

THE MUNICIPAL SERVICES COMMITTEE AGENDA

Monday, September 9, 2019

6:30 P.M.

Council Chambers, City Hall
Pages

1. CALL TO ORDER

2. AGENDA APPROVAL

Recommendation

That the agenda for this September 9, 2019 meeting of the Municipal Services Committee be approved.

3. MINUTES

3.1 Minutes of the Municipal Services Committee Meeting held June 10, 2019 3

Recommendation

That the minutes of the Municipal Services Committee meeting held June 10, 2019 be approved.

4. REPORTS

4.1 2019 Second Quarter Financial Report 7

Recommendation

That the Committee receive for information purposes the 2019 Second Quarter Financial Report from the Director of Financial Services.

4.2 Building Inspector's Report to July 31, 2019 20

Recommendation

That the Committee receive the Building Inspector's Report for the months April to July 2019.

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| 4.3 | Ladysmith Fire/Rescue Reports for the months April, May and June 2019 | 21 |
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Recommendation

That the Committee receive the Ladysmith Fire/Rescue Reports for the months April to June 2019.

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| 4.4 | Coastal Animal Control Services Reports for the months April, May and June 2019 | 24 |
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Recommendation

That the Committee receive the Coastal Animal Control Services Reports for the months April to June 2019.

5. COUNCIL SUBMISSIONS

5.1 Grant Writing for Community Groups (Councillor Jacobson)

Councillor Jacobson has requested that Council discuss options to support our local community groups in terms of their grant writing and ongoing funding.

5.2 Views Along Trans Canada Highway Through Ladysmith (Councillor Virtanen)

Councillor Virtanen has requested that Council discuss the feasibility of and options for improving water views from the Trans Canada Highway through Ladysmith.

6. UNFINISHED BUSINESS

| | | |
|------------|--|-----------|
| 6.1 | Cannabis - Discussion of Survey Results | 27 |
|------------|--|-----------|

7. NEW BUSINESS

| | | |
|------------|-------------------------------------|-----------|
| 7.1 | Cowichan Housing Association | 51 |
|------------|-------------------------------------|-----------|

Recommendation

That the Committee recommend that Council appoint a member of Council to serve on the Regional Housing Service Community Advisory Committee.

8. ADJOURNMENT



**MINUTES OF A MEETING OF THE
MUNICIPAL SERVICES COMMITTEE**

Monday, June 10, 2019

6:30 P.M.

Council Chambers, City Hall

Council Members Present:

Mayor Aaron Stone
Councillor Duck Paterson
Councillor Amanda Jacobson
Councillor Rob Johnson

Councillor Tricia McKay
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Guillermo Ferrero
Felicity Adams
Erin Anderson

Geoff Goodall
Joanna Winter
Sue Bouma

1. CALL TO ORDER

Councillor Duck Paterson called this June 10, 2019 meeting of the Municipal Services Committee to order at 6:33 p.m.

2. AGENDA APPROVAL

MS 2019-031

That the agenda for this June 10, 2019 Municipal Services Committee Meeting be approved as amended to include a presentation to retiring Director of Development Services, Felicity Adams.

Motion Carried

3. PRESENTATION TO RETIRING DIRECTOR OF DEVELOPMENT SERVICES

Mayor Stone made a presentation on behalf of the Committee celebrating the accomplishments of Felicity Adams, the Director of Development Services, in her

twelve years with the Town. Councillor Paterson also acknowledged Ms. Adams and her work, and commended her professionalism.

Ms. Adams thanked Council and expressed appreciation for the opportunity to work for the Town of Ladysmith. Councillors wished her well in her retirement.

4. MINUTES

4.1 Minutes of the Municipal Services Committee Meeting held April 8, 2019

MS 2019-032

That the minutes of the Municipal Services Committee meeting held April 8, 2019 be approved.

Motion Carried

5. REPORTS

5.1 Coastal Animal Control Services Reports for January to March 2019

MS 2019-033

That the Committee receive the Coastal Animal Control Services Reports for the months January to March, 2019.

Motion Carried

5.2 Development Cost Charges Waivers Review

MS 2019-034

That the Municipal Services Committee recommend to Council that staff be directed to prepare:

1. A Development Cost Charges (DCC) reduction bylaw affordable rental housing policy, including eligibility conditions that could be considered on an individual project basis.
2. A bylaw to repeal the current DCC reduction bylaw for not-for-profit rental housing (Bylaw 1804).
3. A bylaw to amend the Downtown DCC reduction (waiver) Bylaw 1781 to add a five year sunset clause.

Motion Carried

Councillor Stevens expressed a conflict of interest with the agenda item recommendation that referenced the Ladysmith Resources Centre Association, and excused himself from the meeting for that portion of the discussion.

