the Town are property taxes and user fees (water, sewer and garbage fees as well as recreation fees)
- At this time, the *draft* budget increase for 2017 is a reduction of 0.4% in assessment based taxes after non market change, though there are increases to the water and sewer parcel rate.

For an average single family dwelling with an assessed value of 336,000, the overall increase including the proposed parcel tax increase is approximately \$108 or 5%.

- Council's direction is to focus on its key strategic priorities – the priorities and the details of this direction are contained in the following pages.

### Join the Conversation!

Council held a series of Financial Plan discussions at its meetings in January and February. As is required for any local government's financial decision-making, these meetings were held during an open sessions and public input was sought during the discussion.

Council wants to hear what you think about the Financial Plan, about what Council plans to achieve, and about how they plan to spend local tax dollars for our community. We continue to encourage you to get involved, ask questions and let us know your thoughts. It is only through hearing from the community that we can improve, and it is only through getting involved that you can be heard.

Further opportunities for involvement and input include:

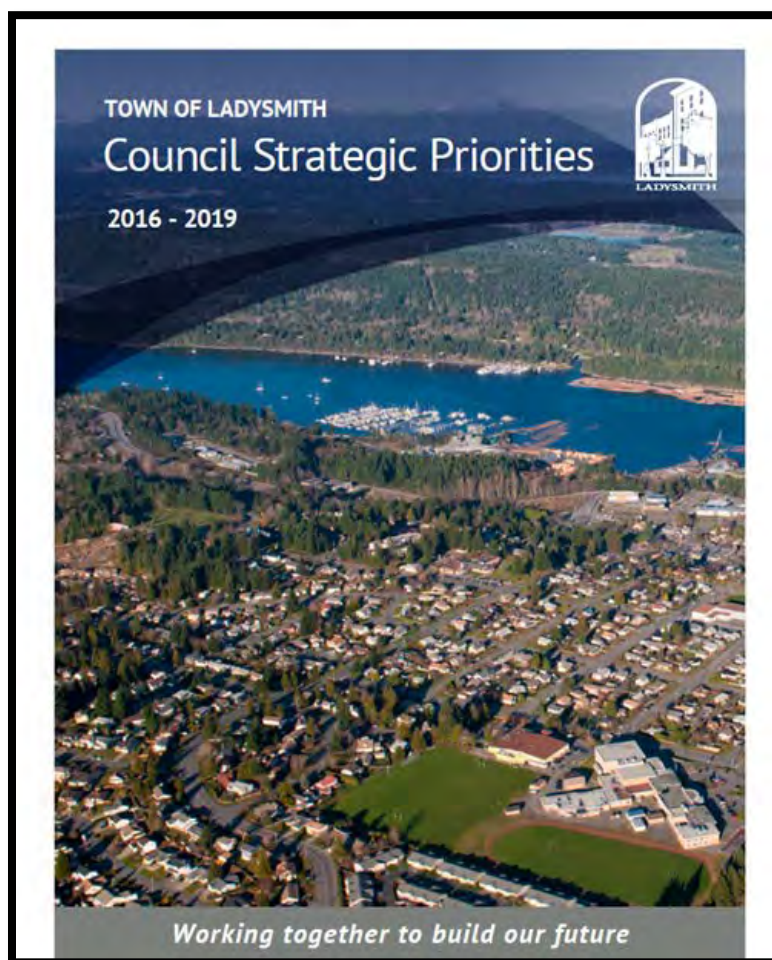
- Send feedback to Council directly by email  
All input received through this process will be presented to Council for consideration as they work to finalize the 2017 - 2021 Financial Plan before the statutory deadline of May 15, 2017.
- Attend a Council meeting  
The Regular Council meetings are on the first and third Monday each month at 7:00 p.m. Council may also schedule additional meetings to discuss the financial Plan. Check [www.ladysmith.ca](http://www.ladysmith.ca), or our Facebook page [www.facebook.com/LadysmithBC](https://www.facebook.com/LadysmithBC), or call City Hall at 250.245.6400 to find out about any additional meetings.
- Add your name to our e-mail list to get up to date news and information from the Town.  
Send an e-mail to [info@ladysmith.ca](mailto:info@ladysmith.ca) and ask to be put on the list.

## Council Strategic Priorities

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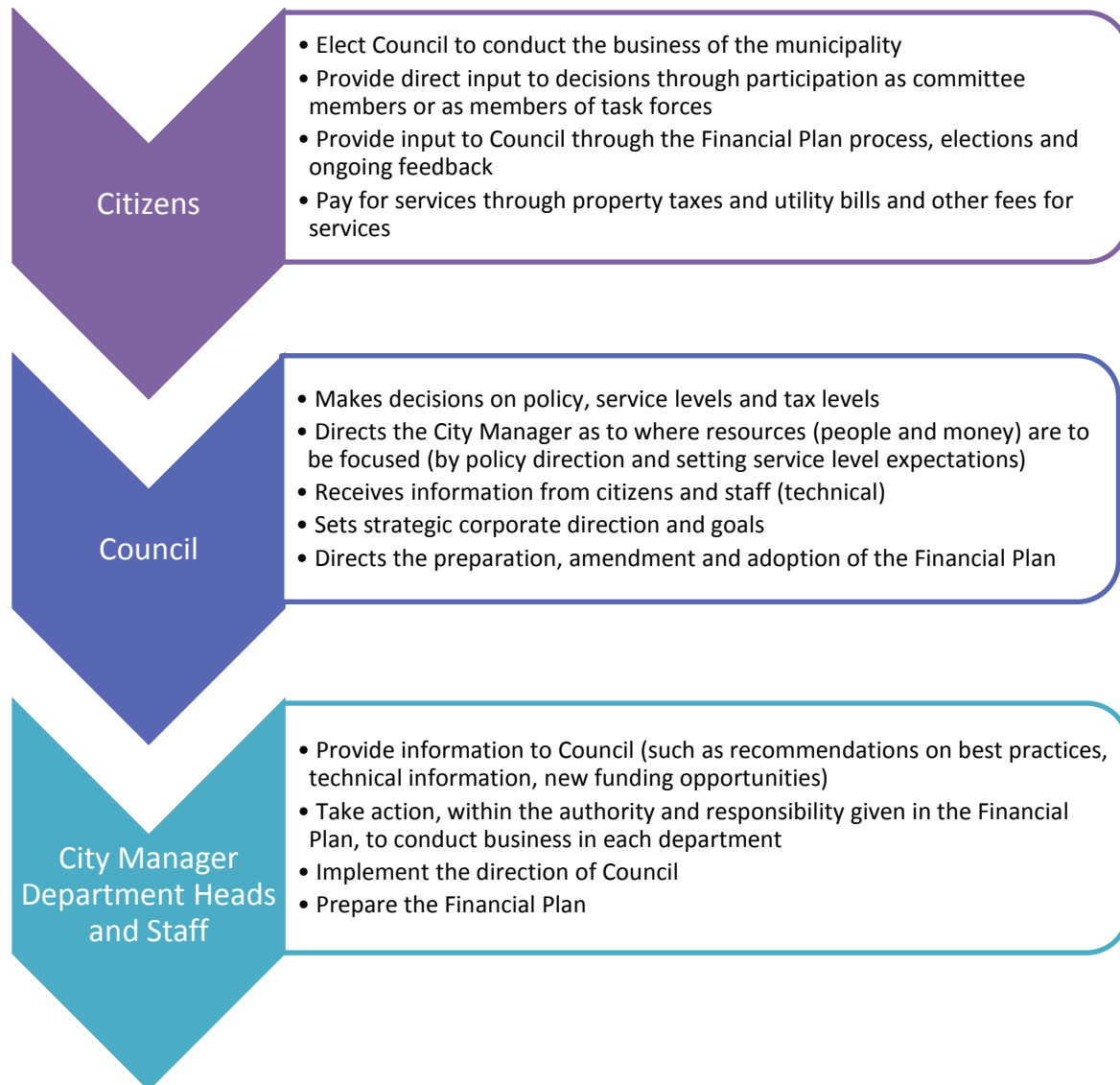
In 2016, Council established five strategic priorities to guide policies and decision-making between 2016 and 2019. The Plan is available at [www.Ladsmith.ca](http://www.Ladsmith.ca). In early 2017, Council confirmed a series of projects and actions for each of those priority areas.

The Town is currently working with a new strategic priority tracking system and reporting tool that will be rolled out in 2017 to provide accurate and up-to-date information about the status of Council's priorities and the projects and initiatives that support and advance those priorities as outlined in the Financial Plan.



## Responsibilities in the Financial Planning Process

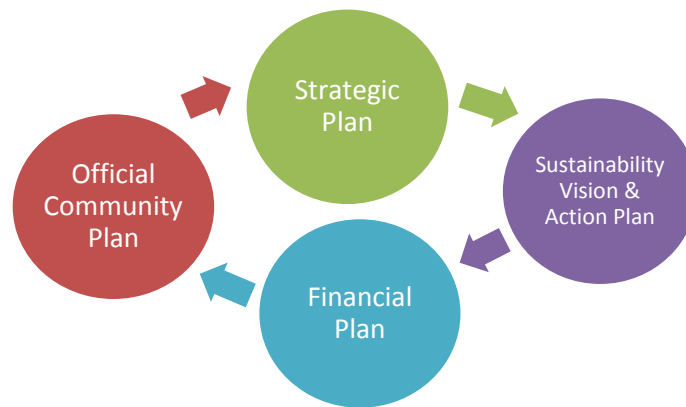
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## Financial Plan Guiding Principles

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The Financial Plan integrates and aligns resources (staff and funding) with policy directions outlined in the Town's three key guiding documents: the Official Community Plan, the Strategic Plan, and the Sustainability Plan.



### Vision

---

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

### Mission

---

A safe, caring, and vibrant community.

### Values

---

We lead with courage, respect, and integrity.

### Our Past, Our Future

---

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



---

### Sustainability Goals

---

1. Reduce greenhouse gas and other air emissions;
2. Reduce fossil fuel energy consumption and shift to renewable energy;
3. Reduce potable water usage and manage wastewater efficiently, including re-use;
4. Manage materials use to reduce or eliminate waste;
5. Protect and enhance the ecosystems and biodiversity local, regionally and globally;
6. Support a more sustainable food system, including increasing local food production, processing and consumption;
7. Provide stable, diverse and prosperous local economic opportunities;
8. Create healthy communities and individuals.

---

### 8 Pillars of Sustainability

---

1. Complete Community Land Use
2. Low Impact Transportation
3. Green Buildings
4. Multi-use Landscapes
5. Innovative infrastructure
6. Local Food Systems
7. Healthy Community
8. Local, Diverse Economy





*The following general policies and principles form the basis of developing the Financial Plan:*

**User Fees:** Where possible, utilize revenues from user fees and charges to help offset the burden on the property tax base.

**Tax Shift:** Shift any amounts resulting from the Tax Strategy Policy to Residential (Class 1).

**Surplus:** Surplus in any given year can be used as a funding source for one-time items; not as an offset to the annual tax levy.

**Permissive Tax Exemption:** Utilize Permissive Tax Exemptions to encourage redevelopment of certain lands and preserve the Town's culture and heritage.

**Guiding Principles:**

- A realistic budget is the collective responsibility of the organization
- The Town stands unified behind the resource allocation recommendations that are developed and the decisions that are made by Council
- The budget owners are accountable to Senior Management, Council and the taxpayers
- The budget reflects the Town's priorities separate from any special interests
- The budget is based on supported facts
- The budget will need to adapt to changing conditions
- The budget process timelines and procedures must be observed to conserve corporate resources.

## 2017 Budget Process — Timelines for Decisions

---

Local governments in B.C. are required by law to produce five-year financial plans, and to update them each year. In Ladysmith, the budget process begins in November, when the department heads complete their budget worksheets and assemble their preliminary budget estimates for operations and capital spending.

Final taxation impacts cannot be determined until the full B.C. Assessment Roll is released at the end of March. The Revised Roll, which is produced by the B.C. Assessment Authority, is the Roll on which the taxes are levied. Property tax rates are set after the financial plan is adopted.

In December 2016, Council set the following schedule for budget discussions, meetings and related activities:

- December 19, 2016 – set dates for 2017-2021 Financial Plan discussions
- January 16 – begin discussions and review operational budgets
- January 23 – review Higher Service Level Requests & 2017 Capital Projects
- January 30 – review 5 – year plans (capital & operations)
- February 20 – review the complete 2017 – 2021 Financial Plan

### Future Meetings:

At least 3 meetings will be required to complete the Financial Plan process and approve the corresponding utility, tax and parcel tax rates.

- 2017 – 2021 Financial Plan bylaw
  - First 3 readings
  - Adoption
- Water Rates amendment bylaw
  - First 3 readings
  - Adoption
- Sewer Rates amendment bylaw
  - First 3 readings
  - Adoption
- Water Parcel Tax Rates amendment bylaw
  - First 3 readings
  - Adoption
- Sewer Parcel Tax Rates amendment bylaw
  - First 3 readings
  - Adoption
- Discussion regarding distribution of property tax rates
- 2017 Property Tax Rates bylaw
  - First 3 readings
  - Adoption



Amphitheatre

## Opportunities & Challenges-Ensuring Community Resiliency

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### Significant Infrastructure Upgrades

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The Town's investments in infrastructure support community resiliency by ensuring services are available to citizens and businesses in our Town. These investments also help to support the pristine environment that businesses in sectors such as aquaculture and ecotourism rely on and expect from the Town.

### Waste Water Treatment Plant

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The Waste Water Treatment Plant came on stream in July 2016, and is now in the commissioning phase where adjustments are made to ensure all components are working properly. This project was funded through grants, reserves and borrowing. The new plant is designed specifically for its location on the shore of Ladysmith Harbour, and provides secondary treatment for our waste water (sewage).

### Composting of Bio-Solids

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Since Ladysmith's new Waste Water Treatment Plant came on stream in July 2016, staff have been actively seeking a solution for disposing of the bio-solids produced from the Plant. The Town has been composting bio-solids at the Public Works Yard since the 1990s. However, the nature of the bio-solids has changed now that we are treating our sewage to the secondary level. The processed water being discharged from the plant is cleaner, but the bio-solids smell stronger than when we used a Primary Treatment System. We do not mix household compostables in with the bio-solids. The final product of our bio-solids composting is a high-quality top soil amendment (fertilizer) that meets Class A standards and is regularly tested to ensure it is safe to use as a fertilizer.

### Water Filtration Plant

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In order to meet water filtration standards established by the BC Surface Water Treatment Regulation and keep its Permit to Operate a Water supply, Ladysmith must upgrade its water treatment system to include filtration. Filtration and other related water supply upgrade projects intended to ensure a clean, reliable drinking water supply for the future will be funded through borrowing. This will need the approval of citizens through 'elector assent' (voting) in 2017.

### Changing Reliance on Industrial Taxation and the Resource Sector

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As with many B.C. coastal communities, Ladysmith has relied heavily on taxes from the resource industry for a significant portion of its revenue. Two decades ago, the Town recognized that this dependence was not sustainable, and took steps to reduce the reliance on industrial taxation from over one third (35%) of total taxation to less than 13 per cent (12.44%) in 2016.

In 2016, one company, Western Forest Products, paid nearly 13 per cent (12.28%) of total municipal taxation. The Town's reliance upon a single entity is still significant, but much less risky to the community than in the past. Reducing the Town's dependence on heavy industry for tax revenues does mean increasing taxation on other property classes.

### Opportunities for Tax Relief – Revitalization Tax Exemption

In 2012, Council adopted a new Revitalization Program designed to encourage economic development through construction and renovation of properties in specific areas. This program encourages investment by essentially freezing the property assessment at the current value, thus keeping the municipal taxes on the property at the pre-construction/modification level.

In 2013, one property took advantage of this program: 1030 Oyster Bay Drive owned by Terra-North Inc. For 2017, the result of this program is a general assessment tax exemption on the revitalized portion of the property (total assessment = \$2,221,000; exemption = \$1,852,000; net = \$369,000). Although the program meets the objective of encouraging investment, it also results in foregone tax revenue. In 2016 this amounted to \$25,806 of general taxation.

### Replacing Aging Infrastructure (Asset Management)

The Town's Tangible Capital Assets inventory (TCA) shows that many assets are beyond their expected life. A number of assets have reached the end of their accounting life (in other words, they have been fully written down) and are due for replacement. Assets include (but are not limited to) roads, sidewalks, pipes, lamp posts, signage and buildings

The Town has started to undertake an asset management plan to compile, assess and plan the replacement of the Town's assets. The asset management system improvements planned for 2017 will ensure that replacement funds are used effectively to ensure long term sustainable infrastructure systems providing service to the Town.

### Expansion of Services

The Town of Ladysmith and the Stz'uminus First Nation (SFN) have been working together to build a co-operative relationship that will strengthen the greater community economically, environmentally and culturally. The two Councils signed a new and updated agreement, the Naut'sa Mawt (Working Together) Community Accord, at a public ceremony in May 2012. The Naut'sa Mawt Accord reaffirms and strengthens both communities' commitment to build a strong and productive relationship and increase co-operation, and lays out specific steps for how the two communities will work together on joint initiatives. This 2012 Accord is now supported by a Memorandum of Understanding detailing specific initiatives to be undertaken jointly; a Co-operation Protocol; and Terms of Reference for the Naut'sa Mawt Steering Committee (the joint committee that meets regularly to guide the implementation of the Accord and related documents).

In 2014, Councils of the two communities signed a Services Agreement for the Town of Ladysmith to provide connections for the first 100 units of development in a Stz'uminus economic development project. This agreement says that service is provided under the same terms and conditions as a Ladysmith developer would pay. The next Services Agreement will address the provision of water and sewer services for Stz'uminus First Nation residents and the potential build-out of a major future Stz'uminus development project. It is more cost-effective and environmentally sensitive for the SFN to tie into the Town's existing infrastructure than to build its own. Federal grant funding to the SFN paid for this connection. The SFN and the Town have agreed to a basic premise that the costs of providing services for the First Nations lands will be the same as the cost of providing services within the Town.



**DL 651**

Council is working with other levels of government to address the issue of derelict vessels in the harbour. Although the Town does not currently have jurisdictional authority to resolve the issue, we have taken action on zoning infractions. Zoning violation notices were issued in October 2015 for vessels that had been moored longer than the seven days allowed under the Town's zoning bylaw, and the Town is working with the SFN, Province and local residents to address community concerns.



DL 651

**Waterfront**

For many years, Ladysmith has grappled with how best to further develop the waterfront to maximize community benefit and create a thriving, inviting and exciting place to be. We have made great strides with Transfer Beach Park and the LMS Community Marina. We want to do more. In 2016, the Town started on a Waterfront Area Plan Update Project in partnership with the Stz'uminus First Nation. Over the next several months, we will be working together with citizens to create a new and exciting plan for the Waterfront with a strong focus on implementation. The process provides many opportunities for members of the public to be involved and have input.

## Sources of Revenue

**Property taxes** form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and street lighting.

**Fees for Service (User fees and charges)** form a large portion of planned revenue. Many services can be measured and charged on a user-pay basis, and are relatively straightforward to administer. These services include water and sewer usage, building permits, business licenses, development applications, recreational activities and sale of services. User fees attempt to apportion the cost of a service to those who use the service.

**Other** sources of revenue include fees and penalties on unpaid bills, and interest earned on investments.

**Borrowing** funds does provide an inflow of cash, although it must be paid back in accordance with the bylaw or resolution passed by Council.

**Restricted funds**, such as Gas Tax Funds and Development Cost Charges, have criteria associated with the use of the funds and cannot be used for general operations.

Each year the percentage of revenue from each source changes. Below are the sources of revenue from 2014, 2015, 2016 and those anticipated for 2017.

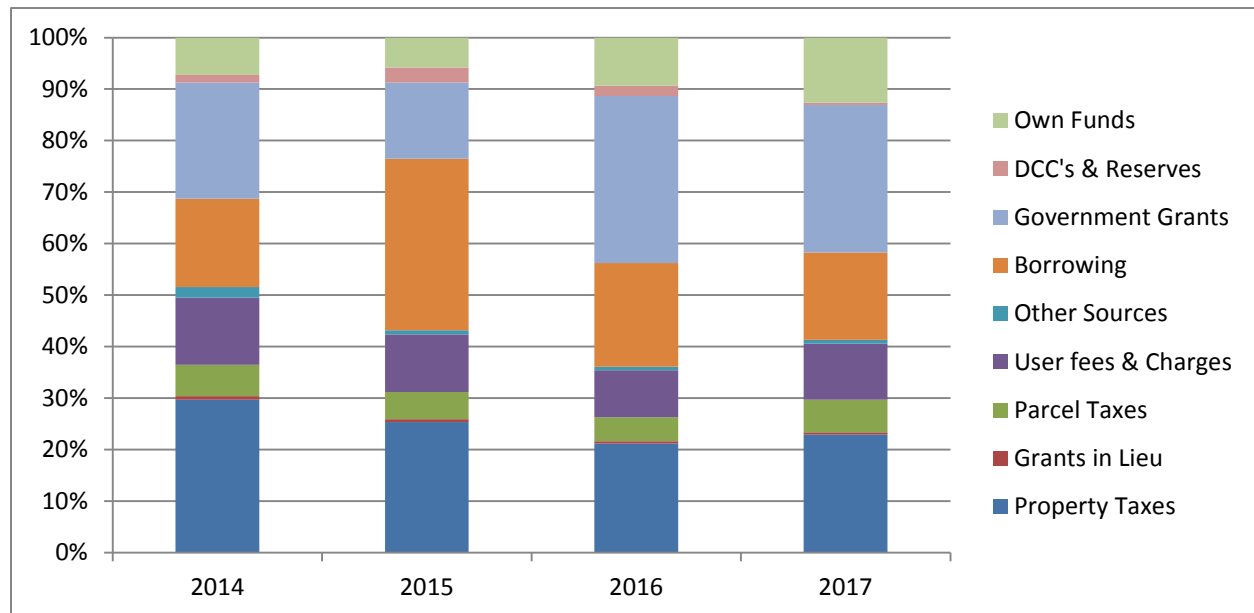
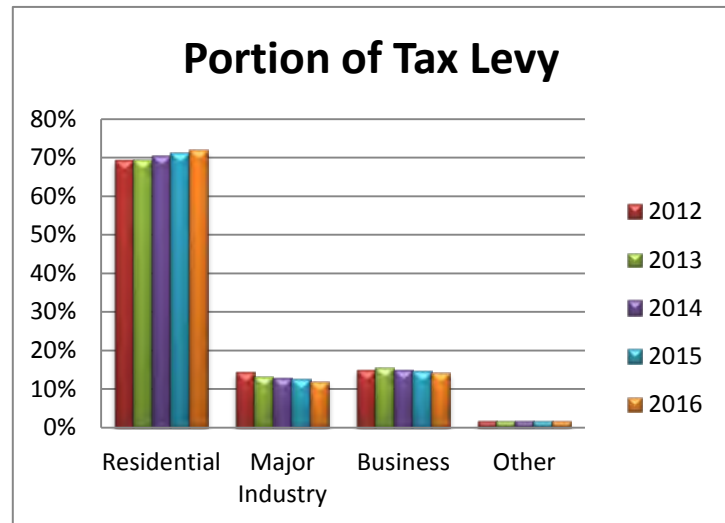


Figure 1 Sources of Revenues for the Town of Ladysmith

### Property Taxes

Property taxes make up the largest funding source for the Town. Property taxes are calculated each year after Council sets the annual budget. The amount is calculated using the assessed values from B.C. Assessment, factoring in growth in the Town from one year to the next. This value is then used to determine an overall taxation rate. This rate is made up of:

- Municipal tax which supports the costs of running the municipality,
- Police tax which supports the cost of the police force (RCMP) within the municipality, and
- Library tax which is Ladysmith's portion paid to the Vancouver Island Regional Library.

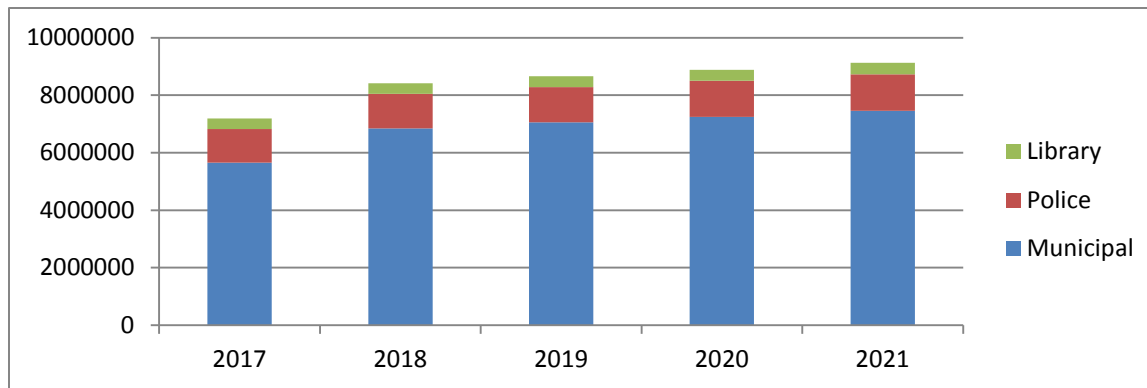


Property Class	% Property Taxation 2016	% Property Taxation 2015	Dollar Value 2016	Dollar Value 2015
Residential (1)	72.07%	71.46%	\$ 5,793,491	\$ 5,573,573
Utilities (2)	0.41	0.44	32,900	34,314
Supportive Housing (3)*	-	-	-	-
Major Industry (4)	12.08	12.45	970,982	970,952
Light Industry (5)	0.80	0.80	64,322	62,054
Business and Other (6)	14.35	14.56	1,153,492	1,135,818
Managed Forest Land (7)	0.00	0.00	195	195
Recreation/Non-profit (8)	0.28	0.28	22,662	22,083
Farmland (9)	0.01	0.01	926	926
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>\$ 8,038,940</b>	<b>\$ 7,799,915</b>

\*classification determined by BC Assessment

The estimated 2017 – 2021 changes in property taxation is:

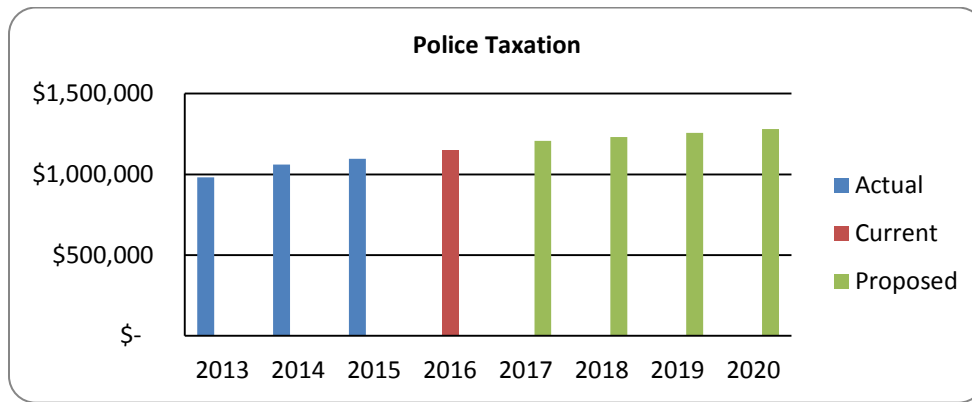




Council directed staff to decrease the allocation to capital from 10 per cent to 8 per cent of the previous year's taxes in 2017, then return to the 10 per cent amount for 2018 and onwards. This increase of approximately \$130,000 makes up the majority of the projected taxation increase between 2017 and 2018.

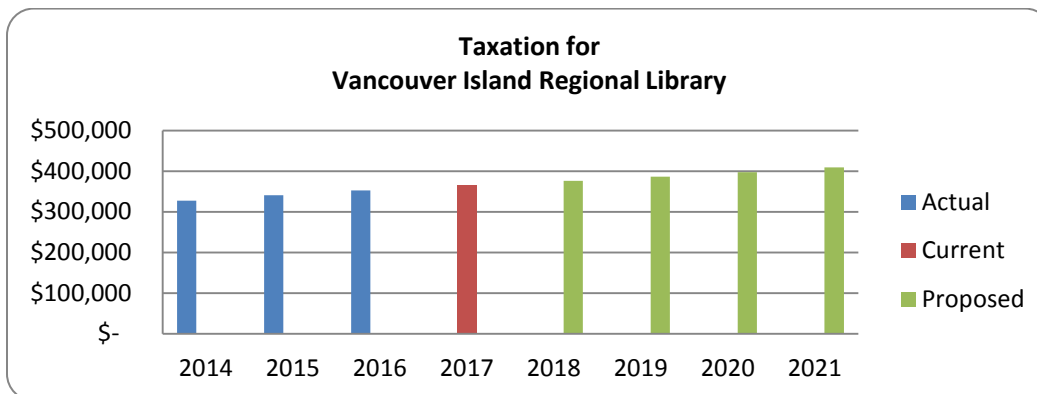
## Police Tax

The Town of Ladysmith contracts policing services with the Royal Canadian Mounted Police (RCMP). Ladysmith property owners pay 70 per cent of the cost to employ seven full time RCMP members. This cost is set by the RCMP, not the Town. The cost for one RCMP member in 2017 is \$174,580 (2016 - \$168,620), plus overtime. In 2016, Council approved the hiring of an additional support staff member, increasing the total support staff at the detachment to three. The Town receives a grant from the Province to defray some of these costs. The provincial grant for 2017 is \$48,422 (2016 - \$48,422 actuals) and is applied against the detachment cost, which reduces police taxation paid by property owners. In addition to paying for the RCMP members, the police tax also covers the cost of running the RCMP detachment in Ladysmith. The 2017 Police Tax is \$1,173,166 (in 2016, it was \$1,150,102), which includes the new support position for a full year.



## Library Tax

Ladysmith is served by the Vancouver Island Regional Library (VIRL). Funds to cover the cost of the Ladysmith branch of the library are raised through a Library Tax. The library tax levy is set by the Vancouver Island Regional Library Board and is based on population. In 2017, the total bill payable by the Town of Ladysmith to the VIRL will be \$365,105 (in 2015, it was \$353,236.) This is an increase of 3.36% or \$11,869 over 2016. The proposed rates for future years are based on the Library's 2017-2021 Financial Plan.<sup>1</sup>



<sup>1</sup> Vancouver Island Regional Library 2017-2021 Financial Plan- member levies.

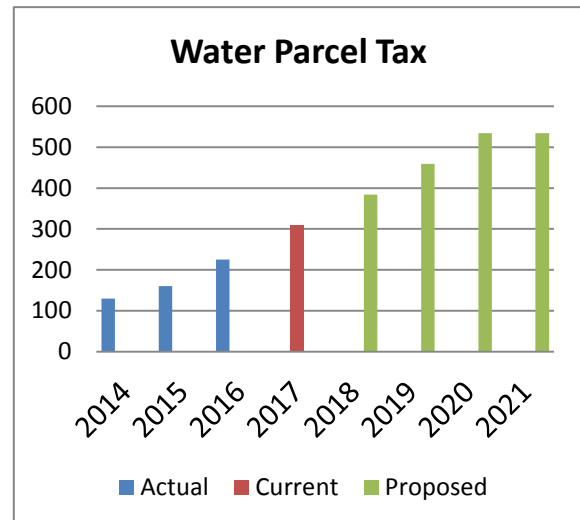
## Parcel Taxes

A Parcel Tax is charged on properties within the Town boundary that have or will have water and sewer services.

### Water Parcel Tax

Council has endorsed a \$309 Water Parcel Tax for 2017. This increase of \$84 over 2016 is to fund the borrowing for construction of a new water filtration plant as required by Island Health.

Council has committed to proceed with a water filtration plant which will ensure that the Town's water supply system meets the current surface water treatment objectives enforced by Vancouver Island Health Authority. The project, estimated to cost approximately \$14.8 million, will be undertaken in two phases. The Town has been awarded grant funding under the New Build Canada grant program of \$8.8 million dollars for this project. The remainder of the funding (up to \$6 million) will be made up of borrowing.



Additional significant water supply upgrades are expected over the next ten years and will also be funded through borrowing and water parcel taxes. It is expected that significant increases to the water parcel tax will be required over this time frame to support these projects that are necessary to ensure our water supply and water quality.

These projects to be funded by parcel tax revenue include:

- Construction of a Water Filtration Plant, including debt servicing.
- Enhancements to the dams and future supply-main replacements, such as:
  - Holland Dam - Storage Upgrade
  - Holland Supply Main
  - Stocking Lake Supply Main
  - Interconnection between Holland and Stocking Lakes
  - Water main replacement

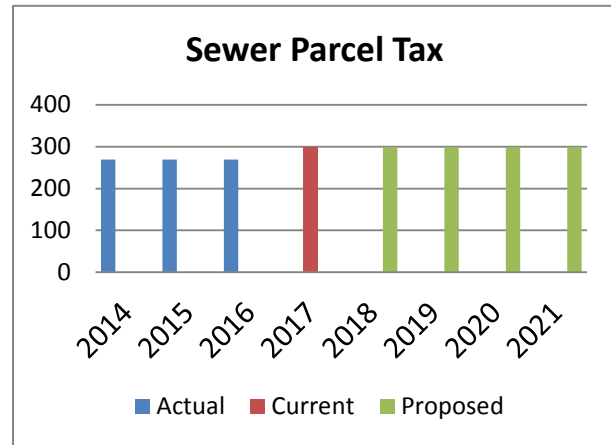
### Sewer Parcel Tax

With the commissioning of the new Waste Water Treatment Plant and the processing of the bio-solids, the sewer parcel tax will increase \$30 in 2017 to \$299.

The projects that would be funded by parcel tax revenue include:

- Upgrades to the waste water treatment plant, including debt servicing
- Composting of bio-solids from the Waste Water Treatment Plant

The funds raised through these specific taxes stay within that utility. For example, the water parcel tax can only be used to fund water projects. Any surplus funds stay within the water fund for future use.



### Extended Services & Parcel Taxes

Any new development connecting to the Town of Ladysmith's water and sewer services will be required to pay either these parcel taxes or, if the location is outside of the Ladysmith boundary (such as the First Nations connections), the equivalent of the current amount charged to the Ladysmith property owners.

In 2016, Council approved a new water service agreement with the Diamond Improvement District. Diamond residents will pay \$0.62 per cubic meter of Town water, pay 80 per cent of the Town's water parcel tax (\$309 in 2017) and pay Development Cost Charges on water for all new construction and subdivisions within the Improvement Area.

### Grants in Lieu and One Per Cent of Revenue Grants

The Town also receives property taxation from provincial and federal agencies as well as one percent of revenues from specific utility companies. These amounts are used to reduce taxation.

Grants in lieu of taxation are received from Canada Post, BC Hydro for the electrical lines and Canadian Mortgage and Housing. The total estimate amount to be received for these properties is \$27,290 (in 2016, it was \$25,700).

