

**A REGULAR MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, AUGUST 21, 2017  
7:00 P.M.**

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

**AGENDA**

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

**1. CLOSED SESSION**

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

- Various matters related to section 90(1)(e) -- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality – Section 90 (1)(a);
- Provision of a municipal service - Section 90 (1) (k)

**REGULAR MEETING (7:00 P.M.)**

**2. AGENDA APPROVAL**

**3. RISE AND REPORT – Items from Closed Meeting**

**4. MINUTES**

- 4.1. Minutes of the Regular Meeting of Council held July 17, 2017..... 1 - 5
- 4.2. Minutes of the Special Meeting of Council held July 31, 2017..... 6 - 8
- 4.3. Minutes of the Special Meeting of Council held Aug 3, 2017 ..... 9 - 10



**5. DELEGATIONS - None**

**6. PROCLAMATIONS - None**

**7. DEVELOPMENT APPLICATIONS**

**7.1. High Street Intensive Residential Development Permit ..... 11 - 18**

Staff Recommendation:

That Council:

1. Issue Development Permit 3060-17-11 for four residential parcels on High Street (Lots 1, 2, 3 & 4, Block 124, District Lot 56, Oyster District, Plan 703A); and
2. Authorize the Mayor and Corporate Officer to sign the Development Permit.

**7.2. Zoning Bylaw and Official Community Plan Amendment Application  
1142 Rocky Creek Rd. (Ladysmith & District Credit Union, J. de Leeuw)..... 19 - 24**

Staff Recommendation:

That Council:

1. Consider the application to amend the Official Community Plan (OCP) and Zoning Bylaw to permit light industrial use on the properties legally described as Lots 1, 2, 3, 4 and 5, District Lot 38, Oyster District, Plan VIP84189 (1132-1142 Rocky Creek Rd.).
2. Having given consideration to s. 475 of the Local Government Act (consultation during OCP development) direct staff to:
  - (a) refer the OCP amendment application 3360-17-03 to the Stz'uminus First Nation, pursuant to the Town's Memorandum of Understanding; and
  - (b) refer application 3360-17-03 to the Advisory Planning Commission for review and comment.
3. Direct staff to work with the property owner of the adjacent property (1130 Rocky Creek Rd.) in order to develop a comprehensive zoning solution for all of the properties in the CD-1 Zone, and if a rezoning proceeds for 1130 Rocky Creek Rd. require that the applicants host a neighbourhood information meeting to advise the community of the proposed changes for all parcels in the CD-1 Zone.
4. Direct staff to commence the preparation of the Official Community Plan (OCP) amendment bylaw and the Zoning Bylaw amendment bylaw for application 3360-17-03.

5. Approve of the discharge of covenant FB234682 and development permit EP096966 from the title of Lots 1, 2, 3, 4 and 5, District Lot 38, Oyster District, Plan VIP84189 (1132-1142 Rocky Creek Rd.) if the rezoning is approved; and authorize the Mayor and Corporate Officer to execute the discharge documents.

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

**9. REPORTS**

**9.1. Allocate Proceeds from Real Property Sales ..... 25 - 26**

Staff Recommendation:

That Council:

- 1) Allocate a portion of the proceeds from the recent property sales to satisfy the remaining debt on the Buller Street properties; and
- 2) Direct staff to amend the Financial Plan accordingly.

**9.2. Water Treatment Plan – Membrane Award ..... 27 - 29**

Staff Recommendation:

That Council award the water treatment plant membrane tender to GE Power & Water for a total contract price of \$1,450,000.

**9.3. Clarke Road Storm Water System..... 30 - 33**

Staff Recommendation:

That Council:

1. Approve spending up to \$50,000 for the replacement of the storm water system on lower Clarke Road with the funding to come from Gas Tax and any savings from the Rocky Creek Storm water Project;
2. Amend the Financial Plan accordingly.
3. Waive the purchasing policy and direct staff to award the design of the storm water system on Clarke Road to Newcastle Engineering for a cost estimated at \$10,000.
4. Direct staff to include the construction of the works in the developers' tendered works.

**9.4. Recommendations from the Municipal Services Committee Meeting held June 12, 2017 .....34 - 35**

Recommendation:

That Council direct staff to:

1. Conduct a public consultation with Town residents on the desirability and possible content of an amendment to the “Animal and Poultry Bylaw 1994, No. 1136” to allow the keeping of hens on residentially zoned properties in the Town of Ladysmith.
2. Bring back a report outlining recommendations for possible amendments to the zoning bylaw to permit coach houses outside the downtown area.
3. Work with School District 68 to explore options for daycare facilities in Ladysmith.
4. Explore options to establish a Child Development Centre in conjunction with provincial, school district and regional agencies.
5. Add to upcoming discussions with School District 68 options for increasing daycare space for children aged 0 to 6 years old.
6. Refer the role of the Finnish Community in Ladysmith’s heritage to the Heritage Revitalization Advisory Commission to investigate ways to promote and celebrate that community.
7. Investigate and present options for design, cost and public consultation for a diversity square.
8. Paint the memorial benches at First Avenue and Gatacre Street in rainbow colours; and place a plaque of commemoration and appreciation for the Childs family on the bench, with funds of up to \$500 to come from the public relations budget.

**9.5. Recommendations from the Municipal Services Committee Meeting held July 10, 2017 ..... 36**

Recommendation:

That Council request that Mayor Stone discuss the effects of closing First Avenue for Community festivals and events at an upcoming meeting with the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association for feedback.

**9.6. Recommendations from the Municipal Services Committee Meeting held August 14, 2017 ..... 37**

Recommendation:

That Council:

1. a) Commit to hosting the beach volleyball event at Transfer Beach for the 2018 BC Summer Games, and be responsible for the costs associated with the venue construction;  
b) Direct staff to report back to Council with sources of funds to cover the associated costs and to amend the financial plan accordingly; and  
c) Direct staff to prepare a detailed plan for potential locations.
2. a) Update the Toilet Rebate Program to include a varying rebate depending on the water efficiency of the toilet, as:
  - single 6 litre flush rebate at minimum of \$75.00; or a
  - dual flush 4.1/6 litre rebate at a minimum of \$75.00.b) Confirm the lifetime maximum of 2 rebates per residence or business.  
c) Require proof of proper disposal of a 13L or greater toilet.
3. a) Direct staff to investigate the feasibility and recommend a phased approach for replacing current street lights with LED units; and  
b) Direct staff to investigate the feasibility of installing Town-owned streetlights instead of using BC Hydro poles; and  
c) Request that BC Hydro improve its response time for repairing burnt out streetlights.
4. Direct staff to investigate the Festival of Lights Society’s proposal to build a permanent structure promoting Light Up above the “Ladysmith Heritage by the Sea” sign at the north end of Bob Stuart Park and advise Council.

## 10. BYLAWS

### 10.1. Town of Ladysmith Parks Usage Bylaw 2016, No. 1933 ..... 38 - 53

Staff Recommendation:

That Council adopt Town of Ladysmith Parks Usage Bylaw 2017, No. 1933.

## 11. CORRESPONDENCE

### 11.1. Sheila Malcolmson, Member of Parliament Request for Endorsement Letter for Derelict and Abandoned Vessels Private Members Bill C-352..... 54 - 58

Staff Recommendation:

That Council provide an endorsement letter for Derelict and Abandoned Vessels Private Members Bill C-352, which would amend the Canada Shipping Act, 2001 and provide for the development of a national strategy for abandoned vessels, fix vessel registration, pilot a vessel turn-in program, create good green jobs by supporting local marine salvage businesses and

vessel recycling, and make Coast Guard responsible for directing the removal of abandoned vessels.

## 12. NEW BUSINESS

## 13. UNFINISHED BUSINESS

### 13.1. Sale of Closed Portion of Clarke Road ..... 59 - 76

Staff Recommendation:

That Council approve the agreement for purchase and sale of the closed portion of Clarke Road to Robert and Nicolette MacCallum, and authorize the Mayor and Corporate Officer to execute the agreement and related documents.

### 13.2. Town of Ladysmith 2016 Annual Report ..... 77 - 165

Staff Recommendation:

That Council approve the Town of Ladysmith 2016 Annual Report.

## 14. QUESTION PERIOD

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

## ADJOURNMENT

**MINUTES OF A REGULAR MEETING OF COUNCIL  
MONDAY, JULY 17, 2017  
CALL TO ORDER 5:00 P.M.  
COUNCIL CHAMBERS, CITY HALL**

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**COUNCIL MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Guillermo Ferrero	Felicity Adams	Erin Anderson
Geoff Goodall	Clayton Postings	Joanna Winter

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

**CLOSED SESSION****CS 2017-224***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

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

*Motion carried.*

**RISE AND REPORT** Council rose from Closed Session at 6:43 p.m. without report.

**REGULAR MEETING**

Mayor Stone called this regular meeting of Council to order at 7:00 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 2017-225***Moved and seconded:*

That Council approve the agenda for this Regular Meeting of Council as amended by the following:

- Remove item 13.1 (Beach Volleyball)

*Motion carried.*

## MINUTES

CS 2017-226

*Moved and seconded:*

That Council approve the minutes of the Special Meeting of Council held June 27, 2017.

*Motion carried.*

CS 2017-227

*Moved and seconded:*

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

*Motion carried.*

## DELEGATIONS

**Sidney Mrus, Brandy Olson, Nina Charley, Madeline Tremblay - Ladysmith Ambassadors and Committee Member**

Madeline Tremblay, outgoing BC Ambassador and member of the Ladysmith Ambassadors Committee, expressed her appreciation to Council and the community for their support. Ladysmith Ambassadors for 2017 - 2018 Sidney Mrus, Brandy Olson and Nina Charley introduced themselves and provided an update on their recent activities.

Mayor Stone and members of Council congratulated Ms. Tremblay on her year as BC Ambassador and expressed their gratitude and support for the current Ladysmith Ambassadors.

**Dave Judson, Ladysmith Sportsmen's Club**

Mayor Stone, on behalf of Council, presented a certificate of appreciation to Dave Judson of the Ladysmith Sportsmen's Club, in recognition of their constant hard work and dedication to cleaning up and preserving Ladysmith's natural environment.

CS 2017-228

*Moved and seconded:*

That Council refer to the Municipal Services Committee a discussion on communications and public awareness strategies to discourage illegal dumping of garbage in the backcountry.

*Motion carried.*

## DEVELOPMENT APPLICATIONS

CS 2017-229

**Development Variance Permit Application 3090-17-03 (905 Hanington Road)**

*Moved and seconded:*

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

*Motion carried.*

Councillor Paterson declared a conflict of interest with the following agenda item due to his role in the Ladysmith Kinsmen Club and excused himself from the meeting.

**Washroom in Downtown Ladysmith (Kinsmen Project Proposal)**

*Moved and seconded:*

**CS 2017-230**

That Council:

1. Support the concept of a public washroom being placed in the alley between the buildings at 521 and 531 First Avenue, subject to:
  - i. The Kinsmen Club presenting a more complete proposal for the washroom and site including:
    - A site/landscape plan and building design with exterior façade details respecting ADP and HRAC comments, and the Downtown Development Permit Area guidelines; and
    - A review of safety and Crime Prevention through Environmental Design (CEPTED) impacts of the proposed washroom and solutions to mitigate impacts.
  - ii. Review by Development Services staff and the Heritage Revitalization Advisory Commission of the site/landscape plan and building design;
  - iii. Approval by Infrastructure Services for the water and sanitary service solutions for the proposed washroom.
  - iv. The Town following the requirements in Section 40 of the Community Charter to commence closure and removal of road dedication to allow a washroom building to be located on that portion of the alley.
2. Approve the site/landscape plan and building design and maintenance costs prior to installation.

*Motion carried.*

Councillor Paterson returned to the meeting.

**Town of Ladysmith 2016 Annual Report**

Council pointed out corrections required in the draft 2016 Annual Report, including a duplication of page 22.

*Moved and seconded:*

**CS 2017-231**

That consideration of the 2016 Annual Report be referred to the next meeting of Council.

*Motion carried.*

**Service Agreement with Ladysmith and District Historical Society**

Council members requested clarification of sections of the draft agreement with the Ladysmith and District Historical Society.

*Moved and seconded:*

**CS 2017-232**

That Council:

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

*Motion carried.*

Ed Nicholson, President of the Ladysmith and District Historical Society, was in attendance and spoke about the Society's recent progress and responded to questions from Council.

## **BYLAWS**

### **Town of Ladysmith Parks Usage Bylaw 2016, No. 1933**

*Moved and seconded:*

**CS 2017-233**

That Council receive the recommendations from the Parks, Recreation and Culture Advisory Committee relating to the hours of use to be included in the updated Parks Usage Bylaw

*Motion carried.*

*Moved and seconded:*

**CS 2017-234**

That Town of Ladysmith Parks Usage Bylaw 2017, No. 1933 be read a first, second and third time.

*Motion carried.*

### **Judy Kozler, Town and Country Park Residents**

#### **Request for the Development of a Safe Walkway from the Town and Country Park to Coronation Mall**

*Moved and seconded:*

**CS 2017-235**

That, in response to the correspondence from Judy Kozler dated June 19, 2017, Council refer consideration of a walkway from Town and Country Park to Coronation Mall to future budget deliberations in conjunction with south Ladysmith development.

*Motion carried.*

### **Lindley Little, BC Timber Sales Strait of Georgia Business Area**

#### **Request for Referral for BC Timber Sales' Pacific Maritime Forest Stewardship Plan**

*Moved and seconded:*

**CS 2017-236**

That Council refer to the correspondence from Lindley Little from BC Timber Sales Strait of Georgia, dated June 13, 2017, regarding the

referral for BC Timber Sales' Pacific Maritime Forest Stewardship Plan to staff to review and provide comments.

*Motion carried.*

**Sarah Pachkowsky, Habitat for Humanity Mid-Vancouver Island  
Request for Letter of Support to BC Hydro**

*Moved and seconded:*

**CS 2017-237**

That Council refer consideration of the request to provide a letter to Habitat for Humanity Mid-Vancouver Island in support of the acquisition of property from BC Hydro to enable the construction of affordable housing in Ladysmith to the next meeting of Council, and direct staff to review the proposed location and possible options for Town support of the organization.

*Motion carried.*

**QUESTION  
PERIOD**

Members of the public enquired about parking in front of a residence at 315 1<sup>st</sup> Avenue, the Town's plans to improve safety and prevent vehicles from crossing the sidewalk in front of buildings on 1<sup>st</sup> Avenue, how to prevent overnight camping in town parks, and ways the Town can support the efforts of the Ladysmith Sportsmen's Club.

**ADJOURNMENT**

*Moved and seconded:*

**CS 2017-238**

That this Meeting of Council adjourn at 8:24 p.m.

*Motion carried.*

CERTIFIED CORRECT:

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

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

**MINUTES OF A SPECIAL MEETING OF COUNCIL  
MONDAY, JULY 31, 2017  
CALL TO ORDER 5:04 P.M.  
COUNCIL CHAMBERS, CITY HALL**

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**COUNCIL MEMBERS PRESENT:**

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

**COUNCIL MEMBERS ABSENT:**

Councillor Carol Henderson

**STAFF PRESENT:**

Guillermo Ferrero	Erin Anderson	Joanna Winter
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**CALL TO ORDER**

Mayor Stone called this Meeting of Council to order at 5:04 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 2017-239

*Moved and seconded:*

That Council approve the agenda for this July 31, 2017 Special Meeting of Council as amended by the following addition:

- Item 2.2., Stz'uminus Ladysmith Canada 150 Legacy Carving

*Motion carried.*

**NEW BUSINESS**

CS 2017-240

**DL 2016 Holdings Corporation: Annual General Meeting**

*Moved and seconded:*

That Council, as the sole shareholder of the Company entitled to vote at an annual general meeting, resolve that:

- (1) The financial statements of the Company for the period ended December 31, 2016, are hereby approved;
- (2) All lawful acts, contracts, proceedings, appointments and payments of money by the directors of the Company since the last annual reference date of the Company, and which have previously been disclosed to the shareholders, are hereby adopted, ratified and confirmed;
- (3) The number of directors of the Company is hereby fixed at five;

- (4) The following persons, each of whom has consented to act as a director, are hereby elected as directors of the Company, to hold office until the next annual general meeting of the Company (or unanimous resolutions consented to in lieu of holding an annual general meeting) or until their successors are appointed:

GUILLERMO FERRERO

BRUCE LAXDAL

ROD SMITH

JAN CHRISTENSON

DOUG BELL

- (5) Grant Thornton (formerly Hayes, Stewart, Little & Company), Chartered Accountants is hereby appointed auditors for the Company until the next annual reference date of the Company or until a successor is appointed, at a remuneration to be fixed by the directors; and
- (6) July 31, 2017 is selected as the annual reference date for the Company for its current annual reference period.

This resolution shall be deemed to be effective as at July 31, 2017.

*Motion carried.*

#### **Stz'uminus Ladysmith Canada 150 Legacy Carving**

*Moved and seconded:*

**CS 2017-241**

That Council approve the use of the small amphitheatre beside the Machine Shop by carver Dan Richey for carving a base for the Stz'uminus Ladysmith Canada 150 Legacy Canoe and to complete a commission for Cochrane, Ontario.

*Motion carried.*

Staff will provide information to Council regarding security plans for the site during the carving.

#### **CLOSED SESSION**

*Moved and seconded:*

**CS 2017-242**

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session at 5:13 p.m. in order to consider items related to the following:

- the receipt of advice that is subject to solicitor-client privilege – Section 90(1)(i)
- negotiations and related discussions respecting the proposed provision of a municipal service – Section 90(1)(k)

*Motion carried.*

**RISE AND REPORT** Council rose from Closed Session at 7:25 p.m. without report.

**ADJOURNMENT**

**CS 2017-243**

*Moved and seconded:*  
That this Special Meeting of Council adjourn at 7:26 p.m.  
*Motion carried.*

CERTIFIED CORRECT:

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

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

Subject to Adoption

**MINUTES OF A SPECIAL MEETING OF COUNCIL  
THURSDAY, AUGUST 3, 2017  
CALL TO ORDER 5:00 P.M.  
COUNCIL CHAMBERS, CITY HALL**

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**COUNCIL MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Guillermo Ferrero	Geoff Goodall	Joanna Winter
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**CALL TO ORDER**

Mayor Stone called this Meeting of Council to order at 5:00 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 2017-244

*Moved and seconded:*

That Council approve the agenda for this August 3, 2017 Special Meeting of Council.