MS 2019-035

That the Municipal Services Committee recommend to Council that staff be directed to prepare a project specific Development Cost Charges (DCC) reduction bylaw (100% waiver) for the 36-unit LRCA not-for-profit affordable rental housing development at 314 Buller Street.

Motion Carried

Councillor Stevens returned to the meeting.

5.3 Revitalization Tax Exemption – Economic

MS 2019-036

That the Committee direct staff to return to the next meeting of the Municipal Services Committee with a report on Revitalization Tax Exemption models for a \$2.5 million investment that would include the following:

1. A full exemption option delivered over 10 years
2. A sliding scale exemption option delivered over 10 years, with exemption declining in years 6 to 10;
3. A full exemption option delivered over 5 years
4. Research of Best Practices from Vancouver Island communities

Motion Carried

5.4 Payment and Signing Authority Policy

MS 2019-037

That the Committee recommend that Council approve the amended Payment and Signing Authority Policy.

Motion Carried

5.5 2019 First Quarter Financial Report

MS 2019-038

That the Committee receive for information the 2019 First Quarter Financial report from the Director of Financial Services.

Motion Carried

6. COUNCIL SUBMISSIONS

6.1 Single Use Plastic Bags (Councillor Virtanen)

MS 2019-039

That the Committee direct staff to develop recommendations for a potential plastic waste strategy for the community and report back to the Committee. The report will include:

1. Consideration for banning single use plastics and Styrofoam packaging
2. Research into legislation in other communities
3. Recommendations for consultation with the business community
4. Public engagement tools

Motion Carried

7. NEW BUSINESS

8. ADJOURNMENT

MS 2019-040

That this meeting of the Municipal Services Committee adjourn at 8:10 p.m.

Motion Carried

Chair (Councillor D. Paterson)

Corporate Officer (J. Winter)

MUNICIPAL SERVICES COMMITTEE REPORT

Report Prepared By: Erin Anderson
Date: July 17, 2019
Report Reviewed By:
Meeting Date: September 9, 2019
File No:
RE: **2019 Second Quarter Financial Report**

RECOMMENDATION:

That the Committee receive this report for information purposes.

PURPOSE:

The purpose of this report is to continue to inform Council of the financials.

INTRODUCTION/BACKGROUND:

This is the second financial report of the fiscal year 2019.

Overall, it is projected that there will be a savings at the end of the year due to debt payments on the Water Filtration Plant, position vacancies, and a greater return on investment.

Operating Budget

The Operations budget with projections to December 31st show an overall projected surplus as seen in Table 1 titled Operations to June 30, 2019.

Table 1: Operations to June 30, 2019

| | Actuals | | | Forecast | | |
|---------------------------------------|----------------------|----------------------|-------------------|-------------------|----------------------------|---------------------|
| | Actuals to 31-Mar-19 | Approved Budget 2019 | Actual Variance % | Year-End Forecast | Year-End Forecast Variance | Forecast Variance % |
| REVENUES | | | | | | |
| Taxes | 11,564,614 | 11,597,913 | 100% | 11,603,000 | 5,000 | 0% |
| Sale of Services | 1,874,257 | 3,981,458 | 47% | 3,996,000 | 15,000 | 0% |
| Licence, Permits, Rentals & Penalties | 407,823 | 773,807 | 53% | 780,000 | 6,000 | 1% |
| Development Fees | - | 43,000 | 0% | 43,000 | - | 0% |
| Donations | 50 | - | 0% | 5,000 | 5,000 | 0% |
| Grants | 529,062 | 661,438 | 80% | 674,000 | 12,000 | 2% |
| Investment Income | 186,944 | 155,000 | 121% | 356,000 | 201,000 | 130% |
| REVENUES Total | 14,562,750 | 17,212,616 | 85% | 17,457,000 | 244,000 | 1% |
| EXPENSES | | | | | | |
| General Government Services | 1,189,329 | 2,440,460 | 49% | 2,461,000 | - 20,000 | 1% |
| Protective Services | 534,939 | 1,872,148 | 29% | 1,737,000 | 135,000 | 5% |
| Transportation Services | 694,319 | 1,495,947 | 46% | 1,472,000 | 24,000 | 0% |
| Garbage Services | 222,219 | 525,121 | 42% | 534,000 | - 9,000 | -1% |
| Cemetery Operations | 18,562 | 30,033 | 62% | 30,000 | - | 4% |
| Development Services | 302,635 | 703,778 | 43% | 682,000 | 22,000 | 0% |
| Parks | 375,153 | 721,064 | 52% | 731,000 | - 10,000 | -1% |
| Recreation & Cultural Services | 1,274,945 | 2,613,830 | 49% | 2,613,000 | 1,000 | 0% |
| Sewer Services | 622,919 | 1,720,640 | 36% | 1,553,000 | 167,000 | 2% |
| Water Services | 470,433 | 1,261,164 | 37% | 1,087,000 | 174,000 | 3% |
| Debt Payments | 449,017 | 1,157,540 | 39% | 962,000 | 195,000 | 25% |
| Transfers | 2,080,113 | 2,670,891 | 78% | 2,671,000 | - | 0% |
| EXPENSES Total | 8,234,583 | 17,212,616 | 48% | 16,533,000 | 679,000 | 4% |
| Surplus/(Deficit) | 6,328,167 | - | | 924,000 | | |