Section 353 of the *Local Government Act* requires certain utility company property (electric light, electric power, telephone, water, gas etc.) to pay 1 per cent of area revenues to the municipality. The following is the breakdown of the monies received from these companies:

Company (per s.353)	2017	2016
Telus	\$15,625	\$15,627
Shaw Cable system	17,013	17,013
Fortis BC	17,901	22,842
BC Hydro	81,195	81,197

### Fees for Service

#### Utility Fees

Water, sewer and garbage/recycling fees are charged on a quarterly basis. Water is charged based on consumption. Again, funds raised by utility fees stay within the respective funds.

Included in the 2017-2021 Financial Plan is a 10 per cent increase to the quarterly water rates as well as a \$5.70 increase to the monthly sewer rate. These increases will be effective for the second quarter billing. These fee increases are necessary to fund the added operational costs for the Waste Water Treatment Plant and Water Filtration Plant.

Although the Town does not maintain a separate 'garbage fund', the garbage collection fees pay for the service that the garbage contractor (currently Progressive Waste Solutions) charges the Town. In May 2014, the Town entered a contract with Multi Material BC (MMBC) to collect recyclable materials on behalf of MMBC. This arrangement is in response to provincial legislation designed to hold manufacturers and producers responsible for recycling packaging materials they produce, and ultimately to reduce the amount of packaging they use. The contract is expected to provide monthly rebates of \$8,000 (2016 - \$8,000) for the Town in 2017, providing that property owners place only acceptable items in their recycling. These funds will be applied against increases to contractor costs and will also offset increased operational costs, such as advertising and education programs implemented to ensure that the Town meets the MMBC rebate requirements. The Garbage Utility Rate has not increased since in 2014, even though the contract costs increased by 2 per cent.

## User Fees

User fees are charged for programs and services such as recreation facilities and classes, development permits, building permits, development approvals and subdivisions.

A new user fee, or franchise fee, is expected to be received from Fortis BC. This fee is compensation for the costs to the municipality to repair roads and other property due to the Fortis gas lines.

The Town does not charge user fees for all programs and services offered. For example, there is no entry fee for parks, and all residents and visitors use roads and sidewalks. These costs are included in the overall property tax levy.

Recreation Centre fees are reviewed regularly and are set by bylaw. Council passed a bylaw in August 2015 to increase recreation fees slightly (1 per cent to 3 per cent), but in line with fees in neighbouring communities. Included in the fitness admission rate is a 1 per cent reserve allocation fee which will ensure funds are available to replace fitness facility equipment.

## Rental Revenue

The Town looks for alternative sources of funding to reduce reliance on property taxes. One such revenue option is property rental. Due to current vacancies in Town-owned properties, the total rental revenue expected is \$136,194 (2016 - \$132,298). In recent years, Town facilities have been increasingly occupied by not-for-profit organizations with Council agreeing to charge minimal or no rent for the space. Although these organizations provide significant contributions to the community, the loss of rental revenue to the Town must be made up by increases in taxation.

Town-owned properties that are currently rented out or leased are:

Location	Total Rental (\$)
Machine Shop - 610 Oyster Bay Drive (various tenants)	\$ 8,000
Community Services Centre - 220 High Street and 630 & 620 Second Avenue	15,500
Aggie Hall - 1110 1 <sup>st</sup> Avenue	7,000
Transfer Beach (including concession & kayak shop)	17,150
Forrest Field	12,000
FJCC Facility Rentals & Leases (including pool)	76,544

## Grants

Ladysmith has benefited greatly from a number of grants in recent years. The most recent grant funding announcement was \$8.8 million dollars from the Clean Water/Waste Water Fund for the Water Filtration Plant. Other grants include partial funding for the Waste Water Treatment Plant, the construction of the Community Services Centre and Spirit Square on High Street, and the construction of the artificial turf field at Forrest Field. Staff continually seek additional funding sources for projects and the cost of doing this work is included in the general government section of the budget. However, reliance on grants is not a reliable form of financing because it is dependent upon the decisions of other levels of government.

Typically, the Town must also contribute towards these projects - grant programs usually require local governments to cover between 25 and 50 per cent of project costs. This contribution is increasingly funded from general taxation. Management time and other resources are typically reallocated from other priorities or projects, as they are not covered by grant funding.

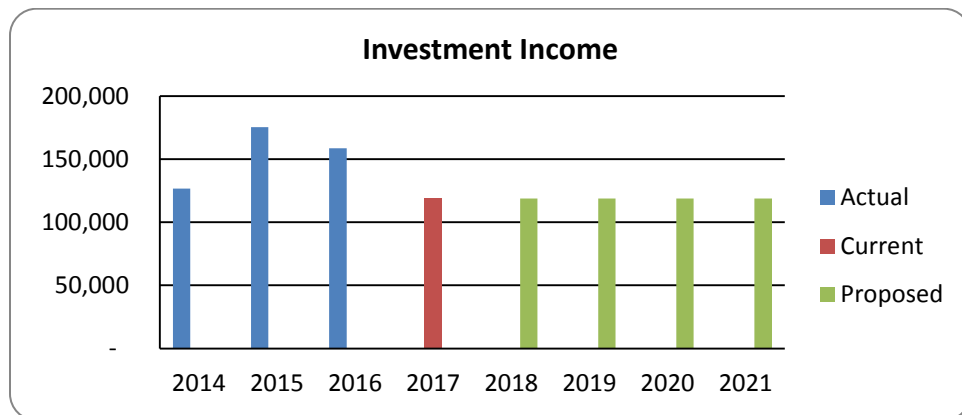
In 2017, the following projects are expected to be started or completed with funding from grants:

Project		Granting Agency	Amount (\$)
Water Filtration Plant	New for 2017	Province of BC	\$8,800,000
Waste Water Treatment Plant	Carry forward	Green Municipal Funds - FCM	250,000
Composting Facility	Carry forward	UCBM	570,224
Small Community Protection	Annual	Province of BC	454,775
Asset Management	Carry forward	Province of BC and UBCM	80,000
Traffic Fine Revenue Sharing	Annual	Province of BC	48,422
Traffic Safety Audit	Carry Forward	ICBC	7,500
Pedestrian Cross Walk	Carry Forward	ICBC	10,000
Upper Transfer Beach Improvements	Carry Forward	MIA	6,000
<b>Operating Grants</b>		<b>Granting Agency</b>	<b>Amount (\$)</b>
FJCC – Operating		CVRD	126,000
Operating		Various	13,300
Climate Action Revenue Incentive Program		Province of BC	8,364

## Penalty & Other Revenue

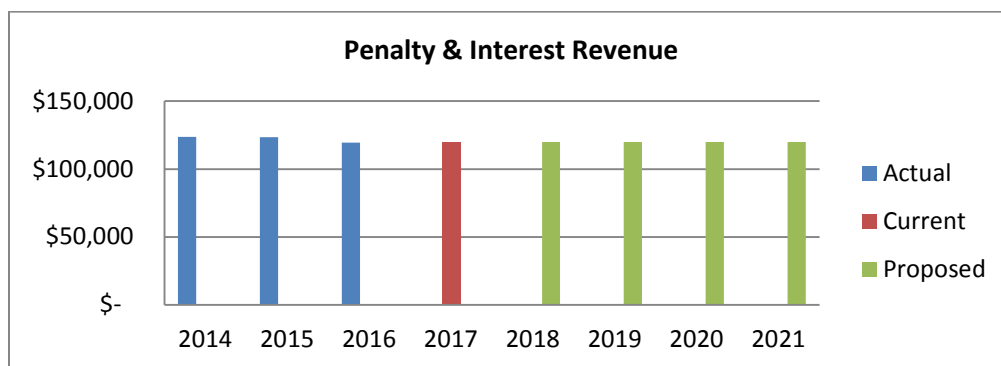
### Investment Revenue

The Town earns revenue through returns on investment of its cash reserves. The Town invests the funds appropriated for specific capital projects and other surpluses in interest-bearing accounts. Council has set a policy that the investments made are to be conservative and low-risk. Currently, funds are invested with the Ladysmith & District Credit Union. It is expected that the return on investment will generate \$118,800 in 2017 (2016 - \$105,000). Previous year returns on investment were higher than what is projected for the 2017 to 2021 Financial Plan due to accrual of interest and exchange for funds set aside for capital projects that took several years to complete.



### Penalty Revenue

The Town levies a penalty of 10 per cent on unpaid current taxes at the tax due date (July 4<sup>th</sup> for 2017), as prescribed in the Municipal Tax Regulation. Unpaid property taxes from prior years also accrue daily interest at the Province's prescribed interest rate. Even with the introduction of the Property Tax Prepayment Plan program, it is estimated that penalty and interest will account for \$120,000 in 2017 (\$119,525 - 2016). It is expected that this revenue will remain constant at approximately \$120,000 per year from 2018 to 2021.





### Proceeds from Borrowing

The Town has borrowed funds in the past to carry out large projects that will benefit residents over a number of years. These projects include the RCMP building, \$1 million for waterworks projects, \$10 million for the Waste Water Treatment Plant and \$920,000 to purchase the properties on Buller Street as the future site of a new City Hall.

Additional borrowing is required to fund the replacement or upgrades to the City Hall and the Fire Hall. Borrowing is anticipated to fund the Water Filtration Plant upgrade and other major water supply projects, and to fund a new Fire Truck. Elector assent is required in 2017 to authorize the borrowing.

### Gas Tax Funding (Restricted)

The Town will receive approximately \$370,000 annually from the Gas Tax Fund (created from an additional federal government tax added at the gas pumps). Although the criteria for using this funding have broadened in recent years, there are still restrictions on its use. The new agreement also has stricter Asset Management requirements and the Town must report on progress towards complete asset management before future funding is awarded.

The Financial Plan includes the following projects to be funded at least partially with Gas Tax funds in 2017-2021 (including carry forwards):

Waterfront Area Plan	FJCC Gymnasium Floor
Aggie - Parking Expansion area	Pool Deck
Enclosed Dog park	Rotary Boat Ramp
Sewer Source Control Program	Aggie Field Upgrades
Traffic Safety Audit	Sidewalk
Paving: 4th Ave, Methuen to Belaire	Annual Road Improvements
Aggie - Parking Expansion area	Skate Park Re-design
Storm Water Master Plan Review	Playground - Root Street
FJCC - UV sanitation	Eco-Industrial Project - S Ladysmith
Fire Truck Bay improvements	Storm Drainage Improvements
FJCC Sports Lights	OCP Review
Playground - Aggie	Playground - Harbourview
Machine Shop (Museum Grant Work)	

### Development Cost Charges (Restricted)

The Town updated the Development Cost Charges (DCC's) Bylaw in 2011. DCC's are charged on new development within the Town and fund infrastructure that is required as a result of new growth. The DCC Bylaw requires that the fees are reviewed every five years. Revised Development Cost Charges are expected in 2017. Development Cost Charges are funding the following projects in this financial plan:

- Paving: 4th Ave, Methuen to Belaire
- Holland Supply Main Replacement: PW to Colonia
- Stocking Lake Supply Main (twinning)
- Holland to Stocking Interconnection

### Reserves

Reserves are funds that are set aside for a specific purpose. Reserves are also called Appropriated Equity. Reserves are not intended to reduce taxation; they are set aside to fund specific projects.

Enclosed Dog park	Wood Chipper (Composting)
Paving: 4th Ave, Methuen to Belaire	Equipment Replacement
City Hall- Front Counter Improvements	Sound Proofing - RCMP
Equipment	Storage Container - RCMP
Replace Air Compressor - Unit #22	Waterfront Zoning Update
RCMP Building Exterior Staining	Sewer Main Replacement
Washroom Facility Roof - TB	Annual Road Improvements
RCMP Automatic Compound Fence Gate	Stocking Lake Dam Repair
FJCC Change Room Upgrades	Holland Supply Main Replacement: PW to Colonia
RCMP: Back-up Generator	Holland Dam - Storage Upgrade (design)
Fire Truck Bay Improvements	Toro Mower Replacement - Unit #
Vadim - Upgrades to Platform Support	Weight Machines
Amphitheatre Tank Lid Replacement	OCP Review
Lift Stn Condition Assmt	Stage 2 Environmental Impact Study
Sewer UV Pilot Study	Holland to Stocking Interconnection (design)
Paving Oyster Cove Strata	Department Vehicle (PRC)
Road Saw	FJCC: Back up Generator
Composting Facility	Future Marine Discharge Location
Holland Dam Feasibility Study & Tendering	



Water Reservoir & Chlorinator

## Strategic Directions

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## Corporate Administration

- Council
- City Manager's Office
- Legislative Services
- Financial Services
- Information Technology
- Human Resources

### Council

Town **Council** is made up of the Mayor and six Council members who work together to set the policy direction for the Town.

The Grants in Aid also fall under Council's budget area.

Council directed staff to enter into Agreements for Services with the Ladysmith & District Historical Society and specific programs with the Ladysmith Resources Centre. The Grant in Aid budget will be reduced by the amounts of the Agreements.

#### COUNCIL BUDGET SUMMARY

2017 Proposed Expenditures	152,570
2016 Approved Expenditures	147,440
Budget Change	+ 5,130
Change by %	+ 3.48%

#### Grants in Aid

2017 Proposed Expenditures	109,600
2016 Approved Expenditures	107,440
Budget Change	+ 2,200
Change by %	+ 2.05%

### City Manager's Office

The Chief Administrative Officer (**City Manager**) liaises directly with Council and is responsible for executing all decisions of Council. All department heads (Directors), the Fire Chief and RCMP Staff Sergeant report to the City Manager, as well as the Manager of Legislative Services and Executive Liaison.

The City Manager also directly manages corporate strategic projects.

#### CITY MANAGER'S BUDGET SUMMARY

2017 Proposed Expenditures	288,629
2016 Approved Expenditures	210,196
Budget Change	+ 78,433
Change by %	+ 37.31%

Council approved 1 additional FTE in this area in 2016 which was transferred from Legislative Services.

## Legislative Services

Corporate & **Legislative Services** support the work of Council as required by legislation and informs the citizens and other stakeholders of the activities of the Town.

**Highlights:**

- Procedures & Policy Updates
- Expanding the use of technology to deliver timely information
- Actively engage the community

**LEGISLATIVE SERVICES BUDGET SUMMARY**

2017 Proposed Expenditures	601,715
2016 Approved Expenditures	715,000
Budget Change	- 113,285
Change by %	- 15.84%

Elimination of Director of Corporate Services position resulted in some cost savings

Additional Communications position to be hired in 2017.

## Financial Services

The **Financial Services Department** is responsible for financial planning and reporting as well as processing payroll, accounts payable, accounts receivable, and purchasing. This area is also responsible for the calculation and collection of all property tax and utility billing as well as invoices for business licences.

**Highlights**

- Switch to Electronic Funds Transfers for payments

**FINANCIAL SERVICES BUDGET SUMMARY**

2017 Proposed Expenditures	712,870
2016 Approved Expenditures	698,321
Budget Change	+ 14,549
Change by %	+ 2.08%

## Information Technology

**Information Technology (IT)** services are provided through a servicing agreement with North Cowichan.

**Highlights:**

- Keeping up to date with security and infrastructure to service the corporation and the public.
- Continuing with the implementation of the Strategic Plan as endorsed by Council.

**INFORMATION TECHNOLOGY BUDGET SUMMARY**

2017 Proposed Expenditures	269,880
2016 Approved Expenditures	239,610
Budget Change	+ 30,270
Change by %	+ 12.63 %

## Human Resources

The aim of the **Human Resources** area is to nurture our corporate human resources to ensure that the Town is optimally positioned to deliver on all strategic directions.

## HUMAN RESOURCES BUDGET SUMMARY

2017 Proposed Expenditures	250,308
2016 Approved Expenditures	229,766
Budget Change	+ 20,542
Change by %	+ 8.94%

## Highlights

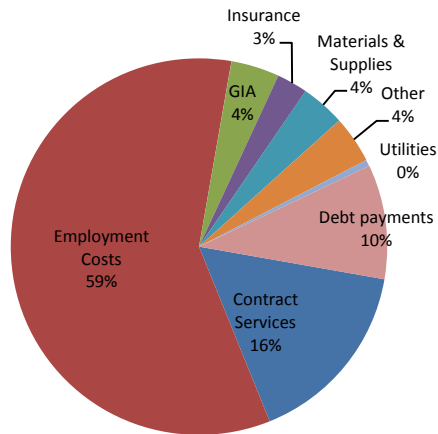
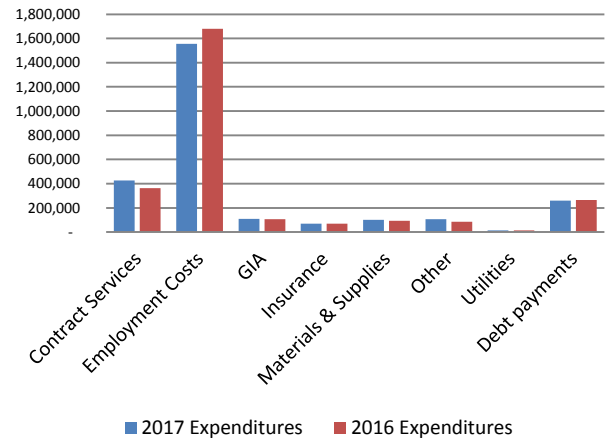
- Lead the Work Safe Gap Analysis to ensure OH&S policies are sufficient
- Begin negotiations with CUPE for the next collective agreement

## OTHER CORPORATE ADMINISTRATION REVENUES

Small Communities Grant	454,775
Fees & Charges	31,500

## QUICK FACTS

General Corporate Administration	2016	2015
# Council Meetings Supported	66	61
# External Committee Meetings Supported	48	55
# Internal Committee Meetings Supported	48	71
# Resolutions Adopted	732	671
# Freedom of Information Requests	6	10
# Job Postings Managed	24	56
# Retirements	3	4
# E-mail Subscribers	1218	1415
# Statutory Advertisements	17	19
# Corporate Services Newsletters published	5	5
# Subscribers to electronic utility billing	595	525
# Subscribers to pre-authorized utility payment program	417	352
Grants managed	19	20
Value of grants managed		\$ 2.3m

Corporate Administration  
Expenditures by segmentCorporate Administration Expenditures  
2017 compared to 2016

	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
<b>REVENUES</b>					
Draw from taxation	1,703,630	1,746,794	1,744,156	1,779,071	1,824,172
Fees & Charges	31,500	31,500	31,500	31,500	31,500
Grants	454,775	454,775	454,775	454,775	454,775
Own Funds	255,000	250,000	170,000		
Other	233,517	238,187	242,951	247,810	252,766
<b>EXPENSES</b>					
Contract Services	425,339	433,852	442,533	451,385	460,415
Debt payment	259,308	259,308	179,308		
Employment Costs	1,554,850	1,585,949	1,617,669	1,650,022	1,683,021
Grants in Aid	109,600	111,792	114,028	116,309	118,635
Insurance	69,450	70,839	72,256	73,701	75,175
Materials & Supplies	100,280	102,286	104,331	106,419	108,543
Utilities	14,745	15,040	15,342	15,648	15,961
Capital	33,286	46,000			
Other	111,564	96,190	97,915	99,672	101,463





## Protective Services

- Fire Department
- Policing
- Animal Control

### Fire Department

Ladysmith Fire and Rescue is made up of one Fire Chief, three Lieutenants, one Captain, one Deputy Chief, one Training Officer, and 23 paid volunteers.

The Town operates 7 fire vehicles:

- 1990 Pierce Fire Truck
- 2007 Yukon Chief Truck
- 1997 Ladder Truck
- 2005 Spartan Engine
- 1995 Chev Truck
- 2012 Bush Truck
- 2012 Spartan -Rescue

#### FIRE DEPARTMENT BUDGET SUMMARY

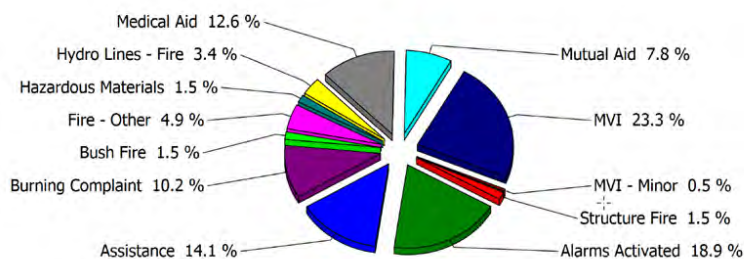
2017 Proposed Expenditures	496,608
2016 Approved Expenditures	444,734
Budget Change	+ 51,874
Change by %	+ 11.66 %

Proposed Revenues for 2017:	
Service Agreements & Fines	65,600

#### Highlights:

Acquire new Pumper Truck through leasing payments.

**Ladysmith**  
**Distribution of Calls by Response Type**



#### QUICK FACTS

<i>Fire/Rescue</i>	2016	2015
# Officers	7	7
# Hourly paid on-call members	23	25
# Incidents	206	201

## Policing

**Police Services** are provided under contractual agreement by the RCMP. One RCMP member costs \$174,580. The Town pays 70% of the funding for 7 members at the detachment. The Town, as the owner, also leases the detachment to the RCMP and receives a portion of the costs to run the detachment as lease payments.

The budget for the Royal Canadian Mounted Police Ladysmith Detachment is incrementally increasing to fund a full complement of members. Most of this increase is due to member and support staff costs, plus additional hydro and building maintenance costs, net of any recovery than can be charged back to the provincial RCMP.

In 2017, one RCMP member costs \$174,580 (2016 - \$168,620). There are seven RCMP members in the detachment. Similarly to any municipality with a population between 5,000 and 15,000, the Town is responsible for funding 70 per cent of that cost.

In 2016, Council approved a higher level service request for an additional Public Sector Employee position in the detachment. Due to the timing of the hiring, only 0.5 FTE was added to the budget. For 2017, the full-time position was included in the budget.

## POLICING BUDGET SUMMARY

2017 Proposed Expenditures	1,355,536
2016 Approved Expenditures	1,376,439
Budget Change	+ 4,097
Change by %	+ 0.30%
Proposed Revenues 2017:	
Police Tax	1,173,166
Lease payments	127,677
Operating Grant	48,422
Other	7,000

## QUICK FACTS

RCMP	2016	2015
# of service calls detachment area		4586
# of service calls Town of Ladysmith		2698

## Animal Control

Animal control services are provided by Coastal Animal Services through a contract with the Town. The revenue received from the sale of dog licences is applied against the contract costs.

## Highlights:

- Allocate a portion of licences to a reserve – dog park

## ANIMAL CONTROL BUDGET SUMMARY

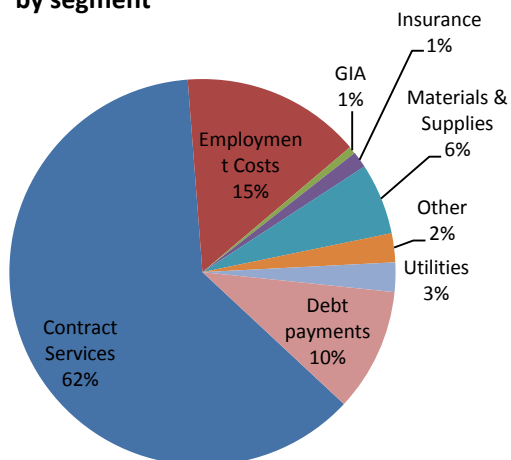
2017 Proposed Expenditures	39,780
2016 Approved Expenditures	38,884
Budget Change	+ 896
Change by %	+ 2.30 %
Revenues Proposed for 2017:	
Dog Licenses	28,014

## QUICK FACTS

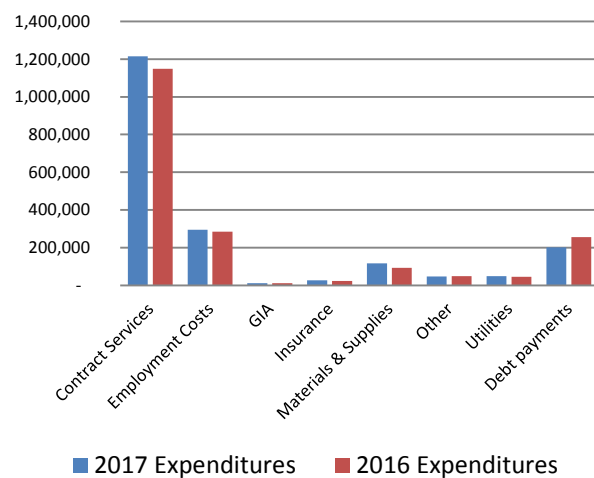
Animal Control	2016	2015
# Dog Licences Sold	1033	992

PROTECTIVE SERVICES					
Row Labels	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Draw from taxation	1,692,595	1,721,325	1,757,253	1,793,907	1,831,289
Fees & Charges	233,071	233,071	233,071	233,071	233,071
Grants	48,422	48,422	48,422	48,422	48,422
<b>EXPENSES</b>					
Contract Services	1,214,017	1,238,298	1,263,065	1,288,326	1,314,092
Debt payment	202,149	202,149	202,149	202,149	202,149
Employment Costs	295,409	301,317	307,341	313,488	319,755
Grant in Aid (Victim Services)	12,000	12,240	12,485	12,735	12,990
Insurance	26,760	27,297	27,843	28,401	28,970
Materials & Supplies	117,226	119,572	121,963	124,402	126,890
Reserve	4,080	4,080	4,080	4,080	4,080
Utilities	48,311	49,277	50,261	51,268	52,294
Capital	6,500				
Other	47,636	48,588	49,559	50,551	51,562

**Protective Services  
Operational Expenditures  
by segment**



**Protective Services  
Operational Expenditures  
2017 compared to 2016**





## Infrastructure Services

- Public Works & Engineering
- Cemetery
- Solid Waste
- Parks
- Water
- Sewer

The Infrastructure Services Department is responsible for maintaining the Town's infrastructure: roads, sidewalks, and water and sewer utilities.

The Town provides clean drinking water and proper disposal of liquid and solid waste, in accordance with the legislation set by the provincial and federal governments.

The Town operates the Ladysmith Cemetery. The Infrastructure Services Department allocates staff to perform interments and maintain the Cemetery.

### Public Works & Engineering

**Public Works** (also known as Transportation Services) maintains the sidewalks and roads, and is responsible for snow & ice removal. Engineering is responsible for designing and maintaining municipal infrastructure.

BC Transit is no longer part of this budget.

#### PUBLIC WORKS & ENGINEERING BUDGET SUMMARY

2017 Proposed Expenditures	1,320,387
2016 Approved Expenditures	1,252,008
Budget Change	+ 68,379
Change by %	+ 5.46%

Proposed Revenues for 2017:	
Fortis Franchise Fee	40,000
Permits & Fees	20,000

### Cemetery

The Town operates the Ladysmith Cemetery. The Infrastructure Services Department allocates staff to perform interments and Park's staff maintains the Cemetery.

#### CEMETERY BUDGET SUMMARY

2017 Proposed Expenditures	30,372
2016 Approved Expenditures	30,072
Budget Change	+ 300
Change by %	+ 1.00%

Revenues Proposed for 2017:	
Interments	30,500
Interest	1,800

## Solid Waste

The main cost in this area is solid waste collection fees paid to the contractor (currently Progressive Waste Solutions). Similar to other municipalities, the Town has entered a contract with Multi-Material BC to collect recyclable packaging on its behalf.

## Highlights:

- Continue to reserve a portion of MMBC funds
- Contract for service will be renegotiated

## SOLID WASTE BUDGET SUMMARY

2017 Proposed Expenditures	586,708
2016 Approved Expenditures	569,020
Budget Change	+ 17,688
Change by %	+ 3.11%
Revenues Proposed for 2017:	
Solid Waste Utility Fees	521,136
MMBC Rebate	96,000

## Parks

Parks Operations falls under the direction of the Infrastructure Services Department, in co-operation with the Parks, Recreation and Culture Department. The two departments work closely together on the maintenance of the various Town parks and boulevards, as well as vandalism repairs, golf course mowing services, and beach and trail maintenance.

## Highlights:

- Additional funds required in maintaining dangerous trees
- Maintenance of Davis Road School site

## Higher Service Level Request approved to be funded from surplus:

- ✓ 2 students in the Parks department

## PARKS BUDGET SUMMARY

2017 Proposed Expenditures	682,608
2016 Approved Expenditures	646,030
Budget Change	+ 36,578
Change by %	+ 5.66
Proposed Revenues for 2017:	
Operating Grants	3,800

## QUICK FACTS

	2016	2015
Solid Waste		
Units serviced with waste pick-up	3108	3089
Tonnes solid waste collected (garbage, recyclables, organics)	1418	1413
Percentage of Total waste diverted from landfill	57.6	57.1

## Water

Water is a very precious resource, and therefore the Town is taking several measures to encourage citizens to reduce consumption. The water supply system has the capacity to provide quality drinking water to a population of up to 18,000.

Island Health requires the Town to construct a new Water Filtration Plant. In the future, there will be significant increases to the water operating budget in order to fund the new water filtration plant. This will include the cost of a new Utility operator as well as the chemicals and hydro costs to run the new plant.

### WATER BUDGET SUMMARY

2017 Proposed Expenditures	958,775
2016 Approved Expenditures	664,557
Budget Change	+ 294,218
Change by %	+ 44.27 %
Debt Servicing:	
2017 Proposed Expenditures	433,612
2016 Approved Expenditures	406,084
Budget Change	+ 27,528
Change by %	+ 6.78 %
Proposed Revenues:	
Utility Fees	901,318
Parcel taxes	1,172,964

### Higher Service Level Request approved to be funded by parcel tax for 2017.

- ✓ Additional FTE for 2017 – to be hired in Fall of 2017
- ✓ Additional FTE for 2018 – to be hired in Fall of 2018

## Sewer

The Town's upgraded Waste Water Treatment Plant will provide secondary sewage treatment and will be able to serve a population of 18,000 upon completion and will have the ultimate capacity to serve a population of 30,000 with minimal additional cost.

The Public Works Department oversees operations related to sewer & drainage, including:

- Sewer Treatment
- Sewer Main Repair
- Lift Station Maintenance
- Sewer Main Flushing

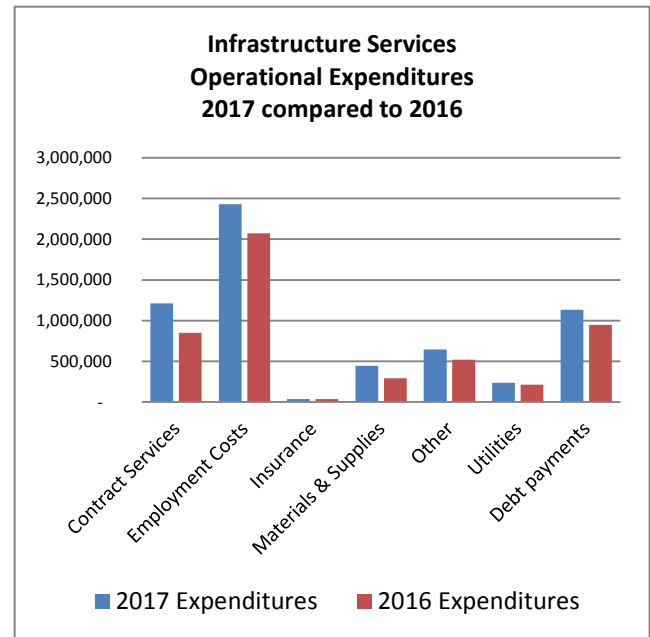
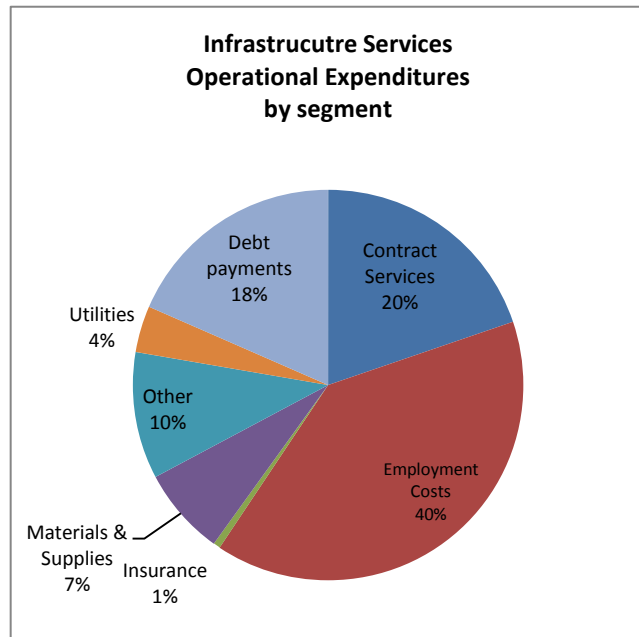
### SEWER BUDGET SUMMARY

2017 Proposed Expenditures	1,183,481
2016 Approved Expenditures	880,701
Budget Change	+ 302,780
Change by %	+ 34.38 %
Debt Servicing:	
2017 Proposed Expenditures	697,500
2016 Approved Expenditures	540,120
Budget Change	+ 157,380
Change by %	+ 29.14 %
Proposed Revenues for 2017:	
Utility Fees	1,062,842
Parcel taxes	1,081,483

The Waste-Water Treatment Plant is fully operational. Additional costs are incurring in materials & supplies as well as hydro.

**Higher Service Level Request approved to be funded from sewer rates:**

- ✓ New Position – Utility Operator II for WWTP - \$97,273



QUICK FACTS		
Engineering	2016	2015
Kilometres of roads and lanes	65.31	65
Kilometres of sidewalks	37.6	37.2
Kilometres of water mains	85.3	84.8
Kilometres of sewer mains	68	67.9
Sewer connections (residential)	3173	2973
Water connections (single family dwelling)	2787	2777
Consecutive days providing tested and approved drinking water	365	365
Interments in Ladysmith Cemetery	32	27
Marker installments in Ladysmith Cemetery	23	23
Customer Service Requests	1149	909





## Development Services

- Planning, Urban Design & Heritage
- Economic Development
- Building Permitting
- Bylaw Compliance

### Planning, Urban Design & Heritage

This area leads long range and current Planning, Urban Design, and Heritage Preservation. The Town is committed to ensuring effective use of land within the Town boundaries, in accordance with the Town's sustainability vision, Official Community Plan and Zoning Bylaw, as well as provincial legislation. The department provides advice to Council on development matters, processes applications regarding land use, promotes economic development and networks with various committees and local area groups.

In 2016, the Holland Creek Local Area Plan was updated. The Waterfront Area Plan will be updated in 2017, in partnership with the SFN.