*Motion carried.***NEW BUSINESS**

CS 2017-245

**Urgent Water Service Repair – 1128 Trans Canada Highway***Moved and seconded:*

That Council:

1. Authorize staff to install a temporary above-ground water service to the property located at 1128 Trans Canada Highway, utilizing the existing connection to the property or to a neighbouring property, in order to continue water service while the property owner negotiates a location for a new permanent water service with the owners of neighbouring properties; and
2. Direct staff to provide notice to the property owner that this temporary water service will be terminated three months from the date of written notice provided to the property owner in accordance with Town of Ladysmith Bylaw No. 1298.

*Motion carried.*

**ADJOURNMENT**

**CS 2017-246**

*Moved and seconded:*  
That this Special Meeting of Council adjourn at 5:24 p.m.  
*Motion carried.*

CERTIFIED CORRECT:

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

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

Subject to Adoption

**STAFF REPORT TO COUNCIL**

**From:** Felicity Adams  
**Meeting Date:** August 21, 2017  
**File No:** 3060-17-11

**RE:** High Street Intensive Residential Development Permit  
 Scott Lovely, Lovely Ventures Inc. (540 Fifth Avenue)  
 Lots 1, 2, 3 & 4, Block 124, District Lot 56, Oyster District, Plan 703A

**RECOMMENDATIONS**

That Council issue Development Permit 3060-17-11 for four residential parcels on High Street (Lots 1, 2, 3 & 4, Block 124, District Lot 56, Oyster District, Plan 703A).

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

**PURPOSE**

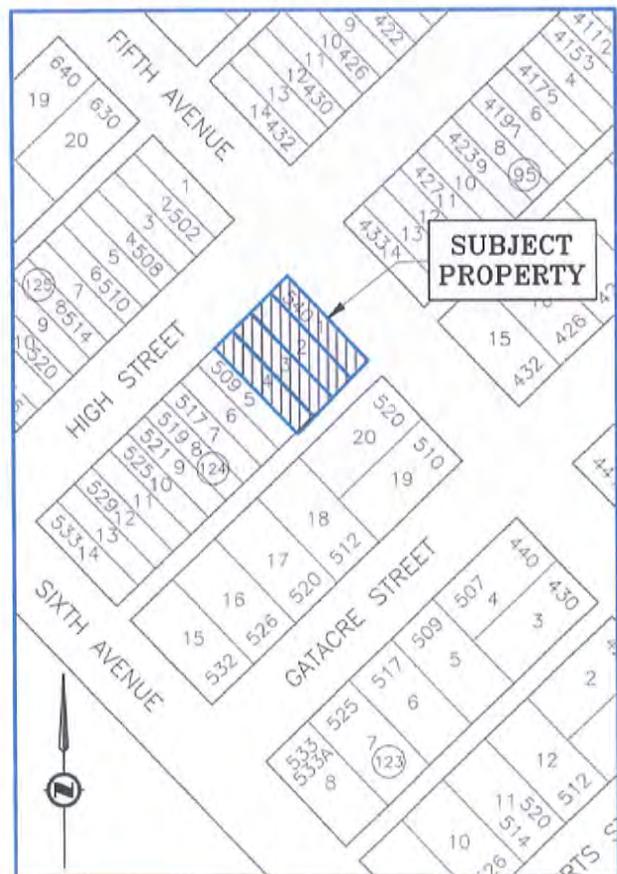
The purpose of this staff report is to present a Development Permit application for the development of four single dwelling residential parcels on High Street.

**PREVIOUS COUNCIL DIRECTION/RESOLUTIONS**

Development Permit Area 9 (DPA9) "High Street Intensive Residential" and specific zoning to address the historic narrow lots on High Street was developed as part of the Zoning Bylaw Review in 2014.

**INTRODUCTION/BACKGROUND**

The applicant has submitted a development permit application for four homes in the High Street Intensive Residential area. Each proposed home is 2 storeys and includes a prominent front porch fronting on High Street. A parking space and shed will be provided at the rear of the property and will be accessed from the lane. The existing single family dwelling at 540 Fifth Avenue will be moved to a location outside of Ladysmith.



## **DISCUSSION**

The current stage of this application is for Council to consider issuing Development Permit 3060-17-11 for the form and character of four dwellings in the High Street Intensive Residential Area.

## **SCOPE OF WORK**

The subject properties fall within the "High Street Intensive Residential Development Permit Area" (DPA9). The objective of DPA9 is to provide guidance for the use of High Street's historical narrow lot configuration to accommodate small scale residential development. The guidelines are intended to:

- (a) Reinforce the traditional character of Ladysmith's historical residential area;
- (b) Create a vibrant street presence;
- (c) Establish good neighbor design standards; and
- (d) Support sustainable design.



Proposed Design of 501, 503, 505 and 507 High Street

The proposed home and site designs have been reviewed in relation to the DPA9 guidelines:

### *Building Character & Design*

- The applicant has planned for the four homes to have a congruent design but individual and unique appearances.
- Physical variations have been designed for each building frontage, including differences in window shape and size, porch design, cladding, and colour to provide individuality.
- The homes have unique but harmonious colours, with a variety of finishing materials including use of vinyl siding, vinyl shakes, and board and batten.

- The building frontages facing the street are articulated, including the porch design elements on High Street and additional design details on the home on the corner parcel at Fifth Avenue.
- The home design reflects the massing and design of the three existing narrow lot homes built in 2013, and is complementary to the built form on High Street and the historic homes in the Old Town residential zone.
- The proposed design respects the neighbouring property at 509 High Street, with minimal projections or windows towards the side lot line.

#### *Building Siting & Massing*

- The proposed homes are built close to the front property line to reduce massing at the rear of the property.
- Each parcel will have a 170sq.ft. (15.8sq.m.) shed provided at the rear of the property. The shed will be finished in materials similar to the homes.
- A 2.6m by 5.8m parking space will be provided at the rear of each parcel, accessible from the lane.

#### *Windows & Doors*

- Building entrances face High Street and are clearly defined. A prominent front porch is provided in each design.
- Windows have prominent window trim with sloped sills.

#### *Accessibility & Connectivity*

- The primary vehicular parking and access is from the lane at the rear of the property.
- A concrete pathway will be constructed between the building entrance and the parcel line.

#### *Landscaping*

- Landscaping will include a combination of trees, shrubs and grassed areas, along with a picket fence.
- The existing trees on the property will be removed with the exception of the existing lilac shrub on the northwest side.
- The applicant will plant 6 trees (2 Dogwoods, 2 Japanese Maples, 1 Cherry, and 1 Weeping Alaskan Cedar) in the front yards and the side yard facing Fifth Avenue.
- Each front yard will contain at least one tree. The exterior side yard on Fifth Avenue will also include 2 trees.
- The parking space provided at the rear of the property will be surfaced with permeable material (crushed rock) and bordered with a concrete curb.
- The applicant will be required to provide a landscape bond for the proposed trees.
- A picket fence will be constructed on the front and side parcel lines facing High Street and Fifth Avenue. The applicant plans to construct a fence between each of the lots, and between Lot 4 (507 High Street) and the existing home at 509 High Street to provide privacy.

*Energy Conservation*

- The applicant will ensure that the dwelling design is consistent with energy conservation initiatives.

**Zoning Bylaw Review**

The four parcels are zoned R-2 Old Town Residential. This zone includes specific regulations which apply to High Street between Third Avenue and Sixth Avenue. In this area, narrow lots are typically between 279sq.m. and 334sq.m. (25ft-30ft by 120ft). The proposed homes meet the zoning regulations.

**ALTERNATIVES**

While the issuance of a Development Permit is not a completely discretionary decision of Council, Council may decide not to issue Development Permit 17-11 where the refusal is based upon a determination that the development permit application does not meet the Development Permit Area guidelines. If the Development Permit is refused then reasons must be given. The determination by Council must be in good faith and must be reasonable, not arbitrary.

**FINANCIAL IMPLICATIONS**

None.

**LEGAL IMPLICATIONS**

A Development Permit is required prior to buildings being placed on the land.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS**

Development Permits do not require statutory notice. Public input was received during the preparation of the development permit guidelines.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

The Building Inspector has advised that there are no issues with the proposed Development Permit.

The Infrastructure Services Department will work with the applicant on the boulevard treatment at time of building permit.

**RESOURCE IMPLICATIONS**

Processing Development Permit applications is within available staff resources.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT**

The applicant has completed a Sustainable Development Checklist and indicates that the proposal:

- Provides affordable housing and adds to the diversity of housing in the neighbourhood.
- Increases density within the Town's existing residential neighbourhoods.

- The buildings have active frontages on public streets which allows interaction between people in the building and people on the street.
- Surface parking is located to the rear of the property.
- Is located near public transit, schools and community facilities.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

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

**SUMMARY**

The applicant has submitted an application for a High Street Intensive Residential Development Permit for four single dwelling residences. The proposal has been reviewed utilizing the R-2 Old Town Residential zone and the DPA9 guidelines.

Report Author

  
\_\_\_\_\_  
Angela Davies, Planner

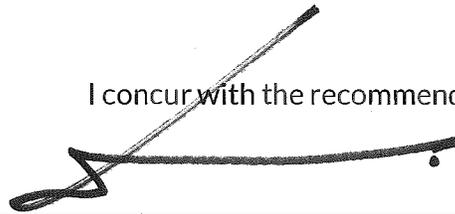
August 11, 2017  
Date Signed

Reviewed By

  
\_\_\_\_\_  
Felicity Adams, Director of Development Services

August 11, 2017  
Date Signed

I concur with the recommendation.

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

**ATTACHMENT**

Development Permit 3060-17-11



**TOWN OF LADYSMITH  
DEVELOPMENT PERMIT**  
(Section 489 Local Government Act)

FILE NO: 3060-17-11

DATE: August 21, 2017

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Name of Owner(s) of Land (Permittee): Lovely Ventures Inc., Inc. No. BC0860672

Applicant: Scott Lovely (Lovely Ventures Inc.)

Subject Property (Civic Address): 540 5<sup>th</sup> Avenue Ladysmith

---

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

**Lot 1, Block 124, District Lot 56, Oyster District, Plan 703A, PID# 008-705-453**

**Lot 2, Block 124, District Lot 56, Oyster District, Plan 703A, PID# 008-705-461**

**Lot 3, Block 124, District Lot 56, Oyster District, Plan 703A, PID# 008-705-496**

**Lot 4, Block 124, District Lot 56, Oyster District, Plan 703A, PID# 008-705-518**

(referred to as the "Land")
3. This Permit has the effect of authorizing the issuance of a building permit for the construction of buildings and alteration of land in accordance with the plans and specifications attached to this Permit, and subject to all applicable laws except as varied by this Permit, and subject to the conditions, requirements and standards imposed and agreed to in section 5 of this Permit.
4. This Permit does not have the effect of varying the use or density of the Land specified in Town of Ladysmith Zoning Bylaw 2014, No. 1860.
5. The Permittee, as a condition of the issuance of this Permit, agrees to:
  - (a) Develop the Land as shown in **Schedule A – Elevations (Straight Street Design)**.
  - (b) Develop the Land as shown in **Schedule B – Site and Landscape Plan (Straight Street Design)**.
  - (c) Provide an onsite parking space at the rear of each parcel, accessed by the lane. Each 2.6m by 5.8m parking space will be surfaced with crushed rock and bordered with concrete curbs.
  - (d) Construct a picket fence in the front yards and exterior side yard.

- (e) Construct a privacy fence between Lot 4 (507 High Street) and 509 High Street.
  - (f) Plant six trees (2 Dogwoods, 2 Japanese Maples, 1 Cherry, and 1 Weeping Alaskan Cedar) in the front yards and exterior side yard.
  - (g) Maintain a Lilac shrub on Lot 4.
  - (h) Construct a concrete pathway from each building entrance to the front property line.
6. This Permit is issued on the condition that the Permittee has provided to the Town of Ladysmith security in the form of an irrevocable Letter of Credit to guarantee the performance of the conditions in section 5 of this Permit respecting landscaping. The Letter of Credit shall be for a period of two years, shall be automatically extended, and shall be in the amount of \$2,000.00.
  7. Should the Permittee fail to satisfy the conditions referred to in section 5 and 6 of this Permit, the Town of Ladysmith may undertake and complete the works required to satisfy the landscaping conditions at the cost of the Permittee, and may apply the security in payment of the cost of the work, with any excess to be returned to the Permittee.
  8. If the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
  9. The plans and specifications attached to this Permit are an integral part of this Permit.
  10. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit **3060-17-11** or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
  11. This Permit prevails over the provisions of the Bylaw in the event of conflict.
  12. Despite issuance of this permit, construction may not start without a Building Permit or other necessary permits.

**AUTHORIZING RESOLUTION PASSED BY THE COUNCIL OF THE TOWN OF LADYSMITH ON THE \_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_.**

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

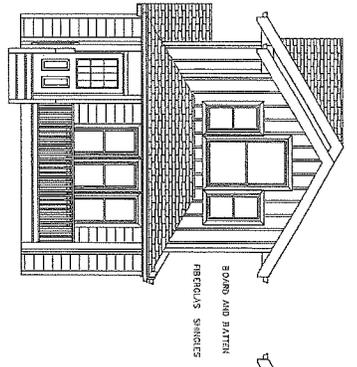
\_\_\_\_\_  
OWNER

\_\_\_\_\_  
PLEASE PRINT NAME

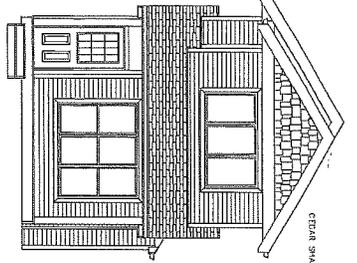
\_\_\_\_\_  
OWNER

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PLEASE PRINT NAME

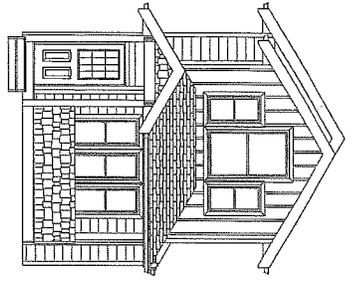
(8.15 meters)  
 VINYL BRACE MEMBERSHIP  
 1/2" X 3/4" GRAIN BRACE  
 AROUND ALL WINDOWS  
 VINYL BRACE  
 2" X 4" GRAIN BRACE  
 AT CORNERS



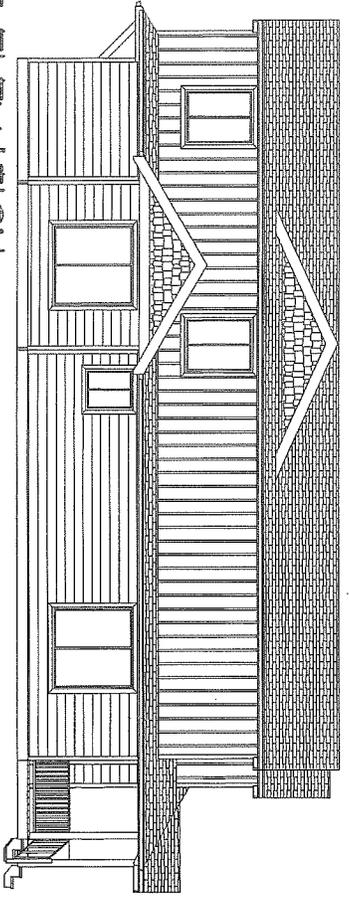
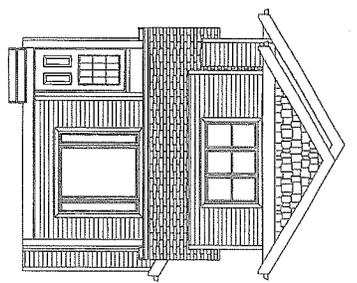
BOARD AND BATTEN  
 HORIZONTAL SIDINGS



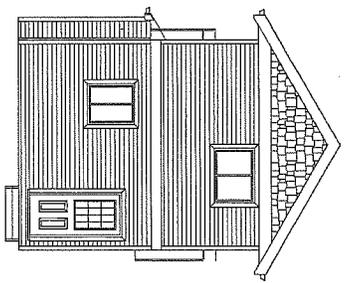
CLEAR SIDINGS



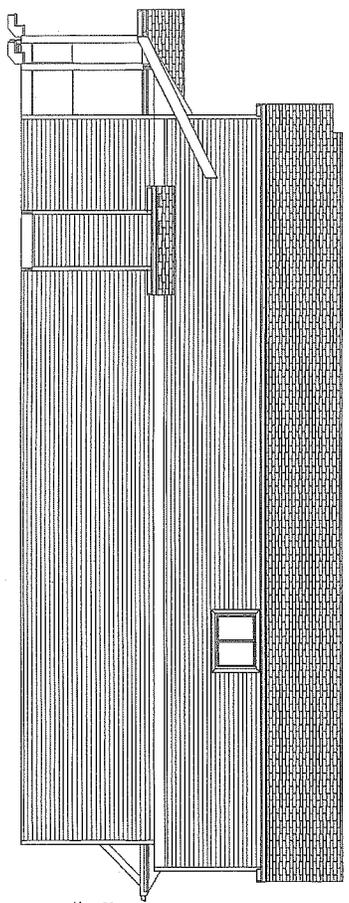
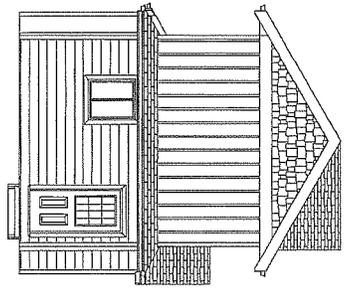
FRONT ELEVATION  
 SCALE: 1/4" = 1'-0"



LEFT ELEVATION  
 SCALE: 1/4" = 1'-0"



REAR ELEVATION  
 SCALE: 1/4" = 1'-0"



RIGHT ELEVATION  
 SCALE: 1/4" = 1'-0"

STRAIGHT STREET DESIGN INC. 1178 COLLEGE DR. NANTUCKET, MA 01906  
 TEL: 508-548-1111 FAX: 508-548-1112  
 WWW.STRAIGHTSTREETDESIGN.COM

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**STAFF REPORT TO COUNCIL**

**From:** Felicity Adams, Director of Development Services  
**Meeting Date:** August 21, 2017  
**File No:** 3360-17-03

**RE: Zoning Bylaw and Official Community Plan Amendment Application  
 1132 - 1142 Rocky Creek Rd. (Ladysmith & District Credit Union, J. de Leeuw)**

**Subject Properties:**

Lot 1, District Lot 38, Oyster District, Plan VIP84189 (1132 Rocky Creek Road)  
 Lot 2, District Lot 38, Oyster District, Plan VIP84189 (1134 Rocky Creek Road)  
 Lot 3, District Lot 38, Oyster District, Plan VIP84189 (1138 Rocky Creek Road)  
 Lot 4, District Lot 38, Oyster District, Plan VIP84189 (1140 Rocky Creek Road)  
 Lot 5, District Lot 38, Oyster District, Plan VIP84189 (1142 Rocky Creek Road)

**RECOMMENDATIONS**

THAT Council:

1. Consider the application to amend the Official Community Plan (OCP) and Zoning Bylaw to permit light industrial use on the properties legally described as Lots 1, 2, 3, 4 and 5, District Lot 38, Oyster District, Plan VIP84189 (1132-1142 Rocky Creek Rd.).
2. Having given consideration to s. 475 of the Local Government Act (consultation during OCP development) direct staff to:
  - (a) refer the OCP amendment application 3360-17-03 to the Stz'uminus First Nation, pursuant to the Town's Memorandum of Understanding; and
  - (b) refer application 3360-17-03 to the Advisory Planning Commission for review and comment.
3. Direct staff to work with the property owner of the adjacent property (1130 Rocky Creek Rd.) in order to develop a comprehensive zoning solution for all of the properties in the CD-1 Zone, and if a rezoning proceeds for 1130 Rocky Creek Rd. require that the applicants host a neighbourhood information meeting to advise the community of the proposed changes for all parcels in the CD-1 Zone.
4. Direct staff to commence the preparation of the Official Community Plan (OCP) amendment bylaw and the Zoning Bylaw amendment bylaw for application 3360-17-03.
5. Approve of the discharge of covenant FB234682 and development permit EP096966 from the title of Lots 1, 2, 3, 4 and 5, District Lot 38, Oyster District, Plan VIP84189 (1132-1142 Rocky Creek Rd.) if the rezoning is approved; and authorize the Mayor and Corporate Officer to execute the discharge documents.