| | |
|--------------------------------|--|
| Revenue – Taxes & Parcel Taxes | Projected to be \$5k above budget |
|--------------------------------|--|

Revenue from property taxation is expected to be \$5,000 greater than budgeted due to increased number of parcel taxes and Grants in Lieu of taxation. This amount is offset slightly by two supplementary adjustments received from BC Assessment.

| | |
|---|---|
| Revenue – Sale of Services (Fees & Charges) | Projected to be 15k above budget |
|---|---|

Water, Sewer & Solid Waste fees for the second quarter of 2019 were levied in June. This is the first billing under the amended rates structure.

- Water consumption during the second quarter was lower than in 2018. Water restrictions were in place earlier in 2019 than in previous years which is expected to have a financial impact on the water revenue budget at year-end. The rate revenue levied was 45% of budget (2018 – 48%).
- Sewer charges were 49% of budget (2018 – 50%).
- Solid Waste fees were 50% of budget (2018 – 51%).
- Cemetery revenue was 43% of budget (2018 – 70%). If this trend continues, budget revenues will not be achieved by roughly \$5k, though there is a correlating expense that would also be reduced.
- Recreation revenues are similar to previous years at 50% of budget (2018 – 50%).

Revenue – Licence, Permits, Rentals & Penalties**Projected to be \$6k above budget**

- Licensing Revenue (Business, Pet, Vehicle), 96% (2018 – 95%) is expected to meet budget.
- Overall, permit revenue is lower at this point in 2019 at 47% (2018 – 76%) than previously though the majority of the difference is due to the timing of subdivision approvals. It is expected that this will be on track by the end of the year.
- Rental revenues are at 63% (2018 – 62%) of budget which is similar to previous years. The vacancies due to the renovations at the Machine Shop will determine the outcome of this budget at year-end. Most likely budget will not be achieved. Pool Rental and Facility Bookings are greater than in previous years, resulting in increased projected revenue.

Revenue – Operating Grants**Projected to be \$12k above budget**

The Town has received some additional grant funding to provide recreation programs. This additional revenue is projected to be above budget by year-end. The Traffic Fine Revenue Sharing Grant received was \$55k in 2019 (\$45k in 2018).

Revenue – Investment Income**Projected to be \$201Tk above budget**

Investment income has already achieved budgeted amounts. As interest rates increase, the amount of interest earned on the capital funds invested will be greater than budgeted.

Expenses - General Government Services**Projected to be \$20k over budget**

The second quarter, General Government Services are at 49% of budget (2018 – 40%) which is greater than in 2018. One of the largest differences from last year is the Waterfront Implementer role which was vacant for the first part of 2018 and now the last part of 2019.

Overall, General Government is expected to be over budget by the end of the year. Legal costs are anticipated to exceed budget and some staffing costs in the Finance area are adding pressure to the budget.

Expenses - Protective Services**Projected to be \$135k under budget**

As anticipated, this area will have a surplus at the end of the year due to the approved RCMP member budgeted partially in 2019 to be in-place in 2020.

Currently, Protective Services are at 29% of budget (2018 – 31%). The last invoice from RCMP E Division for member strength was 5.18 of the 7 authorized. This translates to a \$55k in savings. This amount, plus the approved surplus and Keep of Prisoners results in a large surplus in this area.

The Fire Department is trending higher in expenses than in previous years. It is expected that this area will be over budget by the end of the year

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|---|---|
| <i>Expenses - Transportation/Public Works</i> | Projected to be \$24k under budget |
|---|---|

Snow and ice removal costs were \$119,900 for the first quarter of the year which was greater than the original budget discussed during Budget deliberations. These costs were offset by the snow and ice reserve by \$38,100. There is a partial savings in employment costs as employees have worked on capital projects.

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| <i>Expenses - Solid Waste</i> | Projected to be \$9k over budget |
|-------------------------------|---|

The Cowichan Valley Regional District increased the cost of tipping for organics after the Financial Plan was deliberated. This additional cost will likely push this service cost over budget. Adjustments to the amount reserved from the MMBC rebate could be used to offset the increase.