#### PLANNING & HERITAGE BUDGET SUMMARY

2017 Proposed Expenditures	404,932
2016 Approved Expenditures	412,424
Budget Change	- 7,492
Change by %	- 1.82 %
Proposed Revenues for 2017:	
Fees & Permits	14,250

#### QUICKFACTS

	2016	2015
Development Permit Applications	18	14
Development Variance Permit Applications	9	3
Rezoning Applications	3	4
Sign Permit Applications	11	12
Temporary Use Permit Applications	1	1
Commission and Committee Meetings Organized & Attended	10	12
Naut'sa Mawt Steering Committee Meetings Organized and Attended	3	4
Customer Enquiries	430	350
Heritage Revitalization Tax Exemption Agreements		1
Waterfront Area Plan Events	1	-



## Economic Development

The Town is committed to developing a complete community, to keep and foster local business, to attract new businesses, and to expand our tax and employment base. The Development Services Department takes the lead role in this direction. However, this direction is supported by all Departments and the Regional District. The Development Services Department is responsible for both guiding and promoting economic development in Ladysmith. Through partnerships with local businesses and other levels of government, the Town will facilitate the development of a sustainable economy.

The Town pays \$35,000 annually toward the Ladysmith Chamber of Commerce Visitor Centre operations and the provision of business support services as well as \$700 per month towards the rental of Visitor Centre premises, for a total of \$43,300. In addition, the Town contributes to and participates in regional services through the Cowichan Valley Regional District. These include Economic Development Cowichan, Tourism Cowichan Society and Film Cowichan.

Economic Development Services include:

- Annual Community Profile
- Business and Development Portal
- Support to investor inquiries
- Support for process navigation, including Biz-Pal
- Member of the Partnership for an Economically Vibrant Community
- First Nation relationships and partnerships

**ECONOMIC DEVELOPMENT BUDGET SUMMARY**

2017 Proposed Expenditures	53,229
2016 Approved Expenditures	52,379
Budget Change	+ 850
Change by %	+ 1.62

Proposed Revenues for 2017:	
Business Licences	55,000

**Economic Highlights**

**\$ 35,000**

*Paid annually to the Ladysmith Chamber of Commerce for the Ladysmith Visitor Centre & Business Centre Services*

**\$ 8,400**

*Paid annually to the Ladysmith Chamber of Commerce for the Visitor Centre rent*

**\$ 52,029**

(draft)

*Paid through the CVRD requisition for regional development services delivered by Economic Development Cowichan*

**\$ 9,974**

(draft)

*Paid through the CVRD requisition for regional services delivered by Tourism Cowichan Society*

## Building Permitting

As part of the building construction team, the Building Permitting service provides support to home owners and builders in implementing provincial building requirements. Through the issuance of building permits and inspections carried out at various stages of construction, the Town works to ensure that new construction and renovations meet the minimum standards of the BC Building Code and the Town's land use regulations.

Higher Level Service Request approved (to be funded from surplus):

- ✓ Temporary Building Inspector (\$45,000)

**BUILDING PERMITTING BUDGET SUMMARY**

2017 Proposed Expenditures	143,890
2016 Approved Expenditures	117,535
Budget Change	+ 26,355
Change by %	+ 22.42%

Proposed Revenues for 2017:	
Building Permits	100,000
Other Fees	7,000

**QUICK FACTS**

<i>Building Inspection</i>	2016	2015
Building Permits (renovations and new construction)	94	90
Occupancy Permits	32	37
Value of Construction	\$10,995,533	\$7,054,459

## Bylaw Compliance

The Town's regulatory bylaws help to support Ladysmith's small town quality of life. The implementation of Town bylaws includes education and compliance services that contribute to our goal of a safe, caring and vibrant community.

The Bylaw Compliance service provides information and education for the public about Town policies and regulations and works to obtain compliance with Town bylaws. The service includes a range of compliance activities including enforcement.

**BYLAW COMPLIANCE BUDGET SUMMARY**

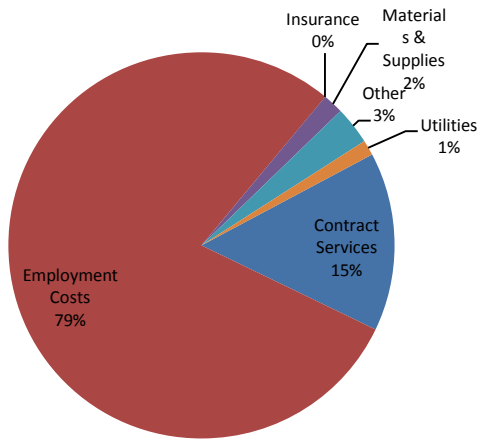
2017 Proposed Expenditures	79,054
2016 Approved Expenditures	80,932
Budget Change	- 1,878
Change by %	- 2.32%

Proposed Revenues for 2017:	
Licences (commercial vehicles)	1,980
Fines	2,800

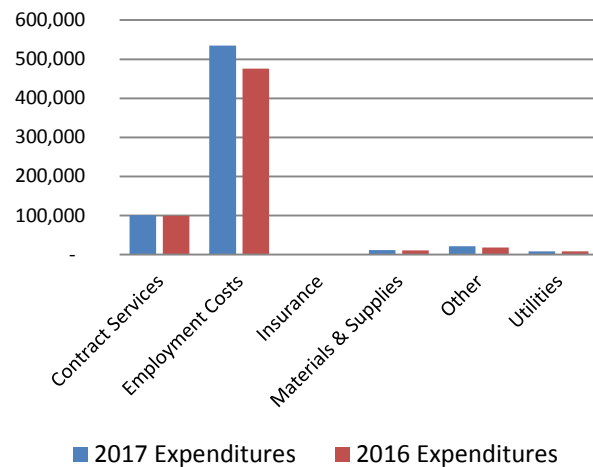
**QUICK FACTS**

<i>Bylaw</i>	2016	2015
Bylaw Complaints	371	241

**Development Services  
Operational Expenditures  
by segment**



**Development Services Operational  
Expenditures  
2017 compared to 2016**



Development Services					
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
<b>REVENUES</b>					
Draw from taxation	425,801	439,059	576,764	529,725	477,943
Fees & Charges	176,250	176,250	176,250	176,250	176,250
Own Funds	75,800	-	-	-	-
<b>EXPENSES</b>					
Contract Services	101,263	73,089	74,950	76,849	78,787
Employment Costs	534,763	499,557	509,549	519,739	530,134
Materials & Supplies	11,689	11,923	12,161	12,405	12,653
Utilities	8,690	8,864	9,041	9,222	9,405
Capital			125,000	65,000	
Other	21,446	21,876	22,313	22,760	23,214



## Parks, Recreation & Culture

- Administration
- Aquatics
- Fitness
- Recreation & Culture Programs
- Facilities

### PRC Administration

The Town is committed to providing appropriate recreational facilities and services to support community wellness. The department develops recreation programs and events, through either direct provision or partnering with various community groups, efficiently and effectively delivering optimum services to the community as a whole.

Parks planning, capital improvements and parks program delivery are incorporated into the department, with a focus on ensuring the community has a positive experience in both the natural and built environments.

#### PRC ADMINISTRATION BUDGET SUMMARY

2017 Proposed Expenditures	674,642
2016 Approved Expenditures	656,347
Budget Change	+ 18,295
Change by %	+ 2.77 %

Proposed Revenues for 2017:	
Miscellaneous Fees	8,600

QUICK FACTS		
Parks & Recreation	2016	2015
# registered in fitness programs	1012	796
# drop-in fitness classes	1017	762
# of one-person personal training	136	271
# registered in aquatic programs	716	961
# of private swimming lessons	516	565
# of patrons visited FJCC	82,840	81,059
# of Amphitheatre Events	33	35
# of picnics at Transfer Beach Shelters	109	96
# of Forrest Field Bookings	391	447
# hectares of parks, trails and open spaces	273.32	110
# of km of hiking and walking trails	26	26

## Aquatics

The Community Centre features a 4-lane, 25-metre Olympic short course pool, heated to an inviting 28 degrees Celsius. The facility also boasts a therapy pool with lazy river, which is maintained at a warm 34 degrees Celsius. The therapy pool has easy access with a shallow end of zero depth and then slopes to the deepest point of four feet. Patrons can also enjoy the tot pool with weir, waterfall and bubbles, vortex area for socializing and exercising, the raindrop unit shower, bubble machine and spray bar, take a drift through the rapids channel, and finish off with a soak in the whirlpool or rest in the sauna.

## AQUATICS BUDGET SUMMARY

2017 Proposed Expenditures	428,705
2016 Approved Expenditures	410,802
Budget Change	+ 17,903
Change by %	+ 4.36 %

Proposed Revenues for 2017:	
Area G & H Grant	126,000
Admission/programs	263,302

## Fitness

The well equipped Fitness Centre offers equipment and programs for all. The 3000 square foot facility features an extensive selection of cardio, strength training and freeweight equipment. A wide array of fitness and wellness programs are offered.

## FITNESS BUDGET SUMMARY

2017 Proposed Expenditures	301,159
2016 Approved Expenditures	301,687
Budget Change	- 528
Change by %	- 0.18 %

Proposed Revenues for 2017:	
Admission/programs	234,748

## Recreation &amp; Culture Programs

A variety of arts, culture and general interest programs are offered through the Parks, Recreation and Culture Department, taught by qualified contract instructors.

The department also organizes special events throughout the year, such as the Canada Day festivities; these are included in the budget figures.

RECREATION & CULTURE PROGRAMS  
BUDGET SUMMARY

2017 Proposed Expenditures	216,873
2016 Approved Expenditures	198,078
Budget Change	+ 18,795
Change by %	+ 9.49 %

Proposed Revenues for 2017:	
Admission/programs	119,550
Operating Grants	9,500

### Facilities

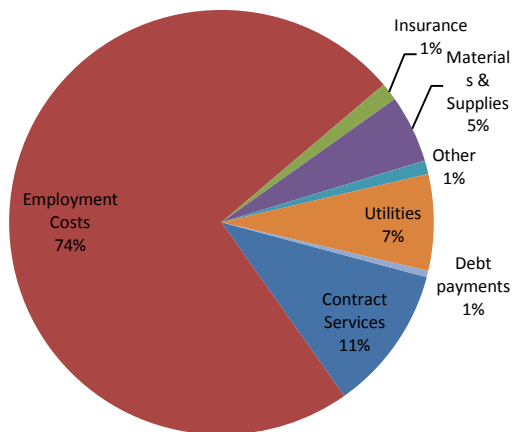
The Parks, Recreation & Culture Department team of staff manage Town of Ladysmith facilities in a manner ensuring quality and safe experiences by all users. Use of Town facilities is maximized through both programs and rental access to spaces.

#### FACILITIES BUDGET SUMMARY

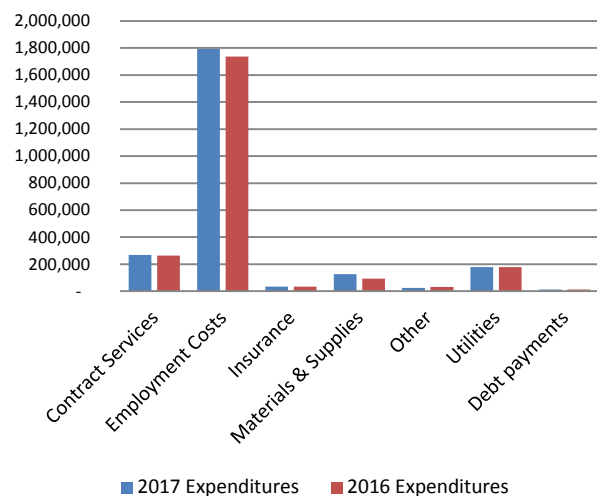
2017 Proposed Expenditures	827,159
2016 Approved Expenditures	793,819
Budget Change	+ 33,340
Change by %	+ 4.2 %

Proposed Revenues for 2017:	
Leases & Rentals	89,050

**Parks, Recreation & Culture  
Operational Expenditures by Segment**



**Parks, Recreation & Culture  
Operational Expenditures  
2017 compared to 2016**



Parks, Recreation & Culture					
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
<b>REVENUES</b>					
Draw from taxation	1,896,188	1,920,824	1,812,496	1,792,795	2,063,457
Fees & Charges	715,250	725,431	725,431	725,431	725,431
Grants	135,500	135,500	135,500	135,500	135,500
<b>EXPENSES</b>					
Contract Services	268,605	273,977	279,453	285,041	290,739
Debt payment	11,933	11,588	9,701	9,701	9,701
Employment Costs	1,793,656	1,829,527	1,866,120	1,903,445	1,941,515
Insurance	33,122	33,784	34,460	35,151	35,855
Materials & Supplies	125,705	128,219	130,783	133,400	136,066
Reserve	11,695	11,695	11,695	11,695	11,695
Utilities	178,772	182,347	185,993	189,711	193,503
Capital	298,400	285,067	129,161	59,000	278,200
Other	25,050	25,551	26,061	26,582	27,114



Frank Jameson Community Centre

## Leases & Debt

The Town utilizes the Municipal Finance Authority for long and short term borrowing as well as leasing vehicles and equipment. Below are the current and scheduled leases and debt (not including taxes):

Leases			Debt		
	Interest	Principal		Interest	Principal
Fire Vehicles:			Buller Street Properties	9,308	250,000
2005 Spartan	400	8,914			
2012 Bush Truck	35	7,425			
2012 Rescue Truck	6,330	28,575	RCMP detachment	48,125	66,033
Equipment:			Water (connection)	34,000	24,012
Photocopier	5	828	Sewer (WWTP)	197,500	500,000
Photocopier (PRC)	60	1,827			
Fitness Equipment	345	9,701	Proposed:		
Proposed:			Water (Filtration)	210,600	165,000
Fire Pumper Truck	8,700	27,612			

By legislation, the debt servicing (principal and interest payments) for a local government is capped at 25 per cent of the prior year's revenues. Below are the figures for Ladysmith:

Total Revenues (2015)	\$12,747,994
25% Cap	3,186,999
Proposed debt servicing	1,089,927
Liability Servicing Capacity Available	2,097,072

This means that the Town can have **additional** principal and debt payments of \$2,097,072.





Ladysmith Harbour

## 2017 – 2021 Capital Projects GENERAL

Description	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
Carry Forward							
<b>CORPORATE</b>							
DCC Review	30,000			30,000			
Recreation Registration Software System	25,000			25,000			
<b>CORPORATE Total</b>	<b>55,000</b>			<b>55,000</b>			
<b>FIRE</b>							
New Fire Truck Engine #3	635,000					635,000	
<b>FIRE Total</b>	<b>635,000</b>					<b>635,000</b>	
<b>PRC</b>							
Aggie Parking Expansion Area	60,000			60,000			
Machine Shop Floor Replacement LMS	51,000			51,000			
Machine Shop Repairs Identified	18,500			18,500			
<b>PRC Total</b>	<b>129,500</b>			<b>129,500</b>			
<b>PARKS</b>							
Enclosed Dog Park	25,000			25,000			
Upper Transfer Beach Improvements & Horseshoe Pitch	25,000			19,000	6,000		
<b>PARKS Total</b>	<b>50,000</b>			<b>44,000</b>	<b>6,000</b>		

Description	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
PW							
Asset Management Work Order Program (Split)	110,000			30,000	80,000		
Fueling System Replacement	150,000			150,000			
Paving: 4th Ave, Methuen to Belaire	1,215,897			1,215,897			
Pedestrian Cross Walk 2nd & High	45,000			35,000	10,000		
Traffic Safety Audit	15,000			7,500	7,500		
<b>PW Total</b>	<b>1,535,897</b>			<b>1,438,397</b>	<b>97,500</b>		
DEVELOPMENT							
Development Services Front Office Improvements	10,000			10,000			
Directional Signage	37,000			37,000			
Open For Business	20,000			20,000			
Waterfront Area Plan	180,000			180,000			
<b>DEVELOPMENT Total</b>	<b>247,000</b>			<b>247,000</b>			
<b>CF Total</b>	<b>2,652,397</b>			<b>1,913,897</b>	<b>103,500</b>	<b>635,000</b>	
2017							
CORPORATE							
City Hall Front Counter Improvements	22,958	2,286		20,672			
Vadim Upgrades to Platform Support	10,500			10,500			
Website Upgrade (multiyear)	35,000	31,000		4,000			

Description	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
<b>CORPORATE Total</b>	<b>68,458</b>	<b>33,286</b>		<b>35,172</b>			
<b>FIRE</b>							
Fire Truck Bay Improvements	100,000	6,500		93,500			
<b>FIRE Total</b>	<b>100,000</b>	<b>6,500</b>		<b>93,500</b>			
<b>PRC</b>							
Aggie Parking Expansion Area	40,000			60,000			
FJCCUV Sanitation	90,000	55,000		35,000			
Hot Tub Boiler	13,000	13,000					
Oasis Pool Filter	25,000	25,000					
RCMP Building Exterior Staining	14,000			14,000			
RCMP: Backup Generator	95,000			95,000			
Sauna Heater	5,200	5,200					
Sprinkler Repairs	6,200	6,200					
Youth Zone Heat Pump Replacement	12,000	12,000					
FJCC Change Room Upgrades	92,000	77,000		15,000			
Washroom Facility Roof TB	20,000	15,000		5,000			
Youth Strategy	26,000	26,000					
RCMP Automatic Compound Fence Gate	20,000			20,000			
Machine Shop (Museum Grant Work)	125,000			25,000			100,000
<b>PRC Total</b>	<b>558,400</b>	<b>234,400</b>		<b>264,000</b>			<b>234,400</b>
<b>PARKS</b>							

Description	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
Amphitheatre Tank Lid Replacement	5,000			5,000			
FJCC Sports Lights	60,000	35,000		15,000			10,000
Playground Aggie	80,000	20,000		50,000			10,000
Tree replacement Program	15,000	9,000					6,000
<b>PARKS Total</b>	<b>160,000</b>	<b>64,000</b>		<b>70,000</b>			<b>84,000</b>
PW							
Engineering & Construction Stnds Review	10,000	4,000	6,000				
Forklift	25,000	25,000					
Misc Equipment	11,100	4,800		6,300			
Pave Laneway3rd & Hillside	15,000	15,000					
Paving: 4th Ave, Methuen to Belaire (Design)	60,000			60,000			
Replace Air Compressor Unit #22	22,000			22,000			
Road Saw	7,800			7,800			
Sidewalk Buller St	24,200	24,200					
Storm Water Master Plan Review	30,000			30,000			
Rocky Creek Road Storm	60,000	60,000					
Ortho/Lidar	25,000	25,000					
Office Wall & Furniture	18,000	18,000					
Mobile Fume Extractor	8,500	8,500					
<b>PW Total</b>	<b>316,600</b>	<b>184,500</b>	<b>6,000</b>	<b>126,100</b>			
<b>2017 Total</b>	<b>1,203,458</b>	<b>522,686</b>	<b>6,000</b>	<b>588,772</b>			<b>126,000</b>

Description	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
2018							
CORPORATE							
Photocopier (Replacement for CH)	22,000	22,000					
Website Upgrade (multiyear)	30,000	24,000		6,000			
<b>CORPORATE Total</b>	<b>52,000</b>	<b>46,000</b>		<b>6,000</b>			
PRC							
Aggie Interior Painting	7,000	7,000					
FJCC Gymnasium Floor	48,000			48,000			
Pool Deck	70,000	20,000		50,000			
Whirlpool Tiling	10,000	10,000					
Sound Proofing RCMP	25,000			25,000			
Public Art Strategy	25,000	25,000					
Storage Container RCMP	10,000			10,000			
<b>PRC Total</b>	<b>195,000</b>	<b>62,000</b>		<b>133,000</b>			
PARKS							
Aggie Field Upgrades	170,000	158,067		11,933			
Playfield Bleacher Replacement	14,000	14,000					
Rotary Boat Ramp	40,000	20,000		20,000			
Soccer Nets	15,000	15,000					
Tree Replacement Program	12,000	6,000					6,000

Description	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
Bike Skills Park Davis Rd	20,000	10,000					10,000
<b>PARKS Total</b>	<b>271,000</b>	<b>223,067</b>		<b>31,933</b>			<b>245,000</b>
PW							
Annual Road Improvements	315,133	175,000		140,133			
Equipment Replacement	200,000			200,000			
Safety Upgrades to 1st Ave	30,000			30,000			
Sidewalk	100,000	50,000		50,000			
Storm Drainage Improvements	100,000	100,000					
<b>PW Total</b>	<b>745,133</b>	<b>325,000</b>		<b>420,133</b>			
DEVELOPMENT							
Directional Signage	230,400						230,040
Waterfront Zoning Update	10,000			10,000			
<b>DEVELOPMENT Total</b>	<b>240,400</b>			<b>10,000</b>			
<b>2018 Total</b>	<b>1,503,533</b>	<b>656,067</b>		<b>601,066</b>			<b>246,400</b>
2019							
PRC							
B&G Club Exterior Painting	14,000	14,000					
Emergency Social Services Container & Fence	10,000	10,000					
LRCA Exterior Painting	14,000	14,000					

Description	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
Weight Machines	80,000			50,000		30,000	
<b>PRC Total</b>	<b>118,000</b>	<b>38,000</b>		<b>50,000</b>		<b>30,000</b>	
<b>PARKS</b>							
Playfield Bleacher Replacement	14,000	14,000					
Playground Root Street	80,000	40,000		40,000			
Skate Park Redesign	30,000	11,161		18,839			
Soccer Nets	15,000	15,000					
Tree Replacement Program	12,000	6,000					6,000
HC Switchback trail	10,000	5,000					5,000
<b>PARKS Total</b>	<b>161,000</b>	<b>91,161</b>		<b>58,839</b>			<b>11,000</b>
<b>PW</b>							
Annual Road Improvements	520,416	255,378		265,038			
Equipment Replacement	200,000			200,000			
Sidewalk	100,000	50,000		50,000			
Storm Drainage Improvements	250,000	125,000		125,000			
Toro Mower Replacement Unit #	95,000			95,000			
<b>PW Total</b>	<b>1,165,416</b>	<b>430,378</b>		<b>735,038</b>			
<b>DEVELOPMENT</b>							
Complete Streets Standards	50,000	50,000					
Eco-Industrial Project S Ladysmith	50,000	25,000		25,000			



Description	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
Industrial Lands Strategy	50,000	50,000					
<b>DEVELOPMENT Total</b>	<b>150,000</b>	<b>125,000</b>		<b>25,000</b>			
2019 Total	1,594,416	684,539		868,877		30,000	11,000
2020							
PRC							
Aggie Floors	6,000	6,000					
City Hall Air Handling Unit	20,000	20,000					
<b>PRC Total</b>	<b>26,000</b>	<b>26,000</b>					
PARKS							
Dugouts & Storage Roofs	12,000	12,000					
Soccer Nets	15,000	15,000					
Tree Replacement Program	12,000	6,000					6,000
<b>PARKS Total</b>	<b>39,000</b>	<b>33,000</b>					<b>33,000</b>
PW							
Annual Road Improvements	450,000	348,600		101,400			
Equipment Replacement	200,000			200,000			
Sidewalk	120,000	60,000		60,000			
Storm Drainage Improvements	300,000	173,011		126,989			
<b>PW Total</b>	<b>1,070,000</b>	<b>581,611</b>		<b>488,389</b>			

Description	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
DEVELOPMENT							
OCP Review	150,000	65,000		85,000			
<b>DEVELOPMENT Total</b>	<b>150,000</b>	<b>65,000</b>		<b>85,000</b>			
2020 Total	1,285,000	705,611		573,389			6,000
2021							
PRC							
Department Vehicle (PRC)	30,000			30,000			
FJCC Surveillance System Upgrade	5,000	5,000					
FJCC: Back up Generator	160,000	150,000		10,000			
Roof Top (HVAC) Unit Carrier (2x)	20,000	20,000					
Roof Top (HVAC) Unit Carrier 2	17,200	17,200					
<b>PRC Total</b>	<b>232,200</b>	<b>192,200</b>		<b>40,000</b>			
PARKS							
Little League (High St) Field Improvement	20,000	20,000					
Playground Harbourview	80,000	60,000		10,000			10,000
Tree Replacement Program	12,000	6,000					6,000
<b>PARKS Total</b>	<b>112,000</b>	<b>86,000</b>		<b>10,000</b>			<b>16,000</b>
PW							

Description	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
Annual Road Improvements	400,000	296,842		103,158			
Storm Drainage Improvements	300,000	150,000		150,000			
<b>PW Total</b>	<b>700,000</b>	<b>446,842</b>		<b>253,158</b>			
<b>2021 Total</b>	<b>1,044,200</b>	<b>725,042</b>		<b>303,158</b>			<b>16,000</b>

## 2017 – 2021 Capital Projects SEWER

	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
Carry Forward							
UTILITIES							
Sanitary Pump station Emergency Operations Review	25,000			25,000			
Sewer Source Control Program	43,000			43,000			
SCADA System Upgrade (Sewer)	25,000			25,000			
Composting Facility	848,274			278,050	570,224		
**Chemainus Road Lift Station Access Improvements	90,000			90,000			
<b>UTILITIES Total</b>	<b>1,031,274</b>			<b>461,050</b>	<b>570,224</b>		
Carry Forward Total	1,031,274			461,050	570,224		
2017							
UTILITIES							
Gill Rd Lift Stn Upgrade	60,000		60,000				60,000
Lift Stn Condition Assmt	50,000		30,000	20,000			30,000
Sandy Beach Lift Stn Upgrade	8,000		8,000				8,000
Tools & Shelving WWTP	15,000		15,000				15,000
Infiltration & Inflow Study	30,000		30,000				30,000
Paving Oyster Cove Strata	120,000		100,000	20,000			100,000
Wood Chipper (Composting)	62,000			62,000			

	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
Composting Facility	1,765,438			1,765,438			
Sewer UV Pilot Study	100,000			100,000			
<b>UTILITIES Total</b>	<b>2,210,438</b>		<b>243,000</b>	<b>1,967,438</b>			<b>243,000</b>
2017 Total	2,210,438		243,000	1,967,438			243,000
2018							
UTILITIES							
Inflow & Infiltration/ Main Replacement	60,000		60,000				60,000
Sewer main Replacement	240,000		190,000	50,000			190,000
Sewer Source Control Program	10,000		10,000				10,000
Stage 2 Environmental impact study	160,000		60,000	100,000			60,000
<b>UTILITIES Total</b>	<b>470,000</b>		<b>320,000</b>	<b>150,000</b>			<b>320,000</b>
2018 Total	470,000		320,000	150,000			320,000
2019							
UTILITIES							
Inflow & Infiltration/ Main Replacement	60,000		60,000				60,000
Sewer main Replacement	265,000		252,000	13,000			252,000
Sewer Source Control Program	10,000		10,000				10,000
<b>UTILITIES Total</b>	<b>335,000</b>		<b>322,000</b>	<b>13,000</b>			<b>322,000</b>

	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
2019 Total	335,000		322,000	13,000			322,000
2020							
UTILITIES							
Inflow & Infiltration/ Main Replacement	60,000		60,000				60,000
Sewer Main Replacement	250,000		250,000				250,000
Sewer Source Control Program	10,000		10,000				10,000
UTILITIES Total	320,000		320,000				320,000
2020 Total	320,000		320,000				320,000
2021							
UTILITIES							
Future Marine Discharge Location	250,000			250,000			
Inflow & Infiltration/ Main Replacement	60,000		60,000				60,000
Sewer Main Replacement	270,000		270,000				270,000
UTILITIES Total	580,000		330,000	250,000			330,000
2021 Total	580,000		330,000	250,000			330,000

## 2017 – 2021 Capital Projects WATER

	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
Carry Forward							
UTILITIES							
Access Ladder Arbutus Reservoir	20,000			20,000			
Holland Dam Storage Feasibility Study	40,000			40,000			
Holland Dam Inundation/Watershed Study	45,000			45,000			
Data connection PW to Water Supply Water	8,000			8,000			
<b>UTILITIES Total</b>	<b>113,000</b>			<b>113,000</b>			
Carry Forward Total	113,000			113,000			
2017							
UTILITIES							
Backflow Preventer & Water Meter	3,000		3,000				3,000
Holland Lake Vegetation Control	40,000		40,000				40,000
Water & Sewer Rates Bylaw	40,000		40,000				40,000
Water Filtration Project	6,800,000				800,000	6,000,000	6,000,000
Water Meter & Vault Stocking Lake	20,000		20,000				20,000
Holland Lake Generator & controls	25,000		25,000				25,000
Holland Dam Feasibility Study & Tendering	60,000			60,000			

	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
Thicke Road Water Main Replacement	200,000		200,000				200,000
<b>UTILITIES Total</b>	<b>7,188,000</b>		<b>328,000</b>	<b>60,000</b>	<b>800,000</b>	<b>6,000,000</b>	<b>6,328,000</b>
<b>2017 Total</b>	<b>7,188,000</b>		<b>328,000</b>	<b>60,000</b>	<b>800,000</b>	<b>6,000,000</b>	<b>6,328,000</b>
2018							
<b>UTILITIES</b>							
Holland Supply Main Replacement: PW to Colonia	402,000		216,670	185,330			216,670
Stocking Lake Dam Repair	250,000		83,330	41,670			208,330
Water Filtration Project	8,000,000				8,000,000		
Holland Dam Storage Upgrade (design)	480,000		98,000	382,000			98,000
<b>UTILITIES Total</b>	<b>9,132,000</b>		<b>398,000</b>	<b>609,000</b>	<b>8,000,000</b>		<b>523,000</b>
<b>2018 Total</b>	<b>9,132,000</b>		<b>398,000</b>	<b>609,000</b>	<b>8,000,000</b>		<b>523,000</b>
2019							
<b>UTILITIES</b>							
Holland Dam Storage Upgrade	6,000,000		50,000			2,950,000	3,000,000
Water main Replacement Program	200,000		200,000				200,000
Stocking Lake Supply Main (twinning) design	150,000		150,000				150,000
Holland to Stocking Interconnection (design)	406,000			406,000			
<b>UTILITIES Total</b>	<b>6,756,000</b>		<b>400,000</b>	<b>406,000</b>		<b>2,950,000</b>	<b>3,350,000</b>



	Project Total	From Taxation	Utilities Funding	Internal Sources	Confirmed Grants	Borrowing	Not funded
2019 Total	6,756,000		400,000	406,000		2,950,000	3,350,000
2020							
UTILITIES							
Water Main Replacement Program	200,000		200,000				200,000
Stocking Lake Supply Main (twinning)	1,840,000		200,000	248,400		595,800	795,800
Holland to Stocking Interconnection	5,075,000			685,125		4,389,875	4,389,875
UTILITIES Total	7,115,000		400,000	933,525		4,985,675	5,385,675
2020 Total	7,115,000		400,000	933,525		4,985,675	5,385,675
2021							
UTILITIES							
Water Main Replacement Program	400,000		400,000				400,000
UTILITIES Total	400,000		400,000				400,000
2021 Total	400,000		400,000				400,000

# TOWN OF LADYSMITH

## 5-YEAR PLAN 2017-2021



GL5410

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For Period Ending 31-Dec-2016

Operations	2017 PRELIMINARY  BUDGET	2018 PRELIMINARY  BUDGET	2019 PRELIMINARY  BUDGET	2020 PRELIMINARY  BUDGET	2021 PRELIMINARY  BUDGET
<b>Taxes</b>					
Property Tax	(7,733,844.00)	(8,043,395.00)	(8,279,449.00)	(8,499,598.00)	(8,730,531.00)
Parcel Tax	(2,254,447.00)	(2,563,067.00)	(2,847,767.00)	(3,132,467.00)	(3,132,467.00)
Grants in Lieu	(159,024.00)	(160,773.00)	(159,496.00)	(159,496.00)	(159,496.00)
<b>Total Taxes</b>	<b>(10,147,315.00)</b>	<b>(10,767,235.00)</b>	<b>(11,286,712.00)</b>	<b>(11,791,561.00)</b>	<b>(12,022,494.00)</b>
<b>Tax for other Agencies</b>					
Taxes Collected on Behalf	0.00	0.00	0.00	0.00	0.00
<b>Total Tax for other Agencies</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Fees &amp; Charges</b>					
Sewer	(1,063,992.00)	(1,052,642.00)	(1,071,214.00)	(1,090,354.00)	(1,120,354.00)
Solid Waste	(617,136.00)	(617,136.00)	(617,136.00)	(617,136.00)	(617,136.00)
Facility Rentals	(263,871.00)	(264,460.00)	(264,460.00)	(264,460.00)	(264,460.00)
Fines & Licence Revenue	(90,294.00)	(90,294.00)	(90,294.00)	(90,294.00)	(90,294.00)
General Revenue	(1,800.00)	(1,800.00)	(1,800.00)	(1,800.00)	(1,800.00)
Water works	(901,318.00)	(1,001,318.00)	(1,081,318.00)	(1,141,318.00)	(1,231,133.00)
Cemetery	(30,500.00)	(30,500.00)	(30,500.00)	(30,500.00)	(30,500.00)
Miscellaneous Revenue	(29,000.00)	(29,000.00)	(29,000.00)	(29,000.00)	(29,000.00)
PR&C Revenue	(579,056.00)	(584,800.00)	(584,800.00)	(584,800.00)	(584,800.00)
Permits & Fees (Subdivision)	(181,250.00)	(181,250.00)	(181,250.00)	(181,250.00)	(181,250.00)
Protective Services Revenue	(72,600.00)	(72,600.00)	(72,600.00)	(72,600.00)	(72,600.00)
<b>Total Fees &amp; Charges</b>	<b>(3,830,817.00)</b>	<b>(3,925,800.00)</b>	<b>(4,024,372.00)</b>	<b>(4,103,512.00)</b>	<b>(4,223,327.00)</b>
<b>Investment Income</b>					
Interest on investment	(118,800.00)	(118,800.00)	(118,800.00)	(118,800.00)	(118,800.00)
<b>Total Investment Income</b>	<b>(118,800.00)</b>	<b>(118,800.00)</b>	<b>(118,800.00)</b>	<b>(118,800.00)</b>	<b>(118,800.00)</b>
<b>Penalty &amp; Interest on tax</b>					
Penalty & Interest	(120,000.00)	(120,000.00)	(120,000.00)	(120,000.00)	(120,000.00)
<b>Total Penalty &amp; Interest on tax</b>	<b>(120,000.00)</b>	<b>(120,000.00)</b>	<b>(120,000.00)</b>	<b>(120,000.00)</b>	<b>(120,000.00)</b>
<b>Grants</b>					
Grants	(650,861.00)	(642,545.00)	(642,545.00)	(642,545.00)	(642,545.00)
<b>Total Grants</b>	<b>(650,861.00)</b>	<b>(642,545.00)</b>	<b>(642,545.00)</b>	<b>(642,545.00)</b>	<b>(642,545.00)</b>
<b>General Government Services</b>					
Mayor & Council	262,170.00	267,413.00	272,764.00	278,220.00	283,782.00
City Manager's Office	288,629.00	294,402.00	300,289.00	306,295.00	312,420.00
Corporate Service	584,907.00	596,606.00	608,539.00	620,708.00	633,121.00
Finance & Payroll	702,870.00	716,929.00	731,269.00	745,893.00	760,812.00
Information Technology	269,880.00	275,277.00	280,783.00	286,401.00	292,128.00
Human Resources	255,308.00	247,665.00	252,618.00	257,671.00	262,823.00
Bad Debt & Actuarial Adjustment	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00