**PURPOSE**

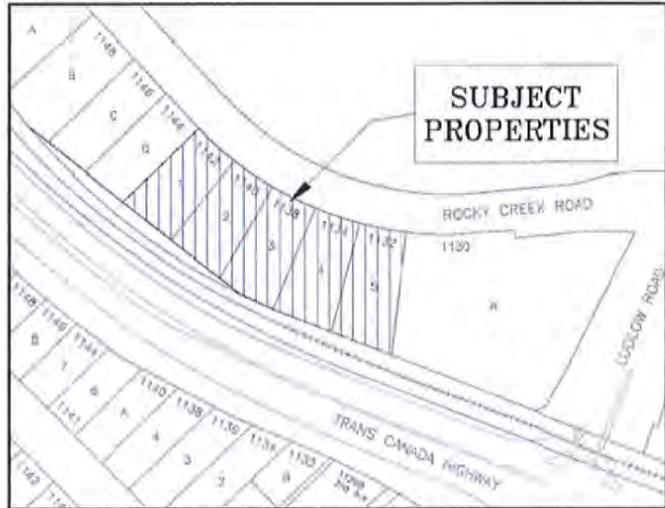
The purpose of this staff report is to introduce an application to amend the Official Community Plan (OCP) and Zoning Bylaw for 1132, 1134, 1138, 1140, and 1142 Rocky Creek Rd. and to seek direction from Council regarding consultation.

**PREVIOUS COUNCIL DIRECTION/RESOLUTIONS**

N/A

**INTRODUCTION/BACKGROUND**

The five subject properties and the adjacent corner parcel were rezoned from the Light Industrial Zone (I-1) to the Comprehensive Development Zone – Tourist Service (CD-1) Zone in 2008 to permit a comprehensive development comprising of a hotel and banquet facility, commercial and multi-unit residential development. The purpose of the CD-1 Zone is to accommodate a mix of tourist service, small scale commercial and multi-unit residential development as part of a comprehensive development. The project did not proceed and the six parcels are vacant.



**DISCUSSION**

The applicant, John de Leeuw of the Ladysmith & District Credit Union, is proposing to amend the Official Community Plan (OCP) and Zoning Bylaw to permit light industrial use on the five subject properties. The five parcels located on Rocky Creek Road range in size from 1,480 m<sup>2</sup> (15,931 ft<sup>2</sup>) to 1,720 m<sup>2</sup> (18,514 ft<sup>2</sup>). They are bounded by the E & N railway corridor, vacant industrial zoned land, and a larger corner parcel also zoned CD-1.

To permit light industrial uses on the five parcels it would be required to amend the OCP land use designation from Mixed-Use Waterfront to Industrial, to change the development permit area from DPA 1 Waterfront to DPA 5 Industrial, and to change the zoning from Comprehensive Development Zone – Tourist Service (CD-1) Zone to the Light Industrial Zone (I-1). The I-1 Zone permits uses such as gas bar, service station, motor vehicle sales, boat repairs and sales, machinery sales, building supply sales, restaurant, manufacturing, welding shop, garden centre, trade contractor facilities, brewery, and warehousing

**Table 1: Proposed Changes to the Official Community Plan and Zoning for application 3360-17-03**

	From	To
OCP Land Use	Mixed-Use Waterfront	Industrial
Development Permit Area (DPA)	DPA 1 - Waterfront	DPA 5 - Industrial
Waterfront Area Plan	Waterfront	None
Zoning Bylaw	CD-1	I-1

**SCOPE OF WORK**

The current stage of the application is to consider the proposal and to seek direction from Council to proceed with referrals and the drafting of amending bylaws.

Also, the CD-1 Zone was created for the purpose of a comprehensive development, thus it is recommended that Council direct staff to work with the adjacent CD-1 property owner to consider potential zoning changes for that property. At this time, staff is aware that a rezoning application may be forthcoming for the property at 1130 Rocky Creek Rd.

As part of a rezoning application Council may consider ‘Community Amenity Contributions’ (CAC’s) and determine if additional information is required for the proposal. At this time no CAC’s are proposed and staff has not identified any required additional information for the rezoning of the five parcels. There is a need for light industrial land in Ladysmith and it is anticipated that permitting light industrial use on the five parcels will be a benefit to the community.

**ALTERNATIVES**

That Council not proceed with rezoning application 3360-17-03 at this time.

**FINANCIAL IMPLICATIONS**

None at this time.

**LEGAL IMPLICATIONS**

The Local Government Act (S.475) provides that when considering OCP amendments Council must consider consultation with the following:

- The regional district board and Council of the adjacent municipalities
- First Nations (refer to the Stz’uminus First Nation pursuant to the MOU)
- The School District #68 board and relevant improvement districts
- Provincial and federal governments and their agencies
- Agricultural Land Commission if the bylaw applies to land in the ALR.

The Town interests on the certificate of title include:

FB127414 – This covenant states the Town’s servicing requirements (sidewalk, water and sewer connection etc.) for the five lots were not required at the time of subdivision of the land in 2007, but will be required at the time of building permit for each parcel. It is recommended that this covenant remain on the five titles.

FB234682 – This covenant was placed on the title of the five parcels when the land was rezoned to the CD-1 ‘Tourist Service’ and requires green building and landscaping standards, a location for a historical artifact with public green space, and \$1000 per residential unit. The residential units were to be on the five subject parcels and the historical artifact and public green space were anticipated to be with the hotel on the parcel at 1130 Rocky Creek Rd.. Since no residential units are proposed and the other amenities relate more to 1130 Rocky Creek Rd. it is recommended that Council consider the removal of this covenant from the subject five properties (1132-1142 Rocky Creek Rd.).

EP096966 – This charge on the title is a development permit for a development proposed in 2000 that did not proceed. It is recommended that this development permit be removed from the title as it is no longer valid.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS**

It is recommended that Council direct that the subject application be referred to the Advisory Planning Commission for review and comment. Also, if the application proceeds a public hearing will be required to be held.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

The application will be referred to the Infrastructure Services Department for review.

**RESOURCE IMPLICATIONS**

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

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT**

The applicant has completed a sustainable development checklist and indicates that the proposal is consistent with the Visioning Report as the proposal will allow an existing business in Ladysmith to remain in the community and expand its business operations.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

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

**SUMMARY**

An application has been received to amend the Official Community Plan and Zoning Bylaw to permit light industrial use on five parcels at 1132-1142 Rocky Creek Road. Recommendations are provided for the next steps in the application review process.

**Report Author:**



Lisa Brinkman, Senior Planner

August 15, 2017  
Date Signed

**Reviewed by:**

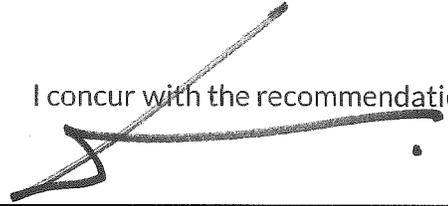


Felicity Adams, Director of Development Services

August 15, 2017

Date Signed

I concur with the recommendation.



---

Guillermo Ferrero, City Manager

**ATTACHMENT:**

July 18, 2017 letter from J. de Leeuw, Ladysmith & District Credit Union



Our Community. Your Credit Union™

July 18, 2017

Town of Ladysmith  
Box 220  
Ladysmith, BC  
V9G 1A2

**Application for Re-zoning 1132 – 1142 Rocky Creek Road**

Dear Sir/Madam;

At the current time the five lots outlined in the re-zoning application are vacant and zoned Tourism. The company owning the lots has declared bankruptcy as has the owner of the company. As the financial institution providing the mortgage we have obtained Conduct of Sale through the courts. At the present time, there is an offer to purchase all of the lots, subject to successfully re-zoning the property to light industrial.

All along Rocky Creek Road the lots are already zoned light industrial with the exception of the southern sections. Building has been on-going and almost all the lots have been sold or developed. The current zoning has not generated any interest from purchasers, any interest has been shown by companies that would require a light industrial zoning. As mentioned, this zoning would be consistent with the other lots along Rocky Creek Road.

The interested purchaser is looking to expand their existing business already located in Ladysmith. This expansion would see permanent employment for a minimum of 50 more people, creating the ancillary benefit for our community of taxes paid, services required, etc. In addition, empty land would be developed in conjunction with the Official Community Plan, creating jobs during the construction of the new owner's building, and beautifying the southern area of Rocky Creek Road.

If you have any questions or concerns regarding the application or this correspondence, please do not hesitate to contact me directly.

Sincerely,

John de Leeuw

JD/lk

330 First Avenue, Box 430, Ladysmith, British Columbia V9G 1A3

Phone: 250-245-2247 Fax: 250-245-5913 Web: ldcu.ca Email: info@ldcu.ca

**STAFF REPORT TO COUNCIL**

**From:** Erin Anderson, Director of Financial Services  
**Meeting Date:** August 21, 2017  
**File No:**

**RE: Allocate Proceeds from Real Property Sales**

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**RECOMMENDATION(S)**

That Council:

- 1) Allocate a portion of the proceeds from the recent property sales to satisfy the remaining debt on the Buller Street properties; and
- 2) Direct staff to amend the Financial Plan accordingly.

**PURPOSE**

The purpose of this report is to obtain Council's direction regarding the use of the proceeds from the sale of the Town properties.

**PREVIOUS COUNCIL DIRECTION/RESOLUTIONS**

n/a

**INTRODUCTION/BACKGROUND**

The sale of the Russell Road properties recently completed. The sale price was \$1.801 million and the Town, after commissions but without legal fees, will net slightly more than \$1.741 million.

There is currently \$420,000 in debt outstanding on the Buller Street properties. This debt costs the Town approximately \$20 a day in interest.

**DISCUSSION**

Proceeds from property sales are placed into the Real Property Reserve. The use of this reserve is restricted.

Currently, there is over \$2.3m in the Reserve. Some of this money is allocated to future projects, such as a washroom downtown, though the majority of funds are available for other capital uses.

**SCOPE OF WORK**

Upon direction of Council, Staff will contact MFA for a payout amount on a certain date and arrange for the pre-authorized withdrawal to take place.

**ALTERNATIVES**

Council could choose to maintain status-quo. It was anticipated that the debt would be paid off by 2019.

**FINANCIAL IMPLICATIONS**

The Town could save approximately \$2300 in interest costs for the remainder of the year if the early payout is approved. Future taxation savings would be realized.

**LEGAL IMPLICATIONS**

none

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS**

none

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

none

**RESOURCE IMPLICATIONS**

Minimal staff time in the Finance Department is required.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT**

Not applicable.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

This supports Employment and Tax Diversity.

**SUMMARY**

There are surplus funds in the Real Property Reserve. Staff suggests that some of the proceeds from recent property sales be used to pay off the debt on the Buller Street Properties.

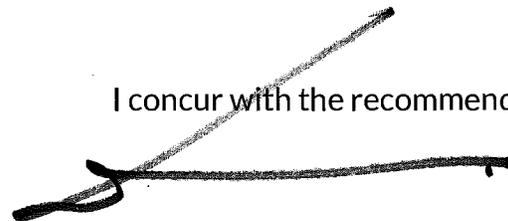


Erin Anderson, Director of Financial Services

10 AUG 2017

Date Signed

I concur with the recommendation.



Guillermo Ferrero, City Manager

**ATTACHMENT(S)**

none

**STAFF REPORT TO COUNCIL**

**From:** Director of Infrastructure Services  
**Meeting Date:** August 21, 2017  
**File No:**

**RE: Water Treatment Plant – Membrane Award**

**RECOMMENDATION(S)**

That Council award the water treatment plant membrane tender to GE Power & Water for a total contract price of \$1,450,000.

**PURPOSE**

To have Council direct staff to award the procurement of the membranes for the new water treatment plant to GE Power & Water.

**PREVIOUS COUNCIL DIRECTION/RESOLUTIONS**

Resolution	Meeting Date	Resolution Details
CS 2016-377	Nov-21-2016	That Council: <ol style="list-style-type: none"> <li>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.”</li> <li>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.</li> <li>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.</li> </ol>

**INTRODUCTION/BACKGROUND**

The Town through its engineering consultant, Associated Engineering issued a select tender for the supply of the treatment membranes for the water treatment plant that is currently in the design phase. The membranes form a critical component of the WTP and



many of the other components of the plant are dependent on what membranes are to be installed.

Proposals were received from three companies, Pall Corporation (Pall), GE Power & Water (GE) and Evoqua Water Technologies (Evoqua). AE completed a detailed analysis of each of the proposals utilizing the following scoring system.

EVALUATION	Max Points
<b>Economic Criteria</b>	
Capital Cost	40
Annual Operating & Maintenance Cost	10
Delivery to Site of Equipment	2
<b>Non-Economic Criteria</b>	
Engineering Evaluation	20
References, Qualification & Experience	14
Proprietary Services & Parts Supply	8
Company Servicing Capability	4
Exceptions to RFP	2
<b>TOTAL POINTS</b>	<b>100</b>

The following table provides the final score for each proposal and the accompanying cost.

Company	Score	Cost (excluding PST & GST)
Pall	66.4	\$1,975,000
GE	83	\$1,450,000
Evoqua	78.8	\$1,730,400

**ALTERNATIVES**

Council could choose not to award the tender for the membranes, but this would likely cause delays in the overall water treatment plant project.

**FINANCIAL IMPLICATIONS**

The purchase of the membranes for the water treatment plan was included in the overall project budget and the project is fully funded. The estimate for the project was based on membrane cost of \$1,700,000.

**LEGAL IMPLICATIONS**

Staff has not identified any legal issues.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS**

N/A

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

N/A

**RESOURCE IMPLICATIONS**

N/A

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT**

This aligns with sustainability pillar #5 – Innovative Infrastructure.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

Start construction of a water filtration plant

**SUMMARY**

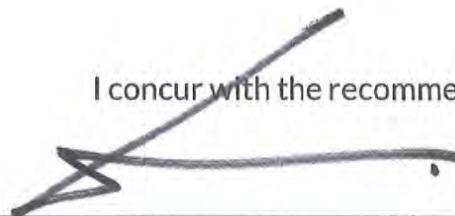
A select tender was issued for the supply of the membranes for the new water treatment plant. Proposals were received from 3 companies, each which supplies membranes suitable for the new facility. Associated engineering completed a extensive analysis of each proposal and have recommended that the membrane tender be awarded to GE Water & Power.



\_\_\_\_\_  
Director of Infrastructure Services

\_\_\_\_\_  
August 16, 2017

I concur with the recommendation.



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

**ATTACHMENT(S)**

**STAFF REPORT TO COUNCIL**

**From:** Director of Infrastructure Services  
**Meeting Date:** August 21, 2017  
**File No:** 5225-06

**RE:** Clarke Road Storm Water System

**RECOMMENDATION(S)**

That Council:

1. Approve spending up to \$50,000 for the replacement of the storm water system on lower Clarke Road with the funding to come from Gas Tax and any savings from the Rocky Creek Storm water Project;
2. Amend the Financial Plan accordingly.
3. Waive the purchasing policy and direct staff to award the design of the storm water system on Clarke Road to Newcastle Engineering for a cost estimated at \$10,000.
4. Direct staff to include the construction of the works in the developers' tendered works.

**PURPOSE**

To have Council provide direction regarding the reconstruction of the existing storm water collection system on the lower portion of Clarke Road.

**PREVIOUS COUNCIL DIRECTION/RESOLUTIONS**

Resolution	Meeting Date	Resolution Details
CS 2016-327	Oct-04-2016	That Council direct staff to: <ol style="list-style-type: none"> <li>1. Ensure that "No Parking" and "Local Traffic Only" signs are posted on both sides of the road for that portion of Clarke Road fronting Lot 1, DL 43, Oyster District, Plan 6424 in Development Variance Permit 3090-16-04 (117 Clarke Road).</li> <li>2. Keep the name Clarke Road for the existing roadway.</li> <li>3. Investigate alternative names for the new portion of Clarke Road.</li> </ol>
CS 2016-326	Oct-04-2016	That Council issue Development Variance Permit application 3090-16-04 for Lot 1, DL 43, Oyster District, Plan 6424 (117 Clarke Road) to vary: <ol style="list-style-type: none"> <li>a) "Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834" such that the required road right-of-way width is varied from 15.5 metres to 9 metres for that portion of Clarke Road fronting Lot 1, DL 43, Oyster District, Plan 6424; and</li> </ol>

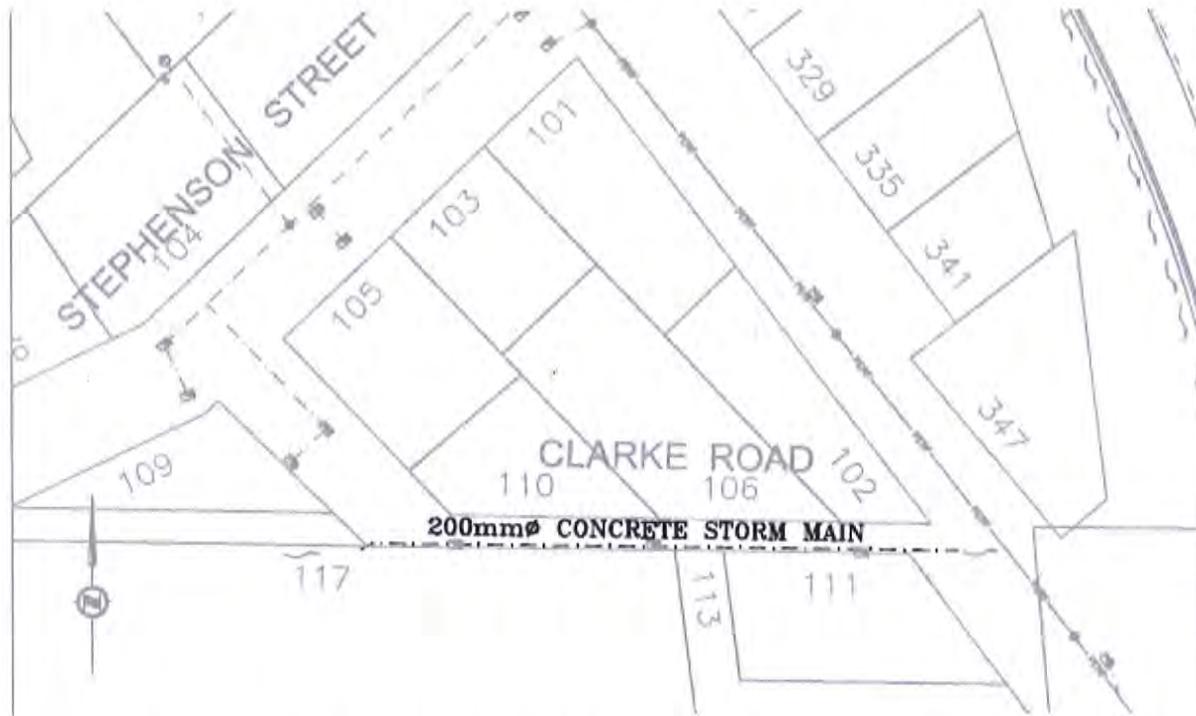


Resolution	Meeting Date	Resolution Details
		b) "Town of Ladysmith Zoning Bylaw 2014, No. 1860" such that proposed lot 3 has a frontage that is 17.64 metres in width.  OPPOSED: Councillors Fradin and Friesenhan

**INTRODUCTION/BACKGROUND**

A subdivision application has been submitted to the Town and a Preliminary Subdivision Approval (PLA) letter has been issued for a proposed subdivision adjacent to Clarke Road. Council has previously dealt with a variance regarding the width of Clarke Road as it relates to this subdivision.

As part of the subdivision the developer has been required to deal with storm water generated on the development property. The proposed disposal route for this storm water was the existing infrastructure located on the lower portion of Clarke Road. The existing system consists of a number of catch basins connected to a 200mm diameter concrete pipe. The concrete pipe ends at the bottom of Clarke Road and discharges storm water on the top of the steep bank, which then flows overland to the Bayview Avenue Bike path and eventually out to the Trans-Canada Highway ditch.



As part of the review by the developer’s engineer to determine the capacity of the existing storm water system, the Town conducted camera inspection of the existing pipe network. The inspection indicated that the system is in a poor state of repair, pipe lengths have

separated, differential settlement has occurred in the pipe and insufficient cover exists over the pipe. In addition, discharging storm water at the top of the bank above the Bayview Bike Path causes erosion issues, often floods the area during rain events and can turn to ice in the winter.

It is the opinion of staff that this system has reached the end of its life and requires replacement.

**SCOPE OF WORK**

This project will involve the replacement of storm infrastructure on the lower portion of Clarke Road as well as new piping down the steep bank to the Bayview trail and an outlet structure adjacent to the trail. The intent would be to replace the system based on the capacity required for the existing development in the catchment; any additional capacity required to serve the proposed subdivision would be the responsibility of the developer. Staff is recommending that the design works be awarded to Newcastle Engineering as they are the consultant that is working for the developer and they are most familiar with this project.

**ALTERNATIVES**

Council could decide not to replace this storm water infrastructure at this time. The catchment area is relatively small and although the existing system is not operating properly there has not been significant issues regarding its operation. The most significant result of not replacing the infrastructure could be the impact it has on the proposed subdivision and their inability to connect to this system.

**FINANCIAL IMPLICATIONS**

Storm water infrastructure is not operated as a utility the way water and wastewater are and projects are most commonly funded from general taxation. This work has not been included in the 2017 – 2021 Financial Plan. Potential funding for this project could come from surpluses on the Rocky Creek project (not yet complete), gas tax and general taxation. It is unlikely that sufficient funds will be left in the Rocky Creek project to fund the entire Clarke Road project, so some funding will be required from either gas tax or general taxation, both of which will require an amendment to the 2017 – 2021 financial plan.

**LEGAL IMPLICATIONS**

Staff has not identified any legal issues.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS**

N/A

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS**

The works would be contracted.

**RESOURCE IMPLICATIONS**

Minimal resource implications are predicted for this project as the works would be contracted.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT**

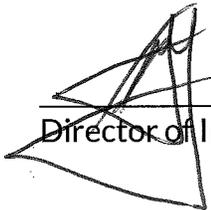
Innovative Infrastructure.

**ALIGNMENT WITH STRATEGIC PRIORITIES**

Complete the condition assessment of high priority assets both above and below ground.

**SUMMARY**

During the assessment of the lower Clarke Road storm system associated with a proposed development, it has been determined that the infrastructure is in poor condition and in need of replacement.



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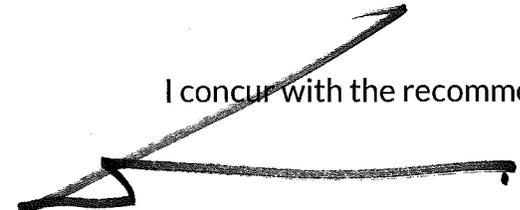
Director of Infrastructure Services

Aug. 16 / 17

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Date Signed

I concur with the recommendation.



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Guillermo Ferrero, City Manager

**ATTACHMENT(S)**

None

**COMMITTEE REPORT**

To: Council  
From: Municipal Services Committee  
Date: August 21, 2017  
File No: 0540-20

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Re: **RECOMMENDATIONS FROM THE MUNICIPAL SERVICES COMMITTEE  
MEETING HELD JUNE 12, 2017**

**RECOMMENDATION:**

That Council direct staff to:

1. Conduct a public consultation with Town residents on the desirability and possible content of an amendment to the "Animal and Poultry Bylaw 1994, No. 1136" to allow the keeping of hens on residentially zoned properties in the Town of Ladysmith.
2. Bring back a report outlining recommendations for possible amendments to the zoning bylaw to permit coach houses outside the downtown area.
3. Work with School District 68 to explore options for daycare facilities in Ladysmith.
4. Explore options to establish a Child Development Centre in conjunction with provincial, school district and regional agencies.
5. Add to upcoming discussions with School District 68 options for increasing daycare space for children aged 0 to 6 years old.
6. Refer the role of the Finnish Community in Ladysmith's heritage to the Heritage Revitalization Advisory Commission to investigate ways to promote and celebrate that community.
7. Investigate and present options for design, cost and public consultation for a diversity square.
8. Paint the memorial benches at First Avenue and Gatacre Street in rainbow



colours; and place a plaque of commemoration and appreciation for the Childs family on the bench, with funds of up to \$500 to come from the public relations budget.

**COMMITTEE REPORT**

To: Council  
From: Municipal Services Committee  
Date: August 21, 2017  
File No: 0540-20

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Re: **RECOMMENDATIONS FROM THE MUNICIPAL SERVICES COMMITTEE  
MEETING HELD JULY 10, 2017**

**RECOMMENDATION:**

That Council request that Mayor Stone discuss the effects of closing First Avenue for Community festivals and events at an upcoming meeting with the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association for feedback.



**COMMITTEE REPORT**

To: Council  
From: Municipal Services Committee  
Date: August 21, 2017  
File No: 0540-20

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Re: **RECOMMENDATIONS FROM THE MUNICIPAL SERVICES COMMITTEE  
MEETING HELD AUGUST 14, 2017**

**RECOMMENDATION:**

That Council:

1. a) Commit to hosting the beach volleyball event at Transfer Beach for the 2018 BC Summer Games, and be responsible for the costs associated with the venue construction;  
b) Direct staff to report back to Council with sources of funds to cover the associated costs and to amend the financial plan accordingly; and  
c) Direct staff to prepare a detailed plan for potential locations.
2. a) Update the Toilet Rebate Program to include a varying rebate depending on the water efficiency of the toilet, as:
  - single 6 litre flush rebate at minimum of \$75.00; or a
  - dual flush 4.1/6 litre rebate at a minimum of \$75.00.b) Confirm the lifetime maximum of 2 rebates per residence or business.  
c) Require proof of proper disposal of a 13L or greater toilet.
3. a) Direct staff to investigate the feasibility and recommend a phased approach for replacing current street lights with LED units; and  
b) Direct staff to investigate the feasibility of installing Town-owned streetlights instead of using BC Hydro poles; and  
c) Request that BC Hydro improve its response time for repairing burnt out streetlights.
4. Direct staff to investigate the Festival of Lights Society's proposal to build a permanent structure promoting Light Up above the "Ladysmith Heritage by the Sea" sign at the north end of Bob Stuart Park and advise Council.

# TOWN OF LADYSMITH

## BYLAW NO. 1933

### A BYLAW TO REGULATE PARKS USAGE IN THE TOWN OF LADYSMITH

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

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

#### *Contents*

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

## Citation

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

## Definitions and interpretation

- 2 (1) In this bylaw:

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

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

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

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

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

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

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

(a) the person can see the dog, and

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

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

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

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

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

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

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

“**park**” includes

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

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

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

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

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

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

“**special use**” means

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

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

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

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

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

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

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

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

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

### **Application**

3 The following persons are exempt from this Bylaw:

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

### **Interference with officials**

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

### **Prohibitions**

5 No person shall

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

### **Hours of use**

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

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**Animals**

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

including the amphitheatre and beach within the park.

### **Camping**

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

### **Fires and burning substances**

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

### **Firearms and bows**

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

### **Garbage**

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

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

### **Liquor**

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

### **Park maintenance**

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

### **Park permits**

- 14 (1) No person shall conduct, promote, carry out or undertake any activity within a park that constitutes a special use unless they first apply for and obtain a permit under this section.
  - (2) The Director may undertake one or more of the following actions upon receipt of an application for a permit
    - (a) grant the application;
    - (b) refuse the application;
    - (c) consult with any person or body in relation to the application;
    - (d) impose terms and conditions as set out in subsection (4) for obtaining and holding the permit; and
    - (e) refer the application to the Council for determination.
  - (3) A person must pay the applicable permit fee, pay a damage deposit and provide proof of liability insurance if required as a condition of the permit.
  - (4) The Director may impose one or more of the following terms and conditions when issuing a permit:
    - (a) specifying the location and times during which the special use may be

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

- (a) suspend or revoke the permit;
- (b) require the permit holder to pay the Town's costs in undertaking any remedial work necessary to repair any damage to the park or common facilities or a natural park feature; and
- (c) withhold the damage deposit paid by the permit holder and apply the damage deposit towards the costs incurred by the Town in performing the remedial work.

### **Traffic control devices, park rules and signage**

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

### **Smoking**

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

### **Storage**

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

### **Vehicle and cycle control**

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

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

## Vessels

### 19 No person shall in a park

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

- movement along a beach or foreshore;
- (e) moor a vessel to dry land; or
- (f) moor a vessel to a wharf, dock, piling or post contrary to a sign.

### **Damage to parks and trails**

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

### **Public Conduct**

- 21
- (1) A person must not do any of the following activities in a park:
    - (a) behave in a disorderly or offensive manner;
    - (b) molest or injure another person or their property;
    - (c) obstruct the free use and enjoyment of the park by another person;
    - (d) paint advertisements;
    - (e) distribute handbills for commercial purposes;
    - (g) place posters;
    - (h) disturb, injure, catch or attempt to catch an animal; or
    - (i) hinder, interfere with or obstruct the holder of a permit under this Bylaw from lawfully conducting the activities authorized by the permit.

- (2) No person in a park except the holder of a permit granting specific exemption shall make or cause to be made any noise which would violate the Noise Suppression Bylaw 2003, No. 1478.

### **Fees and charges**

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

### **Offences and penalties**

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

### **Bylaw offence notice**

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

### **Severability**

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

**Repeal**

26 Parks Usage Bylaw 1995, No. 1158 and all amendments are repealed.

**READ A FIRST TIME** on the 17<sup>th</sup> day of July, 2017

**READ A SECOND TIME** on the 17<sup>th</sup> day of July, 2017

**READ A THIRD TIME** on the 17<sup>th</sup> day of July, 2017

**ADOPTED** on the day of , .

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

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

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**SCHEDULE A**

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

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

**SCHEDULE B****FINE SCHEDULE [Section 24]**

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

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

**SCHEDULE C**

**HOURS OF OPERATION [Section 6]**

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

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



Sheila Malcolmson  
Member of Parliament  
Nanaimo – Ladysmith



HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

**Parliamentary Office**

313 Confederation Building  
House of Commons  
Ottawa, Ontario  
K1A 0A6  
T. : 613-992-5243  
F. : 613-992-9112

**Community Office**

495 Dunsmuir Road #103  
Nanaimo, British Columbia  
V9R 6B9  
T. : 250-734-6400  
F. : 250-734-6404

Sheila.Malcolmson@parl.gc.ca  
www.sheilamalcolmson.ndp.ca



June, 2017

Greetings from coastal British Columbia!

I'm seeking your support for my federal legislation to protect our coasts.

Right now, thousands of abandoned vessels are polluting our oceans and leaking oil into our waterways, jeopardizing valuable aquaculture and commercial fishing jobs, threatening our tourism industry, and taking a huge toll on coastal communities and volunteers.

For too long, jurisdictional gaps have left coastal communities with nowhere to turn when they need help cleaning up abandoned vessels.

**It's time for federal action on abandoned vessels!**

**My bill C-352 creates a comprehensive coast-wide strategy to:**

- ✓ End the run-around and finger-pointing by designating Coast Guard as the agency responsible for directing the removal & recycling of abandoned vessels
- ✓ Get taxpayers off the hook by fixing vessel registration and creating a fee to help cover the cost of vessel disposal
- ✓ Prevent vessels from becoming hazards by piloting a turn-in program at safe recycling facilities
- ✓ Create good green jobs by supporting local marine salvage businesses
- ✓ Build a coast-wide strategy in cooperation with local and provincial governments

Council  
 Muni. Svcs. Committee  
 Open Meeting  
 Closed Meeting  
 Meeting Date: Aug. 21/17

Although community pressure has finally gotten abandoned vessels on the federal agenda, the Liberal government's plan simply cannot address the thousands of vessels littering our coastlines. After decades of federal and provincial neglect, \$1 million/year for removals is a welcome first small step, but falls far short of what's needed to address this growing problem on all three coasts.

I built my legislation based on years of advice from coastal communities. Your endorsement as a marine ally will demonstrate powerful solidarity when the debate on abandoned vessels begins in the House of Commons this fall.

To show the growing demand for a comprehensive coast-wide solution, I'd love your support.

**Here is how you can help build momentum for federal action:**

**1. Gather petition signatures supporting Bill C-352** (enclosed). Once you've added your name and gathered other signatures, please mail it to my Ottawa office so I can stand in Parliament and show support for a solution.

**2. Join the growing list of coastal allies by writing a formal endorsement letter or passing a motion of support** (templates enclosed)

**3. Sign and return the postcard** (enclosed)

For more information, including the text of the bill, please visit my website at [www.sheilamalcolmson.ndp.ca/abandonedvessels](http://www.sheilamalcolmson.ndp.ca/abandonedvessels)

Thank you so much for your support; I look forward to working with you.



Sheila Malcolmson,  
Member of Parliament for Nanaimo—Ladysmith

# It's Time For Federal Action To Clean Up Abandoned Vessels



## Why are abandoned vessels a problem?

- // Thousands of abandoned vessels threaten Canadian waterways
- // They're a major source of oil spills and pollution, jeopardizing valuable aquaculture, commercial fishing jobs and tourism
- // No regulations or programs exist to remove and recycle abandoned vessels before they become serious environmental or navigational hazards
- // Jurisdictional gaps have left coastal communities with nowhere to turn for help dealing with abandoned vessels
- // Lack of action on this long-standing issue is pressuring local governments, First Nations, marinas, port operators and taxpayers
- // Vessel abandonment is made worse by the lack of turn-in programs where owners can easily dispose of their vessels

## What solutions does my legislation Bill C-352 propose?

- // Ends the run-around and finger-pointing to designate Coast Guard as the agency responsible for directing the removal & recycling of abandoned vessels
- // Gets taxpayers off the hook by fixing vessel registration and creating a fee to help cover the cost of vessel disposal
- // Prevents vessels from becoming hazards by piloting a turn-in program at safe recycling facilities
- // Creates good green jobs by supporting local marine salvage businesses
- // Builds a coast-wide strategy in cooperation with local and provincial governments

June 2017

### What have we achieved so far?

- // Successfully pressured the federal government to promise action
- // Helped get the 100' trawler Viki Lyne II, which threatened Ladysmith Harbour, safely dismantled after four years of community advocacy
- // Secured the inclusion of vessel registration and recycling in the BC NDP election platform
- // Kept federal government accountable after Liberals missed their own six-month deadline to act on abandoned vessels
- // Received unanimous endorsement for C-352 from the Association of Vancouver Island and Coastal Communities, the Regional District of Nanaimo, the City of Parksville, and Ladysmith Maritime Society (see the growing list at: [www.sheila.malcolmson.ndp.ca/abandonedvessels](http://www.sheila.malcolmson.ndp.ca/abandonedvessels))

### How can you help build support?

- // Sign and distribute the petition
- // Write a letter of support or sign the postcard
- // Share the abandoned vessels campaign on Facebook and Twitter
  - // Facebook: [facebook.com/SheilaMalcolmsonNDP](https://www.facebook.com/SheilaMalcolmsonNDP)
  - // Twitter: [@s\\_malcolmson](https://twitter.com/s_malcolmson)

### What's Sheila's history?

Sheila Malcolmson has been a strong advocate for a comprehensive abandoned vessel solution since being elected locally in 2002.

As Islands Trust Council Chair, for six years she worked with hundreds of local governments to urge provincial and federal government action on this decades-old problem.