# TOWN OF LADYSMITH

## 5-YEAR PLAN 2017-2021



GL5410

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For Period Ending 31-Dec-2016

Operations	2017 PRELIMINARY	2018 PRELIMINARY	2019 PRELIMINARY	2020 PRELIMINARY	2021 PRELIMINARY
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
<b>General Operating Fund</b>					
Carbon	4,600.00	4,692.00	4,786.00	4,882.00	4,980.00
Corporate Allocation	(226,017.00)	(230,531.00)	(235,139.00)	(239,842.00)	(244,639.00)
<b>Total General Government Services</b>	<b>2,152,347.00</b>	<b>2,182,453.00</b>	<b>2,225,909.00</b>	<b>2,270,228.00</b>	<b>2,315,427.00</b>
<b>Protective Services</b>					
Fire Department	408,617.00	416,791.00	425,123.00	433,627.00	442,295.00
Police	1,237,988.00	1,262,749.00	1,288,006.00	1,313,767.00	1,340,042.00
Animal Control	35,700.00	36,414.00	37,142.00	37,885.00	38,643.00
Bylaw Enforcement	79,054.00	80,635.00	82,246.00	83,892.00	85,573.00
Building Inspection	188,890.00	146,769.00	149,704.00	152,698.00	155,750.00
<b>Total Protective Services</b>	<b>1,950,249.00</b>	<b>1,943,358.00</b>	<b>1,982,221.00</b>	<b>2,021,869.00</b>	<b>2,062,303.00</b>
<b>Transportation Services</b>					
PW Administration	314,188.00	320,473.00	326,882.00	333,421.00	340,089.00
Engineering	225,869.00	230,388.00	234,995.00	239,695.00	244,488.00
PW Operations	720,170.00	734,573.00	749,262.00	764,247.00	779,530.00
Trolley	2,507.00	2,557.00	2,607.00	2,659.00	2,712.00
Snow & Ice Removal	52,220.00	53,264.00	54,330.00	55,417.00	56,527.00
<b>Total Transportation Services</b>	<b>1,314,954.00</b>	<b>1,341,255.00</b>	<b>1,368,076.00</b>	<b>1,395,439.00</b>	<b>1,423,346.00</b>
<b>Garbage Services</b>					
Garbage	517,496.00	527,846.00	538,403.00	549,169.00	560,153.00
<b>Total Garbage Services</b>	<b>517,496.00</b>	<b>527,846.00</b>	<b>538,403.00</b>	<b>549,169.00</b>	<b>560,153.00</b>
<b>Cemetery Operations</b>					
Cemetery	30,372.00	30,978.00	31,597.00	32,229.00	32,874.00
<b>Total Cemetery Operations</b>	<b>30,372.00</b>	<b>30,978.00</b>	<b>31,597.00</b>	<b>32,229.00</b>	<b>32,874.00</b>
<b>Development Services</b>					
Planning	385,046.00	392,746.00	400,602.00	408,614.00	416,787.00
Economic Development	73,229.00	54,694.00	56,186.00	57,710.00	59,264.00
Heritage	30,686.00	21,100.00	21,522.00	21,953.00	22,392.00
Tourism	67,425.00	68,774.00	70,149.00	71,552.00	72,983.00
<b>Total Development Services</b>	<b>556,386.00</b>	<b>537,314.00</b>	<b>548,459.00</b>	<b>559,829.00</b>	<b>571,426.00</b>
<b>Recreation &amp; Cultural Services</b>					
FJCC Administration	610,030.00	617,131.00	629,472.00	642,062.00	654,902.00
Aquatics	428,705.00	437,278.00	446,025.00	454,946.00	464,044.00
Fitness Studio	279,418.00	285,007.00	290,708.00	296,522.00	302,453.00
Recreation Programs	216,873.00	221,209.00	225,634.00	230,146.00	234,750.00
FJCC Mtce	637,949.00	650,709.00	663,721.00	676,996.00	690,536.00
Beach Mtce	37,777.00	38,533.00	39,304.00	40,090.00	40,890.00
Aggie Hall	47,326.00	48,272.00	49,237.00	50,222.00	51,227.00
High Street Buildings	41,484.00	42,312.00	43,157.00	44,022.00	44,901.00

**TOWN OF LADYSMITH**  
**5-YEAR PLAN 2017-2021**



GL5410

Date : Feb 16, 2017

Page : 3  
 Time : 2:43 pm

For Period Ending 31-Dec-2016

Operations	2017 PRELIMINARY	2018 PRELIMINARY	2019 PRELIMINARY	2020 PRELIMINARY	2021 PRELIMINARY
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
<b>General Operating Fund</b>					
Forest Field	33,930.00	34,608.00	35,300.00	36,007.00	36,726.00
Machine Shop	28,693.00	29,266.00	29,851.00	30,447.00	31,056.00
Commission	300.00	306.00	312.00	318.00	324.00
<b>Total Recreation &amp; Cultural Services</b>	<b>2,362,485.00</b>	<b>2,404,631.00</b>	<b>2,452,721.00</b>	<b>2,501,778.00</b>	<b>2,551,809.00</b>
<b>Parks</b>					
Parks	706,258.00	697,386.00	711,791.00	726,484.00	741,474.00
<b>Total Parks</b>	<b>706,258.00</b>	<b>697,386.00</b>	<b>711,791.00</b>	<b>726,484.00</b>	<b>741,474.00</b>
<b>Sewer Services</b>					
Sewer Services	1,473,481.00	1,147,758.00	1,174,235.00	1,201,237.00	1,228,777.00
<b>Total Sewer Services</b>	<b>1,473,481.00</b>	<b>1,147,758.00</b>	<b>1,174,235.00</b>	<b>1,201,237.00</b>	<b>1,228,777.00</b>
<b>Water Services</b>					
Water Services	958,775.00	1,061,344.00	1,396,571.00	1,424,498.00	1,452,985.00
<b>Total Water Services</b>	<b>958,775.00</b>	<b>1,061,344.00</b>	<b>1,396,571.00</b>	<b>1,424,498.00</b>	<b>1,452,985.00</b>
<b>Interest Expense</b>					
Interest	515,408.00	505,058.00	705,598.00	982,390.00	972,390.00
<b>Total Interest Expense</b>	<b>515,408.00</b>	<b>505,058.00</b>	<b>705,598.00</b>	<b>982,390.00</b>	<b>972,390.00</b>
<b>Non Consolidated Operations Items</b>					
Trsf to Reserves	801,619.00	979,828.00	648,032.00	451,880.00	454,983.00
Trsf from Own Funds	(645,650.00)	(250,000.00)	(170,000.00)	0.00	(94,600.00)
Trsf to/from Capital Funds	1,083,686.00	1,376,072.00	1,406,544.00	1,427,616.00	1,457,047.00
Principal Payments	1,089,927.00	1,089,099.00	1,172,272.00	1,231,772.00	1,396,772.00
<b>Total Non Consolidated Operations Item</b>	<b>2,329,582.00</b>	<b>3,194,999.00</b>	<b>3,056,848.00</b>	<b>3,111,268.00</b>	<b>3,214,202.00</b>
<b>Surplus (-) / Deficit</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



## Town of Ladysmith

### **STAFF REPORT TO COUNCIL**

From: Felicity Adams, Director of Development Services  
Date: February 6, 2017  
File No: 3090-16-09

RE: DEVELOPMENT VARIANCE PERMIT APPLICATION – 245 Oyster Cove Road (Campbell)  
Subject Property: Strata Lot 40, District Lot 56, Oyster District, Strata Plan 2009

#### **RECOMMENDATION:**

That Council direct staff to proceed with statutory notice for Development Variance Permit application (3090-16-09) for Strata Lot 40, District Lot 56, Oyster District, Strata Plan 2009 (245 Oyster Cove Road).

#### **PURPOSE:**

The purpose of this staff report is to obtain Council direction regarding statutory notification for a Development Variance Permit application.

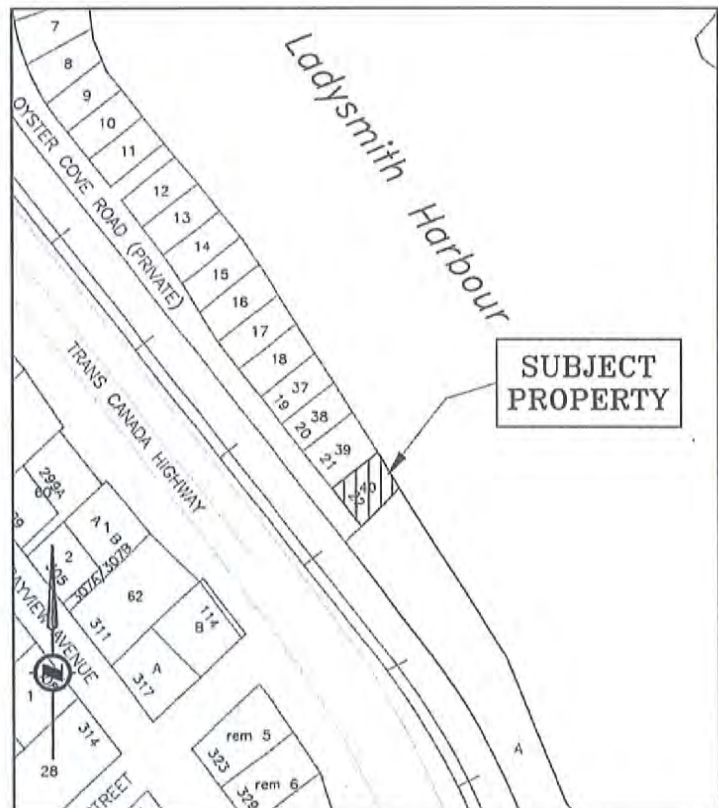
#### **PREVIOUS COUNCIL DIRECTION**

None.

#### **INTRODUCTION/BACKGROUND:**

The applicant is requesting a variance for the siting of a proposed new dwelling with an attached garage on Oyster Cove Road. The property is located on the waterfront and is currently vacant. The proposed site plan for the property is shown in Figure 1.

Pursuant to Bylaw 1667 staff require Council's approval to proceed with the statutory notice to the neighbours given the setback variances requested.



#### **SCOPE OF WORK:**

The current stage of this application is to seek Council's direction to proceed with the statutory notice for the Development Variance Permit application.

The subject property is zoned "Oyster Cove Residential" (R-2-B). The applicant intends to construct a 2,070 sq.ft. dwelling with an attached garage on the subject property. The proposed dwelling meets all requirements for the Zoning Bylaw except for one request for a setback variance for the garage portion of the building. The attached garage is proposed to



be sited 3.05 metres from the front parcel line. A front setback of 6 metres is required, thus a variance of 2.95 metres is requested.

Due to the steep slope of the land, it is typical for the parcels on the waterfront side of Oyster Cove Road to include attached or detached garages close to the front parcel line. The proposed siting of the dwelling unit and attached garage is consistent with the development pattern on Oyster Cove Road.

In the R-2-B zone, the front parcel line setback for a detached garage is 0.6 metres. If the proposed garage was detached from the dwelling unit, a variance would not be required for the front setback. Three Development Variance Permits were issued by Council in 2016 for 0.6 metre setbacks for attached garages on Oyster Cove Road.

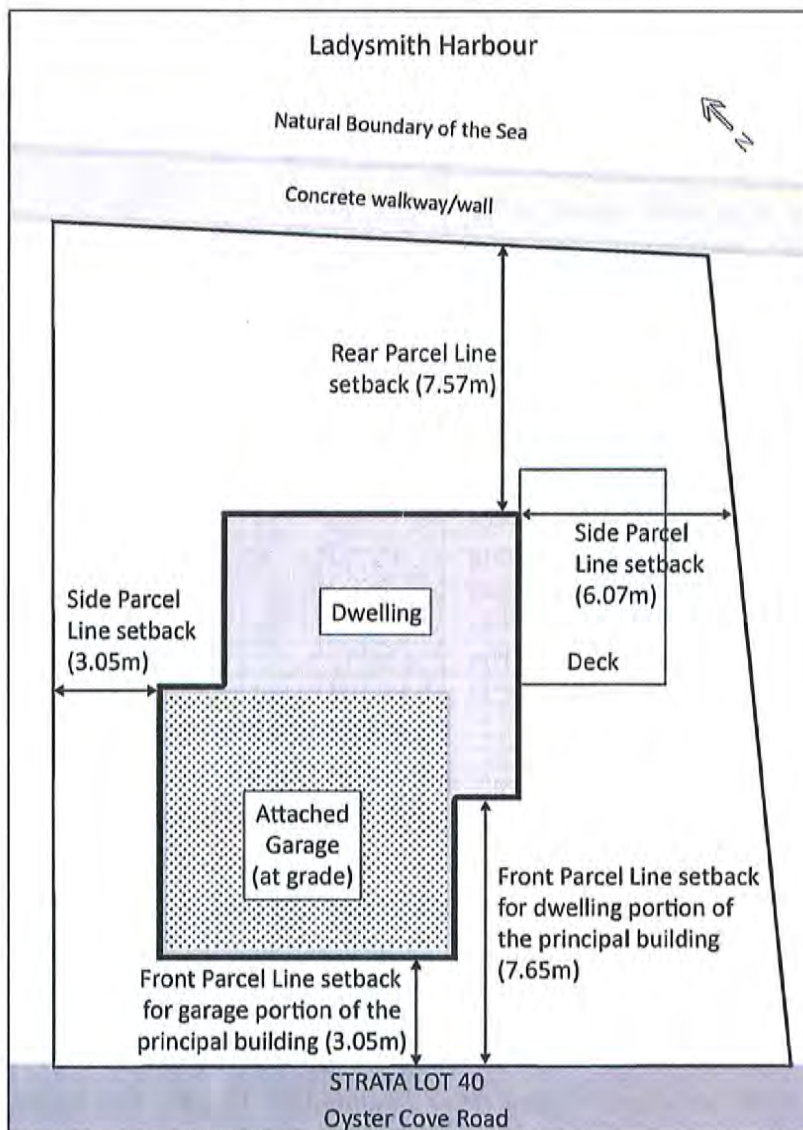


Figure 1 Site Plan and Proposed Variance

Proposed Variance 1 – Front Parcel Line

ZBL 10.8 (5)(c)	Required	Proposed	Proposed Variance
Front Parcel Line Setback	6.0 metres	3.05 metres	2.95 metres

A Hazard Lands Development Permit is required for this property. A geotechnical report will accompany the Development Permit application, which will be considered concurrently with the Development Variance Permit.

**ALTERNATIVES:**

To not support Development Variance Permit application 3090-16-09.

**FINANCIAL IMPLICATIONS:**

None.

**LEGAL IMPLICATIONS:**

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

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

It is recommended that Council direct staff to proceed with the statutory notice for Development Variance Permit application 3090-16-09.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Development Variance Permit application 3090-16-09 has been referred to the Infrastructure Services Department and the Building Inspector.

**RESOURCE IMPLICATIONS:**

Processing Development Variance Permit applications is within available staff resources.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

Not applicable.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Effective land use planning and community design are strategic

**SUMMARY:**

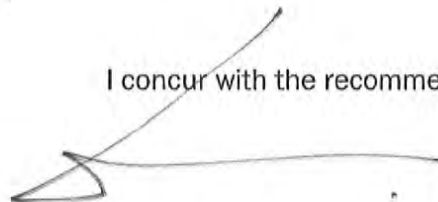
It is recommended that Council direct staff to proceed with statutory notice for Development Variance Permit application 3090-16-09.

  
Report Author: Angela Davies, Planner

Reviewed By:

  
Felicity Adams, Director of Development Services

I concur with the recommendation.



Guillermo Ferrero, City Manager

**ATTACHMENT:**  
None.





Town of Ladysmith  
**STAFF REPORT**

From: Felicity Adams, Director of Development Services  
Date: February 20, 2017  
File No: 3360-16-02

RE: Zoning Bylaw Amendment Application – 630 Farrell Road (Schnurch)  
Subject Property: Lot 2, District Lot 41, Oyster District, Plan VIP79202

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**RECOMMENDATION:**

1. THAT under the Bylaws portion of tonight's agenda, Council proceed with first and second reading of Bylaw 1917 cited as "Town of Ladysmith Zoning Bylaw 2014, No.1860 Amendment Bylaw (No.7) 2017, No.1917"; and refer the bylaw to public hearing; and
2. THAT prior to the enactment of Bylaw 1917 the following voluntary and land use matters shall be completed to the satisfaction of the Director of Development Services:
  - The \$5000 voluntary contribution to the amenity fund is submitted; and
  - Registration of a section 219 covenant on the title of Lot 2, District Lot 41, Oyster District, Plan VIP79202 to address the following land use matters:
    - i) to secure the Lewkowich Engineering Associates Ltd. geotechnical assessment;
    - ii) to require that a grading plan be submitted and approved by the Approving Officer for the proposed residential lots as a condition of the subdivision application;
    - iii) to require a 4 metre minimum protection radius around several trees along the west and south property lines, including requirements for tree protection during and after construction utilizing best practices from the 'BC Landscape Standard';

and that the covenant be signed by the Mayor and Corporate Officer.

**PURPOSE:**

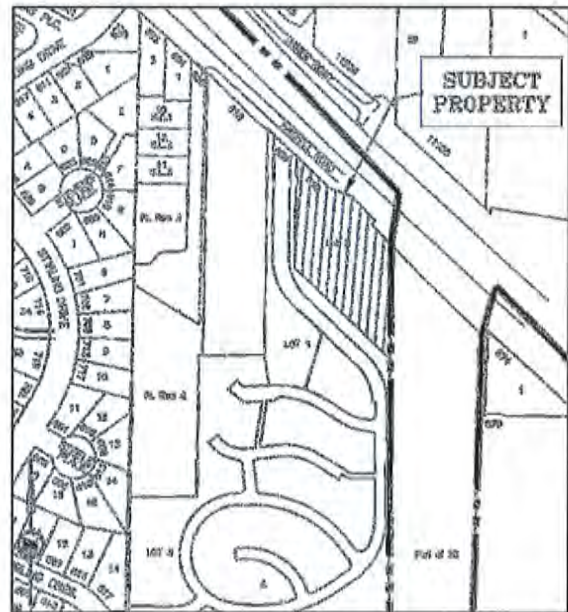
The purpose of this staff report is to report on the neighbourhood information meeting and geotechnical report; and to present Bylaw 1917 which proposes to amend the Zoning Bylaw to permit six single family parcels at 630 Farrell Road.

**PREVIOUS COUNCIL DIRECTION**

At the October 3, 2016 meeting Council passed the following motion:

"That Council direct staff to prepare a bylaw to amend the Zoning Bylaw to rezone the property legally described as Lot 2, District Lot 41, Oyster District, Plan VIP 79202 (630 Farrell Road) from Rural Residential (RU-1) Zone to Single Dwelling Residential (R-1) pursuant to:

- The applicant providing a report from a Certified Professional Geotechnical Engineer to confirm that there is a suitable building site available on each proposed lot, identify geotechnical hazards, demonstrate that access routes to proposed building sites can meet Town standards, and provide a stormwater management plan (in accordance with DAI Bylaw No. 1887);
- A voluntary \$5000 contribution to the community amenity fund from the applicant (in accordance with the CAC policy); and
- The applicant hosting a neighbourhood information meeting prior to the public hearing (as required by the Development Procedures Bylaw)."



#### **INTRODUCTION/BACKGROUND:**

The current stage of this rezoning application is to present amending Bylaw 1917; and to report on the geotechnical report and neighbourhood information meeting.

#### **SCOPE OF WORK:**

##### **Bylaw 1917**

The subject property is zoned Rural Residential (RU-1). Bylaw 1917 proposes to rezone the subject property to "Single Dwelling Residential (R-1)" to permit six single family parcels. The R-1 zone permits residential parcels that are 668m<sup>2</sup> (7190 ft<sup>2</sup>) in size.

**Table 1: Summary of Bylaw 1917**

	<b>Current</b>	<b>Proposed</b>
<b>OCP</b>	Single Family Residential	Single Family Residential
<b>Zoning</b>	Rural Residential (RU-1)	Single Dwelling Residential (R-1)
<b>Minimum lot size</b>	0.4 hectares	668m <sup>2</sup>

##### **Geotechnical and Engineering Reports**

A geotechnical assessment report was prepared by Lewkowich Engineering Associates Ltd. and the report is attached as Schedule A. In response to the Council resolution the report states:

- The land is considered safe for the construction of six residential lots.
- The stormwater management recommendations include:



- Direct surface run-off to the municipal storm drainage system as the bedrock site conditions are not suitable for the installation of an onsite stormwater infiltration medium;
- Provide erosion control measures to mitigate soil migration into the storm sewer system during and after construction,
- Provide retaining walls where grades exceed recommended maximum slope gradients,
- Conventional building drainage systems are suitable following the B.C. Building Code requirements,

Staff recommends that a covenant with the geotechnical report be registered on the title of the property to ensure that recommendations of the geotechnical report are followed at the time of land alteration, subdivision and building permit.

CES Engineering has reviewed the proposed driveway accesses to the proposed six residential lots and has confirmed that the Town's engineering standards can be met.

#### **ALTERNATIVES:**

That Council not proceed with Bylaw readings and provide additional direction to staff.

#### **FINANCIAL IMPLICATIONS:**

The covenant related costs are the responsibility of the applicant.

#### **LEGAL IMPLICATIONS:**

A public hearing is required to be held.

#### **CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The applicant hosted a neighbourhood information meeting on November 23, 2016. The meeting invitations were hand delivered to residents of the Gales at 626 Farrell Road and were mailed to residents within 60 metres of the subject property. Fifteen people attended the meeting. A neighbourhood information meeting report was provided and two letters have been received (see attached Schedules B, C, and D). Below is a summary of the concerns and responses to address concerns.

Topic of Concern	Response
Size of homes	The maximum permitted height of homes in the R-1 zone is 9 metres and the maximum permitted lot coverage is 33 percent.  To ensure potential dwelling heights will be suitable it is recommended that a grading plan be submitted and approved by the Approving Officer as a condition of the subdivision application.
Trees/buffer between the Gales strata road and the west property line of 630 Farrell Rd.	There is a 4.5 metre (15 feet) vegetated buffer between the strata road pavement edge and the west property line of the subject property (see Figure 1). This buffer area is part of the Gales common property and is owned/managed by the Gales. There is currently a fire hydrant, a lamp standard, and several trees in the buffer area. The applicant has no intention of encroaching into the Gales property in anyway. Therefore the trees, infrastructure and vegetation planted in the buffer area will not be impacted. To ensure that root zones of



	trees close to the property line are protected it is recommended that a tree protection radius and tree protection guidelines be included in a covenant to be registered on title.
<i>Trees/buffer between the Gales strata road and the rear property line of 630 Farrell Rd.</i>	The buffer between the edge of the Gales strata road pavement and the rear property line of 630 Farrell Rd is 13.5 metres (44 ft) (See Figure 1). There are several Fir trees in this buffer area that will not be removed as they are on the Gales common property. To ensure that root zones of trees close to the property line are protected it is recommended that a tree protection radius and tree protection guidelines be included in a covenant to be registered on title.
<i>Existing house</i>	The existing house at 630 Farrell Road will be removed.
<i>Rainwater management and surface run-off</i>	The Lewkowich Engineering Associates Ltd. geotechnical assessment dated January 24, 2017 contains recommendations regarding rainwater and groundwater management. Given the site conditions staff recommends that this assessment be registered on the title of the property.
<i>Highway Noise</i>	Highway noise is an ongoing issue discussed between the Town and the Ministry of Transportation.
<i>Stability of the Gales strata road</i>	The geotechnical assessment cautions that rock at the toe of the slope /bottom of bank along the southern property boundary should not be removed without further geotechnical analysis. By registering the geotechnical report within a covenant on title future landowners can be made aware of the geotechnical matters related to the land.
<i>Engineering plans</i>	Road frontage and driveway engineering plans will be prepared at the time of subdivision of the land.
<i>Will hydro be underground?</i>	Yes hydro lines will be located underground.
<i>The Gales entry garden at base of their strata road</i>	The majority of the Gales entry garden at the base of the strata road is on Gales common property and road right-of-way. The portion of the garden on the property at 630 Farrell Road may need to be removed.
<i>Street lighting and sidewalks</i>	The applicant will be required to locate street lights and sidewalks along the frontage of 630 Farrell Road as required by the Town of Ladysmith Engineering Standards.

#### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The geotechnical report has addressed many of the concerns raised by the Infrastructure Services Department. If the rezoning application is successful the Infrastructure Services Department will be processing the six lot subdivision application.

#### **RESOURCE IMPLICATIONS:**

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

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

The applicant has completed a sustainable development checklist and indicates that the proposal is consistent with the Visioning Report in the following ways:

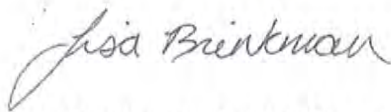
- The proposal increases density in the Town's existing neighbourhoods;
- The development is within the Town's urban containment boundary; and
- The proposal respects the natural topography of the site.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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


**SUMMARY:**

It is recommended that Bylaw 1917 be given first and second reading and that the Bylaw be referred to a public hearing. The report also presents land-use matters that can be secured in a Section 219 covenant.



Lisa Brinkman, Senior Planner

Reviewed By:



Felicity Adams, Director of Development Services

I concur with the recommendation.



for

Guillermo Ferrero, City Manager

**ATTACHMENT:**

Figure 1: Proposed 6 parcel layout (630 Farrell Rd.)

Schedule A: Lewkowich Geotechnical Report

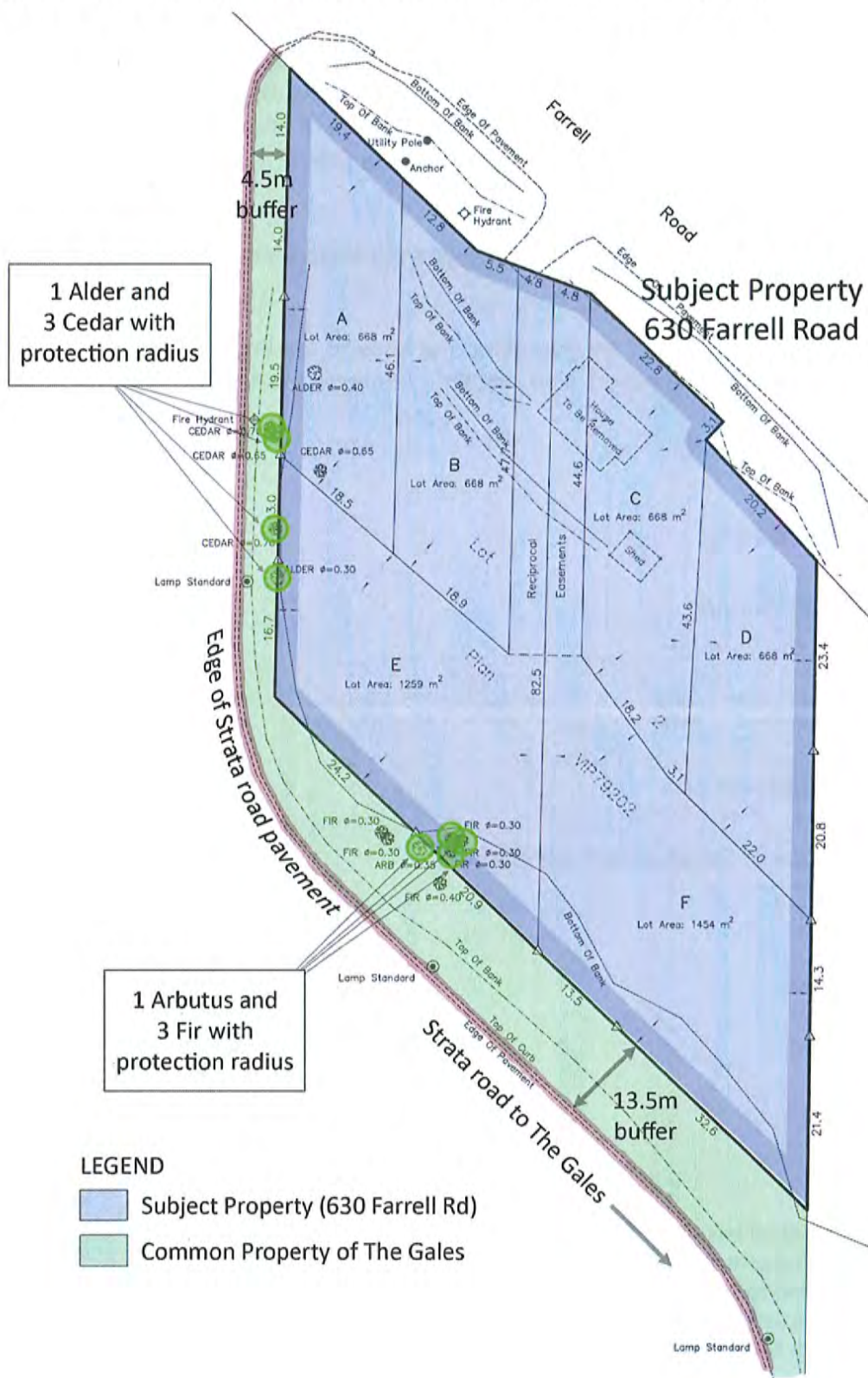
Schedule B: Neighbourhood Information Meeting Report

Schedule C: Letter from James Russell, President of the Gales Strata Council

Schedule D: Letter from Don Snider and Sharon Haynes



Figure 1: Proposed 6 parcel layout (630 Farrell Road)





## Lewkowich Engineering Associates Ltd.

geotechnical • health, safety & environmental • materials testing

PGO Developments (Steven Pabla)  
1630 Agnew Avenue  
Victoria, BC  
V8N 5M6

File Number: F4002.01r1

Date: January 24<sup>th</sup>, 2017

ATTN: Matt Schnurch B.C.L.S.

**PROJECT: SIX (6) LOT RESIDENTIAL SUBDIVISION  
630 FARRELL ROAD, LADYSMITH, BC**

**LEGAL: LOT 2, DISTRICT LOT 41, OYSTER DISTRICT  
PLAN VIP79202**

**SUBJECT: GEOTECHNICAL ASSESSMENT**

**REFERENCES: TOWN OF LADYSMITH REGULAR MEETING MINUTES  
OCTOBER 4<sup>TH</sup>, 2016. (INCLUDING STAFF REPORT)**

**TURNER LAND SURVEYING, PROPOSED SUBDIVISION,  
JULY 11<sup>TH</sup>, 2016.**

**MATT SCHNURCH, EMAIL CORRESPONDENCE, DATED  
JANUARY 19<sup>TH</sup>, 2017. RE: "TOWN OF LADYSMITH REPORT  
REVIEW COMMENTS"**

Dear Mr. Schnurch:

### 1. INTRODUCTION

As requested, Lewkowich Engineering Associates Ltd. (LEA) has carried out a geotechnical assessment with respect to the above noted proposed development. This report provides a summary of our findings and recommendations.

### 2. BACKGROUND

- a. We understand the proposed development consists of subdividing a current large residential lot into six (6) smaller lots that would be support 2-3 storey, single-family, residential buildings. We understand that in order to accommodate this proposed development a zoning amendment from the current RU-1 (rural residential, 0.4 Hectare min. size) to R-1 (Single Family Residential – 668m<sup>2</sup> min. lot size) is required. We also understand that there is a covenanted Geotechnical Report authored by EBA Consultants (now Tetra Tech) on title.

Client: PGO Developments  
Project: 630 Farrell Road, Ladysmith, BC  
File #: F4002.01r1  
Date: January 24<sup>th</sup>, 2017  
Page: 2 of 14

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The report indicates that a geotechnical assessment (steep slope) be completed on the subject parcel prior to development in order to confirm the safe siting of habitable dwellings on each proposed lot.

- b. It is understood the new construction will be of conventional construction methods, consisting of wood-framing, preferably supported by cast-in-place concrete foundations. The proposed development also will include the installation of associated civil works and services, including paved roadways.

### **3. ASSESSMENT OBJECTIVES**

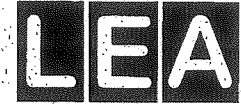
Our assessment, as summarized within this report, is intended to meet the following objectives:

- i. Determine whether the land is considered safe for the use intended (defined for the purposes of this report as the construction of a six (6) lot residential subdivision), with the probability of a geotechnical failure resulting in property damage of less than 10 percent (10%) in 50 years, with the exception of geohazards due to a seismic event which are to be based on a 2 percent (2%) probability of exceedance in 50 years, provided the recommendations in this report are followed.
- ii. Identify any geotechnical deficiency that might impact the design and construction of the development, and prescribe the geotechnical works and any changes in the standards of the design and construction of the development that are required to ensure the land, buildings, and works and services are developed and maintained safely for the use intended.
- iii. Acknowledge that an approving and/or building inspection officer may rely on this report when making a decision on applications for the development of the land.



Client: PGO Developments  
Project: 630 Farrell Road, Ladysmith, BC  
File #: F4002.01r1  
Date: January 24<sup>th</sup>, 2017  
Page: 3 of 14

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#### 4. ASSESSMENT METHODOLOGY

A site reconnaissance was carried out on November 18, 2016, to gather information on the topography and the stability of the geological formations. Subsurface conditions at this site were inferred based on previous extensive experience with adjacent development to the northwest, in combination with a detailed site reconnaissance on this property.

#### 5. SITE CONDITIONS

##### 5.1 General

- a. The proposed development property is located in the southern region of the Town of Ladysmith, situated on the south-west side of Farrell Road. Access was from Farrell Road.
- b. The site is currently vegetated with a relatively mature and moderately dense mixed tree growth (fir, cedar, maple and arbutus). Surface relief can be described as smooth to hummocky (bedrock), with an overall slope down from south-west to north-east. The site's average grade from south to north is approximately 27 percent (about 16 degrees from horizontal). However, the site's gradient decreases as it approaches Farrell Road which is coincident with the existing dwelling and yard.
- c. The steeper site bedrock is generally confined to the rear of the parcel that abuts the "The Gales" strata townhouse development access roadway. We have reviewed the property limits in relation to this feature and found that the adjacent development fills encroach slightly at the southwest corner and a portion of fills located at the northwest corner.
- d. We examined the Official Community Plan (OCP) to determine whether the proposed development lies within any Development Permit Areas (DPA). We note that this site is not within any DPA and is designated as "RU-1, Single Family Residential".