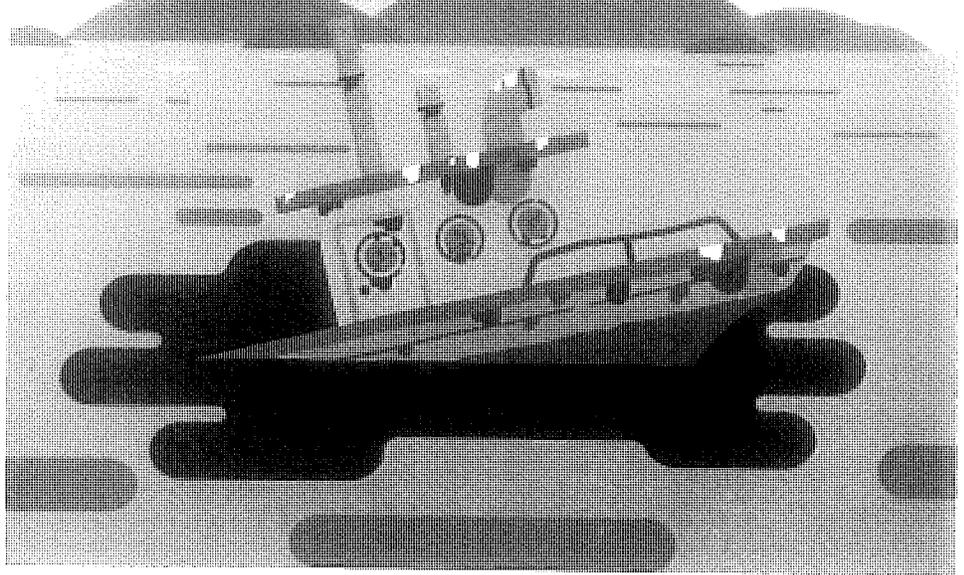
Elected as the Member of Parliament for Nanaimo—Ladysmith in 2015, she tabled legislation and secured \$1.2 million for the safe removal of the trawler Viki Lyne II from Ladysmith Harbour, on the East coast of Vancouver Island.

Her degree in Environmental and Resource Studies and years guiding kayak trips in BC's wilderness inform her work for coastal communities.

June 2017

**Clean up abandoned vessels**

**Protect our coast**



**It's time for action**

**on abandoned vessels!**

I have introduced Bill C-352 to:

- End the run-around and finger-pointing by designating Coast Guard as the agency responsible for directing the removal & recycling of abandoned vessels.
- Get taxpayers off the hook by fixing vessel registration and creating a fee to help cover the cost of vessel disposal.
- Prevent vessels from becoming hazards by piloting a turn-in program at safe recycling facilities.
- Create good green jobs by supporting local marine salvage businesses.
- Build a coast-wide strategy in cooperation with local and provincial governments.

**Sheila Malcolmson**

MEMBER OF PARLIAMENT FOR NANAIMO—LADYSMITH

[www.sheilamalcolmson.ndp.ca/abandonedvessels](http://www.sheilamalcolmson.ndp.ca/abandonedvessels)

[Sheila.Malcolmson@parl.gc.ca](mailto:Sheila.Malcolmson@parl.gc.ca)

[twitter.com/s\\_malcolmson](https://twitter.com/s_malcolmson) [fb.me/SheilaMalcolmsonNDP](https://www.facebook.com/SheilaMalcolmsonNDP)

T: (250) 734-6400 F: (250) 734-6404

**INFORMATION REPORT TO COUNCIL**

**From:** Joanna Winter, Manager of Legislative Services  
**Meeting Date:** August 21, 2017  
**File No:** 0890-07  
**RE:** SALE OF CLOSED PORTION OF CLARKE ROAD

**RECOMMENDATION:**

That Council approve the agreement for purchase and sale of the closed portion of Clarke Road to Robert and Nicolette MacCallum, and authorize the Mayor and Corporate Officer to execute the agreement and related documents.

**PURPOSE:**

The purpose of this report is to seek Council approval to finalize the sale of a portion of Clarke Road as previously considered by Council.

**PREVIOUS COUNCIL DIRECTION**

Resolution	Meeting Date	Resolution Details
CE 2015-174	Dec-21-2015	That Council direct staff to negotiate the sale of a closed portion of Clarke Road to Rob and Nikki McCallum, as proposed in their correspondence dated October 26, 2015, with the sale price based on current market value for raw developable land in the area, subject to the following: a) Consideration of any expression of interest from other potential interested parties, and  b) Assurance from the purchasers of arrangements for vehicle and utility access to 109 Stevenson Street to the satisfaction of the owners of that property, at no cost to the Town.
CE 2017-046	Feb-20-2017	That Council direct staff to re-issue notice of its intent to sell the closed portion of Clarke Road to Robert and Nicolette MacCallum for \$22,000, in accordance with section 26(3) of the Community Charter.
CE 2017-047	Feb-20-2017	That Council direct staff to charge the cost of re-publishing notice of the disposition of the closed portion of Clarke Road to the purchasers.

**DISCUSSION:**

All conditions for the sale of the Town-owned property known as the closed portion of Clarke Road have been satisfied, and Council is now asked to approve the sale agreement.



The purchasers propose to consolidate this piece of property with the adjoining property, which they own, in order to subdivide it into smaller lots.

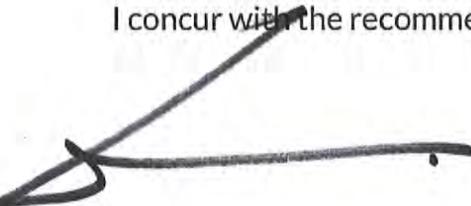
**SUMMARY POINTS**

It is recommended that Council approve the agreement of purchase and sale for the closed portion of Clarke Road. All conditions have been satisfied; the agreement reflects this.

  
\_\_\_\_\_

August 15, 2017

I concur with the recommendation.

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

**ATTACHMENT(S)**

Agreement of Purchase and Sale (Closed Portion of Clarke Road)

**OFFER TO PURCHASE  
CONTRACT OF PURCHASE AND SALE**

THIS AGREEMENT dated for reference the \_\_\_ day of \_\_\_\_\_, 2017.

BETWEEN:

**ROBERT HUGH MACCALLUM  
NICOLETTE MARIE MACCALLUM**  
117 Clarke Road  
Ladysmith, BC V9G 1T6

(together, the "**Purchasers**")

OF THE FIRST PART

AND:

**TOWN OF LADYSMITH**  
PO Box 220, 410 Esplanade  
Ladysmith, BC V9G 1A2

(the "**Vendor**")

OF THE SECOND PART

**WHEREAS:**

- 1.1 Robert Hugh MacCallum and Nicollete Marie MacCallum are the registered owners in fee simple of the lands located at 117 Clark Road, Ladysmith, British Columbia, legally described as:

PID: 005-838-592  
Lot 1, District Lot 43, Oyster District, Plan 6424

(the "**Adjacent Property**").

- 1.2 The Purchasers are holding title to the Adjacent Property in trust for Boulder Point Holdings Ltd. (the "**Company**").
- 1.3 The Purchasers are the principals of the Company.
- 1.4 The Vendor has closed up and raised title to the lane located next to the Adjacent Property, legally described as

PID 017-376-467  
That Part of District Lot 43, Oyster District Shown on Plan VIP52455

(the "Closed Road").

- 1.5 The Purchasers wish to purchase all of the Closed Road except that portion marked as "to be dedicated as road" on the plan attached as Schedule "C" to this Agreement (the "Land") so that it can consolidate the Land with the Adjacent Property and then subdivide the newly created lot into smaller lots.
- 1.6 The Purchasers hereby offer to purchase the Land from the Vendor subject to the terms and conditions contained in this Agreement.

## **2.0 DEFINITIONS**

- 2.1 "Completion Date" means August 31, 2017;
- 2.2 "Deposit" means the sum of \$1,000.00;
- 2.3 "Dominant Tenement" means that parcel of land with the following legal description: PID 006-094-392, Lot 1, District Lot 101, Oyster District, Plan 4388, Except that Part Lying to the North East of a Straight Boundary Extending from a Point on the North West Boundary a Distant of 66 Feet from the Most Northerly Corner to a Point on the South Boundary thereof Distant 88 Feet from the Most Easterly Corner;
- 2.4 "Easement" means an easement for access in favour of the Dominant Tenement over the portion of the Lands identified in Schedule "A" to this Agreement.
- 2.5 "Application to Deposit" means an application to deposit the plan that is attached as Schedule "C" to this Agreement.

## **3.0 TITLE**

- 3.1 The Purchasers agree to purchase from the Vendor, and the Vendor agrees to sell to the Purchasers, on the terms and conditions contained in this Agreement, a good and marketable freehold title to the Land, free and clear of all charges and encumbrances except those listed in Schedule "B" to this Agreement (the "Permitted Encumbrances") and the Easement.

## **4.0 PURCHASE AND SALE**

- 4.1 The total purchase price of **TWENTY-TWO THOUSAND DOLLARS (\$22,000.00)** plus Goods and Services Tax ("GST") for the Land shall be payable by the payment of cash subject to adjustments as set out in this Agreement on or before the Completion Date.
- 4.2 The Purchasers will pay the purchase price to the Vendor as follows:
  - (a) as to \$1,000.00 by payment of the Deposit to the Purchasers' solicitor on execution of this Agreement by cheque, bank draft, or solicitor's or

notary's trust cheque;

- (b) as to the balance of \$21,000.00, by payment to the Vendor's solicitor on or before the Completion Date in accordance with section 6.0.

#### 4.3 Application of Deposit

The Deposit will be:

- (a) paid to the Vendor:
  - (i) on the Completion Date on account of the purchase price, if the Vendor and the Purchasers complete the sale and purchase of the Land on the Completion Date; or
  - (ii) upon the default of the Purchasers, if the Purchasers are in default under this Agreement, unless such default is waived in writing by the Vendor and the Deposit so paid to the Vendor will be without prejudice to any other right or remedy of the Vendor.
- (b) paid to the Purchasers:
  - (i) upon the default of the Vendor and the Deposit so paid to the Purchasers will be without prejudice to any other right or remedy of the Purchasers if the Vendor is in default of its obligation to complete the sale of the Land hereunder, unless such default is waived in writing by the Purchasers or the Purchasers have elected to complete the purchase of the Land without prejudice to any other right or remedy of the Purchasers.

#### 5.0 PROPERTY TRANSFER TAX AND GOODS AND SERVICES TAX

- 5.1 The Purchasers will pay the Property Transfer Tax upon closing and GST, as due, in respect of the conveyance contemplated in this Agreement. The Vendor is registered for GST purposes, and will collect and account for the same with the Canada Revenue Agency ("CRA"), provided that if the Purchasers are GST registrant on the Completion Date, and if the Purchasers provide to the Vendor a certificate of a responsible officer stating the Purchasers' GST registration number and that the Purchasers will self-assess and remit to CRA any GST payable in respect of the purchase and sale of the Land, the Purchasers may self-assess and account for the GST with the CRA.

## 6.0 CLOSING PROCEDURE

### 6.1 The Closing

The closing of the purchase and sale of the Land will occur on the Completion Date.

### 6.2 Vendor's Documents

On or before the Closing Date, the Vendor shall deliver to the Purchasers the following:

- (a) a Form A Transfer conveying the Land to the Purchasers, duly executed by the Vendor;
- (b) the Application to Deposit Plan;
- (c) the Vendor's Statement of Adjustments; and
- (d) such other documents and assurances as may be reasonably required by the Vendor to give full effect to the intent and meaning of this Agreement.

### 6.3 Purchasers' Documents

On or before the Completion Date, the Purchasers' solicitor will prepare the following:

- (a) a Form A Freehold Transfer (the "**Transfer**");
- (b) the Application to Deposit Plan
- (c) a copy of the Easement executed by the Purchasers and the Dominant Tenement owner;
- (d) a certificate regarding GST registration and status;
- (e) such other documents and assurances as may be reasonably required by the Purchasers to give full effect to the intent and meaning of this Agreement.

### 6.4 Delivery of Closing Documents

The closing documents referred to in section 6.2 will be delivered to the Purchasers' solicitors on before the Completion Date.

The closing documents referred to in section 6.3 will be delivered to the Vendor's solicitors at least five days before the Completion Date.

6.5 Payment in Trust

On or before the Completion Date the Purchasers will pay to the Purchasers' solicitors in trust the balance of the Purchase Price, as adjusted under section 8.1.

6.6 Registration

The Purchasers will cause the Purchasers' solicitors to file the Transfer concurrently with the Easement, the plan attached as Schedule "C" to this Agreement and the and Application to Deposit Plan in the appropriate Land Title Office promptly following:

- (a) the payment in section 6.5, and
- (b) the receipt by the Purchasers' solicitors of the documents and assurances referred to in section 6.2.

6.7 Closing

- (a) Promptly following the filing referred to in section 6.6 and upon the Purchasers' solicitors being satisfied, after conducting a post registration search, that in the normal course of the Land Title Office's registration procedures the Purchasers will have a good and marketable freehold title to the Land subject only to the Permitted Encumbrances, and any financial encumbrances to be discharged by the Vendor under section 6.9, the Purchasers will cause the Purchasers' solicitors to make available to the Vendor's solicitors a trust cheque for the balance of the Purchase Price under section 4.2(b), as adjusted under section 8.1, and
- (b) the documents and assurances referred to in section 6.2 to be released to the Vendor, and
- (c) the Deposit to be released to the Vendor, and any interest earned on the Deposit to be released to the Purchasers.

6.8 Concurrent Requirements

It is a condition of this Agreement that all requirements of this section 6.0 are concurrent requirements and it is specifically agreed that nothing will be completed on the Completion Date until everything required to be paid, executed and delivered on the Completion Date has been so paid, executed and delivered and until the Purchasers' solicitors have satisfied themselves as to the Purchasers' title under section 6.7.

## 6.9 Discharge of Vendor's Encumbrances

The Purchasers acknowledge and agrees that if the Vendor's title to the Land is subject to any financial encumbrance which is required to be discharged by the Vendor, the Vendor will not be required to clear title before the receipt of the net sales proceeds but will be obligated to do so within a reasonable time following closing and the Purchasers will cause their solicitors to pay the balance of the adjusted Purchase Price to the Vendor's solicitors in trust on their undertaking to discharge any such financial encumbrance in accordance with the Canadian Bar Association (B.C. Branch, Real Property Section) Standard Undertakings.

## 6.10 Election

If on the Completion Date any of the representations or warranties made by the Vendor are untrue (in any material respect) or the Vendor is in default in any material respect under any of the covenants and agreements to be observed or performed by the Vendor under this Agreement, the Purchasers may elect not to complete the purchase of the Land under this Agreement or to complete the purchase of the Land under this Agreement, in either case without prejudice to any rights or remedies the Purchasers may have in respect of the Vendor's breach or default.

6.11 The Purchasers shall bear all costs of preparation and registration of the Closing Documents except for any costs, fees or charges associated with the discharge of any encumbrances required to be cleared from title by the Vendor under this Agreement.

6.12 The Easement in favour of the Vendor shall be registered against title to the Land concurrently with transfer of title and in priority to any financial charges on title at the time of transfer.

## 7.0 POSSESSION

7.1 The Vendor shall deliver vacant possession of the Land to the Purchasers following completion of the purchase and sale of the Land on the Completion Date, subject only to:

- (a) all exceptions, reservations, and provisos contained in the original Crown grant; and
- (b) the Permitted Encumbrances referred to in section 3.1 above and the Easement.

## 8.0 ADJUSTMENTS

8.1 The Vendor and Purchasers will make all adjustments to and including the Completion Date with respect to taxes, utilities, rents, and all other items

normally adjusted between a vendor and purchaser on the sale of similar property (the "Adjustments").

- 8.2 In addition to the Adjustments, on the Completion Date the Purchasers shall pay to the Vendor the cost of providing public notification of the Vendor's intention to dispose of the Land, in accordance with section 26 of the *Community Charter*. The Vendor's cost is four hundred and twenty seven dollars and twenty cents (\$427.20) plus GST.

## 9.0 **RISK**

- 9.1 The Land shall be at the risk of the Vendor until 12:01 a.m. on the Completion Date and in the event of loss or damage to the same occurring before such date and time by reason of fire, tempest, lightning, earthquake, flood or other Act of God, explosion, riot, civil commotion, insurrection or war, the Purchasers may, at their option, cancel this Agreement and shall thereupon be entitled to the return of any monies paid. After 12:01 a.m. on the Completion Date, the Land shall be at the risk of the Purchasers.

## 10.0 **REPRESENTATIONS, RELEASE, AND WARRANTIES**

- 10.1 The Purchasers acknowledge and agree with the Vendor that:

- (a) the Vendor and its elected officials, officers, employees, contractors, consultants and agents have made no representations, warranties, promises, conditions or agreements (collectively "**Representations**") and are making no Representations other than those expressly contained in this Agreement in respect to or in connection with the Land or its size, dimensions, state, conditions, environmental condition or impact, presence or absence of any substance or condition (whether hazardous or not), soil or water condition, usefulness, topography, divisibility, sustainability, use, legal access, purpose, services or zoning, or the presence or absence of any of the foregoing, or any other aspect, matter or thing whatsoever related to or in connection with the Land or neighbouring lands, including the Adjacent Property;
- (b) without limiting the generality of the foregoing, the Vendor and its elected officials, officers, employees, contractors, consultants, and agents have made no Representations and are making no Representations regarding the effect of acquiring the Land on any application for subdivision relating to the Adjacent Property or the Land or both, or any other aspect, matter or thing whatsoever relating to subdivision of the Land or the Adjacent Property or both;
- (c) the Purchasers are familiar with the Land;
- (d) the Purchasers are purchasing the Land on an "as is where is" basis and,

without limiting the generality of the foregoing, the Purchasers have and hereafter will continue to use their own due diligence, resources and independent investigations to satisfy themselves on every aspect, thing and matter relating to or in connection with the Land and neighbouring properties including, but not limited to current and past uses of the Land and neighbouring properties;

- (e) the Purchasers will take, or cause the Company to take, the necessary steps to cause the Land to be consolidated with the Adjacent Property at the earlier of:
  - (i) the filing of the subdivision plan contemplated by section 1.5; and
  - (ii) August 31, 2018.
- (f) the owners of the Dominant Tenement have advised the Purchasers that they do not require an easement for any municipally provided services over the Land.

10.2 The Purchasers hereby release and forever discharge and shall indemnify and save harmless the Vendor and its elected officials, officers, employees, contractors, consultants and agents (collectively the "Vendor") of and from any and all manner of actions, causes of action, suits, claims, demands, damages, costs, including the full amount of legal costs, expenses and losses of any kind or nature whatsoever which the Purchasers or anyone else ever had or now have or may in the future have or which the Purchasers' successors, heirs, executors, administrators, and assigns or any of them hereafter can, shall or may have (collectively the "**Claims**") for, or by reasons of, or in connection with the Land, or any aspect, matter or thing whatsoever relating to or in connection with the Land arising on or after the Closing Date other than any Claims arising from breach of this Agreement by the Vendor.