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## **5.2 Soil Conditions**

- a. Subsurface conditions at this site were inferred based on previous extensive experience with adjacent development to the north-west, in combination with a topographic review and detailed site reconnaissance on this property. In general, soil conditions consist of a thin layer of moss and/or silty sands and gravels over competent igneous (basaltic) bedrock throughout. The exception to this stratum is the lower reaches of the lot that encompass the existing building and surrounding yard which are likely made up of locally sourced and placed fills to 3m thick.

## **5.3 Groundwater**

Groundwater infiltration or seepage was not encountered during the site investigation. However, it is expected that water seepage will be encountered during construction. In general, the groundwater would be contained in the surficial granular soils found above the relatively impermeable bedrock layer. Seepage flows typically vary seasonally, with heavier flows during the winter and early spring months.

## **5.4 Undermining**

- a. We have reviewed the BC Coal Map to determine if the site has any undermined areas due to historic mine activity.
- b. Based on our review of the available information, the subject property is not underlain by or in proximity to abandoned coal mine workings.

## **6. CONCLUSIONS AND RECOMMENDATIONS**

### **6.1 General**

From a geotechnical point of view, the land is considered safe for the use intended (defined for the purposes of this report as the construction of a six (6) lot residential subdivision),

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with the probability of a geotechnical failure resulting in property damage of less than 10 percent (10%) in 50 years, with the exception of geohazards due to a seismic event which are to be based on a 2 percent (2%) probability of exceedance in 50 years, provided the recommendations in this report are followed.

## **6.2 Removal of Unsuitable Materials and General Excavation Recommendations**

- a. Prior to construction, all unsuitable materials should be removed to provide a suitable base of support. Unsuitable materials include any non-mineral material such as vegetation, topsoil, peat, fill or other materials containing organic matter, as well as any soft, loose, or disturbed soils. We anticipate there may be areas of unsuitable fill to 3m in depth surrounding the existing building and yard.
- b. Ground water spilling into any excavations should be controlled with a perimeter ditch located just outside of the building areas, connected to positive drainage.
- c. The Geotechnical Engineer is to confirm the removal of unsuitable materials and approve the exposed competent inorganic subgrade.
- d. The development of the two proposed lots bordering the Strata Plan VIS6383 to the south (Lots E & F on attached plan) will require geotechnical review if removal of the rock is contemplated at the toe of the slope facing the neighbouring strata.

## **6.3 Structural Fill**

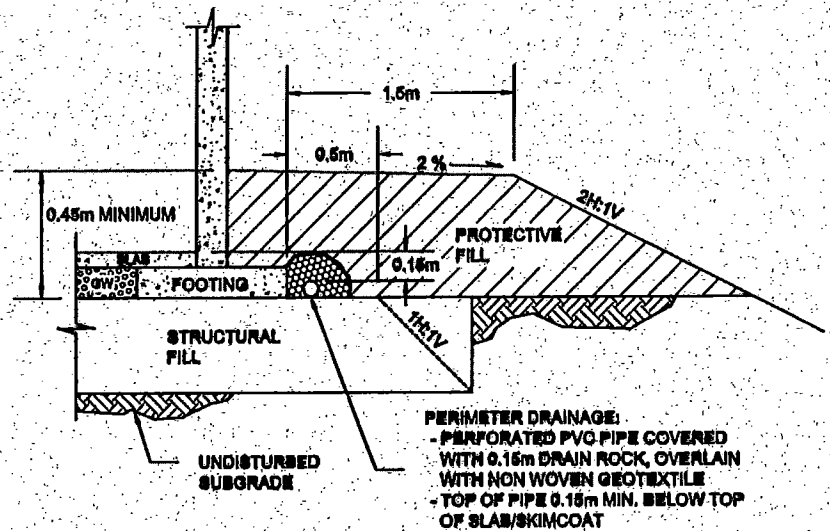
- a. Where fill is required to raise areas that will support buildings, slabs, or pavement, structural fill should be used. The Geotechnical Engineer should first approve the exposed subgrade in fill areas, to confirm the removal of all unsuitable materials.
- b. Structural fill should be inorganic sand and gravel. If structural fill placement is to be carried out in the wet season, material with a fines content limited to 5% passing the 75µm sieve

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should be used, as such a material will not be overly sensitive to moisture, allowing compaction during rainy periods of weather.

- c. Structural fill should be compacted to a minimum of 95% of Modified Proctor maximum dry density (ASTM D1557) in foundation and floor slab areas, as well as in paved roadway and parking areas. Structural fills under foundations, roadways, and pavement should include the zone defined by a plane



extending down and outward a minimum 0.5m from the outer edge of the foundation at an angle of 45 degrees from horizontal to ensure adequate subjacent support. This support zone is shown in the adjacent figure.

- e. Compaction of fill should include moisture conditioning as needed to bring the soils to the optimum moisture content and compacted using vibratory compaction equipment in lift thicknesses appropriate for the size and type of compaction equipment used.
- f. A general guideline for maximum lift thickness is no more than 100mm for light hand equipment such as a "jumping-jack," 150mm for a small roller and 300mm for a large roller or heavy (>500 kg) vibratory plate compactor or a backhoe mounted hoe-pac or a large excavator mounted hoe-pac, as measured loose.
- g. It should be emphasized that the long-term performance of buildings, slabs, and pavements is highly dependant on the correct placement and compaction of underlying structural fills.

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Consequently, we recommend that structural fills be observed and approved by the Geotechnical Engineer. This would include approval of the proposed fill materials and performing a suitable program of compaction testing during construction.

#### **6.4 Site Grading**

- a. Permanent excavation slopes shall not exceed 2:0 Horizontal: 1 Vertical. Similarly, fill compacted to a minimum of 95 percent of the Modified Proctor dry density (ASTM D 1557) shall not exceed 2 Horizontal: 1 Vertical. Final slopes shall be trimmed of all loose or disturbed soils.
- b. For preliminary purposes, we do not envision requiring slope setbacks for current natural conditions, provided foundation embedment of at least 450mm is provided. Since some site manipulation is anticipated to accommodate the existing sloping ground, we recommend that building sites be evaluated by the Geotechnical Engineer, to determine if setbacks or other requirements are needed as a result of any cut or fill slopes potentially impacting structures.

#### **6.5 Surface Drainage Characteristics**

Soil conditions at this development property are susceptible to surface erosion from concentrated water flows. To mitigate storm water runoff it is recommended to install the following:

- i. Provide a catchment system that directs concentrated surface water into a municipal storm drainage system.
- ii. Provide erosion control measures to mitigate soil migration into the storm sewer system during and after construction.
- iii. Provide retaining walls where grades exceed recommended maximum slope gradients.

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## **6.6 Erosion Control**

- a. This site is characterized as being moderately susceptible to erosion based on the granular surficial soils and steep slopes. Therefore, it is recommended that erosion control measures be put in place during and following any site grading activity. These measures may include protective mulching of steep/exposed slopes during the rainy season. Additional erosion control measures may be implemented on an as-needed basis. Sloped areas should remain vegetated as long as possible to mitigate surface erosion and transportation of fine material down slopes.
- b. Long term sediment control measures shall be the responsibility of the contractor during construction activity.

## **6.7 Foundation Design & Construction**

- a. Prior to construction, the building area should be stripped to remove all unsuitable materials to provide an undisturbed natural soil subgrade for the footing support.
- b. Foundation loads should be supported on natural undisturbed soil approved for use as a bearing stratum by a geotechnical engineer, or structural fill, and may be designed using the following value:
  - i. For foundations constructed on naturally deposited, undisturbed soils, a Service Limit State (SLS) bearing pressure of 100 kPa, and an Ultimate Limit State (ULS) of 130 kPa may be used for design purposes. These values assume a minimum 0.45m depth of confinement or cover.
  - ii. For foundations constructed on a minimum thickness of 0.6m of structural fill, as outlined in Section 6.3 of this report, a Service Limit State (SLS) bearing pressure of 150 kPa, and an Ultimate Limit State (ULS) of 200 kPa may be used for design purposes. These values assume a minimum 0.45m depth of confinement or cover.

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- c. Exterior footings should be provided with a minimum 0.45m depth of ground cover for frost protection purposes.
- d. Prior to placement of concrete footings, any bearing soils that have been softened, loosened, or otherwise disturbed during the course of construction should be removed, or else compacted following our recommendations for structural fill. Compaction will only be feasible if the soil has suitable moisture content and if there is access to heavy compaction equipment. If no structural fill is placed, a smooth-bladed clean up bucket should be used to finish the excavation.
- e. The Geotechnical Engineer should evaluate the bearing soils at the time of construction to confirm that footings are placed on appropriate and properly prepared subgrade material.

## **6.8 Seismic Issues**

Based on the 2012 British Columbia Building Code, Division B, Part 4, Table 4.1.8.4.A, "Site Classification for Seismic Site Response," the soils and strata encountered during the subsurface investigation would be "Site Class C" (Very Dense Soil or Soft Rock) provided the recommendations in this report are followed.

## **6.9 Landslip**

- a. Available topographic information indicates that the site has a variable inclination, generally decreasing in severity from south-west to north-east. Steeper gradients within the south-west portion of the subject property show no evidence of instability. In addition, subsurface soils are considered to be competent, consisting of a veneer of compact sand overlying igneous bedrock. We conclude that existing slopes consist primarily of intact bedrock and therefore would be considered stable and also not be subject to liquefaction under design seismic loading.
- b. Landslides can also occur due to human activity or by failure of infrastructure (water lines, storm water lines, sewer, retaining wall, etc.). Concentration of water discharge can lead to

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localized erosion, earth movement or slope failure. A break in a water line upslope of a proposed residence could induce a failure of the slope. Should such a failure occur, it would likely be localized in nature, but could affect multiple lots both adjacent and below the failure. Infrastructure should be maintained (by the Town and future lot owners) to prevent leakage which could lead to failure of slopes.

- c. The topography and soils conditions found at the subject site do not indicate any significant risk of a landslip hazard to proposed structures, on a “single lot” scale, as defined by the APEGBC Guidelines. See Landslide Assessment Assurance Statement (see attached Appendix D).

#### **6.10 Permanent Dewatering**

Conventional requirements of the 2012 British Columbia Building Code pertaining to building drainage are considered suitable at this site.

#### **6.11 On Site Infiltration and Stormwater Disposal**

- a. In general, subgrade soil conditions consist of a thin layer of alluvium, underlain by igneous bedrock.
- b. Based on the subgrade soil conditions encountered during the test pitting investigation, it is the opinion of LEA that site conditions (bedrock) are not conducive to the installation of an on site stormwater infiltration medium.
- c. Site conditions are considered suitable for the installation of storm water detention measures. Typical BCBC standards require a minimum horizontal separation of 5.0m from any building foundations. Provided any detention measures (rock pits or similar) are provided with a positive overflow connection to underground storm sewer servicing, the minimum horizontal setback may be reduced to 3.0m.



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## 6.12 Lateral Earth Pressures

- a. We understand that the proposed development may include the construction of pour-in-place concrete retaining walls, and that the total heights and overall scope of walls to be constructed has yet to be determined. Below are typical lateral earth pressures for conventional pour-in-place concrete retaining walls. If other types of retaining wall structures are being considered, please contact a geotechnical engineer for additional design information.
- b. Lateral earth pressure coefficients (K) for the design of the foundation walls are outlined in Table 1. It is assumed that there will be no additional surcharge on the slope. A back slope of 25° has been used in these calculations because of geometric limitations inherent to the equations. It should be noted that the methods employed are estimates and further analysis may be required after dimensions of the proposed structure have been determined.
- c. An average soil friction angle of 36 degrees has been used to calculate the lateral earth pressure coefficients. It is assumed that retained soils are well compacted, cohesionless sands and gravels, with a unit weight of 21 kN/m<sup>3</sup>.
- d. The Mononobe-Okabe (M-O) Method has been used to calculate the active seismic lateral earth pressure coefficients. The static active lateral earth pressure has been calculated using Coulomb's theory. The results for the passive earth pressures have been calculated using Rankine theory.
- e. The seismic thrust coefficient provides a value that combines both dynamic and static forces. Seismic forces used reflect values from the 2015 National Building Code interpolated seismic hazard values for the Nanaimo area which are 0.44 Peak Ground Acceleration (PGA) (2% in 50year probability) and 0.22 PGA (10% in 50year probability).

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- f. The total thrust for the static case acts through a point that is approximately  $H/3$  above the toe of the wall. The dynamic component of the seismic thrust acts through a point at approximately  $0.6H$  above the toe of the wall.

Table 1 Lateral Earth Pressure Coefficients (ULS)

Lateral Earth Pressure Condition	Earth Pressure Coefficient (K)	
Static Passive	$K_p$	2.66
Static Active	$K_A$	0.34
Seismic Active	$K_{AE}$	0.53

The total thrust resulting from lateral earth pressures under each of the conditions outlined in Table 1 may be calculated using the following relationship:

$$P = 0.5 K \gamma H^2$$

Where:  $P$  = total thrust (kN/m length of wall)

$K$  = Earth Pressure Coefficient

$\gamma$  = Soil Unit Weight (kN/m<sup>3</sup>)

$H$  = Height of Wall (m)

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## **7. GEOTECHNICAL ASSURANCE AND QUALITY ASSURANCE**

The 2012 British Columbia Building Code requires that a geotechnical engineer be retained to provide Geotechnical Assurance services for the construction of buildings. Geotechnical Assurance services include review of the geotechnical components of the plans and supporting documents, and responsibility for field reviews of these components during construction.

## **8. ACKNOWLEDGEMENTS**

Lewkowich Engineering Associates Ltd. acknowledges that this report may be requested by the Building Inspector (or equivalent) of the Town of Ladysmith as a precondition to the issuance of a building permit. It is acknowledged that the Approving Officers and Building Officials may rely on this report when making a decision on application for development of the land. We acknowledge that this report has been prepared solely for, and at the expense of PGO Developments. We have not acted for or as an agent of the Town of Ladysmith in the preparation of this report.

## **9. LIMITATIONS**

The conclusions and recommendations submitted in this report are based upon the data obtained from a limited visual reconnaissance of the property. The nature and extent of variations between these explorations may not become evident until construction or further investigation. The recommendations given are based on the subsurface soil conditions encountered on properties directly adjacent to the subject property and in the immediate area, current construction techniques, and generally accepted engineering practices. No other warrantee, expressed or implied, is made. Due to the geological randomness of many soil formations, no interpolation of soil conditions has been made or implied. If unanticipated soils are encountered, unanticipated conditions become known during construction or other information pertinent to the structures become available, the recommendations may be altered or modified in writing by the undersigned.

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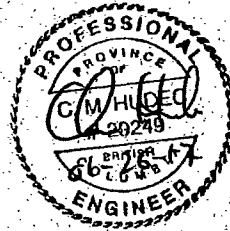
## 10. CLOSURE

Lewkowich Engineering Associates Ltd. appreciates the opportunity to be of service on this project. If you have any comments, or additional requirements at this time, please contact us at your convenience.

Respectfully Submitted,  
**Lewkowich Engineering Associates Ltd.**

A handwritten signature in black ink, appearing to read 'John Hessels', written over a horizontal line.

John Hessels, ASCT  
Senior Technologist

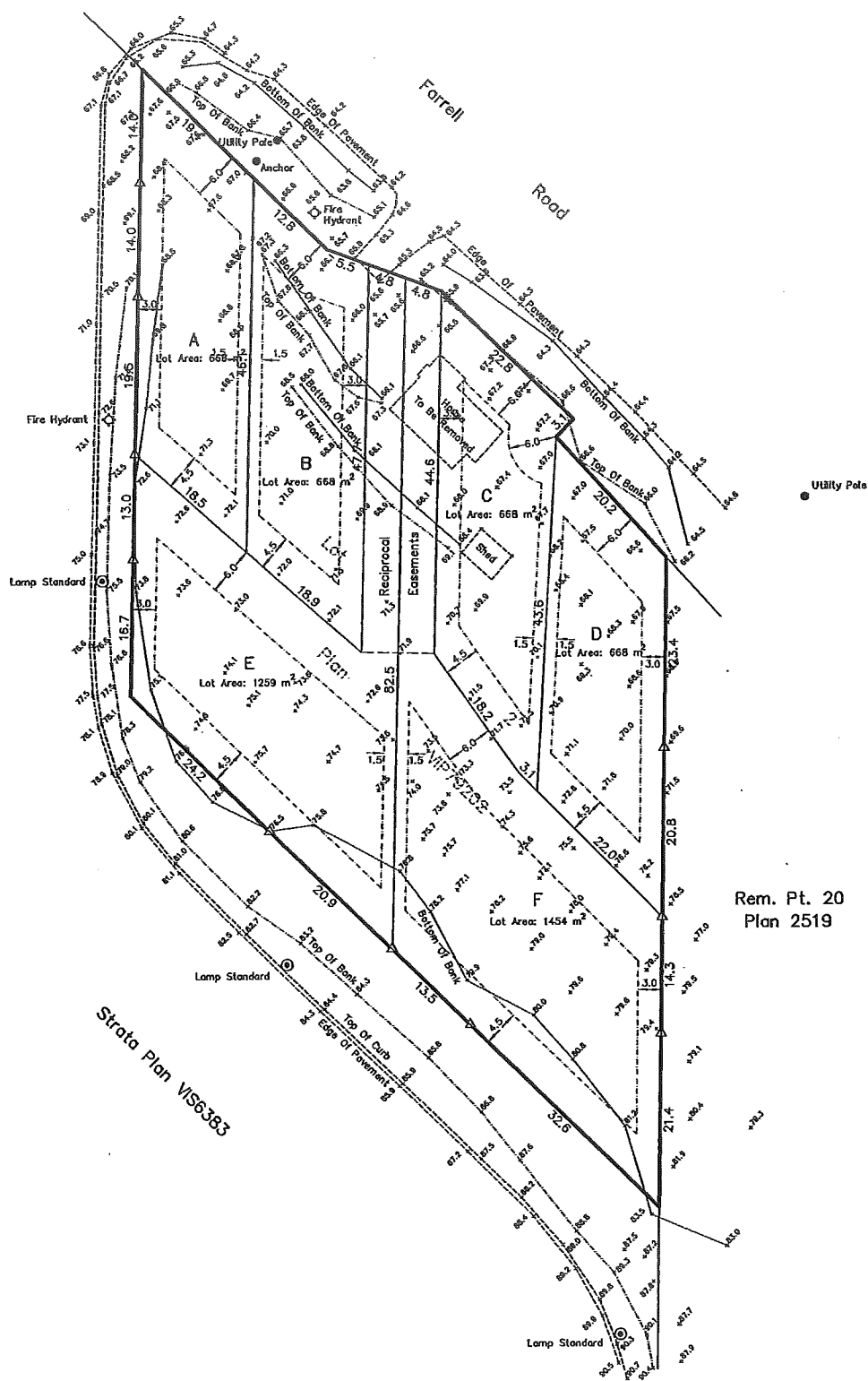


Chris Hudec, M.A.Sc., P.Eng.  
Senior Project Engineer

### Attachments:

Site Plan of Proposed Subdivision by Turner Land Surveying, Dated July 12, 2016

Appendix "D" Steep Slope Assurance Statement



Notes:  
This property is affected by  
the following registered documents:  
M76300, C36474, ET11011, ET11012.

R-1 ZONING

Distances and elevations are in metres.  
Elevations are referenced to geodetic datum.

Site Plan Showing Proposed Subdivision Of:  
Lot 2, District Lot 41,  
Oyster District, Plan VP79202.

Certified correct this 12th day of July, 2016.

Turner & Land Surveying

Client: Steven & Avtor Pabla  
File: 16-043  
Scale: 1:400  
Date: July 11, 2016  
Drawn by: UDS

B.C.L.S.  
(This document is not valid unless originally signed and sealed.)

250.753.9778  
605 Comox Road  
Nanaimo, BC V9R 3A4

## APPENDIX D: LANDSLIDE ASSESSMENT ASSURANCE STATEMENT

Note: This Statement is to be read and completed in conjunction with the "APEGBC Guidelines for Legislated Landslide Assessments for Proposed Residential Development in British Columbia", March 2006/Revised September 2008 ("APEGBC Guidelines") and the "2006 BC Building Code (BCBC 2006)" and is to be provided for *landslide assessments* (not floods or flood controls) for the purposes of the Land Title Act, Community Charter or the Local Government Act. Italicized words are defined in the APEGBC Guidelines.

To: The Approving Authority

Date: December 16, 2016 File: F4002

Town of Ladysmith

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

Jurisdiction and address

With reference to (check one):

- ☒ Land Title Act (Section 86) – Subdivision Approval
- ☐ Local Government Act (Sections 919.1 and 920) – Development Permit
- ☐ Community Charter (Section 56) – Building Permit
- ☐ Local Government Act (Section 910) – Flood Plain Bylaw Variance
- ☐ Local Government Act (Section 910) – Flood Plain Bylaw Exemption
- ☐ British Columbia Building Code 2006 sentences 4.1.8.18 (8) and 9.4 4.4.(2) (Refer to BC Building and Safety Policy Branch Information Bulletin B10-01 issued January 18, 2010)

For the Property:

Lot 2, District Lot 41, Oyster District, Plan V1P79202, 630 Farrel Road

Legal description and civic address of the Property

The undersigned hereby gives assurance that he/she is a *Qualified Professional* and is a *Professional Engineer* or *Professional Geoscientist*.

I have signed, sealed and dated, and thereby certified, the attached *landslide assessment* report on the Property in accordance with the *APEGBC Guidelines*. That report must be read in conjunction with this Statement. In preparing that report I have:

Check to the left of applicable items

- ☒ 1. Collected and reviewed appropriate background information
- ☒ 2. Reviewed the proposed *residential development* on the Property
- ☒ 3. Conducted field work on and, if required, beyond the Property
- ☒ 4. Reported on the results of the field work on and, if required, beyond the Property
- ☒ 5. Considered any changed conditions on and, if required, beyond the Property
- 6. For a *landslide hazard analysis* or *landslide risk analysis* I have:
  - ☒ 6.1 reviewed and characterized, if appropriate, any *landslide* that may affect the Property
  - ☒ 6.2 estimated the *landslide hazard*
  - ☒ 6.3 identified existing and anticipated future *elements at risk* on and, if required, beyond the Property
  - ☒ 6.4 estimated the potential *consequences* to those *elements at risk*
- 7. Where the Approving Authority has adopted a *level of landslide safety* I have:
  - ☐ 7.1 compared the *level of landslide safety* adopted by the Approving Authority with the findings of my investigation
  - ☐ 7.2 made a finding on the *level of landslide safety* on the Property based on the comparison
  - ☐ 7.3 made recommendations to reduce *landslide hazards* and/or *landslide risks*
- 8. Where the Approving Authority has not adopted a *level of landslide safety* I have:

- ☒ 8.1 described the method of *landslide hazard analysis* or *landslide risk analysis* used
- ☒ 8.2 referred to an appropriate and identified provincial, national or international guideline for *level of landslide safety*.
- ☒ 8.3 compared this guideline with the findings of my investigation
- ☒ 8.4 made a finding on the *level of landslide safety* on the Property based on the comparison
- ☒ 8.5 made recommendations to reduce *landslide hazards* and/or *landslide risks*
- ☒ 9. Reported on the requirements for future inspections of the Property and recommended who should conduct those inspections.

Based on my comparison between

Check one

- ☐ the findings from the investigation and the adopted *level of landslide safety* (Item 7.2 above)
- ☒ the appropriate and identified provincial, national or international guideline for *level of landslide safety* (Item 8.4 above)

I hereby give my assurance that, based on the conditions<sup>[1]</sup> contained in the attached *landslide assessment* report,

Check one

- ☒ for subdivision approval, as required by the Land Title Act (Section 86), "that the land may be used safely for the use intended"

Check one

- ☐ with one or more recommended registered covenants.
- ☒ without any registered covenant.

- ☐ for a development permit, as required by the Local Government Act (Sections 919.1 and 920), my report will "assist the local government in determining what conditions or requirements under [Section 920] subsection (7.1) it will impose in the permit".
- ☐ for a building permit, as required by the Community Charter (Section 56), "the land may be used safely for the use intended"

Check one

- ☐ with one or more recommended registered covenants.
- ☐ without any registered covenant.

- ☐ for flood plain bylaw variance, as required by the "Flood Hazard Area Land Use Management Guidelines" associated with the Local Government Act (Section 910), "the development may occur safely".
- ☐ for flood plain bylaw exemption, as required by the Local Government Act (Section 910), "the land may be used safely for the use intended".

Chris Hudec, M.A.Sc., P.Eng.

Name (print)

Signature

December 16, 2016

Date

<sup>[1]</sup> When seismic slope stability assessments are involved, *level of landslide safety* is considered to be a "life safety" criteria as described in the National Building Code of Canada (NBCC 2005), Commentary on Design for Seismic Effects in the User's Guide, Structural Commentaries, Part 4 of Division B. This states:

"The primary objective of seismic design is to provide an acceptable level of safety for building occupants and the general public as the building responds to strong ground motion; in other words, to minimize loss of life. This implies that, although there will likely be extensive structural and non-structural damage, during the DGM (design ground motion), there is a reasonable degree of confidence that the building will not collapse nor will its attachments break off and fall on people near the building. This performance level is termed 'extensive damage' because, although the structure may be heavily damaged and may have lost a substantial amount of its initial strength and stiffness, it retains some margin of resistance against collapse".

2569 Kenworth Road, Nanaimo, BC, V9T 3M4

Address

250 756 0355

Telephone



If the *Qualified Professional* is a member of a firm, complete the following.

I am a member of the firm Lewkowich Engineering Associates Ltd.

and I sign this letter on behalf of the firm.

(Print name of firm)



Phone: (250)753-9778 Fax: (250)753-9779

Email: [info@turnersurveys.ca](mailto:info@turnersurveys.ca)

December 2, 2016

Our File: 16-063

Application File No.: 3360-16-02

Lisa Brinkman, Planner  
Town of Ladysmith, Development Services  
P.O. Box 220, 410 Esplanade  
Ladysmith, BC V9G 1A2

Re: Re-Zoning and Subdivision Application of 630 Farrell Road  
Lot 2, District Lot 41, Oyster District, Plan VIP79202

Dear Madam,

Please find enclosed the following report on the public information meeting held November 23, 2016:

Host attendees: Matt Schnurch BCLS, Ryan Turner BCLS (recording comments), Avtar Pabla

Public Attendees: 15

Summary of comments from the public:

- *What size will the homes be?*
- *How many trees will be removed? We believe there are dangerous trees on the property, will they be removed? (The majority of attendees were in favor of tree removal to increase their view. One attendee wanted to see trees along the west property line remain as a buffer)*
- *Will the existing house be removed?*
- *Is there any plan to deal with surface runoff?*
- *Is there a noise control plan in place for highway traffic?*
- *Is there any provision for retaining walls along the base of the access road behind the property?*
- *Will there be any buffer zone between the development site and Strata Plan VIS6383?*
- *Will any engineering plan be available to the public?*
- *Will hydro be run underground for the development?*

Phone: (250)753-9778 Fax: (250)753-9779

Email: [info@turnersurveys.ca](mailto:info@turnersurveys.ca)

The owner of 670 Farrell Road did not attend, but has e-mailed me saying she will be submitting comments in favor of development directly to the Town of Ladysmith.

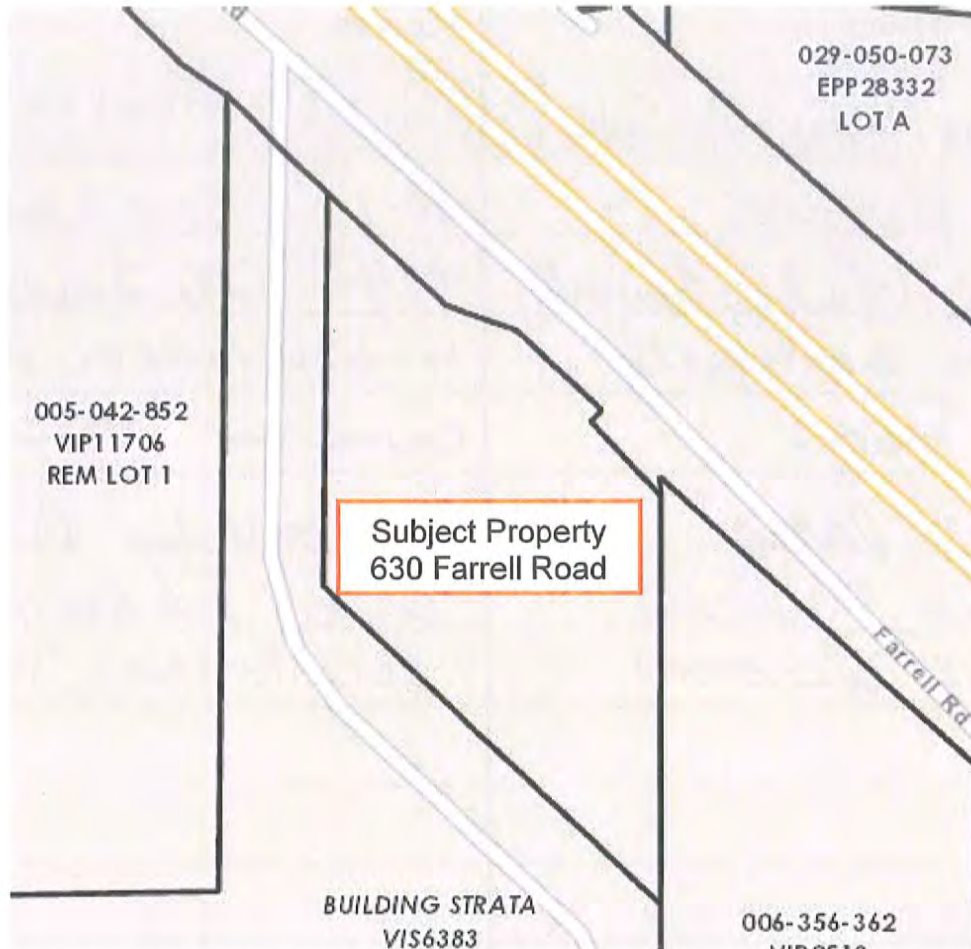
I have attached a copy of the sign-in sheet and newspaper notice. Copies of the invitation were hand delivered to the owners at Strata Plan VIS6383. There were no written comments.

Please contact me if you require further information.

Sincerely,

Matthew D. Schnurch, BCLS  
Turner Land Surveying Inc.

## **NOTICE OF NEIGHBOURHOOD INFORMATION MEETING**



**Members of the public are invited to attend an information meeting regarding:**

Proposed zoning change from Rural Residential (RU-1) to Single Dwelling Residential (R1) to facilitate a 6 lot fee-simple subdivision

**DATE:** November 23, 2016

**TIME:** 5:00 pm – 7:00 pm

**LOCATION:** Frank Jameson Community Centre  
Program Room, 801 – 6<sup>th</sup> Avenue, Ladysmith

Further information or questions of clarification may be directed to Matt Schnurch, BCLS at (250)753-9778 and/or [matt@turnersurveys.ca](mailto:matt@turnersurveys.ca)

**Neighbourhood Information Meeting**  
**Frank Jameson Community Centre**  
**November 23, 2016**

[illegible]

RECEIVED

JAN 06 2017

TOWN OF LADYSMITH

James Russell  
President 'The Gales' Strata Council

05 January 2017

Mayor and Members of Town Council  
Town of Ladysmith  
PO Box 220  
Ladysmith, BC  
V9G 1A2

**RE: Proposed Development of 630 Farrell Road, Ladysmith, BC**  
**'The Gales' Strata Council Input for the 23 Nov 2016 Information Meeting**

Dear Sir and Council Members

I write on behalf of Council for 'The Gales' strata, which currently consists of 15 Units located at 626 Farrell Road in Ladysmith. Our strata property is adjacent to the 630 Farrell Road property. Members of Council attended the referenced meeting held at the Frank Jameson Community Centre, Room 801, between the hours 5:00 pm to 7:00 pm. We would like to respectfully submit our input for your consideration in this matter.

We are not opposed to the development of the 630 Farrell Road property, if it is in accordance with the Town's Zoning Bylaws, associated best practices and requirements such as BC Codes. We do respectfully request that reasonable and fair consideration be given on the following points:

a) Preservation and/or incorporation of the attractive garden/plantings at the south side of the entrance to 'The Gales' property, since most of it lies both on 'The Gales' property and the Farrell Road right-of-way. We fully understand that if part of it intrudes onto the adjacent private property, that the Developer has the right to remove those intrusion(s). However, we hope that it could be incorporated into the new Development to enhance it, since the garden/plantings are only located along a small portion of the very outer periphery of the property in question;

b) Preservation and/or incorporation of the existing natural trees and vegetation along the outer periphery of the property, and/or the addition of new plantings. We realize that the Developer has the right to remove any trees and vegetation on his private property. We hope that a small attractive outer vegetation band could be incorporated into the new Development, although there is no Town requirement to do so for the proposed R-1 Zoning. This would create a small landscape buffer, enhancing each property rather than creating an unattractive barren zone. We are

concerned about soil excavation adjacent to our property. Depending on how this work is undertaken, the roots of existing trees and plants on our property may be badly damaged or undermined. If so, there is reasonable concern that this will lead to the slow death of some vegetation on our property, and/or the creation of hazards such as tree instability or tree fall hazards.

c) Development work should be conducted in such a manner that it will not detrimentally affect the stability of the sloped terrain along the periphery of the property. For example, 'The Gales' entry/exit road has relatively steep slopes along portions of the ditch embankment. Depending on the type and degree of excavation, slope stability may be jeopardized or made susceptible to failure modes such as slumping, or weakened in altered areas by processes such as long term water erosion from rainfall or diversion of ground water flows.

d) Highway noise abatement techniques should be implemented in the property design, and along the effected Farrell Road region. The foot print of the proposed development would require removal of the vast majority of an existing mature forest on the property. The clear cutting would create a new, large, open exposed region, immediately adjacent to the busy and noisy Island Highway #1. As a result, the natural barrier and noise dampening capacity of the forest would be totally lost, increasing the overall noise exposure to the neighborhood and Town. Our elevated property would be adversely affected, because we are adjacent to the proposed Development, and it would be exposed to a newly created direct line of sight to the noisy highway. The Town's approval of such actions, with no noise abatement provisions, would essentially run contrary to the Town's exemplary Green Environmental Initiatives. It would create more Town noise pollution rather than reducing and/or limiting it. The Town would also knowingly approve and endorse the placement of residents and families into an unhealthy high noise environment beside the highway (Council members have measured highway noise levels above 95 dB-A at the community mail boxes on Farrell Road). We recommend that Town Council visit and stand on Farrell Road in order to develop a better appreciation for the very high ambient noise levels created by the highway traffic. In addition there is widespread violation of the requirement to avoid use of engine compression brakes by heavy trucks, particularly in the early hours of the morning; this could be alleviated by enforcement of the traffic laws in this area. These noise levels are anticipated to get progressively worse, as traffic levels increase with increased population growth.

e) In conjunction with new Developments on Farrell Road, facilitate the installation of street lights and a sidewalk along the road, past Stirling Drive, to the community mail boxes (near 618 Farrell Road). Better routine road maintenance, particularly improved snow clearing and road ice treatments are needed as well. Currently, Farrell Road, past Stirling Drive, has been neglected. There is no street illumination or any pedestrian walkways. Consequently, the community mail boxes on Farrell Road have been left in darkness, although there is a power pole in close proximity to them, and access is often hampered by pooled water/icy conditions.

f) Facilitate the installation of traffic lights at the dangerous intersection where South Davis Road connects to Island Highway #1, opposite Baker Road. The approval of new Developments in South Ladysmith has significantly increased local road traffic to Farrell Road and into the referenced intersection. Examples include traffic from new residences on Russell and Sanderson Roads as well as on Swettenham Place. This intersection provides an important emergency evacuation route for South Ladysmith, as well as a valuable access route for the community at large. We realize that the BC Ministry of Transportation & Infrastructure administers the Island Highway, and the Town does not. However, the Town's proactive involvement to draw attention to the unsafe conditions is considered essential to create the political will for change.

g) Additionally in conjunction with item f) and e), we hope the Town would also pursue options, such as seeking a highway speed reduction within the municipal limits, given that the highway is part of the Dangerous Goods Route for Vancouver Island. We believe that there is a false sense of security with regard to the centre median concrete barriers on the highway. This was illustrated by the 23 August 2013 dump truck accident that took place on the highway a few hundred meters south of the intersection referenced in item f). The truck was North bound when one of its front tires failed, which caused loss of control. The truck and its trailer penetrated extensively through the median barrier and into the on-coming South bound traffic lanes. The trailer travelled completely across the South bound traffic lanes and came to rest on the shoulder, the truck remaining in the middle of the southbound lanes. Likely, this would have had an outcome of multiple fatalities had traffic been present in the South bound lanes at the time of the occurrence. Fortunately, the truck was not hauling dangerous goods, but it serves to illustrate how heavy truck traffic can easily breach the center median during an accident. We also recommend that the use of Whisper Pavement (also known as Open-graded Friction Course OGFC asphalt-concrete) be put forward for use on the highway within the municipal limits. It is well suited to our wet climate and is recognized as providing superior safety benefits that include reducing glare, standing water, hydroplaning, and water spray from vehicles, while at the same time providing increased traction. It has also been used on projects such as the Sea to Sky Highway to significantly reduce traffic noise.