## **11.0 PURCHASERS' FINANCING**

11.1 If the Purchasers are relying upon a new mortgage to finance the Purchase Price, the Purchasers, while still required to pay the Purchase Price on Completion Date, may wait to pay the Purchase Price to the Vendor until after the Transfer, Application to Deposit Plan and new mortgage documents have been lodged for registration in the appropriate Land Title Office, but only, if before such lodging, the Purchasers have:

- (a) made available for tender to the Vendor that portion of the Purchase Price not secured by the new mortgage, and
- (b) fulfilled all the new mortgagee's conditions for funding except lodging the mortgage for registration; and

- (c) made available to the Vendor, a lawyer's or notary's undertaking to pay the Purchase Price upon the lodging of the Transfer, consolidation plan and new mortgage documents.

## **12.0 NOTICE**

- 12.1 Any notices hereunder or documents or deliveries required hereby may be served or made on the Purchasers and the Vendor by delivery by hand or by sending by prepaid registered mail from within the Province of British Columbia to the following addresses:

**To the Purchasers:** 117 Clarke Road  
Ladysmith, BC V9G 1T6

**To the Vendor:** PO Box 220, 410 Esplanade  
Ladysmith, BC V9G 1A2

or at such other address as the Vendor or Purchasers may from time to time notify in writing. Any delivery of service as aforesaid which is made by prepaid registered mail shall be deemed to have been received when actually delivered.

## **13.0 TIME**

- 13.1 Time is of the essence of this Agreement. Unless the cash payment is paid and the other terms of this Agreement complied with by the Purchasers within the times mentioned, the Vendor may, at its option, cancel this Agreement, without prejudice to the Vendor's other remedies.

## **14.0 ACCEPTANCE**

- 14.1 Upon acceptance by the Vendor, this Offer to Purchase shall form an interim agreement for the purchase and sale of the Land upon the terms and conditions herein set forth, it being specifically contemplated by the parties hereto that this transaction will be consummated and documented in the manner herein set forth. This said interim agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

## **15.0 CONDITIONS PRECEDENT**

- 15.1 The obligation of the Vendor to complete the sale of the Land on the Completion Date is subject to the following conditions precedent (the "**Vendor's Conditions Precedent**") being in effect or satisfied within the time herein provided:
  - (a) subject to the Vendor receiving from the Purchasers at least seven (7) days before the Completion Date an Easement in a form agreeable to the Vendor, executed by the Purchasers and the owner of the Dominant

Tenement;

- (b) subject to the Purchasers providing the Vendor with a registrable plan dedicating as road the portion of the Closed Road marked as "to be dedicated as road" on the plan attached as Schedule "C" to this Agreement (the "**Dedication Plan**") and application to deposit plan no later than seven (7) days prior to the Closing Date;
- (c) subject to the filing the Dedication Plan and the Application to Deposit Plan on or before the Closing Date at the sole cost of the Purchasers; and
- (d) subject to approval by Council of the Town of Ladysmith, on or before August 23<sup>rd</sup>, 2017, of the sale of the Land on the terms and conditions set out in this Agreement, and completion of the public notice requirements prescribed under section 26 of the *Community Charter*.

15.2 The condition precedent in section 14.1(a) may be waived by the Vendor in whole or in part on or before fourteen (14) days before the Completion Date . If this condition precedent is not waived or fulfilled within the time therein provided then the Purchasers' obligation to purchase the Land and the Vendor's obligation to sell the Land will be at an end.

15.3 The conditions precedent in section 14.1(b), (c) and (d) may not be waived. If such conditions precedent are not fulfilled within the time therein provided then the Purchasers' obligation to purchase the Land and the Vendor's obligation to sell the Land will be at an end.

15.4 In consideration of **TEN (\$10.00) DOLLARS** non-refundable paid by the Vendor to the Purchasers and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Purchasers, the Purchasers agree not to revoke the offer contained herein while this Agreement remains subject to any of the Vendor's Conditions Precedent. The parties agree that this Agreement shall become an unconditional contract for the sale and purchase of the Land upon the satisfaction or waiver of all of the Vendor's Conditions Precedent.

## **16.0 INTERPRETATION**

16.1 Wherever the singular or masculine are used throughout this document, the same shall be construed as the plural or the feminine or neuter gender wherever the parties or the context so require. The headings are for convenience of reference only and shall not affect the construction or interpretation of this Agreement.

## **17.0 FURTHER ASSURANCES**

17.1 Each of the parties shall, at the expense of the Purchasers, execute and deliver

all such further documents and do such further acts and things as the other party may reasonably request from time to time to give full effect to this Agreement.

**18.0 NON-MERGER**

18.1 None of the provisions of this Agreement shall merge in the transfer of the Land or any other document delivered on the Completion Date, and the provisions of this Agreement shall survive the Completion Date.

**19.0 SITE PROFILE**

19.1 The Purchasers hereby waive any requirement under the *Environmental Management Act* that the Vendor provide a site profile with respect to the Lands.

**20.0 NO DEROGATION FROM STATUTORY POWERS**

20.1 Nothing in this Agreement shall be interpreted as prejudicing or impairing the Vendor or the Vendor's approving officer in the exercise of any statutory legislative powers under the *Local Government Act*, the *Community Charter* or any other enactment all of which may be exercised as if this Agreement had not been executed. Provided that the foregoing shall not restrict or limit the rights and remedies of the Purchasers resulting or arising from a breach of this Agreement by the Vendor.

**21.0 NO WAIVER**

21.1 A waiver by the Vendor of any requirement or time limit contained within this Agreement shall not be deemed to be a waiver of any other requirement or time limit, nor of any of the Vendor's rights under this Agreement.

**22.0 AMENDMENT AND ASSIGNMENT**

22.1 This Agreement may not be amended or assigned except by written agreement of the parties.

**23.0 BINDING EFFECT**

23.1 This Agreement shall enure to the benefit of and be binding upon the parties, their respective heirs, executors, administrators, and other legal representatives and, to the extent permitted in this Agreement, their respective successors and assigns.

**24.0 ENTIRE AGREEMENT**

24.1 This Agreement constitutes the entire agreement between the parties with respect to the subject matter of the Agreement and contains all of the representations, warranties, covenants and agreements of the respective parties,

and may not be amended or modified except by an instrument in writing executed by all parties. This Agreement supersedes all prior agreements, memoranda, and negotiations between the parties.

**25.0 RELATIONSHIP OF THE PARTIES**

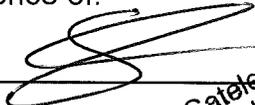
25.1 Nothing in this Agreement shall be construed so as to make the Purchasers a partner of the Vendor or an owner of the Land for any purpose, including the *Builders Lien Act*, until the Completion Date, and the Vendor shall indemnify and save the Purchasers harmless from any and all costs, expenses, damages, claims, or liabilities which may be incurred with respect to the Land before the Completion Date which the Purchasers are not obligated to assume under this Agreement, and this provision shall survive the Completion Date or the termination of this Agreement.

**26.0 COUNTERPART**

26.1 This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

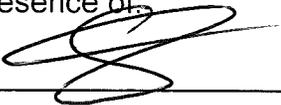
EXECUTED BY THE PURCHASERS at Duncan, British Columbia, this 16<sup>th</sup> day of August, 2017.

**SIGNED, SEALED AND DELIVERED**  
in the presence of:

Witness   
Address Scott R. Gateley  
Barrister and Solicitor  
921 H Canada Avenue -  
Duncan, BC V9L 1V2  
Tel: 250-748-5857  
Occupation \_\_\_\_\_

  
ROBERT HUGH MACCALLUM

**SIGNED, SEALED AND DELIVERED**  
in the presence of:

Witness   
Address Scott R. Gateley  
Barrister and Solicitor  
921 H Canada Avenue -  
Duncan, BC V9L 1V2  
Tel: 250-748-5857  
Occupation \_\_\_\_\_

  
NICOLETTE MARIE MACCALLUM

**THIS OFFER TO PURCHASE IS HEREBY ACCEPTED AND EXECUTED BY THE VENDOR** at Ladysmith, British Columbia, this \_\_\_\_ day of \_\_\_\_\_, 2017.

**TOWN OF LADYSMITH** by its authorized signatories: )  
 )  
 )  
\_\_\_\_\_)  
Print Name: )  
 )  
\_\_\_\_\_)  
Print Name: )

**SCHEDULE "A"**

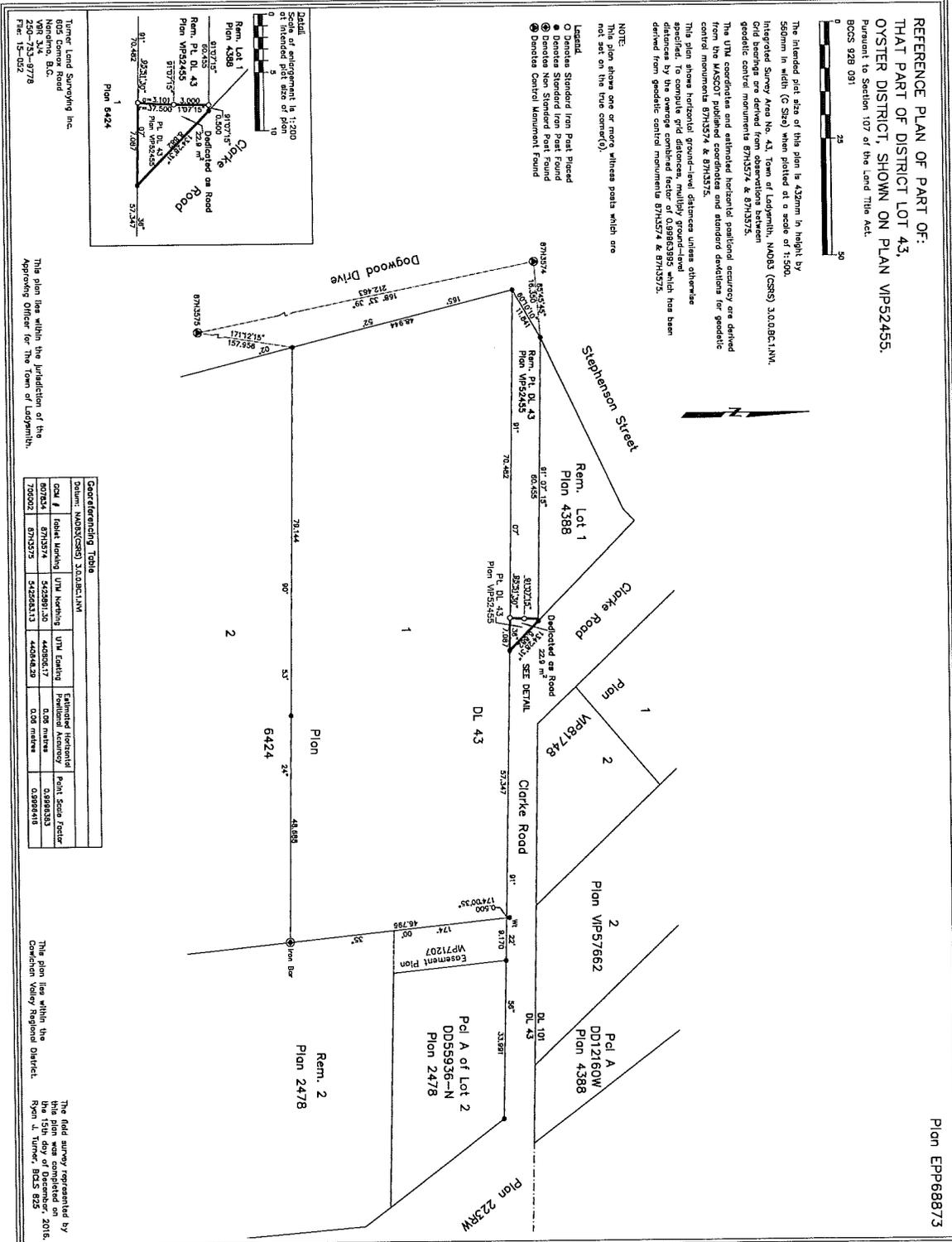
**Easement Area**

## **SCHEDULE "B"**

### **Permitted Encumbrances**

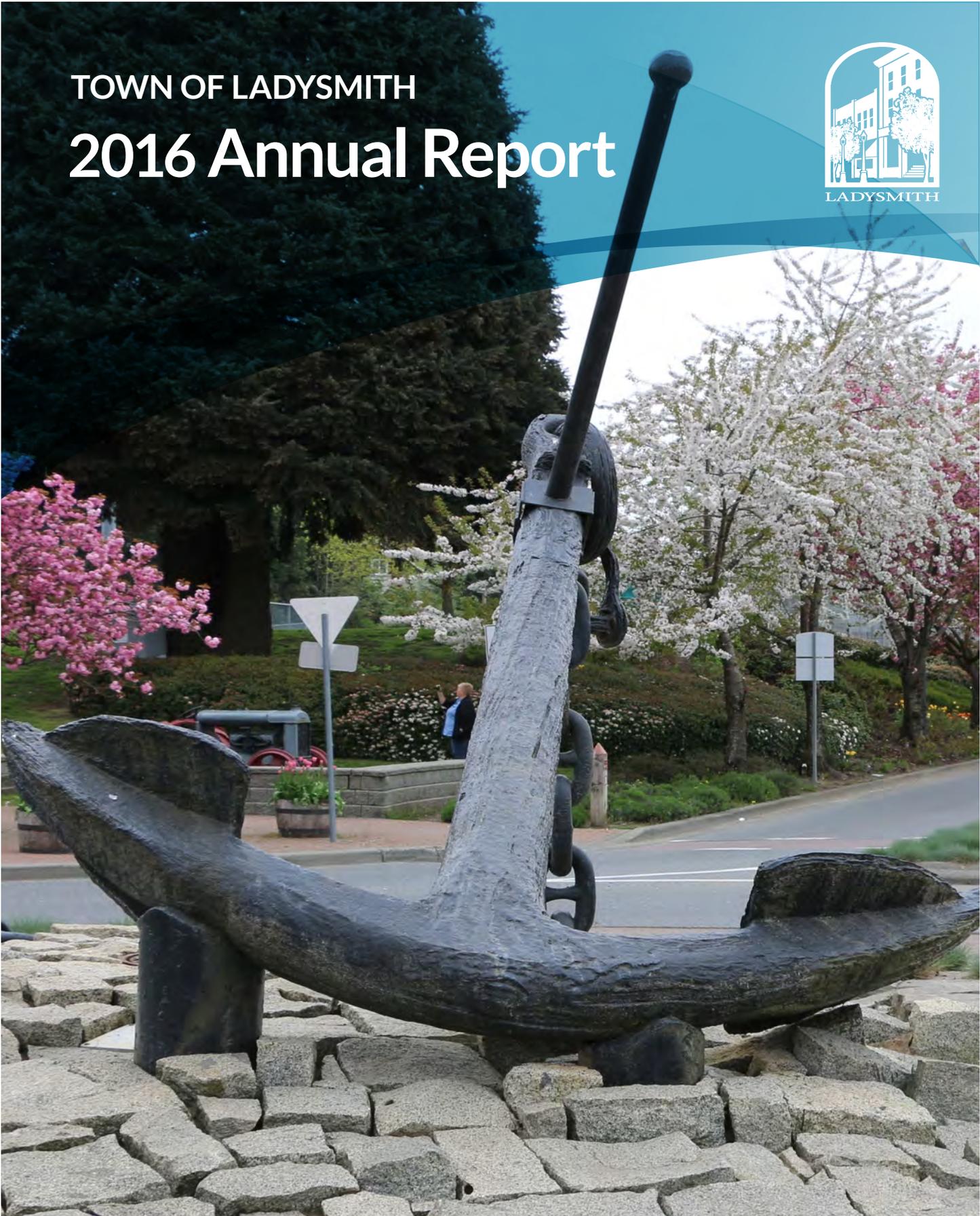
1. Exceptions and Reservations M76300;
2. Undersurface Rights EE87240;
3. Statutory Right of Way EE116637; and
4. Statutory Right of Way EE122490.

# SCHEDULE "C" Dedication Plan



TOWN OF LADYSMITH

# 2016 Annual Report

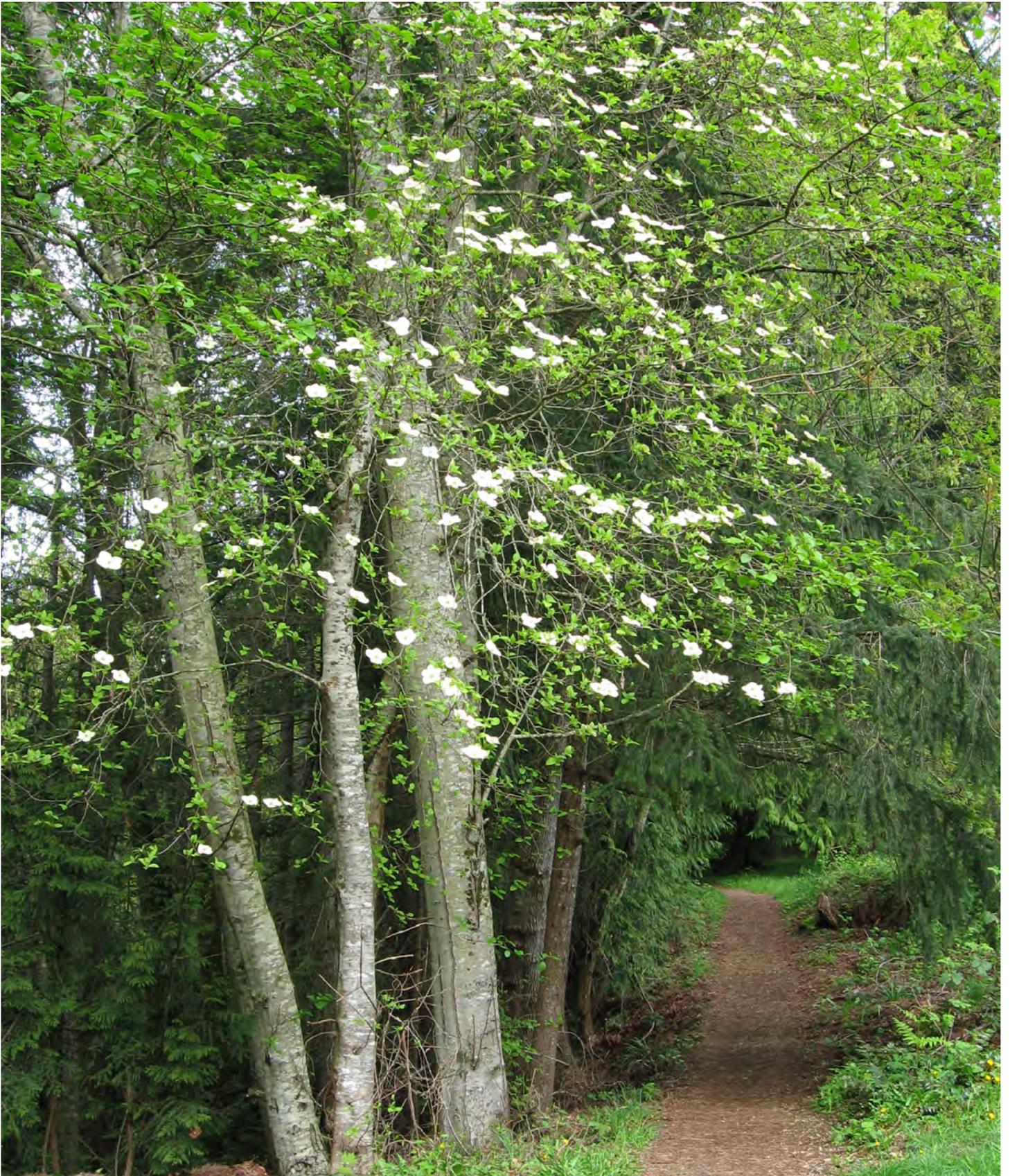


*Working together to build our future*



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# Heritage by the Sea



Nestled on the eastern shores of spectacular Vancouver Island, the Town of Ladysmith features all the warmth and charm of small town living with a full range of services and amenities. Ladysmith is a growing community (population 8,537 (2016 Census) located just 88 kilometres (55 miles) north of Victoria and 23 km (14 miles) south of Nanaimo.