We would like to thank you in advance for your consideration of these matters and would be pleased to expand upon them.



James Russell  
President 'The Gales' Strata VIS 6383



*Schedule D:*

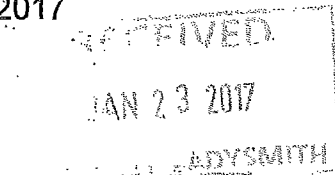
*Letter from D. Snider and S. Haynes*

Don Snider and Sharron Haynes



January 18, 2017

Mayor and Members of Town Council  
Town Of Ladysmith  
PO Box 220  
Ladysmith, BC  
V9G 1A2



**RE: Proposed Development of 630 Farrell Road, Ladysmith, BC  
Input for the November 23, 2016 Information Meeting**

Dear Sir and Council Members

We attended the Information Meeting on November 23, 2016. Our unit is the lowest elevation in our Strata Complex and closest to the proposed development and therefore the most likely to be affected by the development. Our strata council has sent a letter to you implying that they are speaking on the behalf of the residents at the Gales. We would like to clarify that letter was not necessarily representative of the feelings of all residents of the Gales and we did not authorize its contents or have knowledge of this letter prior to it being sent to your office.

We would like to clarify our personal position on this matter.

We spoke with the developer, a town of Ladysmith representative and the surveying Consultant for the project. We found all three of the representatives to be open and forthcoming in their response to our concerns. We were pleased with their plans.

The obvious concern is management of the sloped terrain. The developer advised us the engineering company would be involved in that to ensure that proper precautions are taken to ensure the integrity of the terrain. We are satisfied with this approach.

Another concern would be the trees on the south side of our entry/exit. We were assured the trees to be removed would only those that are required by the building envelope. I have noticed recently that the trees on the Strata property have been flagged so I assume that is to identify trees not to be removed. When we purchased this property in 2013 we realized that the removal of trees directly in front of us would someday become a reality but we completed the purchase, so who would we be now to complain about a landowner wanting to develop his property. I might add many of those trees on that lot are either dead or unsafe and in any case should be removed.

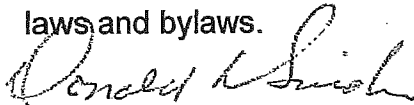


The removal of trees is never a good thing and I am sure we would all like to save as many trees as possible but let's not forget all of Ladysmith was treed at one point and most recent our development was treed before this development was approved.

The other discussion that took place was with reference to sound abatement, traffic light at South Davis Road and TransCanada Highway, and power lines. Although all good topics for discussion we were advised the sound abatement and traffic light at South Davis road where issues for the Province of BC. Maybe this will allow you again to approach the province on these issues but I realize they are out of your authority and are beyond the scope of this discussion. We hope these issues do not muddy the waters.

We are not opposed to the development of 630 Farrell Road property as long as it meets the current town Bylaws and the Developer fulfils and requirement that council may deem necessary.

In closing, I would to say in our discussions with the Developer we were pleased that he seems like an accommodating person with integrity and concern for the neighborhood. We believe he should be entitled to perform work on his property within the existing laws and bylaws.



Donald L Snider



Sharron M Haynes

**TOWN OF LADYSMITH**

**BYLAW NO. 1917**

A bylaw to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860"

**WHEREAS** pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Zoning Bylaw;

**AND WHEREAS** after the close of the Public Hearing and with due regard to the reports received, the Municipal Council considers it advisable to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860";

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

- (1) Schedule B - Zoning Bylaw Map of "Town of Ladysmith Zoning Bylaw 2014, No.1860" is hereby amended as follows:
  - (a) By placing "Single Dwelling Residential (R-1)" on the subject property legally described as Lot 2, District Lot 41, Oyster District, Plan VIP79202 (630 Farrell Road), as shown in 'Schedule 1' attached to and forming part of this Bylaw.

**CITATION**

- (3) This Bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw (No.7) 2017, No.1917".

**READ A FIRST TIME** on the day of

**READ A SECOND TIME** on the day of

**PUBLIC HEARING** held pursuant to the provisions of the *Local Government Act*

on the day of

**READ A THIRD TIME** on the day of

**APPROVED** by the Minister pursuant to the provisions of the Transportation Act

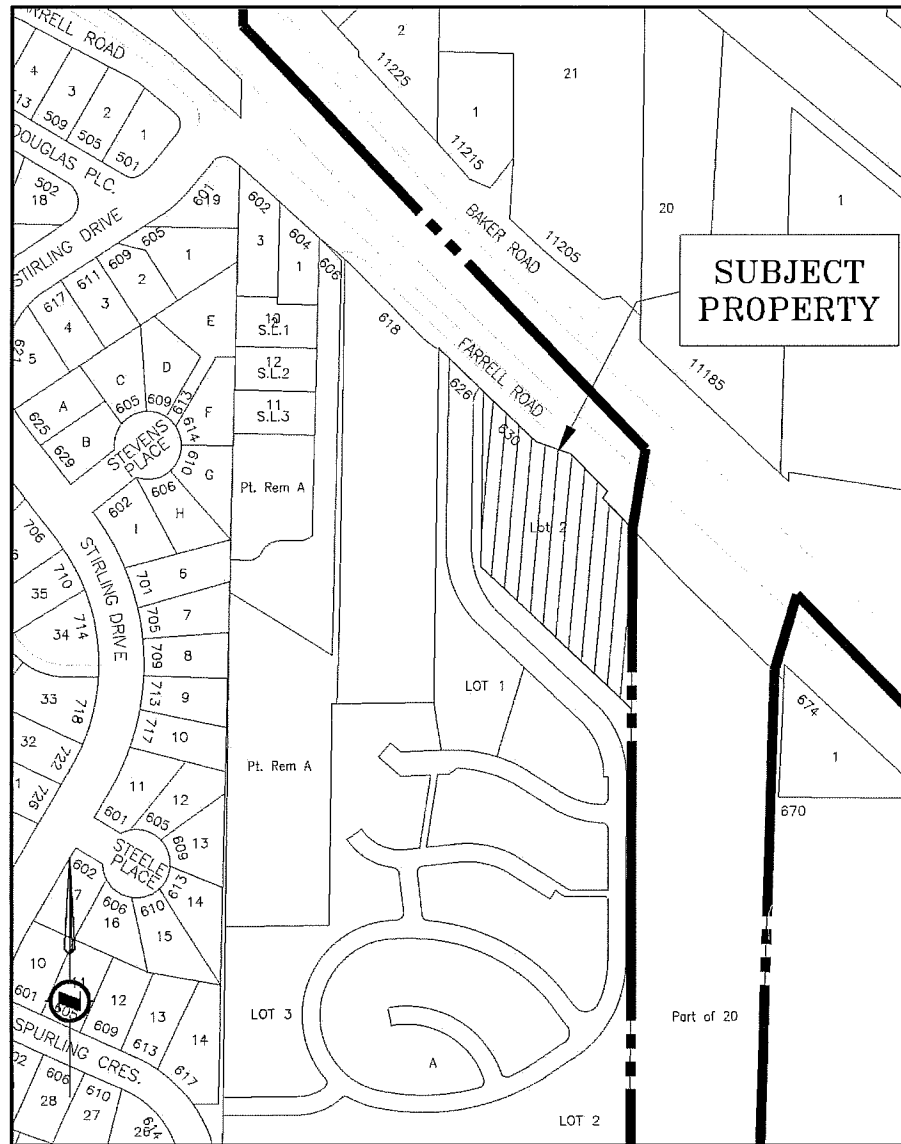
on the day of

**ADOPTED** on the day of

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

\_\_\_\_\_  
Corporate Officer (G. Ferrero)

Bylaw 1917 – Schedule 1





## Town of Ladysmith

### **STAFF REPORT TO COUNCIL**

From: Clayton Postings, Director Parks, Recreation and Culture

Date: January 30, 2017

File No:

RE: AGGIE HALL PARKING EXPANSION

#### **RECOMMENDATION:**

That Council Direct staff to:

1. Relocate the playground beside Aggie Hall to the location above the existing location on the Aggie site.
2. Commence development of parking on the North side of 2<sup>nd</sup> Avenue East of Symonds Street along with the parking expansion option one on the Aggie Hall site as listed in of parking concept drawings.
3. Partner with LaFF in developing an engagement process with the community in the development of a new play space at Aggie Hall;
4. To include \$180,000 in the 2017-2021 Financial Plan with funding to come from taxation, gas tax and carry-forward funds.

#### **PURPOSE:**

Currently there is limited parking at Aggie Hall and the surrounding area for special events and major functions. This report is to provide Council with recommendations on options relating to expanding the parking availability around Aggie Hall.

#### **PREVIOUS COUNCIL DIRECTION**

In 2015 Council provided as part of the 2015 financial plan direction for staff to develop a concept plan for the area to expand parking along 2<sup>nd</sup> Ave. The concept plan was developed and costing provided. Council then included in the 2016 financial plan funding to develop the parking on 2<sup>nd</sup> Ave, this plan temporally was placed on hold, when it was presented that there was opportunity for leasing spaces from a neighbouring property.

Council had previously directed staff to pursue options for expanded parking in the vicinity of Aggie Hall, including possible opportunities for leasing property. No feasible option is available at this time.

#### **INTRODUCTION/BACKGROUND:**

Events at Aggie Hall put demand on parking in the surrounding area. Business owners in the area have indicated that Aggie Hall parking issues have negatively impacted their businesses and that their customers and employees are not able to access their businesses due to Aggie Hall users occupying parking spaces in their parking lots.

Town staff have worked with the surrounding residents, businesses as well as Aggie Hall users to ensure Aggie Hall patrons are aware of the parking restrictions in the area.



However, even with this regular monitoring and communication further solutions are required to manage this ongoing challenge.

With the planned redevelopment of the Aggie Hall playground area, the opportunity to review potential options relating to relocating the playground and increasing parking on the Aggie site has been brought forward for Council's consideration.

#### Aggie Hall site parking concept (Option 1 and 2):

Building parking on the Aggie Hall site specifically for Aggie Hall and field users would address many of the parking challenges in the area. The parking area developed, is also able to be constructed in a manner which could be an outdoor playing surface for user groups such as LaFF or the Cadets, by adding a gate and fencing. By having the parking on site this increases the accessibility for user who have mobility challenges. This parking area also maximizes the number of stalls in the area.

#### 2<sup>nd</sup> Ave parking concept:

Developing the North side of 2<sup>nd</sup> Ave East of Symonds Street parking, in conjunction with the Aggie Hall redevelopment will result in the greatest number of parking spots closest to the facilities it is serving.

#### Aggie Playground:

The playground is scheduled to be redeveloped in 2017, this matches well with updating the areas parking and increasing accessibility for users of the site including playground. In discussions with LaFF they are supportive of the concept and expressed interested in helping develop a natural play space at the proposed new location. It was also believed that having additional parking close to the hall and playground benefits many of the young families visiting the facilities, as it reduces having to cross the road.

#### SCOPE OF WORK:

Staff will commence work on developing the expansion of parking at the Aggie Hall site in conjunction with the replacement of the playground project. Staff currently have costs relating to the 2<sup>nd</sup> Avenue parking expansion as well as the playground redevelopment.

Staff will need to confirm costs associated with the parking expansion on the Aggie site. Currently the costs budgeted for are estimates only, actual costs can be confirmed by the engineer consultant.

#### ALTERNATIVES:

1. Proceed with only 2<sup>nd</sup> Ave. parking expansion.
2. Proceed with only Aggie Hall site parking expansion and relocation of the playground.
3. Not proceed with any expansion to parking in the area surrounding Aggie Hall.

#### FINANCIAL IMPLICATIONS:

Through the combining of these projects it is expected there will be value added and reduce the costs, when looking at each one individually.

Currently the projects are part of the 2016-2020 Financial Plan. Originally, the funds allocated to the parking expansion were identified for construction of parking on the North side of 2<sup>nd</sup> Ave.. Additional funds are required to complete the development of parking at Aggie Hall site. Currently there is identified \$100,000 for parking expansion. The playground is included in the 2017 financial plan for \$80,000. The overall project if combined has been estimated at approximately \$180,000. It would be required to proceed and ensure timely completion of the project that early approval be provided by Council to commence these projects. With the site being a recreational and park facility the Town can utilize Gas Tax for the funding of these projects and the unspent funds from 2016 will be carried forward to this project in 2017.

**LEGAL IMPLICATIONS:**

None identified

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

It is anticipated that enhancing Aggie Hall parking will increase accessibility for the community for major events and regular usage of the Hall. Tenants and users of the site have indicated that additional parking would be a benefit for all users of the facility and for the businesses in the surrounding area.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The project will require support and participation from Public Works, Parks and Development Services.

**RESOURCE IMPLICATIONS:**

The addition of parking on the Aggie Hall site if combined with the playground redevelopment will not require significant change in resources.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

This initiative aligns with Strategy 7 – A Healthy Community: Continuing to enhance the quality of the public realm; increasing community facilities including health and medical facilities

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

This project aligns with Council Strategic Priorities relating to Natural and Built Infrastructure as well with the priority of Partnerships.

**SUMMARY:**

Over the years many events both large and small have put demands on the parking around Aggie Hall. Business owners in the area have indicated that this parking issue has impacted their business negatively and that their customers are not able to access their businesses due to Aggie Hall users parking in the businesses' parking lots.

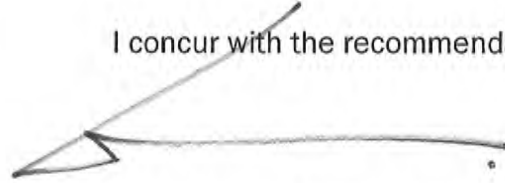




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Report Author: Clayton Postings, Director Parks, Recreation and Culture

I concur with the recommendation.



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Guillermo Ferrero, City Manager

**ATTACHMENT:**

Aggie Hall and area Site Plan

Aggie Hall site parking concept 1 and 2

2<sup>nd</sup> Avenue parking expansion concept

## Map of Proposed Sites

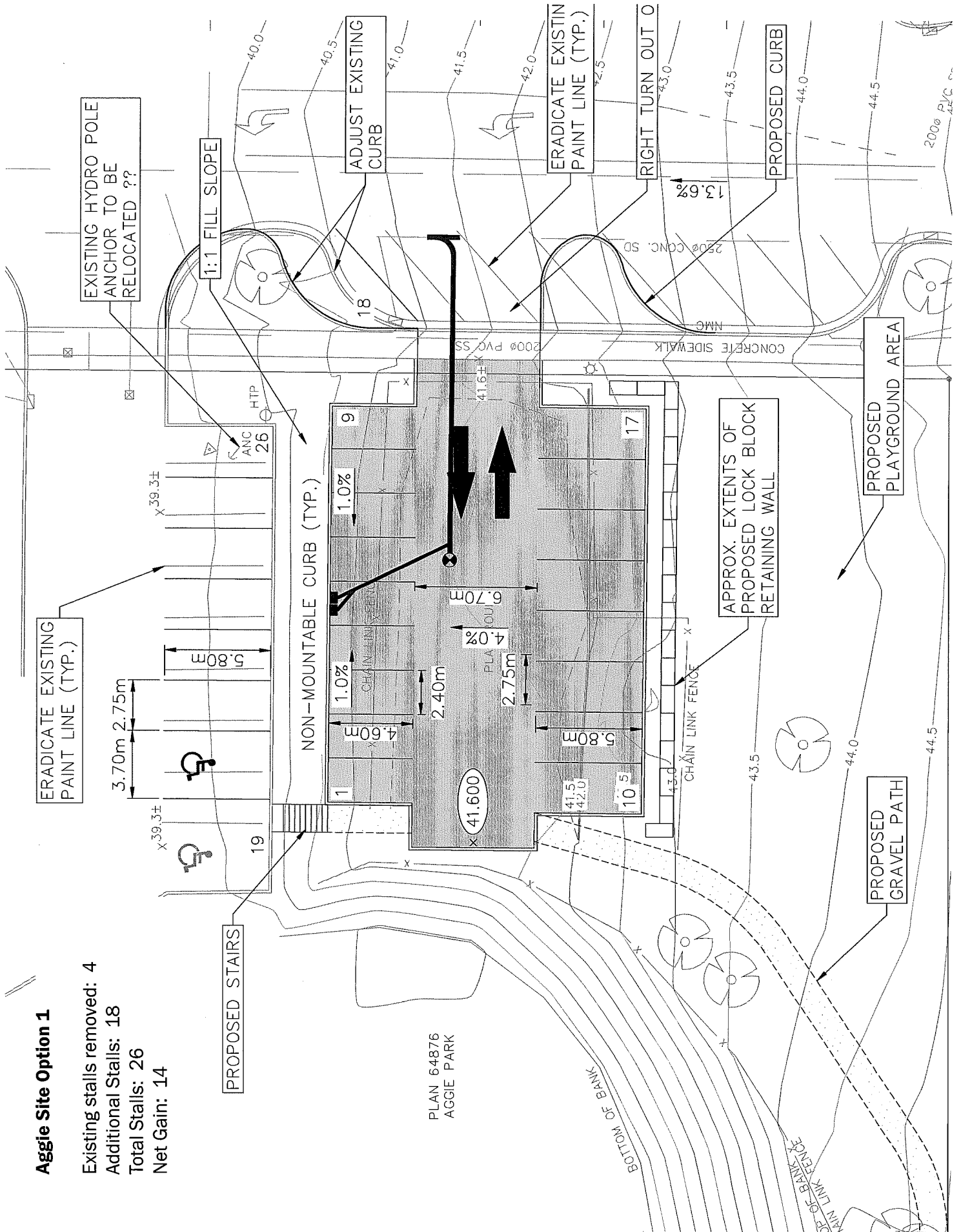


- A. Proposed Aggie Hall Playground
- B. Proposed Aggie Hall Parking



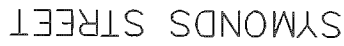
# **Aggie Site Option 1**

Existing stalls removed: 4  
 Additional Stalls: 18  
 Total Stalls: 26  
 Net Gain: 14



## Net Gain: 11

APPROX. EXTENTS OF  
PROPOSED LOCK BLOCK  
RETAINING WALL



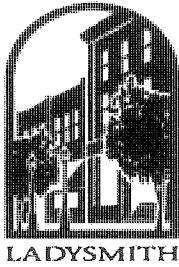
**Second Avenue Parking Expansion Option**

**12 New Stalls**

The site plan illustrates the proposed parking expansion along Second Avenue. Key features include:

- Proposed Lock Block Retaining Wall:** A wall structure designed to manage the sloping terrain.
- Proposed Gravel Path:** A new path for pedestrian or vehicle access.
- Chain Link Fence:** Existing and proposed fencing to secure the parking area.
- Playground:** An existing recreational area within the site.
- Asphalt Driveway:** An existing driveway leading from the parking area.
- Proposed Stairs:** A set of stairs for access between different levels of the site.
- Proposed Asphalt Road Widening (Typ.):** A widening of the road adjacent to the parking stalls.
- Non-Mountable Concrete Curb (Typ.):** Curbs designed to prevent vehicles from mounting the sidewalk.
- Proposed Pedestrian Access:** A designated path for pedestrians.
- Relocate Existing Hydrant:** A plan to move an existing fire hydrant to a new location.
- Top of 2:1 Cut Slope:** Indicators for the top of the proposed cut slopes.

The plan also shows existing features such as the **2009 PAV. RM**, **2009 PAV. RM**, and **2009 PAV. RM**, as well as various utility lines and easements.



## Town of Ladysmith

### **STAFF REPORT TO COUNCIL**

From: Felicity Adams, Director of Development Services  
Date: February 20, 2017  
File No: 4020-20 Streets & Traffic Bylaw

RE: Streets and Traffic Bylaw - Recreational Vehicle Parking

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#### **RECOMMENDATION:**

That Council direct staff to bring forward amendments to the "Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309" that would:

1. Limit the parking of large recreational vehicles (over 6.5m in length), including trailers, motorhomes and camper trucks on Town boulevards to a maximum of 72 hours which would match the current 72 hour time period limit on Town streets;
2. Amend the current bylaw language that restricts the parking of vehicles on Town streets to a maximum of 72 consecutive hours without the vehicle being moved to ensure that the bylaw meets the policy intent, such that "being moved" is described to mean a distance beyond the same one block area; and
3. Prohibit camping/sleeping overnight in all types of vehicles on Town streets and boulevards.

#### **PURPOSE:**

The purpose of this Report is to inform Council of the result of the staff review of the parking regulations in the Town in relation to the parking of large recreational vehicles (RV's) on Town streets and boulevards and to provide recommendations to amend the current regulations in response to public input on the long term storage of large RV's on Town streets and boulevards.

#### **PREVIOUS COUNCIL DIRECTION**

CS 2016-208

That Council direct staff to review the Streets and Traffic Bylaw in response to suggestions regarding long-term storage of non-commercial large trailers, campers and motorhomes on Town-owned property proposed by Robert Lawson in his correspondence dated April 26, 2016.

#### **INTRODUCTION/BACKGROUND:**

While this issue was initially raised with Council by a letter from a resident concerned about large RV's being parked on Town boulevards, Council should be aware that Bylaw Services dealt with 14 public complaints during 2016 that involved the parking of large RV's on Town streets and boulevards.

Staff have undertaken a review of the Town's current regulations for the parking of large RV's on the Town's streets and boulevards and have reviewed the street parking regulations for large RV's in a number of other island municipalities. A synopsis of this review attached as Appendix A.

The most significant findings of this research include:

- the vast majority of island municipalities do not allow any parking of vehicles on municipal boulevards;
- all of the municipalities surveyed limit the period of time that a vehicle of any type may be parked on public property with 72 hours being the longest amount of time allowed; and
- all of the municipalities surveyed prohibit overnight sleeping in vehicles of all types on public roads and boulevards.

### **SCOPE OF WORK:**

The Streets and Traffic Bylaw would need to be amended to accomplish the recommended changes. **Appendix B** to this Report sets out the Town's current street and boulevard parking regulations for large RV's and highlights those regulations which staff recommends be amended. **Appendix C** sets out the details of the recommended amendments to the Streets and Traffic Bylaw which is a suggested balance between an outright prohibition of the parking of large RV's on Town boulevards and the current unlimited time period.

It should be noted that none of the proposed changes would affect the current parking regulations on boulevards for cars and light (non-commercial) trucks which is a common practice in Ladysmith, particularly in areas where the boulevard has not been improved.

In summary, three amendments are proposed:

1. Limit the parking of large recreational vehicles (over 6.5m in length), including trailers, motorhomes and camper trucks on Town boulevards to a maximum of 72 hours which would match the current 72 hour time period limit on Town streets;
2. Amend the current bylaw language that restricts the parking of vehicles on Town streets to a maximum of 72 consecutive hours without the vehicle being moved to ensure that the bylaw meets the policy intent, such that "being moved" is described to mean a distance beyond the same one block area; and
3. Prohibit camping/sleeping overnight in all types of vehicles on Town streets and boulevards.

### **ALTERNATIVES:**

Council may decide to take no action; the current rules that allow long term storage (parking) of licensed large RV's on boulevards would continue. Council may also direct that a maximum period of time for large RV's to be parked on boulevards (or streets) be greater or less than the 72 hours recommended by staff.

Council may also decide to seek additional public input before considering any specific amendment to the current bylaw. The PlaceSpeak platform would be a tool that could be used to solicit input on this topic.

### **FINANCIAL IMPLICATIONS:**

There are no financial implications to the implementation of the recommended action.

### **LEGAL IMPLICATIONS:**

The recommended changes to the Streets and Traffic Bylaw fall within Council's authority to enact bylaws under the *Community Charter* and the *Motor Vehicle Act*.

#### **CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Any change to parking regulations will have an impact on those persons who currently utilize the free no time limit parking that has been available up to the present time on Town boulevards. Such persons would need to make alternative arrangements for the long term storage of their large RV and may not be supportive of the recommended course of action.

It appears from observation that most RV owners are storing their RV on their own property or at a storage facility. The Zoning Bylaw regulates the storage of RVs on private property. Where single unit residential use is the principal use, one RV, not exceeding 11 metres in length, may be parked or stored in an unenclosed area on a parcel. Staff has contacted local providers of vehicle storage and has been advised that most available space is currently in use, but there are a few vacancies at facilities in Town (about 10% capacity or 7 spaces).

As stated above, Council may decide to seek public input on the impact of the proposed changes before considering any bylaw amendment.

If the recommended changes are enacted, public outreach and education regarding the amended regulations will be necessary to ensure compliance. It is proposed that information would be posted on the Town's website and social media outlets. An information note could also be placed on RVs observed by Town bylaw staff to not be in compliance. Most complaints would be dealt with on an education and voluntary compliance basis.

#### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Legislative Services would be involved in processing the bylaw amendment, as well as assisting in the public outreach. The proposed changes have been reviewed by the Director of Infrastructure Services and Manager of Operations who are supportive of the approach.

#### **RESOURCE IMPLICATIONS:**

Successful implementation will require a public communications strategy and information available in both written handout and by electronic means. The Town's Bylaw Compliance Officer will be key in assisting to promote compliance with the changed regulations which is expected to require up to 15% of the assigned working hours (~2.5 hours/week) over the 6 month period following enactment of the recommended bylaw changes.

#### **ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

N/A

#### **ALIGNMENT WITH STRATEGIC PRIORITIES:**

N/A

#### **SUMMARY:**

Addressing the concern of a number of residents regarding the long term parking/storage of large RV's on Town property will require amendments to the Town's Streets and Traffic Bylaw. Making such changes will bring the Town's regulations regarding the parking of large RV's into congruence with many Island municipalities. The proposed changes will not affect

the parking of cars or light trucks on Town boulevards as is permitted under the current regulations

Specifically, it is recommended that Council direct staff to bring forward amendments to the Streets and Traffic Bylaw that:

1. Limit the parking of large recreational vehicles (over 6.5m in length), including trailers, motorhomes and camper trucks on Town boulevards to a maximum of 72 hours which would match the current 72 hour time period limit on Town streets;
2. Amend the current bylaw language that restricts the parking of vehicles on Town streets to a maximum of 72 consecutive hours without the vehicle being moved to ensure that the bylaw meets the policy intent, such that "being moved" is described to mean a distance beyond the same one block area; and
3. Prohibit camping/sleeping overnight in all types of vehicles on Town streets and boulevards.



Report Author: Mark Hayden, Bylaw Compliance Officer

Reviewed By:



Felicity Adams, Director of Development Services

I concur with the recommendation.



For Guillermo Ferrero, City Manager

**ATTACHMENTS:**

Appendix A: Parking regulations for RVs in various Vancouver Island municipalities

Appendix B: Current parking regulations related to street and boulevard parking

Appendix C: Proposed parking regulations related to street and boulevard parking



## APPENDIX A

### Parking Regulations for RV's in various Vancouver Island Municipalities

<b>Municipality</b>	<b>Street Parking Regulations for RV's</b>	<b>Boulevard Parking Regulations for RV's</b>
<b>Ladysmith</b>	Maximum 72 hours, Must be licensed/insured, No unattached trailers	Must be licensed/insured
<b>Nanaimo</b>	Maximum 72 hours, Must be licensed/insured, No unattached trailers	Not permitted
<b>Lantzville</b>	Maximum 72 hours, Must be licensed/insured, No unattached trailers	Not permitted
<b>Langford</b>	Maximum 72 hours in 1 City block, Must be licensed/insured, No unattached trailers	Not permitted on improved boulevards, otherwise, same rules as on street parking
<b>Victoria</b>	No overnight parking if owner of RV resides within the CRD borders, No unattached trailers, Must be licensed/insured	Not permitted
<b>Parksville</b>	Maximum of 2 hours if vehicle is over 6 metres in length, No unattached trailers, Must be licensed/insured	Not permitted
<b>North Cowichan</b>	Maximum 2 hrs. if vehicle is over 5500kg GVW or with a trailer, otherwise 24 hrs. maximum, No unattached trailers, Must be licensed/insured	Not permitted
<b>Duncan</b>	Must not park overnight If vehicle is over 8 metres long or 4500 kg GVW, otherwise 24 hrs. maximum, No unattached trailers, Must be licensed/insured	Not permitted

## APPENDIX B

Current Ladysmith General Parking Regulations where no specific Requirements/Prohibitions are in place

	On Street Parking of Passenger Vehicles <sup>1</sup>	On Street parking of Trailers <sup>2</sup>	On Street parking of Large RV's <sup>3</sup>	Boulevard Parking of Passenger Vehicles <sup>1</sup>	Boulevard parking of Trailers <sup>2</sup>	Boulevard parking of Large RV's <sup>3</sup>
<b>Time Limit on parking</b>	Maximum 72 hrs. <sup>4</sup>	Maximum 72 hrs. <sup>4</sup>	Maximum 72 hrs. <sup>4</sup>	None	None	None
<b>Camping/sleeping Overnight permitted (Y/N)</b>	Y	N	Y	Y	Y	Y
<b>Vehicle must be licensed and insured under the <i>Motor Vehicle Act</i></b>	Y	Y	Y	Y	Y	Y
<b>Other general restrictions</b>	None	Must be attached to a tow vehicle	None	None	None	None

<sup>1</sup> For the purpose of this Table, "Passenger Vehicle" means any car or a light truck (pickup, van, etc.) with a 1 ton or lower rating

<sup>2</sup> For the purpose of this Table, "Trailer" includes any type of trailer – utility, boat, travel, etc.

<sup>3</sup> For the purpose of this Table, "Large RV" means any recreational vehicle (including a travel trailer) that is more than 6.5 m (21' 4") in length

<sup>4</sup> It should be noted that our current bylaw language (Section 32 of the Streets and Traffic Bylaw) is largely unenforceable because if the vehicle owner moves the vehicle as little as 1 foot forward or backwards from where it is parked, the 72 hour time limit starts over again making the regulation of little use except for marked (painted) on street parking spaces where moving to another space is required to restart the 72 hour time limit.

Note: Items highlighted by shading are proposed to be amended – see matrix of proposed changes – Appendix C

## APPENDIX C

### Proposed General Parking Regulations on Town Streets and Boulevards

	On Street Parking of Passenger Vehicles <sup>1</sup>	On Street parking of Trailers <sup>2</sup>	On Street parking of large RV's <sup>3</sup>	Boulevard Parking of Passenger Vehicles <sup>1</sup>	Boulevard parking of Trailers <sup>2</sup>	Boulevard parking of Large RV's <sup>3</sup>
<b>Time Limit on parking</b>	Maximum 72 hrs. <sup>4</sup>	Maximum 72 hrs. <sup>4</sup>	Maximum 72 hrs. <sup>4</sup>	None	Maximum 72 hrs. <sup>4</sup> if a RV trailer <sup>2</sup> over 6.5 m. Otherwise, None	Maximum 72 hrs. <sup>4</sup>
<b>Camping/sleeping Overnight permitted (Y/N)</b>	N	N	N	N	N	N
<b>Vehicle must be licensed and insured under the <i>Motor Vehicle Act</i></b>	Y	Y	Y	Y	Y	Y
<b>Other general restrictions</b>		Must be attached to a tow vehicle				

<sup>1</sup> For the purpose of this Table, "Passenger Vehicle" means any car or a light truck (pickup, van, etc.) with a 1 ton or lower rating

<sup>2</sup> For the purpose of this Table, "Trailer" includes any type of trailer – utility, boat, travel, etc.

<sup>3</sup> For the purpose of this Table, "Large RV" means any recreational vehicle (including a travel trailer) that is more than 6.5 m (21' 4") in length.

<sup>4</sup> The 72 hour time limit will be clarified (as has been done in other municipalities) to make it clear that a vehicle shall be deemed to be continuously parked for as long as it remains within the block in which it was originally parked.

Note: Changes to the current bylaw provisions are marked with shading.