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



# Message from the Mayor



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

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

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

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

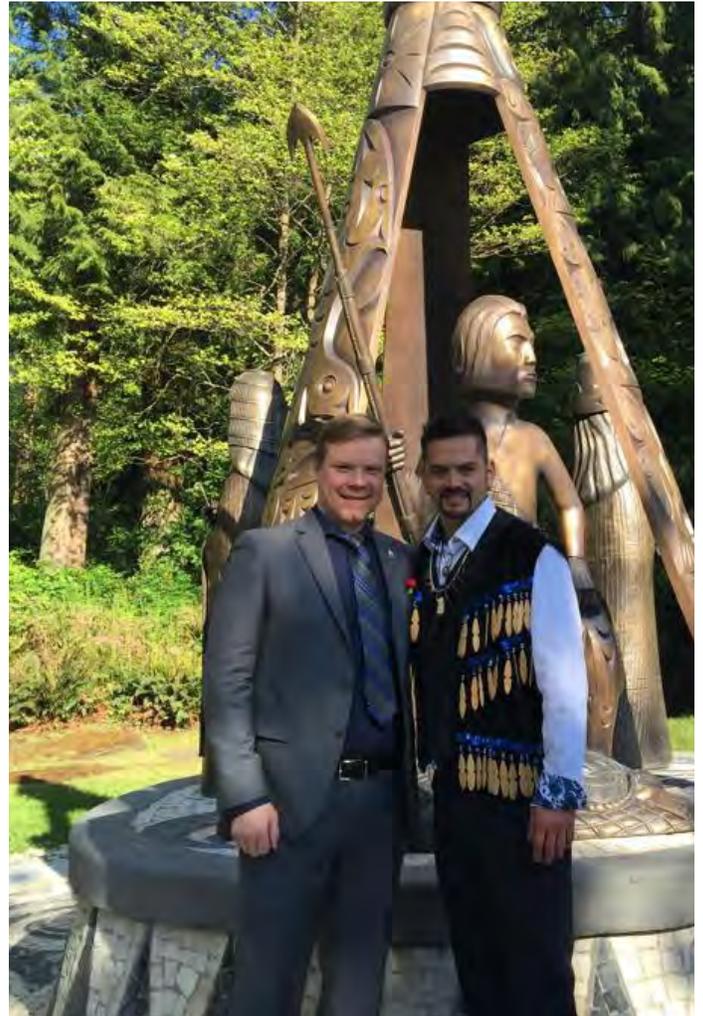


As Council, we are well served by a professional and dedicated staff who consistently demonstrate their deep commitment to our community. Last year, Chief Administrative Officer Ruth Malli retired, and while we were sad to see her leave, we were also pleased to welcome new CAO Guillermo Ferrero. Guillermo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

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

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

**Aaron Stone, Mayor**



# Ladysmith Council

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



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



Councillor Steve Arnett

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



Councillor Joe Friesenhan

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



Councillor Cal Fradin

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

Alternate:

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

Alternate:

- Advisory Planning Commission
- Protective Services Committee
- Ladysmith Early Years Partnership



Councillor Rob Hutchins

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



Councillor Carol Henderson

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



Councillor Duck Paterson

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

Alternate:

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

Alternate:

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

*\*All appointments as of December 1, 2016*

# 2016 Town Advisory Bodies

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

## **Municipal Services Committee**

(Council Committee of the Whole)

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

Coun. Rob Hutchins, Chair

All members of Council

Guillermo Ferrero, Management Liaison

## **Heritage Revitalization Advisory Commission**

Marnie Craig

Tamara Hutchinson

Robert J (Bob) Darling

Jennifer Robinson (Lush)

Marina Sacht

Harald Cowie

Rob Johnson

Bernardien Knol, Historical Society Liaison

Coun. Rob Hutchins, Council Liaison

Coun. Duck Paterson, Alternate Liaison

Felicity Adams, Management Liaison

Angela Davies, Staff Liaison

## **Advisory Planning Commission**

Linda Mix, Chair

Mayo McDonough

Tina Donovan

D. Brian McLaurin

Bruce Laxdal

Christy Villiers

Jon Steininger

Coun. Cal Fradin, Council Liaison

Coun. Joe Friesenhan, Alternate Liaison

Felicity Adams, Management Liaison

Lisa Brinkman, Staff Liaison

## **Advisory Design Panel**

Brian Childs, Chair

Ron Kinney

Kaien Shimizu

Harald Cowie, HRAC Liaison

Mayor Aaron Stone, Council Liaison

Carol Henderson, Alternative Council Liaison

Lisa Brinkman, Staff Liaison

## **Board of Variance**

Jan Christensen

Tim Horner

Terry Doherty

## **Parks, Recreation & Culture Advisory Committee**

Tim Richards, Chair

Jim Allair

Gord Horth

Tim Godau

Roger Kimmerly

Bruce Mason

Tara Pollock

Coun. Duck Paterson, Council Liaison

Clayton Postings, Management Liaison

Julie Tierney, Staff Liaison

## **Invasive Species Advisory Committee**

Chantal Blumel

April Marrington

Gail Pasaluko

Carol Henderson, Council Liaison

Clayton Postings, Management Liaison

Glen Britton, Staff Liaison

Anita McLeod, Staff Liaison

### **Protective Services Committee**

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

### **Liquid Waste Management Committee**

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



# Message from the CAO



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

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

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

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

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

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

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

**Guillermo Ferrero**



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

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

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

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

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

Auditor: MNP LLP

*(all positions as at December 31, 2016)*



# Town Staff



## City Hall & Development Services

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

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

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

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



## Infrastructure Services

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

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

## Parks, Recreation and Culture

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

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

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

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

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

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



# 2016 Staff Committees

## Occupational Health & Safety Committee

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

### Members:

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

## Labour Management Committee

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

### Members:

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

## Green Team

Provides leadership on issues related to workplace environmental sustainability

### Members:

Joanne Schneider  
Phil Slater  
Julie Tierney  
Diane Webber

## Employee Wellness Committee

Responsible for organizing an on-going Corporate Wellness Program

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



# Town Services



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

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

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

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

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

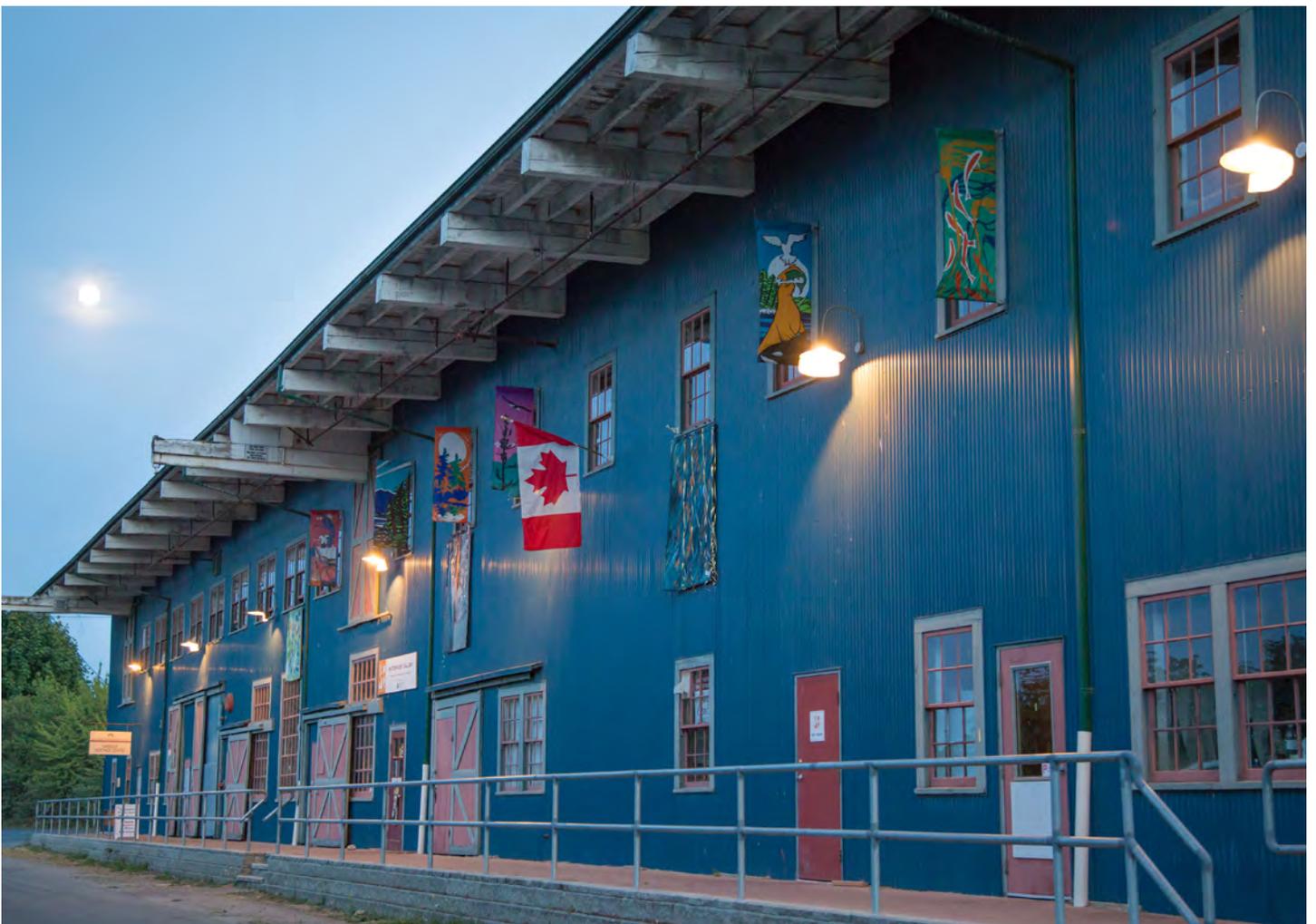
# Regional Relationships

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

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

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

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



# Strategic Plan and Priorities



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

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

EMPLOYMENT  
AND  
TAX DIVERSITY

NATURAL  
AND BUILT  
INFRASTRUCTURE

WATERSHED  
PROTECTION  
AND WATER  
MANAGEMENT

COMMUNICATIONS  
AND  
ENGAGEMENT

PARTNERSHIPS

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

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



## OUR VISION

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

## OUR MISSION

A safe, caring and vibrant community.

## OUR VALUES

We lead with courage, respect and integrity.

## OUR PAST, OUR FUTURE

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

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

### SUSTAINABILITY ACTION PLAN PRIORITIES

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

### EIGHT PILLARS OF SUSTAINABILITY

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



# 2016 By the Numbers

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

## Corporate & Financial Administration

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

## Infrastructure Services

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

# 2016 By the Numbers

## Community Safety & Protective Services

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

## Development Services Building Services

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

## Parks, Recreation & Culture

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

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

# Reporting Out

## Strategic Priority: Employment and Tax Diversity

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

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



## Strategic Priority: Employment and Tax Diversity

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



# Reporting Out

## Strategic Priority: Natural and Built Infrastructure

Maintain, review and expand both natural and built infrastructure

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



## Strategic Priority: Natural and Built Infrastructure

### WHAT WE SAID WE'D DO

Prioritize maintenance of existing infrastructure before making commitments to new assets

Complete scheduled water, sewer and storm main maintenance and replacement

### WHAT WE DID: 2016

Began work on Phase II of the Asset Management Plan

Completed an Energy and Facilities Assessment at the Frank Jameson Community Centre

Repair the roof at the Ladysmith Fire Hall

Upgraded bleachers and storage security at the Aggie Hall playing fields

Repaired the roof at the Frank Jameson Community Centre

Upgraded water main valve equipment

### LOOKING AHEAD

Implement the Asset Management Plan (by 2019)

Conduct further facilities assessments (2017) and implement upgrades as required (ongoing)

Complete the roof repair and expand the truck bay at the Fire Hall (2017)

Replace the Aggie Hall playground (2017)

Upgrade the High Street Ball Fields bleachers (2018)

Carry out upgrades at the Frank Jameson Community Centre, including change room improvements, Oasis Pool filter, hot tub generator and sauna heater (2017), an ultraviolet sanitation system for the pool (2018) and pool deck replacement (2018)

Expand GIS mapping to support asset management (2017 and 2018)

Reline the water main from Colonia to Public Works (2017)

Cover the exposed section of the Stocking Lake water main (2017)

Upgrade the Stocking Lake Supply Main (2019)

Install water main on Thicke Road (2017)

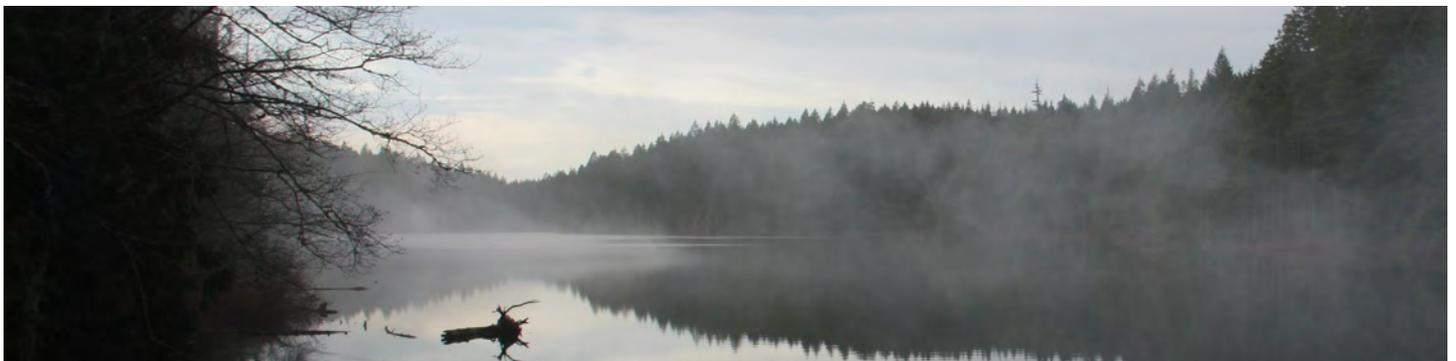
Acquire a new Fire/Rescue Truck to replace the 1990 engine (2017)

# Reporting Out

## Strategic Priority: Watershed Protection & Water Management

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

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



## Strategic Priority: Watershed Protection & Water Management

WHAT WE SAID WE'D DO	WHAT WE DID: 2016	LOOKING AHEAD
<p>Participate in round table discussions on watershed governance and stewardship at the local and regional levels</p> <p>Explore options for eventual ownership of the watershed</p> <p>Negotiate a new water service agreement with the Diamond Water District</p> <p>Achieve the Town's goal of using 20 per cent less than the published Canadian average single family consumption rate by 2018, through implementation of the Water Conservation Plan</p> <p>Plan and prepare detailed design for construction of additional water storage</p>	<p>Participation in the Cowichan Region Watershed Round Table is ongoing</p> <p>Completed the agreement</p> <p>Implementation ongoing</p>	<p>Explore options for watershed stewardship in conjunction with the CVRD and local groups (2017)</p> <p>Continue implementation of the Water Conservation Plan (ongoing)</p> <p>Holland Dam Storage Feasibility Study (2018)</p> <p>Begin design for raising the dam (2018)</p> <p>Begin construction to increase dam storage (2020)</p> <p>Holland to Stocking Supply Main design (2019) Begin construction (2020)</p>



# Reporting Out

## Strategic Priority: Communications

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

WHAT WE SAID WE'D DO	WHAT WE DID: 2016	LOOKING AHEAD
<p>Improve community engagement and communications through active collaboration with partners and investment in information technology</p> <p>Host semi-annual Town Hall meetings</p>		<p>Hold a Town Hall Meeting in Fall (2017)</p>
<p>Expand use of technology to deliver timely information</p>	<p>Implemented live video streaming and archiving of Council meetings</p> <p>Introduced a new electronic newsletter for Town information</p>	<p>Implement new regional recreation registration software (2017)</p>
<p>Maximize use of all communication methods, including social media, newsletters, e-mails and inserts in utility and tax bills</p>	<p>Created a new Communications and Engagement Specialist staff position</p>	<p>Introduce PlaceSpeak online public engagement platform (2017)</p> <p>Upgrade the Town's website, including enhanced accessibility for mobile devices (2017)</p>
<p>Identify opportunities for increased participatory decision-making</p>	<p>Established new Parks, Recreation &amp; Culture and Invasive Species Advisory Committees in accordance with the Parks, Recreation and Culture Master Plan</p>	<p>Adopt a Youth Services Strategy (2018)</p> <p>Adopt a Public Art Strategy (2019)</p>
<p>Enhance communications/engagement with a comprehensive review of commissions/committees</p>		<p>Conduct a review of Town Commissions and Committees and volunteer involvement (2017)</p>



## Strategic Priority: Partnerships

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

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

# Reporting Out

## Strategic Priority: Partnerships

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

## Strategic Priority: Partnerships

### WHAT WE SAID WE'D DO

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

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

Pursue regional equity in recreation services

### WHAT WE DID: 2016

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

Participated in the Regional Recreation Select Committee

### LOOKING AHEAD

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

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

Continue participation in the Regional Recreation Select Committee (ongoing)





## FINANCIAL STATEMENTS for FISCAL YEAR ENDING December 31, 2016



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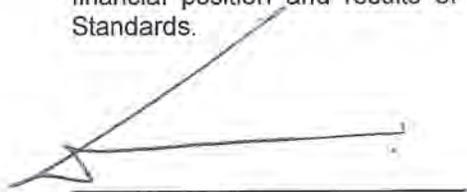
# Statement of Management's Responsibility

## STATEMENT OF MANAGEMENT'S RESPONSIBILITY

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

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

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



Guillermo Ferrero  
Chief Administration Officer

# Independent Auditor's Report

## Independent Auditors' Report

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To the Mayor and Council of the Town of Ladysmith:

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

### *Management's Responsibility for the Consolidated Financial Statements*

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

### *Auditors' Responsibility*

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

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

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

### *Opinion*

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

Nanaimo, British Columbia

April 3, 2017

*MNP LLP*  
Chartered Professional Accountants

# Consolidated Statement of Financial Position as at December 31, 2016

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

*Commitments and Contingencies (Note 16)*

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

See accompanying notes to the financial statements

# Consolidated Statement of Operations

## For the Year Ended December 31, 2016

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

See accompanying notes to the financial statements

# Consolidated Statement of Cash Flows

## For the Year Ended December 31, 2016

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

See accompanying notes to the financial statements

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

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

See accompanying notes to the financial statements

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

## 1. General

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

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

## 2. Significant Accounting Policies

### (a) Basis of Presentation

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

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

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

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

### (b) Reporting Entity

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

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

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

## 2. Significant Accounting Policies (continued)

### (c) Tangible Capital Assets

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

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

#### General Tangible Capital Assets

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

#### Engineering Structures

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

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

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

### (d) Cash and Short-Term Deposits

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

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

## 2. Significant Accounting Policies (continued)

### (e) Restricted Reserves and Deferred Revenues

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

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

### (f) Use of Estimates

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

### (g) Leases

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

Rental payments under operating leases are expensed as incurred.

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

### (h) Revenue Recognition

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

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

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

# Notes to the Consolidated Financial Statements

## For the Year Ended December 31, 2016

### 2. Significant Accounting Policies (continued)

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

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

#### (i) Non-financial Assets

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

#### (j) Inventory

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

#### (k) Liability for contaminated sites

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

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

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

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

## 2. Significant Accounting Policies (continued)

### (I) Recent Accounting Pronouncements

#### ***PS 2200 Related Party Disclosures***

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

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

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

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

#### ***PS 3210 Assets***

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

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

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

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

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

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

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

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

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

## 2. Significant Accounting Policies (continued)

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

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

### ***PS 3320 Contingent Assets***

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

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

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

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

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

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

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

### ***PS 3380 Contractual Rights***

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

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

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

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

## 2. Significant Accounting Policies (continued)

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

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

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

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

### ***PS 3430 Restructuring Transactions***

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

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

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

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

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

Restructuring-related costs are recognized as expenses when incurred.

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

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

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

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

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

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

### 3. Cash and Short Term Deposits

Cash and short term deposits were comprised as follows:

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

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

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

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

### 4. Accounts Receivable

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

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

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

## 5. Accounts Payable and Accrued Liabilities

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

## 6. Post-Employment Benefits

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

The accrued post-employment benefits are as follows:

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

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

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

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

# Notes to the Consolidated Financial Statements

## For the Year Ended December 31, 2016

### 7. Deferred Revenue

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

### 8. Refundable Deposits and Other

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

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

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

## 9. Restricted Reserves and Development Cost Charges Reserve

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

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

## 10. Financial Instruments

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

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

# Notes to the Consolidated Financial Statements

## For the Year Ended December 31, 2016

### 11. Federal Gas Tax Reserve

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

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

### 12. Obligations under Capital Lease

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

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

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

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

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

## 12. Obligations under Capital Lease (continued)

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

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

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

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

## 13. Equipment Financing

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

The future minimum principal payments are:

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

## 14. Short-Term Debt

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

Principal Payments payable over the next five years:

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

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

## 15. Debenture Debt

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

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

### Principal repayments

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

### Actuarial sinking fund earnings

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

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

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

## 16. Commitments and Contingencies

### (a) Contingent Liabilities

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

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

# Notes to the Consolidated Financial Statements

## For the Year Ended December 31, 2016

### 16. Commitments and Contingencies (Continued)

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

#### (b) Pension Liability

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

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

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

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

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

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

#### (c) Reciprocal Insurance Exchange Agreement

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

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

## 17. Significant Taxpayers

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

## 18. Funds Held in Trust

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

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

## 19. Comparative Figures

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

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

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

## 20. Accumulated Surplus

The Town segregates its accumulated surplus in the following categories:

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

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

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

## 21. Annual Budget

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

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

The following shows how these amounts were combined:

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

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

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

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

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

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

## 23. Segmented Information

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

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

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

## **General Government Services**

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

## **Protective Services**

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

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

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

## 23. Segmented Information (Continued)

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

### Transportation, Garbage and Cemetery

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

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

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

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

### Development

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

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

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

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

## 23. Segmented Information (Continued)

### Recreation and Culture

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

### Parks

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

### Water

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

### Sewer

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

## 24. Subsequent Events

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

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

# Schedule of Obligations Under Capital Leases For the Year Ended December 31, 2016 -- Schedule I

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

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

# Schedule of Short Term Debt

## For the Year Ended December 31, 2016 -- Schedule II

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

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

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

# Schedule of Debenture Debt

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

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

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

# Schedule of Tax Revenues

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

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

# Schedule of Fees and Charges

## For the Year Ended December 31, 2016 - Schedule V

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

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

(Unaudited)

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

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

(Unaudited)

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

# Schedule of Grant Revenue

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

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

# Statement of Operations by Segment

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

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

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

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

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

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

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

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

## Linear Infrastructure

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

# 2016 Permissive Tax Exemptions

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

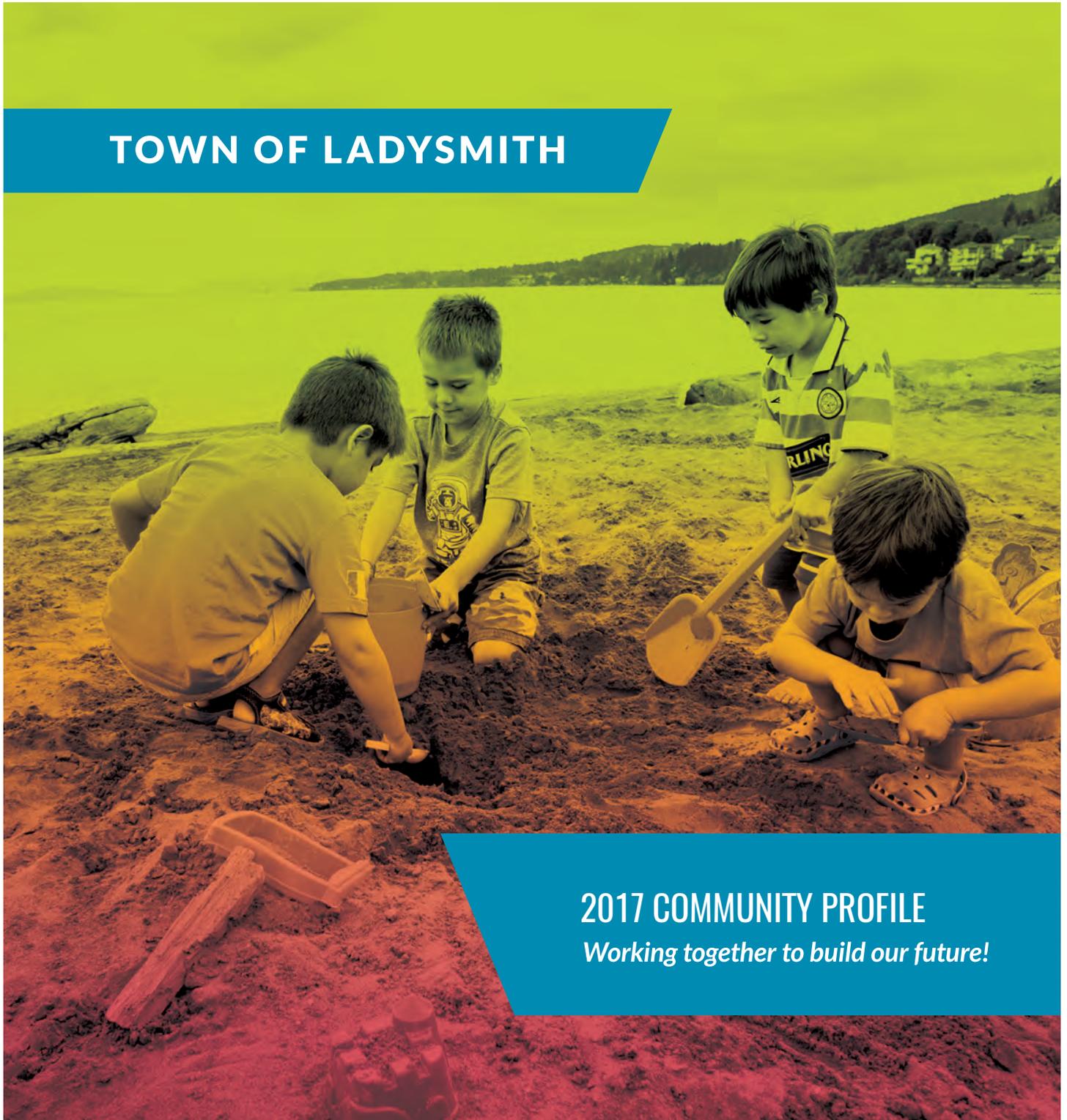
# 2016 Grants-in-Aid

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



# 2017 Community Profile

## TOWN OF LADYSMITH



**2017 COMMUNITY PROFILE**

*Working together to build our future!*

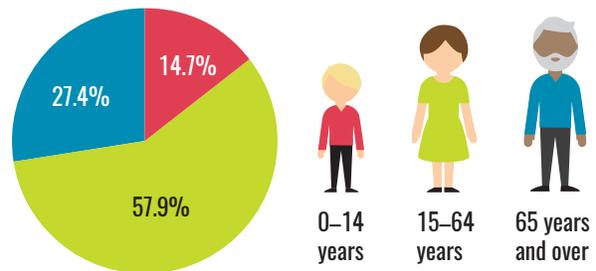
## DEMOGRAPHICS

### Population & Age



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

### Age Distribution



# 2017 Community Profile

## Households

Ladysmith has

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



Ladysmith has  
an average of

**2.3 people**  
PER HOUSEHOLD



(Source: Statistics Canada)

## Location

Ladysmith is  
**CONVENIENTLY  
LOCATED**

**88 km**  
to Victoria and  
**23 km**  
to Nanaimo

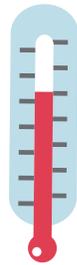


## QUALITY OF LIFE

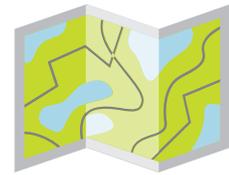
### *Weather & Land*



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



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



Ladysmith's  
**LAND AREA** is  
**1,200**  
**hectares**



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

# 2017 Community Profile

## Education

Ladysmith has small friendly schools.



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

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

\*Sept 2016 - June 2017

## Housing Prices

2016 Average Sale Price for Residential Property



## Income



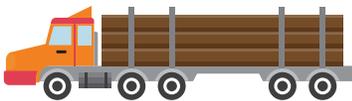
**MEDIAN  
FAMILY INCOME is  
\$63,544**

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

# 2017 Community Profile

## A VIBRANT ECONOMY

### Business & Housing



Ladysmith has  
**60 hectares**  
of actively used  
**INDUSTRIAL LAND**

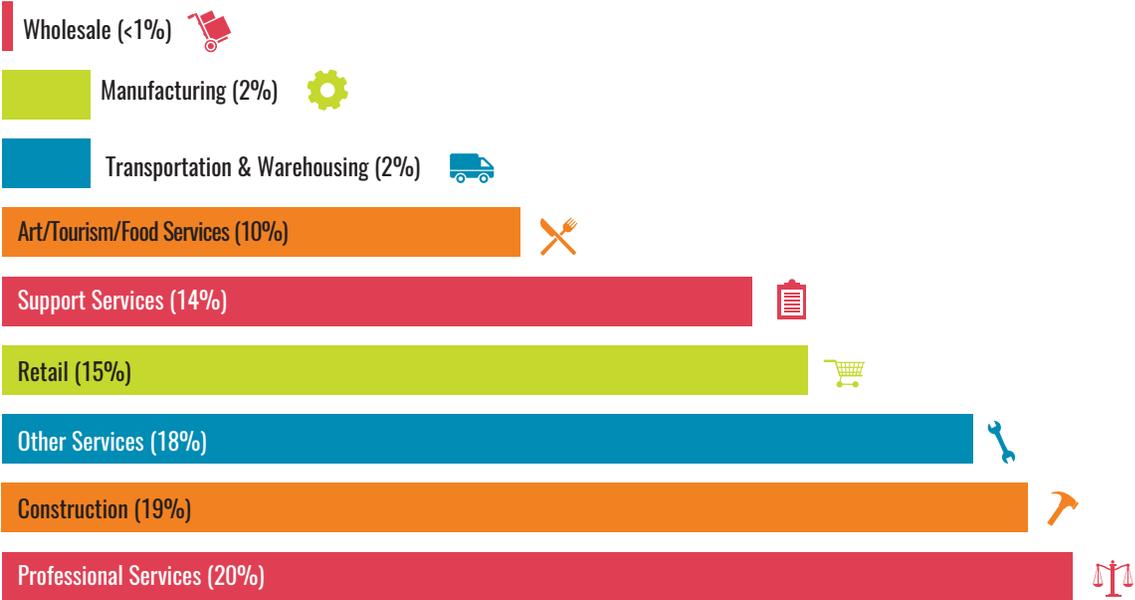


In 2016 Ladysmith had  
**483 active**  
**BUSINESS LICENCES**



In 2010,  
**79.5%**  
of Ladysmith households  
**OWNED THEIR HOME**

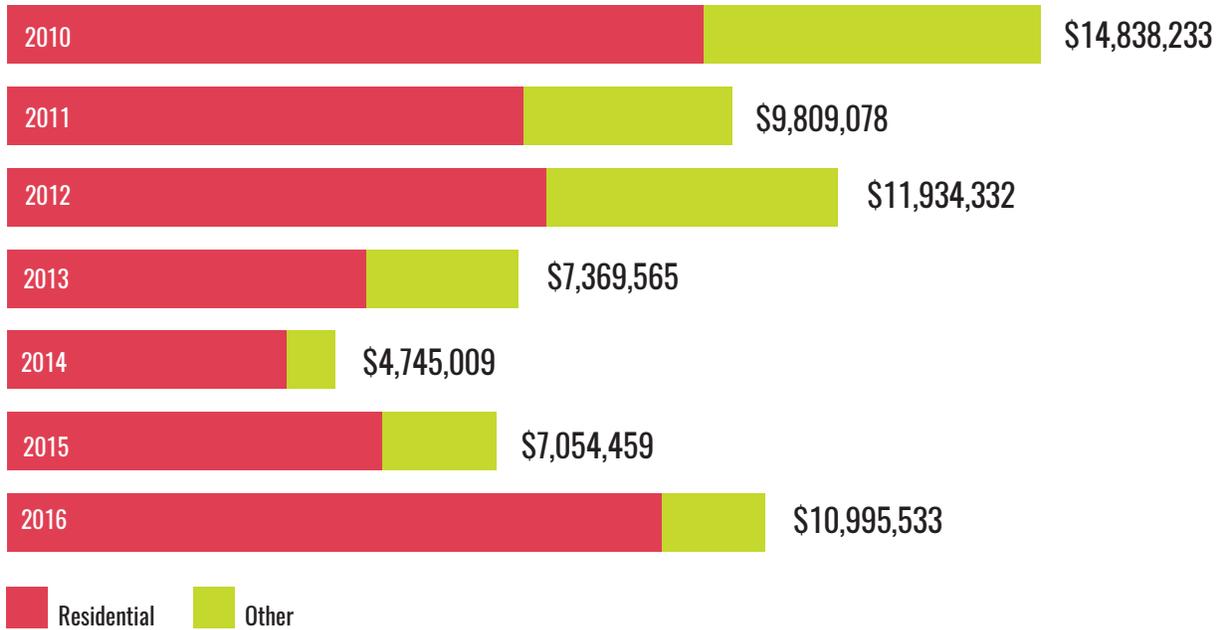
### Ladysmith Business Sectors 2016



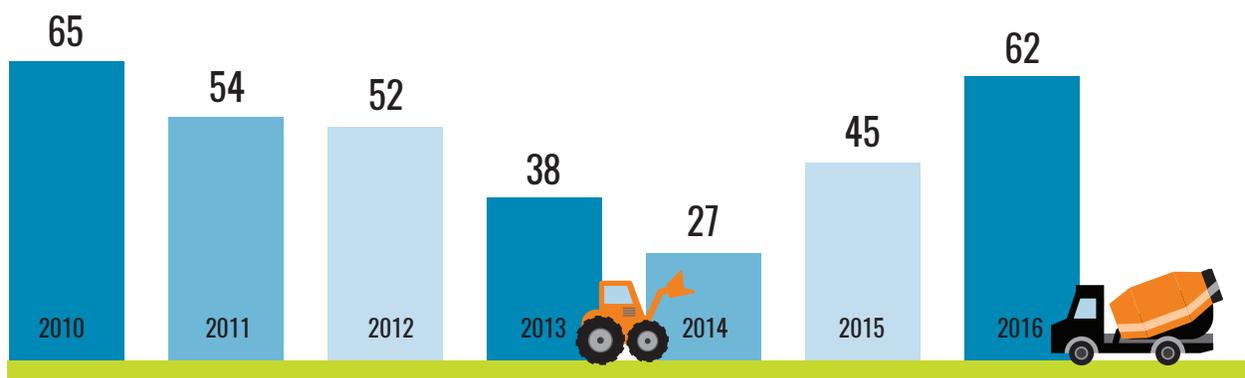
(Information about each business category can be found at [statcan.gc.ca](http://statcan.gc.ca))

# 2017 Community Profile

## Building Permit Values 2010 – 2016



## Number of new dwelling units constructed in Ladysmith each year.



(Sources: Statistics Canada, Town of Ladysmith)

# 2017 Community Profile



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



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# Feedback



## We Value Your Feedback

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

## Citizen and Stakeholder Engagement are Vital

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

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

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

-  Send an E-mail to [info@ladysmith.ca](mailto:info@ladysmith.ca)
-  Send a letter to Town of Ladysmith City Hall, Box 220, Ladysmith, B.C. V9G 1A2
-  Follow us on Facebook [www.facebook.com/LadysmithBC](http://www.facebook.com/LadysmithBC)
-  Follow us on Twitter [@TownOfLadysmith](https://twitter.com/TownOfLadysmith)
-  Call us 250.245.6400