**Town of Ladysmith**  
**STAFF REPORT TO COUNCIL**

From: Joanna Winter, Manager of Legislative Services  
Date: February 20, 2017  
File No: 5600-01

**RE: WATER FILTRATION PLANT BORROWING BYLAW AUTHORIZATION:  
ALTERNATIVE APPROVAL PROCESS**

**RECOMMENDATION:**

That with regard to "Water Filtration Plant Loan Authorization Bylaw 2016, No. 1920", which proposes to borrow to borrow directly from the Municipal Finance Authority of British Columbia (MFA) a sum not to exceed \$6,000,000 to finance the construction of a new water filtration plant to treat the water in the Town of Ladysmith water supply system, which will be repaid over a period not to exceed 25 years, Council:

1. Submit the bylaw to the electors for approval by way of the alternative approval process;
2. Approve the attached notice to the electors (Appendix 'B') of the alternative process and direct staff to publish it in the March 1 and March 8, 2017 editions of the Ladysmith Chronicle, in accordance with the *Community Charter*;
3. Approve the attached elector response form (Appendix 'C');
4. Establish the first day of the Alternative Approval Process as Thursday, March 9 and the deadline for receiving the elector response forms as 4:00 p.m. on Wednesday, April 12, 2017;
5. Determine that the total number of electors within the Town of Ladysmith to which the alternative approval process applies is 6,146 of which 10 per cent or 615 must submit elector response forms to prevent the Town of Ladysmith Council from adopting "Water Filtration Plant Loan Authorization Bylaw 1920" without first obtaining the assent of the electors by way of referendum.

**PURPOSE**

The purpose of this staff report is to seek Council direction to conduct an Alternative Approval Process (AAP) to obtain approval of the electors for Water Filtration Plant Loan Authorization Bylaw 1920, to set the AAP period and deadline, and to confirm the number of electors for this AAP.

**EXECUTIVE SUMMARY**

Island Health requires the Town of Ladysmith to construct a Water Filtration Plant to ensure that the Town continues to provide safe, quality drinking water and complies with the terms of its Water System Operating Permit. Benefits of this new plant include offering the best quality water in the most efficient manner possible, and ensuring that



Ladysmith offers up-to-date, reliable infrastructure to serve current and future generations of residents. This in turn will lay a solid framework for managed community and economic growth in keeping with Ladysmith's Sustainability Vision. The Town needs borrow funds to build the new water filtration plant, although a significant \$8.8 million grant will greatly offset the total construction cost. The approval of the electors of Ladysmith is required for long-term borrowing.

Council has directed that the elector approval be accomplished by an Alternative Approval process. In accordance with the *Community Charter*, an Alternative Approval Process period must be at least 30 days.

### **PREVIOUS COUNCIL DIRECTION**

CS 2016-410	Dec-12-2016	That Council direct staff to: 1. Prepare a bylaw to authorize the Town of Ladysmith to borrow up to six million dollars (\$6,000,000) over 25 years for the construction of a Water Filtration Plant, and 2. Seek elector approval of the borrowing bylaw through an Alternative Approval Process.
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### **INTRODUCTION/BACKGROUND:**

In 2013, Island Health amended the Town's Permit to Operate a Water Supply to require a water filtration system by January 31, 2018. This was to make sure the Town met the standards of the BC Surface Water Treatment regulation.

For surface water sources, the BC Ministry of Health has developed the "Drinking Water Treatment Objectives (microbiological) for Surface Water Supplies in British Columbia." This is commonly referred to as a 4-3-2-1 system setting acceptable standards for certain parasites, viruses, types of treatment and turbidity in the water. Information may be found online at [http://www.health.gov.bc.ca/protect/dw\\_treatment-objectives.html](http://www.health.gov.bc.ca/protect/dw_treatment-objectives.html).

In 2015, the Town conducted a Pilot Scale Treatability Study to determine the most suitable treatment option for our particular water source, which resulted in the selection of a Coagulation, Flocculation, DAFF and Membrane Filtration System. The estimated cost of the plant (2016 figures) is \$13,266,910, as outlined in the Pilot Scale Treatability Study Report.

On October 3, 2016, Council learned that its grant application for the Ladysmith Drinking Water Filtration Project had been approved, and the Town was awarded \$8,809,228 through the Clean Water and Wastewater Grant Program.

Based on the grant received and the estimated cost to complete the project there is an unfunded amount of \$4,457,682. As indicated in the Financial Plan, the Town will have to borrow these funds. Given the complexity in obtaining long term borrowing approval, the early stage of the project cost estimate, the debt holdback from the Municipal Finance



Authority (MFA) and the uncertainty in the Canadian dollar, Council determined that a maximum of \$6,000,000 will be borrowed for this project.

Long-term borrowing must be authorized by bylaw. Although the Town is required to build this plant and therefore borrow the funds to do so, the provincial legislation clearly lays out that other than a very few exceptions, long term borrowing requires the approval of the electors. Council determined in December 2016 to seek this approval through an Alternative Approval Process.

#### **ALTERNATIVES:**

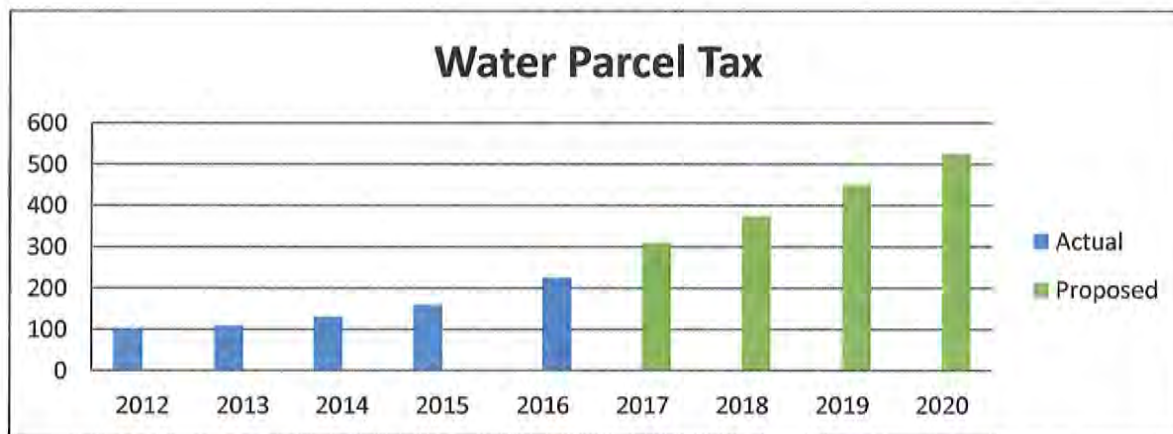
Council is required to seek the approval of the electors. Council can choose to obtain this approval through an Alternative Approval Process, or through a Referendum. Council has previously determined to obtain elector approval through the Alternative Approval Process. Should the AAP not succeed, Council will be asked to decide whether it wishes to seek elector approval for Bylaw 1920 through a referendum.

#### **FINANCIAL IMPLICATIONS:**

During the 2016 – 2020 Financial Plan discussions, Council was advised that the water parcel tax would need to increase significantly to complete all of the projects (Filtration Plant, Holland to Stocking Supply Main, Stocking Lake Supply Main, and Holland Dam Storage). At that time, it was discussed that the water parcel tax should increase from \$225 in 2016 to \$525 in 2020.

The 2017 Parcel Tax is expected to be \$309, which is an increase of \$75 over the 2016 parcel tax plus \$9 for operational costs. This \$300 is sufficient to cover a portion of the debt payments on the Water Filtration Plant borrowing as well as enabling the Town to reserve funds for repairs and other major projects planned for the water supply system such as increasing storage capacity and the interconnect between Holland and Stocking Lakes.

Once constructed, there will be additional costs to operate the new Water Filtration Plant. Based on staffing at other Water Filtration Plants, it is expected that two additional water utility personnel will be required. These costs may be spread out over the next few years with the first hire to take place in late 2017 followed by the additional person the next year. Costs in materials, supplies and hydro will also increase. Overall, there will be approximately a \$460,000 per year increase to operate the Plant. Council has decided to fund a portion of these costs through the Parcel Tax in 2017.



#### **LEGAL IMPLICATIONS:**

The borrowing bylaw, statutory notice and elector response form have been reviewed by the Town's legal counsel. The process for conducting the AAP and for borrowing are prescribed by the *Community Charter* and the *Local Government Act*.

#### **CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

It will be important to provide clear and fact-based information to citizens to assist in their decision-making and to help them understand the necessity and benefits of a water filtration system.

#### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Borrowing involves a number of departments in the Town. The Financial Services Department will lead the project with the assistance of Legislative Services to administer the Alternative Approval Process and approval of the required corporate documents. Infrastructure Services will address the technical issues related to construction of the Water Filtration Plant.

#### **ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

This aligns with Sustainability Pillar #5: Innovative Infrastructure.

#### **ALIGNMENT WITH STRATEGIC PRIORITIES:**

This aligns with Council's 2016 Strategic Priority of Watershed Protection and Water Management.

#### **SUMMARY:**

Island Health requires the Town of Ladysmith to construct a Water Filtration Plant to ensure that the Town continues to provide reliable, quality drinking water and complies with the terms of its Water System Operating Permit. The construction costs are estimated to be \$13,266,910.

Benefits of this new plant include offering the best quality water in the most efficient manner possible, and ensuring that Ladysmith offers up-to-date, quality infrastructure to serve current and future generations of residents and other areas that the Town services.



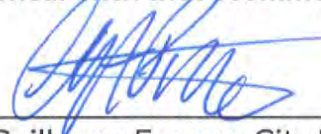
This in turn will lay a solid framework for managed community and economic growth in keeping with Ladysmith's Sustainability Vision.

The Town needs to borrow funds to build the new water filtration plant, although a significant \$8.8 million grant will greatly offset the total construction cost. Council has determined to proceed with borrowing up to \$6 million over 25 years, and to obtain the approval of the electors for this long-term borrowing through an Alternative Approval Process. This report seeks Council's approval for the timeline and specifics of the Alternative Approval Process.



Joanna Winter, Manager of Legislative Services)

I concur with the recommendation.



*Folk*

Guillermo Ferrero, City Manager

**ATTACHMENTS:**

- Appendix A: Bylaw 1920
- Appendix B: Notice to Electors
- Appendix C: Elector Response Form
- Appendix D: Staff Report Dated December 2016

## APPENDIX A

### TOWN OF LADYSMITH

#### BYLAW NO. 1920

A bylaw to authorize the borrowing for the construction of a Water Filtration Plant

**WHEREAS** it is deemed desirable and expedient to construct a Water Filtration Plant to treat the water supply system servicing the Town of Ladysmith.

**AND WHEREAS** the estimated cost of constructing the Water Filtration Plant including expenses incidental thereto is the sum of \$13,266,910 of which the sum of \$6,000,000.00 is the amount of debt intended to be borrowed by this bylaw;

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

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of the Water Filtration Plant for the water supply system generally in accordance with general plans on file in the municipal office and to do all things necessary in connection therewith and without limiting the generality of the foregoing:
  - a) To borrow upon the credit of the Municipality a sum not exceeding \$6,000,000.00.
  - b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the said improvements to the water supply system.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 25 years.

#### Citation

3. This bylaw may be cited as "Water Filtration Plant Loan Authorization Bylaw 2016, No. 1920".

READ A FIRST TIME on the 19<sup>th</sup> day of December, 2016

READ A SECOND TIME on the 19<sup>th</sup> day of December, 2016

READ A THIRD TIME on the 19<sup>th</sup> day of December, 2016

RECEIVED the approval of the Inspector of Municipalities on the 30<sup>th</sup> day of January, 2017

RECEIVED the approval of the electors of the Town of Ladysmith on the

RECONSIDERED AND FINALLY PASSED AND ADOPTED on the      day of      ,

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

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

**NOTICE TO ELECTORS OF THE TOWN OF LADYSMITH  
OF AN ALTERNATIVE APPROVAL PROCESS  
FOR BORROWING TO BUILD A NEW WATER FILTRATION PLANT  
WATER FILTRATION PLANT LOAN AUTHORIZATION BYLAW 2016, NO. 1920**

Notice is hereby given that to advise the electors in the Town of Ladysmith of the Council of the Town of Ladysmith's intention to adopt the "Water Filtration Plant Loan Authorization Bylaw 2016, No. 1920" to borrow up to \$6,000,000 for the construction of a new water filtration plant to treat the water in the Town of Ladysmith water supply system. The water filtration plant will be located at the site of the Arbutus Reservoir.

To finance the construction of the Water Filtration Plant, Council proposes to borrow directly from the Municipal Finance Authority of British Columbia (MFA) a sum not to exceed \$6,000,000. The borrowing will be amortized over a maximum 25-year period.

The estimated impact of this borrowing is a \$99 per year tax increase per parcel. This amount has been included in the proposed water parcel tax increase for 2017. The anticipated water parcel tax will be \$309 for 2017.

A Public Information Package on Ladysmith's new "Water Filtration Plant Loan Authorization Bylaw 2016, No. 1920" is available at City Hall reception, 9:00 am to 4:00 pm Monday to Friday, except Statutory Holidays, at 410 Esplanade, Ladysmith, BC, (call 250.245.6400) and on the Town's website at [www.ladysmith.ca](http://www.ladysmith.ca).

### ALTERNATIVE APPROVAL PROCESS AND ELIGIBILITY

The area to which this Alternative Approval Process applies is the Town of Ladysmith as defined by its boundaries.

The Council of the Town of Ladysmith may adopt Water Filtration Plant Loan Authorization Bylaw 2016, No. 1920, unless at least ten (10) per cent of the municipal electors indicate that Council must first obtain assent of the electors by submitting a signed *Elector Response Form* to Ladysmith City Hall no later than 4:00 pm on Thursday, April 13, 2017.

Elector Response Forms must be in the form established by the Town of Ladysmith, and only those persons who qualify as electors of the municipality are entitled to sign Elector Response Forms. Signed forms may be submitted in person at City Hall, through the mail, by fax to 250.245.6411 or via email to [info@ladysmith.ca](mailto:info@ladysmith.ca).

**Resident Elector** – You are entitled to submit an Elector Response Form as a resident elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in B.C. for at least six months, and have been a resident of the Town of Ladysmith for the past 30 days or more; and not be disqualified under the Local Government Act, or any other enactment from voting in a local election or be otherwise disqualified by law.





**Non-Resident Elector** – You are entitled to submit an Elector Response Form as a non-resident property elector if you are age 18 or older on the day of submission, are a Canadian citizen, have lived in B.C. for at least six months, have owned and held registered title to a property in the Town of Ladysmith for the past 30 days or more, and do not qualify as a resident elector; and not be disqualified under the Local Government Act, or any other enactment from voting in a local election or be otherwise disqualified by law.

NOTE: Only one non-resident property elector may submit an Elector Response Form per property, regardless of how many people own the property; and that owner must have the written consent of a majority of the other property owner(s) to sign the Elector Response Form on their behalf.

If less than ten percent of municipal electors (which is estimated to be 615) submit an Elector Response Form, the Council of the Town of Ladysmith may adopt the "Water Filtration Plant Loan Authorization Bylaw 2016, No. 1920" without obtaining the assent of the electors. For the purpose of conducting the alternative approval opportunity, the number of electors is estimated to be 6,146.

**Elector Response Forms** are available at the following locations:

- Ladysmith City Hall, 410 Esplanade, Ladysmith, BC
- Town of Ladysmith Development Services Office, 132 Roberts St., Ladysmith, BC
- Frank Jameson Community Centre, 810 Sixth Ave., Ladysmith, BC
- Vancouver Island Regional Library – Ladysmith Branch, #3 - 740 First Ave., Ladysmith, BC
- Town of Ladysmith website [www.ladysmith.ca](http://www.ladysmith.ca)

*This is the first of two publications of this notice in a newspaper.*

Joanna Winter  
Corporate Officer  
Town of Ladysmith

**Bylaw No. 1920 for Borrowing to Build a New Water Filtration Plant**

The Town of Ladysmith is proposing to adopt Water Filtration Plant Loan Authorization Bylaw 2016, No. 1920 which authorizes the borrowing of up to \$6,000,000 to be repaid over 25 years for the construction of a new water filtration plant to treat the water in the Town of Ladysmith water supply system. The treatment plant will be located at the site of the Arbutus Reservoir.

If you are an eligible elector in the Town of Ladysmith and are opposed to the adoption of this bylaw, you may indicate your opposition by signing and returning this Elector Response Form to City Hall by **4:00 pm on Wednesday, April 12, 2017**. The signed form may be submitted in person, through the mail, by fax to 250.245.6411 or via email to [info@ladysmith.ca](mailto:info@ladysmith.ca). Only those persons who live or own property within the Town of Ladysmith and meet the qualifications listed below are eligible to submit an Elector Response Form.

I hereby certify that:

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

I understand and acknowledge that I may not sign an Elector Response Form more than once in relation to this alternative approval process.

**Name of Elector**

**Elector Street Address:**

or

**Address of property to which I am entitled to register as a non-resident property elector (non-resident property electors only).**

(contact telephone number including area code)

**Elector Signature**

Note: The elector response form must be returned to the Town of Ladysmith City Hall located at 410 Esplanade, Ladysmith, BC V9G 1A2 on or before **4:00 p.m., Wednesday, April 12, 2017**. Office hours are 9:00 a.m. to 4:00 p.m. Monday through Friday excluding statutory holidays.

Section 86(6) of the *Community Charter* requires all electors to submit their response on the form established by the Town of Ladysmith or an accurate copy of that form. If this form is altered in any way, including by writing or printing on the back of the form, it must be rejected by the Town.





## APPENDIX D

Town of Ladysmith

### REPORT TO COUNCIL



From: Erin Anderson, Director of Financial Services  
Geoff Goodall, Director of Infrastructure Services  
Date: December 6, 2016  
File No: 1760-20

RE: BORROWING FOR THE WATER FILTRATION PLANT

#### RECOMMENDATION(S):

That Council direct staff to:

1. Prepare a bylaw to authorize the Town of Ladysmith to borrow up to six million dollars (\$6,000,000) over 25 years for the construction of a Water Filtration Plant, and
2. Seek elector approval of the borrowing bylaw through an Alternative Approval Process.

#### PURPOSE:

The purpose of this report is to provide Council with information regarding options to finance the balance of construction costs for a new Water Filtration Plant to meet Island Health requirements to maintain the Town's Water Supply Operating Permit, and to seek direction for the preferred financing approach.

#### EXECUTIVE SUMMARY

Island Health requires the Town of Ladysmith to construct a Water Filtration Plant to ensure that the Town continues to provide safe, quality drinking water and complies with the terms of its Water System Operating Permit. Benefits of this new plant include offering the best quality water in the most efficient manner possible, and ensuring that Ladysmith offers up-to-date, quality infrastructure to serve current and future generations of residents. This in turn will lay a solid framework for managed community and economic growth in keeping with Ladysmith's Sustainability Vision. The Town will need to borrow funds to build the new water filtration plant, although a significant \$8.8 million grant will greatly offset the total construction cost. Staff are seeking Council's approval to proceed with borrowing \$6 million over 25 years and to obtain the approval of the electors through an Alternative Approval Process.

#### PREVIOUS COUNCIL DIRECTION

Resolution	Meeting Date	Resolution Details
CS 2014-136	Apr-14-2014	That Council: 1. Receive the draft 2013 Water Report for information; 2. Direct staff to pursue, in principle, water filtration as the method of secondary water treatment for the Town of Ladysmith, and waive the purchasing policy for a Water Filtration Pilot Study; and,



## APPENDIX D

Resolution	Meeting Date	Resolution Details
		3. Direct staff to amend capital plans to provide for a secondary water filtration system for the Town.
CS 2015-045	Feb-02-2015	That Council direct staff to apply to the Small Communities Fund Program of the New Building Canada Fund for grant funding of up to two-thirds of the cost of the Water Filtration Plant Project, with the Town's one-third share of the costs of the project to be drawn from borrowing as outlined in the approved 2014-2018 Financial Plan.
CS 2015-111	Apr-13-2015	That Council establish "Water Supply and Watershed Protection" as a focus area for 2015, and that staff be directed to identify specific actions to be taken in 2015 in addition to those identified on page 8 of the Draft Financial Plan document, including investigating options for water storage, and constructing a water filtration system.
CS 2015-119	Apr-13-2015	That Council: 1. Direct staff to apply to the Union of British Columbia Municipalities Gas Tax Program—Capital Infrastructure Fund for \$10 million towards the Water Filtration Project. 2. Support the Town administration with overseeing the management of this grant if successful.
CS 2016-155	Apr-18-2016	That Council 1. Direct staff to apply to the Small Communities Fund Program of the New Building Canada Fund for grant funding of a minimum of two-thirds of the cost of the Water Filtration Plant Project; and  2. Confirm the Town's commitment that up to one-third of funding for this project will come from borrowing, with the debt-servicing to be funded through the approved Water Parcel Tax.
CS 2016-375	Nov-21-2016	That Council: 1. Direct staff to proceed with the construction of the Arbutus Water Filtration Plant, consisting of coagulation, flocculation, DAF and membrane filtration, consistent with the recommendations of the "Town of Ladysmith Arbutus Water Treatment Plant Phase 2 Pilot-scale Treatability Study – September 2015." 2. Waive the Town's purchasing policy and direct-award the Design and Construction Services for the Arbutus Water Filtration Plant to Associated Engineering (BC) Ltd. as outlined in the proposal of services dated October 2016. 3. Direct staff to prepare a communication plan for the Water Filtration Plant project and if necessary retain the services of a communication consultant for this process.
CS 2016-376	Nov-21-2016	That Council direct staff to notify Island Health that Council desires to amend the completion date for the Water Filtration Plant project in the Town's water system operating permit to March 31,



## APPENDIX D

Resolution	Meeting Date	Resolution Details
		2019 and that the detailed work plan developed in the engineering proposal from Associated Engineering and Koers and Associates Ltd. be used to support the request.
CS 2016-377	Nov-21-2016	That Council direct staff to notify the Director, Local Government Infrastructure and Engineering, (Ministry of Community, Sport and Cultural Development) that Council wishes to request an extension of one year to the approved grant for the Water Filtration Project.

### INTRODUCTION/BACKGROUND:

In 2013, Island Health amended the Town's Permit to Operate a Water Supply to require a water filtration system by January 31, 2018. This was to make sure the Town met the standards of the BC Surface Water Treatment regulation. Island Health

For surface water sources, the BC Ministry of Health has developed the "Drinking Water Treatment Objectives (microbiological) for Surface Water Supplies in British Columbia." This is commonly referred to as a 4-3-2-1 system setting acceptable standards for certain parasites, viruses, types of treatment and turbidity in the water. Information may be found online at [http://www.health.gov.bc.ca/protect/dw\\_treatment-objectives.html](http://www.health.gov.bc.ca/protect/dw_treatment-objectives.html).

In 2015, the Town conducted a Pilot Scale Treatability Study to determine the most suitable treatment option for our particular water source, which resulted in the selection of a Coagulation, Flocculation, DAFF and Membrane Filtration System. The estimated cost of the plant (2016 figures) is \$13,266,910, as outlined in the Pilot Scale Treatability Study Report.

On October 3, 2016, Council learned that its grant application for the Ladysmith Drinking Water Filtration Project had been approved, and the Town was awarded \$8,809,228 through the Clean Water and Wastewater Grant Program.

Based on the grant received and the estimated cost to complete the project there is an unfunded amount of \$4,457,682. As indicated in the 2016 - 2020 Financial Plan, the Town will have to borrow these funds. Given the complexity in obtaining long term borrowing approval, the early stage of the project cost estimate, the debt holdback from the Municipal Finance Authority (MFA) and the uncertainty in the Canadian dollar, staff suggest that Council proceed on the basis that a maximum of \$6,000,000 will be borrowed for this project.

#### **Borrowing**

Borrowing can be short term (not exceeding 5 years) or long term (from 6 years up to 30 years).

Interest rates for borrowing in excess of 10 years are not guaranteed. The rate for long-term borrowing is guaranteed for the first 10 years. The interest rate for the subsequent years is set in five or 10-year increments as determined by Municipal Finance Authority.



## APPENDIX D

Long-term borrowing must be authorized by bylaw. Although the Town is required to build this plant and therefore borrow the funds to do so, the provincial legislation clearly lays out that other than a very few exceptions, long term borrowing also requires the approval of the electors. The legislation is also very specific about how a local government is to secure this elector approval: either through an Alternative Approval Process, and/or through a Referendum.

### Alternative Approval Process (AAP)

This method is most commonly used by local governments in British Columbia for approval of borrowing bylaws. It is less expensive and simpler to administer than a referendum. Staff estimate the cost of an AAP to be \$5,000 to \$10,000. In an AAP, people who do not support the matter at hand must sign and submit an 'elector response form' indicating their opposition. The AAP form submission period is at least 30 days in length, and starts after the Town receives approval of the bylaw from the Inspector of Municipalities and following a subsequent two-week notice period. If 10 per cent or more of the eligible voters submit an elector response form, the AAP is deemed to have failed. In such a situation, the matter must be taken to Referendum within 80 days, and succeed, in order for it to pass.

### Referendum

A referendum is in effect an election and must be conducted in a very similar manner, as laid out in the Local Government Act. Staff estimate a referendum to cost between \$15,000 and \$20,000 based on the costs of holding a general municipal election. As in a general election, the majority of votes (either for or against the question) determine the outcome of the referendum. A referendum is generally an 80 day process.

The two processes are described as follows:

Referendum vs. AAP: Key Attributes		
Attribute	Referendum	AAP
Administration	<ul style="list-style-type: none"> <li>• Chief Election Officer (CEO)</li> <li>• Administered as a vote under election-like rules</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Officer (CAO/CO)</li> <li>• Administered as a petition-like process</li> </ul>
Elector Eligibility	<ul style="list-style-type: none"> <li>• Resident electors and non-resident property owners living within the area for which the vote is being held</li> </ul>	<ul style="list-style-type: none"> <li>• Resident electors and non-resident property owners living within the area for which the AAP is being held</li> </ul>
Geographic Area	<ul style="list-style-type: none"> <li>• Conducted on a municipal or regional district-wide basis</li> <li>• Within an area smaller than the municipal or regional district boundary (e.g. a portion of an electoral area)</li> <li>• Within one (or between more than one) regional district electoral area</li> <li>• Between multiple jurisdictions</li> </ul>	<ul style="list-style-type: none"> <li>• Conducted on a municipal or regional district-wide basis</li> <li>• Within an area smaller than the municipal or regional district boundary (e.g. a portion of an electoral area)</li> <li>• Within one (or between more than one) regional district electoral area</li> <li>• Between multiple jurisdictions</li> </ul>



## APPENDIX D

<b>Notice</b>	<ul style="list-style-type: none"> <li>• Notice must be published in a locally circulated newspaper once a week for two</li> </ul>	<ul style="list-style-type: none"> <li>• Notice must be published in a locally circulated newspaper once a week for two</li> </ul>
<b>Timing</b>	<ul style="list-style-type: none"> <li>• Generally an 80 day process</li> <li>• Vote must be conducted within 80 days following the deadline established in an AAP in which 10% or more the electors signed a response form; or, 80 days after <b>Inspector of Municipalities</b> approval of the bylaw.</li> </ul>	<ul style="list-style-type: none"> <li>• Can be as short as 32 days</li> <li>• AAP must allow for a minimum 30- day period in which response forms can be submitted*</li> </ul>
<b>Threshold</b>	<ul style="list-style-type: none"> <li>• Majority rules (50% + 1)</li> </ul>	<ul style="list-style-type: none"> <li>• 10% threshold</li> </ul>
<b>Voting Opportunities</b>	<ul style="list-style-type: none"> <li>• Special and advance voting</li> <li>• General voting day</li> <li>• Mail in ballot (if allowed by bylaw)</li> </ul>	<ul style="list-style-type: none"> <li>• Electors have at least 30 days to sign and submit an elector response form</li> </ul>

\*Interpretation Act, s. 25

Alternative Approval Process: A Guide for Local Governments, June 2015 (BC Ministry of Community, Sport and Cultural Development, Local Government Division)

Should Council choose to hold a Referendum without first holding an AAP, the voting date must be within 80 days after approval of the borrowing bylaw is received from the Inspector of Municipalities.

### Staff's Recommendation

It is required by Island Health that the Town build a water filtration plant; Council will need to borrow funds for the construction. Borrowing can be either short- term (under five years) or long-term (six to 30 years.) If Council chooses to seek long-term financing, it is also required to seek elector approval to borrow funds for the construction. Staff's advice, given these circumstances, is to proceed with *long-term borrowing*, and to use the *Alternative Approval Process* for the following reasons:

1. Borrowing over a longer term means that the *annual* cost to citizens of the debt repayment is lower.
2. Amortizing the repayment of the debt over a longer period of time better reflects the longevity of the new infrastructure and more fairly distributes the cost to all users over time.
3. An Alternative Approval Process is the least expensive and quickest way to seek voter approval, especially in this situation where the Town is required to build the water filtration plant.

### ALTERNATIVES

In order to construct a water filtration plant as required by Island Health, the Town must borrow the funds. Essentially Council has three options to proceed with borrowing for this project:

- Short term borrowing – no electoral approval required, although subject to approval by Municipal Finance Authority.
- Long term borrowing utilizing a referendum for elector approval.

## APPENDIX D

- Long term borrowing bylaw utilizing the Alternative Approval Process for elector approval.

### Short Term Borrowing

Similar to the purchase of the Buller Street properties, Council could choose to fund this purchase with short term borrowing. This method does not require electoral approval.

Short term borrowing (under 5 years) allows the municipality to obtain borrowing without requesting the funds through the regional district. Short-term borrowing cannot be renewed after the 5 years. In other words, the full amount borrowed must be repaid within five years. This borrowing would be in accordance with *Community Charter* s.175 – Liabilities under Agreement and is subject to approval from MFA.

Using the projected interest rate of 2.5%, an annual payment of \$1,350,000 would be required.

This would be an increase to the water parcel tax of approximately \$356.00. This will result in a total annual water parcel tax in the first year of \$552 based on proposed 2017 water parcel tax rates.

### Long Term Borrowing (Requires Approval Through Referendum and/or AAP)

Council can set the length of long term borrowing up to a maximum of 30 years. Below is a summary of various borrowing periods and the resulting increases to parcel taxes:

	Interest Rate	Estimated Annual Payment	Increase in Water Parcel Tax*	Resulting Parcel Tax for 2017
10 years	2.74%	691,383	\$ 182	\$ 383
20 years	3.47%	431,494	\$ 114	\$ 315
25 years	3.51%	375,167	\$ 99	\$ 300
30 years	3.51%	341,516	\$ 90	\$ 290

\*Interest rate to be determined at borrowing.

The number of parcels in the Town of Ladysmith is 3,643 plus 153 equivalent parcels from other service areas.

The proposed timeline for holding an AAP or Referendum is as follows:

DATE		AAP	REFERENDUM
December	5 -- 12	Prepare Borrowing Bylaw	Prepare Borrowing Bylaw
	12	Determine AAP or Referendum	Determine AAP or Referendum



## APPENDIX D

	19	Introduce Borrowing Bylaw for first three readings	Introduce Borrowing Bylaw for first three readings
	20	Bylaw to Inspector of Municipalities for approval	Bylaw to Inspector of Municipalities for approval
January	16		Appoint Chief Election Officer and Deputy
	31	Approval of Inspector received (estimated)	Approval of Inspector received (estimated)
February	8	First Notice in Chronicle	
	15	Second Notice in Chronicle	
	16	First day of AAP process	
March	24	Last day to submit elector forms	Issue Notice of Assent Voting
April	22		Referendum Voting Day
May	27	Hold Referendum Vote if AAP does not succeed	

### FINANCIAL IMPLICATIONS:

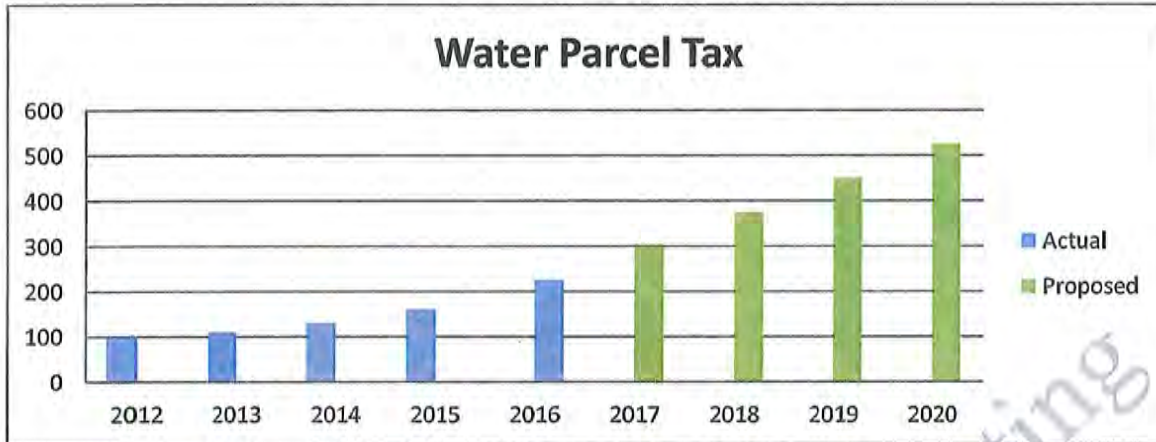
During the 2016 – 2020 Financial Plan discussions, Council was advised that the water parcel tax will need to increase significantly to complete all of the projects (Filtration Plant, Holland to Stocking Supply Main, Stocking Lake Supply Main, and Holland Dam Storage). At that time, it was discussed that the water parcel tax should increase from \$225 in 2016 to \$525 in 2020.

The 2017 Parcel Tax is expected to be \$300, which is an increase of \$75 over the 2016 parcel tax. This \$300 is sufficient to cover a portion of the debt payments on the Water Filtration Plant borrowing as well as enabling the Town to reserve funds for repairs and other major projects planned for the water supply system such as increasing storage capacity and the interconnect between Holland and Stocking Lakes.

Once constructed, there will be additional costs to operate the new Water Filtration Plant. Based on staffing at other Water Filtration Plants, it is expected that two additional water utility personnel will be required. These costs may be spread out over the next few years with the first hire to take place in late 2017 followed by the additional person the next year. Costs in materials, supplies and hydro will also increase. Overall, there will be approximately a \$460,000 per year increase to operate the Plant. In parcel tax terms, this is an additional \$120.00 per year. This could be funded through additional parcel taxes or through increases in the water utility fee or a combination of parcel taxes and water utility fees.



## APPENDIX D



### LEGAL IMPLICATIONS:

Borrowing can only be used for a specific project; it cannot be used for other projects (section 190 of the *Community Charter*). In the event that not all of the proposed borrowing of \$6,000,000 is required for the project, only the needed amount will actually be borrowed.

Similar to the Waste Water Treatment Plant, temporary borrowing is used to fund the construction. Long term borrowing is then issued in the spring or fall. It is at this point where any grant funding would be applied and the net amount would be borrowed.

Staff will ensure that the proposed borrowing bylaw is reviewed by legal counsel and that all legislative requirements for securing elector approval are followed.

### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It will be important to provide clear and fact-based information to citizens to assist in their decision-making and to help them understand the necessity and benefits of a water filtration system.

### INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Borrowing involves a number of departments in the Town. The Financial Services Department will lead the project with the assistance of Legislative Services to administer the Alternative Approval Process and approval of the required corporate documents. Infrastructure Services will address the technical issues related to construction of the Water Filtration Plant.

### ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

This aligns with Sustainability Pillar #5: Innovative Infrastructure.

### ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Council's 2016 Strategic Priority of Watershed Protection and Water Management.

### SUMMARY:

Island Health requires the Town of Ladysmith to construct a Water Filtration Plant to ensure that the Town continues to provide safe, quality drinking water and complies with the terms of its Water System Operating Permit. The Town has been working with AE Koers


## APPENDIX D

Engineering to determine the most suitable type of filtration system and the construction costs, estimated to be \$13,266,910.

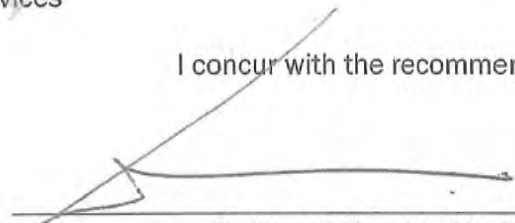
Benefits of this new plant include offering the best quality water in the most efficient manner possible, and ensuring that Ladysmith offers up-to-date, quality infrastructure to serve current and future generations of residents and other areas that the Town services. This in turn will lay a solid framework for managed community and economic growth in keeping with Ladysmith's Sustainability Vision.

The Town will need to borrow funds to build the new water filtration plant, although a significant \$8.8 million grant will greatly offset the total construction cost. There are various long term debt payback options and rates as well as alternatives to obtain elector approval if required. Staff are seeking Council's approval to proceed with borrowing \$6 million over 25 years and to obtain the approval of the electors for this long-term borrowing through an Alternative Approval Process.

  
Erin Anderson, Director of Financial Services

  
Geoff Goodall, Director of Infrastructure Services

I concur with the recommendation.

  
Guillermo Ferrero, City Manager

ATTACHMENT:  
Decision Tree Flow Chart



## Town of Ladysmith

### **STAFF REPORT TO COUNCIL**

From: Geoff Goodall  
Date: February 20, 2017  
File No:

RE: Holland Lake Dams – Inundation Study

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#### **RECOMMENDATION:**

That Council waive the Purchasing Policy and direct award the Holland Dam Inundation Mapping, Operation Maintenance and Surveillance Manual and Emergency Plan Updates contract to Austin Engineering for a total cost of \$42,000, and provide early expenditure approval for the project.

#### **PURPOSE:**

To have Council award the Town of Ladysmith Holland Lake Dams, Inundation Mapping, Operation Maintenance and Surveillance Manual and Dam Emergency Plan Updates Proposal to Austin Engineering.

#### **INTRODUCTION/BACKGROUND:**

The Holland Lake impoundment system consists of two dams: the west dam is approximately 460 metres in length and the east dam is approximately 915 metres in length. Both dams were constructed in 1980 and were designed to be homogeneous section dams.

Dam Safety in the Province of BC is governed by the Water Sustainability Act and specifically the Dam Safety Regulation. Each regulated dam is given a Consequence Classification, which for Holland Lake Dams is high. Recent Dam Safety reviews of the dams have determined that to stay in compliance with the regulation the Town needs to complete inundation mapping, updates to the dam operations, maintenance and surveillance manual and updates to the dam emergency response plan for both dams.

In 2016 staff solicited a proposal from Austin Engineering to complete these deficiencies. Staff has consulted with Dam Safety to ensure that the proposal will address tasks in a suitable manner.

#### **SCOPE OF WORK:**

The scope of work is outlined in the proposal from Austin Engineering Ltd., Town of Ladysmith Holland Lake Dams, Inundation Mapping, Operational Maintenance and Surveillance Manual and Dam Emergency Plan Updates Proposal.

#### **ALTERNATIVES:**

Council could choose not to waive the Purchasing Policy and direct staff to proceed with a RFP for these services.



**FINANCIAL IMPLICATIONS:**

The cost for this work has been included in the 2017 Financial Plan. By giving early expenditure approval, Council is committing to including these specific items in the Financial Plan.

**LEGAL IMPLICATIONS:**

No legal implications have been identified at this point.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

N/A

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**RESOURCE IMPLICATIONS:**

This Study has been included in staff's 2017 work plan and will involve input from the Director of Infrastructure Services, the Manager of Operations and the Chief Operator.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

Considering the 8 Pillars of Sustainability for Ladysmith from the Sustainability Visioning Report this project supports Innovative Infrastructure and Healthy Communities.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Aligns with Water Shed Protection and Water Management.

**SUMMARY:**

Holland Lake impoundment system contains two dams that are regulated under the Provincial Dam Safety Regulation. Recent Dam Safety reviews have indicated that in order to stay in compliance with the regulation the Town needs to complete inundation mapping, updates to the dam operations, maintenance and surveillance manual and updates to the dam emergency response plan for both dams. Austin Engineering Ltd. has provided a proposal to complete these tasks for a total cost of \$42,000.

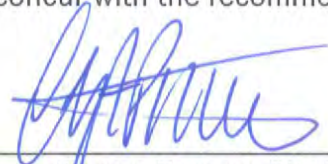


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Report Author: (Geoff Goodall, Director of Infrastructure Services)

I concur with the recommendation.

I concur with the recommendation.



For

Guillermo Ferrero, City Manager

ATTACHMENT:

Holland Lake Inundation Mapping Proposal-Austin Engineering



# Town of Ladysmith Holland Lake Dams

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## Inundation Mapping, Operation Maintenance and Surveillance Manual & Dam Emergency Plan Updates Proposal

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May 2016

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## Introduction

Holland Lake is located southwest of the Town of Ladysmith, BC the Lake is impounded by two dams (East and West) constructed in 1980. Holland lake is situated in a saddle area between Holland Creek catchment area and Bannon Creek catchment. As identified in the Dam Safety Review completed by Tetra Tech EBA in 2011, the Holland Lake Dams, require several improvements to address the outstanding dam safety issues to ensure compliance with the BC Dam Safety Regulation (2016). Austin Engineering Ltd. (AEL) is pleased to provide this proposal to address the following outstanding dam safety issues and ensure compliance with the Regulation:

- Provide inundation analysis and mapping for two separate, unconnected dam break scenarios (one at the East Dam and one at the West Dam).
- Prepare an updated Operations, Maintenance and Surveillance Manual (OMS).
- Prepare an updated Dam Emergency Plan (DEP).

AEL owner and Principal Engineer, Roger Austin, is a dam safety specialist and has over 15 years of experience working with dams of 'high' to 'extreme' consequence. Roger has worked with FortisBC Inc., as Manager of Generation Engineering where he oversaw all engineering for FortisBC Electric Generating Plants, which included all dam safety, mechanical, electrical, and civil projects, as well as civil projects and dam safety for Fortis Generation East, Fortis US, and Fortis Ontario. As Principal Engineer of AEL, Roger now leads a team of engineers that continues to provide Fortis and other large hydropower generation companies with high quality engineering and dam safety services.

AEL's team of engineers includes specialists in civil, structural, geotechnical, environmental, and hydrotechnical engineering that provide a wide range of dam safety services to municipalities and hydropower generation companies throughout BC. Recent municipal dam safety projects that AEL has been involved in include the following:

- Municipal Dam Safety Review, Operation, Maintenance, and Surveillance Manual development, Emergency Planning Guide development, and Inflow Design Flood modeling for the City of Trail Cambridge Reservoir Dam;
- Comprehensive level Dam Safety Review and inundation mapping for City of Kimberley Mark Creek Dam;
- Geotechnical, hydrotechnical, and micro-hydro prefeasibility engineering services for the City of Cranbrook Idlewild Dam;
- Formal inspections, reporting, and spillway design for the Regional District of Kootenay Boundary Saddle Dam in Grand Forks; and
- Formal inspections and reporting for the Village of Fruitvale Kelly Creek Dam.

### Background Information

AEL understands that the Holland Lake Dams were constructed in 1980 and have more recently been retrofitted to include micro-hydro generation infrastructure. Holland Lake is impounded by two earth dams (East and West) situated in a saddle area between Holland Creek catchment area and Bannon Creek catchment. The DSR completed by Tetra Tech EBA in 2011 identified Dam Safety Management items including inundation mapping, and updates to the OMS manual and DEP.

### Preliminary Site Visit

Austin Engineering Ltd., has reviewed the 2011 DSR completed by Tetra Tech EBA and the associated documents outlining what was completed and the list of recommendations, and proposes to begin the review with a site visit to familiarize itself with the dams, their location, reservoir, spillway, abutments, and downstream characteristics and topography.

### Background Information Review

AEL will review background information such as:

- Holland Lake Dams design basis reports, drawings and as-built records;
- Ministry of Forests Lands and Natural Resources Operations (MFLNRO) dam files;
- Annual dam inspection reports;
- Dam Safety Review Reports;
- Operation, Maintenance and Surveillance Manual;
- Emergency Response and Preparedness Plans;
- Geotechnical investigation reports; and
- Survey and contour data available.

### Inundation Mapping

#### Project Methodology/Scope of Work

Inundation maps are required to determine the downstream effects in the case of a dam break and provide a tool for identifying required evacuation zones. In addition, they assist Dam Safety Engineers during the dam consequence classification review process.

There are two dams, East Dam and West Dam impounding water at Holland Lake. AEL's analysis will consider two separate, unconnected dam break scenarios, one at the East Dam and one at the West Dam. In this manner AEL will develop two hydraulic models as follows:

1. One model for the East Dam break scenario where the uncontrolled discharge is expected to flow to Bannon Creek, Chemainus River and reach Chemainus Bay; and
2. One model for the West Dam break scenario where the uncontrolled discharge is expected to flow through Chicken Ladder Intake, down Holland Creek adjacent to the southern edge of the Town of Ladysmith and eventually discharging to Ladysmith Harbour.

Austin Engineering Ltd. (AEL) personnel have completed inundation mapping and flood mapping for various mines and municipalities across Canada. AEL will develop Holland Lake Dams Inundation Maps by completing the following work:

1. Review background information including the most recent 2011 Dam Safety Review (DSR) Report by Tetra Tech EBA.
2. Develop hydraulic models using available topographic data.
3. Run hydraulic model and develop the inundation maps showing extents (areas) of flooding downstream and flood depths.
4. Provide the Town of Ladysmith with completed inundation maps and summary report in pdf format.

Following the update, the Holland Lake Dams Inundation Maps can be used to update the DEP.

## Operation, Maintenance and Surveillance Manual Update

### Project Methodology/Scope of Work

Austin Engineering Ltd. (AEL), has developed and written full OMS Manuals for municipalities in British Columbia and is familiar with all aspects and requirements of the document. AEL will review and update the existing Holland Lake Dams Operation, Maintenance and Surveillance (OMS) Plan for the Town of Ladysmith by completing the following:

1. Review any existing Holland Lake Dams operating procedures.
2. Review existing inspection and maintenance schedules, procedures and reporting (including historical maintenance works).
3. Update the Town of Ladysmith's organizational chart.
4. Assess the aspects of the Holland Lake Dams that will require regular maintenance.
5. Update and document all OMS processes, schedules (or required frequencies) and responsibilities in the OMS Manual.



AEL will also address the following items as specifically identified in the 2011 DSR report completed by Tetra Tech EBA:

1. Include a map showing road access to the dam.
2. Include a plan indicating the location of all instrumentation and areas of seepage to be monitored during inspections.
3. Expand on the current list of significant structures downstream of the dam (i.e. the Island Highway, Chicken Ladder Intake).
4. Expand on the physical description details of the dams.
5. Outline operation procedures undertaken during floods.
6. Outline record keeping expectations.
7. Include a list of components requiring ongoing maintenance and inspection.

A draft version of the OMS Manual will be provided to the Town of Ladysmith for review before finalization.

## Dam Emergency Plan Update

### Project Methodology/Scope of Work

Austin Engineering Ltd. (AEL), has also developed and written full Emergency Preparedness Plans (EPP) for municipalities in British Columbia. AEL will review and update the EPP for the Holland Lake Dams by completing the following work:

1. Review and update any existing Holland Lake Dams emergency response procedures.
2. Review and update all possible emergency situations/events.
3. Review and update triggers for each identified emergency.
4. Review the rate risk levels for each identified emergency.
5. Update any required actions.
6. Update the contact list for notifying:
  - a. Town of Ladysmith management and staff.
  - b. Town of Ladysmith emergency personnel.
  - c. Service companies.
  - d. Relevant ministry officers.

The DEP must:

1. Have clear, specific step-by-step procedures.
2. Contain relevant, up-to-date contact information.
3. Be accessible to operations and maintenance personnel (stored in multiple locations).
4. Contain public notification templates for distribution and display.

AEL will also address the following items as specifically identified in the 2011 DSR report completed by Tetra Tech EBA:

1. Dam access should be described, from nearest centre. A map should be attached to the EP which includes alternate routes, include phone # for a local helicopter company.
2. A list of local personnel/others qualified to make emergency dam safety assessment.
3. Downstream property owners and all people/businesses which may be affected by potential flood water.

A draft version of the DEP will be provided to the Town of Ladysmith for review before finalization.

## AEL Experience

AEL has a wide variety of engineering and project management skills. We specialize in geotechnical, civil, structural and environmental engineering, with in-depth knowledge of dam safety, construction and operations. AEL's Principal Engineer, Roger Austin, is a member of the Canadian Dam Association and has worked across Canada ensuring dams meet regulatory requirements and continue to operate safely. He formerly held the position of Manager of Generation Engineering with FortisBC Inc., where he oversaw all engineering for FortisBC Electric at Fortis, Columbia Power Corporation and Teck Generating Stations, which included all dam safety reviews, mechanical, electrical, civil and dam safety projects, as well as civil projects and dam safety for Fortis Generation East, Fortis US, and Fortis Ontario.

In addition to providing engineering services for several 'high' to 'extreme' consequence hydro power generation dams, AEL provides dam safety and hydraulic engineering services for several municipalities within BC. Within the past two years AEL has worked on Dam Safety Reviews, Operation Maintenance and Surveillance Manuals, and Emergency Planning Guides for the City of Trail, City of Kimberley, and the Regional District of Kootenay Boundary (RDKB); inflow design flood modeling for the City of Trail and City of Cranbrook; spillway and hydraulic structure design for the City of Cranbrook and the RDKB; and inundation mapping for the City of Kimberley. Further information on recent AEL projects regarding hydraulics and dam safety are available in Appendix A.

Bios for engineering team members listed below are provided in Appendix B.

AEL's Holland Lake Dams project team includes:

1. Roger Austin, P.Eng. – Project Manager and Dam Safety Engineer. Roger is the managing Principal Engineer overseeing this assignment.
2. Ruth Keyes, P.Eng. – Civil-Environmental Engineer. Ruth will perform any work related to hydrological and hydraulic aspects, including inundation modelling, analysis and mapping.
3. Sam Nunoo, Ph.D. – Geotechnical Engineer. Sam will perform any required work related to geotechnical and soil analysis, and will be involved with OMS and DEP updates.
4. Heather Hordowick – Civil-Environmental Engineer-in-Training. Heather will assist the team with inundation modeling, analysis and mapping.
5. Marco DeMelo – Senior Designer Drafter; and
6. Jenn Wilson – Communications Specialist.

## Schedule and Costs

AEL's proposed costs to complete the scope of work are provided in Table 1. A detailed cost breakdown is provided in Appendix C.

Table 1 – AEL Proposed Costs

Scope of Work	Cost (excluding tax)
Project Kick-Off Meeting and Site Visit*	\$4,608.00
Inundation Mapping Subtotal	\$20,603.00
OMS Update Subtotal	\$9,241.00
DEP Update Subtotal	\$7,401.00
<b>TOTAL</b>	<b>\$41,853.00</b>

*\*One site visit will be required for the entire project scope, should the Town of Ladysmith only wish to pursue part of the scope presented in this proposal scope item subtotals may be subtracted from the total value, however the site visit cost will still be required and will remain constant.*

AEL proposes the scope will be completed within twelve (12) weeks after receipt of the PO. This timeline considers completion of inundation mapping, OMS updates, and DEP updates. Should the Town of Ladysmith request scope items to be removed AEL is willing to reduce the timeline required for this project.

AEL requests the use of select project photos for marketing purposes, which may be vetted for proprietary information.

## Closure

Austin Engineering Ltd.'s, team has in-depth knowledge and expertise in dam safety and design. Our project team has worked extensively with a wide variety of dam structures and meets regulatory requirements to ensure the safe operation and maintenance of these facilities. We look forward to working with you on this project and welcome any questions you may have about this proposal.

Regards,



Roger Austin, P. Eng.  
Dam Safety Engineer  
Austin Engineering Ltd.

## Appendix A – Recent Projects





## **STAFF REPORT TO COUNCIL**

From: Geoff Goodall  
Date: February 20, 2017  
File No:

### **RE: INFILTRATION AND INFLOW REDUCTION**

#### **RECOMMENDATION:**

That Council award the Town of Ladysmith Flow Monitoring Program to Opus International Consultants (Canada) Ltd. for a total project cost of \$50,000.

#### **PURPOSE:**

To have Council award the Town of Ladysmith Flow Monitoring Program to Opus International Consultants (Canada) Ltd. for a total cost of \$50,000

#### **INTRODUCTION/BACKGROUND:**

The Town of Ladysmith is in the final stages of commissioning of the Stage 3 upgrades to the Waste Water Treatment Plant. This upgrade involves the addition of secondary treatment to the plant and will significantly improve the effluent quality being discharged into the Ladysmith Harbour. This upgrade was identified in the Town's Stage 3 – Liquid Waste Management Plan (LWMP) that was approved in March 2013. In addition to this upgrade there were a number of other initiatives that were outlined in the LWMP; one of which was Infiltration and Inflow (I & I) Reduction.

Although the Town has a separated sanitary and storm sewer system, during storm events the Town experiences significant increase in volumes of sanitary flows. Average daily flows at the treatment plant are approximately 1850m<sup>3</sup>; during larger storm events these flows typically increase to around 8,000m<sup>3</sup> and peaks of 11,300m<sup>3</sup> have been recorded. These large fluctuations in flows are very challenging for the WWTP and can significantly reduce effluent quality.

Opus is the Town's sanitary sewer consultant and they have done extensive work modeling the Town's sanitary sewer system, so they are ideally suited for this task.

#### **SCOPE OF WORK:**

In order to reduce I & I at the Waste Water Treatment Plant, the Town needs a comprehensive I & I reduction program. This program will take a number of stages to complete. This current proposed work involves the first phase of that plan, development of catchment areas and detailed monitoring of flows within those catchments. This study will include the installation of 6 monitoring stations strategically placed to capture flows generated within the Town. The stations have been specifically targeted to focus on the older areas of Town as it is expected that these areas are likely to have the most significant I & I.

#### **ALTERNATIVES:**

Council could direct staff not to award this work to the Town's sanitary sewer consultant and instead go through a qualifications based selection process. This will delay the project and may result in engaging a consultant who is not familiar with the Town's system, incurring increased costs and staff time to bring the new consultant up to the necessary familiarity with our systems.

**FINANCIAL IMPLICATIONS:**

The cost for this work has been included in the 2017 Financial Plan. Although the bulk of this work will be completed in the fall, early approval is required to secure the sub-consultant who will be installing the monitoring stations and collecting the data. To secure this work and pricing, a purchase order needs to be issued within the next 30 days.

**LEGAL IMPLICATIONS:**

No legal implications have been identified at this point.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

N/A

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**RESOURCE IMPLICATIONS:**

This Study has been included in staff's 2017 work plan and will involve input from the Director of Infrastructure Services, the Manager of Operations and the Chief Operator of the Waste Water Treatment Plant.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

Considering the 8 Pillars of Sustainability for Ladysmith from the Sustainability Visioning Report this project supports Innovative Infrastructure and Healthy Communities.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

N/A

**SUMMARY:**

The Town's Waste Water Treatment Plant experiences significant increases in flows during storm events. In order to reduce these flow spikes the Town needs to develop an Infiltration and Inflow (I & I ) Reduction Plan. Opus International Consultants (Canada) Ltd. are the town's sanitary sewer consultants and have extensive experience with the town system. This makes them ideally suited to complete the first stage of the I & I reduction program.



Geoff Goodall, Director of Infrastructure Services

I concur with the recommendation.



FOR

Guillermo Ferrero, City Manager

TOWN OF LADYSMITH

BYLAW NO. 1919

**WHEREAS** Council of the Town of Ladysmith has by Resolution approved the 2016 Town of Ladysmith Parks, Recreation and Culture Master Plan, and the recommendations contained therein;

**AND WHEREAS** the Parks, Recreation and Culture Master Plan recommends that Council establish Parks, Recreation and Culture Advisory Committee to replace the Parks, Recreation and Commission and to provide broader community input into ongoing matters related to Parks, Recreation and Culture in the Town of Ladysmith;

**AND WHEREAS** Council has by Resolution adopted Terms of Reference for the Parks, Recreation and Culture Advisory Committee;

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

1. Parks and Recreation Commission Bylaw 1998, No. 1278; and all amendments thereto are hereby repealed.

**Citation**

2. This Bylaw may be cited for all purposes as "Town of Ladysmith Parks, Recreation and Culture Commission Repeal Bylaw, 2016, No. 1919.

**READ A FIRST TIME**      on the      19<sup>th</sup>      day of    December, 2016

**READ A SECOND TIME**      on the      19<sup>th</sup>      day of    December, 2016

**READ A THIRD TIME**      on the      19<sup>th</sup>      day of    December, 2016

**ADOPTED**      on the      day of    ,

---

Mayor (A. Stone)

---

Corporate Officer (J. Winter)

TOWN OF LADYSMITH

**BYLAW NO. 1922**

A bylaw to appropriate monies from the Cemetery Care Trust Fund.

**WHEREAS** the sum of \$154,852.62 is on deposit in the Cemetery Care Trust Fund; and

**WHEREAS** it is deemed necessary to appropriate the sum of up to \$1,895.50 from the Cemetery Care Fund for the purpose of the Cemetery Operations;

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

1. The sum of up to one thousand eight hundred ninety-five dollars and fifty cents (\$1,895.50) is hereby appropriated from the Cemetery Care Trust Fund and transferred to the General Revenue Fund to provide for the cemetery.

**Citation**

2. This bylaw may be cited as the "Cemetery Care Trust Fund Appropriation Bylaw 2017, No. 1922".

**READ A FIRST TIME** on the 16<sup>th</sup> day of January, 2017

**READ A SECOND TIME** on the 16<sup>th</sup> day of January, 2017

**READ A THIRD TIME** on the 16<sup>th</sup> day of January, 2017

**ADOPTED** on the

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

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

## Islands' Celtic Festival (April 28,29,30th in 2017)

### Permission to put Sign on Aggie Hall

The ICF is returning to Ladysmith on the last weekend in April of 2017 (28,29,30). The Workshops will be conducted in the Eagles' Hall, with the Concert venue in the Aggie Hall. On Friday night, we shall have the Big Session, from 6 to 11 pm, in the Eagles' Hall. The Workshop Leaders will be solicited during the Session. All day Saturday, in the Eagles' Hall, the Workshops will be offered, starting at 10 am, with an informal Concert at noon, during the lunch break. On Saturday night, the Concert will be held in the Aggie Hall, from 7pm to midnight. Adult tickets are \$20, and students (\$10). Tickets will be available at the door at 6 pm, and from Salamanders Books, in April. On Sunday morning, the profits will be distributed to the Performers and Workshop Leaders. We are planning to have six acts for the Concert (Irish band, Scottish Band, Celtic Harpist, Gaelic Singing Group, Irish/Scottish solo singers, and some other combination of Celtic musicians. Celtic Dancers will give a performance after the Concert, and before the Ceili dance for all!

In 2013, The Town of Ladysmith put a 4x8 chloroplast sign on the Aggie Hall; the sign faced Symonds Street and the 49th Grocery, at the eastern end, just behind the ramp leading into the Aggie Hall. We are asking for permission to put our sign at this location, again for week before the Concert & Ceili on Saturday, the 29th of April.

**From:** Steve Higgs <>  
**Date:** February 1, 2017 at 9:41:24 PM PST  
**To:** Clayton Postings <[cpostings@ladysmith.ca](mailto:cpostings@ladysmith.ca)>  
**Subject:** Sponsorship Banners


Hi Clayton

On behalf of the Ladysmith Softball Association (ages U6 to U19) we are asking for permission to hang sponsorship banners on the center field fence at Aggie Field. I don't have the exact measurements of the banners but they are around 4' x 6' approx., these would be a great help in helping out the kids with equipment, uniforms and tournaments to name a few. We are looking to be able to hang them up from April to June and then we will bring them down, also they will be clipped on so I can take them down at anytime during this time if there is another event on that would like them down. They will just be on the high parts of the fence and there is approx 10 spots available. Thanks for the consideration and I hope we can make this happen as it will be a huge asset for the association and helping more kids be able to play.

Thanks  
Steve Higgs  
Ladysmith Softball Association

Sent from my iPhone





# Kinsmen Club of Ladysmith

## On The 49th Parallel

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

February 8th, 2017

Mayor and Council  
Town of Ladysmith  
P.O. Box 220  
Ladysmith, B.C. V9G 1A2

Dear Mayor Stone and Council:

The members of the Ladysmith Kinsmen Club are entertaining ideas for a new project for the year... or maybe a bit longer. In the past few years the members of the Kinsmen, with HUGE SUPPORT from the Ladysmith community, have accomplished some pretty substantial projects, such as the playground at Brown Dr. Park, the gazebo and washrooms on the Holland Creek Trail, the playground at Transfer Beach along with the volleyball and 3 on 3 basketball courts and new roof on the shelter at Transfer Beach.

The Kinsmen are looking at the possibility of building public washrooms downtown. A few years ago we constructed a double washroom, for Holland Creek users, at the end of Holland Creek Trail. We also built the washroom for the playground at Brown Dr./Kin Park. Our goal would be to build a double "compartment" washroom at the alley end between the Health Food Store and the Royal Bank. The facility would have two "bathroom" compartments each with a heavy duty combination toilet/lavatory. The toilets would be made from 14 gauge stainless steel designed to withstand loads of 5,000 lbs. They would be exactly the same as what the club installed in the facility on Sixth Ave. Each unit will cost \$2,900.

We also have estimates from Cornerstone Castings to supply and install a "prefab" concrete building that is especially designed to fit this location and situation. The cost of the structure is (approx) \$17,500 + tax.

As well we have an estimate to have sewer, storm and water brought to the site at a cost of \$20,000. As well we still need to get figures for electrical and also site preparation as it will have to be level.

What the club is asking, at this time, is a show of support for this project. We anticipated doing all the fundraising ourselves and when finished the Public Washrooms would be turned over to the Town of Ladysmith free of charge. We believe that the final cost will come in around (hopefully) \$50,000. We see this facility being open year round and it will be constructed with lighting, heat and a separate mechanical room as well, to hold janitorial supplies.


At the end of the day, though, the Town would be responsible for the maintenance of the facility, such as they are doing now at Transfer Beach, Sixth Ave. and Brown Dr. Park.

Our members hope that this is something that the members of Council feel is something that would be an amenity to our heritage downtown. Please feel free to contact me or our projects chair if you desire any further information.

We want to thank you for your time and consideration of our request and we look forward to your favourable response.

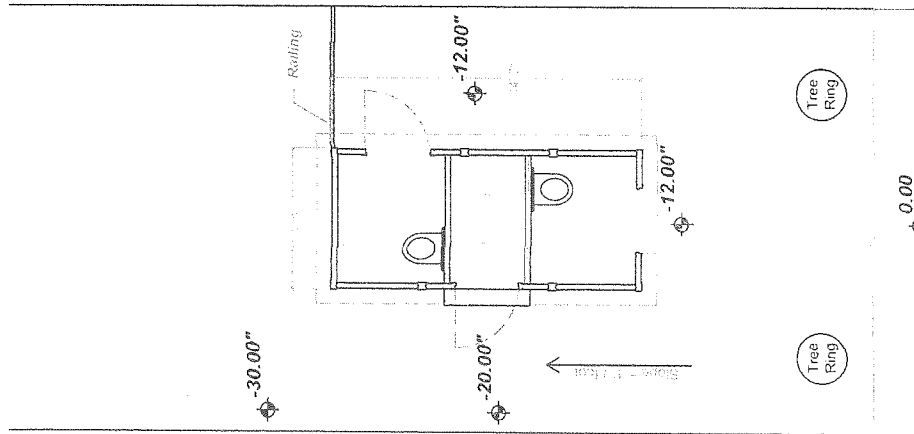
Have a groovy day!

Yours in Kin

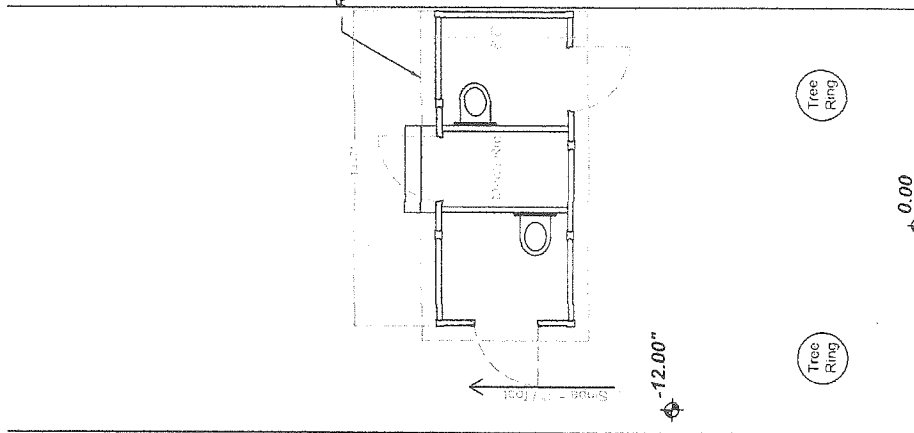


Jason Kelland  
President

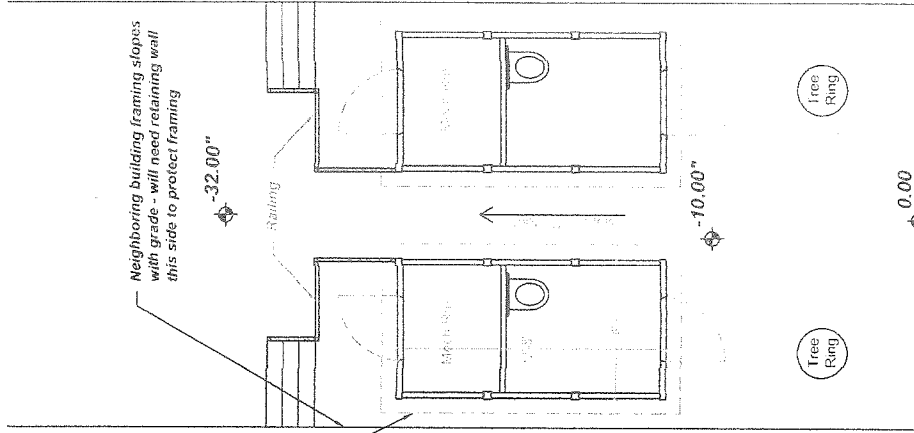
Ladysmith Kinsmen



1 Option #1



2 Option #2



3 Option #3

**LADYSMITH**

Dwg **Washrooms**

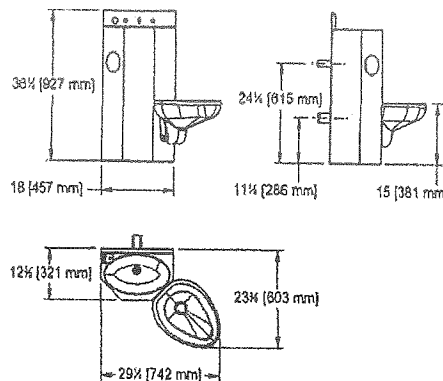
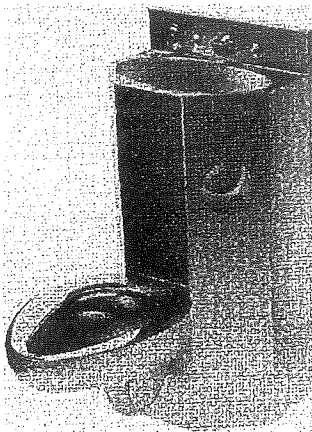
Ref **For Review**

Scale **3/16"=1'0"**

Date **27/Jan/17** Rev **27/Jan/17**

# COMBINATION UNIT: HDCU1318R

HDCU1318R | 2000103025



This Heavy Duty Combination Toilet/Lavatory is designed for areas requiring the utmost in vandal resistance. The fixture is fabricated from heavy 14 gauge (2.0 mm) type 304 (CNS 18/10) stainless steel and is designed to withstand loads of 5000lbs (2267kg) without permanent damage. The cabinet and drawn bowls are seamlessly welded and are polished to a #4 satin finish. The toilet seat is polished to a sanitary mirror finish. Internal piping is also 14 gauge (2.0 mm) type 304 (CNS 18/10) stainless steel. Elongated design blow out jet bowl.

The toilet requires a minimum of 35 PSI (3.41 BAR) flow pressure. The toilet was tested and certified as a low water consumption toilet using 1.6gpf (6 litres). The trap will pass a 2 1/8" (54 mm) ball and has a seal of 3.5" (88.9 mm) min. The waste outlet extends a minimum of 3" (76.2 mm) behind the fixture and has a plain end OD of 2 3/8" (60.3 mm). Certified to ASME A112.19.2-2008/CSA B45.1-08 standards.

## INSTALLATION:

These fixtures are designed to be installed onto finished walls which are serviceable from a pipe chase. Standard included hardware is for walls up to 8" (203.2 mm) thick. For existing walls, an optional metal cutout template is available. For new block (CMU) or poured concrete walls, an optional wall sleeve is available.

## AVAILABLE CONTROLS:

Recommended with I-CON electronic (AC or battery powered) basin and flush valves for water savings, enhanced security and performance and reduced maintenance costs. Call Commercial Customer Service for full details. Air operated valves are also available. Right configuration.

## Product options:

- I-CON-COMBI - Electronic basin and flush valve kit (recommended)
- SV - Single temperature basin valve
- DV - Dual temperature basin valve
- SV-MV2 - Single temperature manifold valve (for 2 fixture control)
- DV-MV2 - Dual temperature manifold valve (for 2 fixture control)
- FVC - Combi Unit Flush Valve

## TECHNICAL DATA

material	stainless steel
material code	1.4301 Chrome Nickel steel V2A
material thickness body	1/16"
Overall front to back	23 3/4"
overall height	36 1/2"

## PROJECT INFORMATION

Item Location

Project

Number

Franke Commercial Systems | [ws-info.ca@franke.com](mailto:ws-info.ca@franke.com) | [www.franke-commercial.com](http://www.franke-commercial.com) | 2016-06-24