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|---------------------------------------|----------------------------------|
| <i>Expenses - Cemetery Operations</i> | Projected to be on budget |
|---------------------------------------|----------------------------------|

The Cemetery is at 62% of budget (2018 - 57%). It is still projected to be on budget at year end.

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|---------------------------------------|---|
| <i>Expenses -Development Services</i> | Projected to be \$22k under budget |
|---------------------------------------|---|

The Development Services are currently under budget at 43% of budget, which is consistent with previous years (2018 - 43%). A budgeted position in the Building area has not been filled, resulting in an anticipated savings.

Due to internal shifts, Building & Bylaw Compliance will be returning to Public Works in Q3.

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| <i>Expenses -Parks</i> | Projected to be \$10k over budget |
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This area is at 52% of budget (2018 - 48%), due to the windstorm damage. Staff will monitor this budget and make any necessary adjustments to remain on target.

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| <i>Expenses -Recreation & Culture Services</i> | Projected to be on budget |
|--|----------------------------------|

The PRC department is operating at approximately 49% of budget. This is approximately the same at this time period last year (2018 - 50%).

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| <i>Expenses -Sewer Services</i> | Projected to be \$167k under budget |
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There are 2 partial vacancies in this department. As a result, the area is forecasted to be under budget by year-end. These vacancies will be filled when the new Water Filtration Plant comes online.

Expenses – Water Services**Projected to be \$174k under budget**

This area is currently under budget, though actuals are in line with previous periods 37% (2018 – 38%). The Financial Plan anticipated the Water Filtration Plant to be operating earlier in the year which has direct impact on the hydro, materials and supplies and staffing. With the delays in the construction, these expenses are just deferred to a future time, resulting in a savings in the current year.

Council has directed staff to utilize some of these operational savings to fund additional water capital projects, such as the Baden Powell Main upgrade.

Expenses – Debt Payments**Projected to be \$195k under budget**

The debt on the Water Filtration Plant has been executed. In the first year, there is interest only payments required, resulting in a savings in the water utility. Council approved the use of some of these surplus funds for the select Water Capital projects.

Per Council's direction, \$10,000 from the sale of the Pierce firetruck was applied against the outstanding debt with Municipal Finance Authority (MFABC) on the newest firetruck.

Capital Projects

| | | | | |
|-------------|----------|---------|----------------------|----------|
| | | | | |
| Not Started | On Track | Delayed | Requires add't funds | Complete |

| Project Name | YTD with Commitments | Budget | Variance | Status Mar 31 st | Status Jun 30 th |
|--|----------------------|-------------|----------|-----------------------------|-----------------------------|
| <i>Development Services</i> | | | | | |
| Waterfront Zoning Update | \$0 | \$10,000 | 0% | | |
| Waterfront Land Use Approvals | \$0 | \$5,000 | 0% | | |
| Planning Guides & Checklists | \$0 | \$10,000 | 0% | | |
| <i>Corporate</i> | | | | | |
| Website Upgrade | \$0 | \$35,000 | 0% | | |
| Photocopier (CH) | \$0 | \$22,000 | 0% | | |
| Cannabis Survey | \$16,200 | \$20,000 | 81% | | |
| Public Works Expansion | \$0 | \$1,000,000 | 0% | | |
| DCC Review | \$14,875 | \$32,450 | 46% | | |
| Water & Sewer Rates Bylaw | \$6,357 | \$33,643 | 19% | | |
| <i>Parks, Recreation & Culture</i> | | | | | |
| City Hall- Improvements | \$0 | \$8,484 | 0% | | |
| HC Switchback trail | \$12,259 | \$10,000 | 123% | | |

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|---|-----------|-------------|------|--|--|
| Golf Course Trail & Netting | \$11,757 | \$20,000 | 59% | | |
| Holland Creek Trail Rebuild | \$20,631 | \$20,000 | 103% | | |
| Mobile Food Service site upgrades | \$3,043 | \$9,000 | 34% | | |
| Concrete pads for bleachers - Aggie | \$0 | \$7,500 | 0% | | |
| Concrete pads for bleachers - Holland Cr | \$0 | \$10,000 | 0% | | |
| Playfield Bleacher Replacement - High street | \$12,042 | \$14,000 | 86% | | |
| Playground - Spirit Square Removal | \$0 | \$5,000 | 0% | | |
| Stairs - Oyster Bay Rd/Boat Ramp | \$0 | \$12,000 | 0% | | |
| Tree replacement Program | \$0 | \$12,000 | 0% | | |
| Rotary Boat ramp float replacement | \$0 | \$50,000 | 0% | | |
| Lot 5 Park - trees | \$17,120 | \$20,000 | 86% | | |
| High Street Ballpark Fencing | \$20,057 | \$20,000 | 100% | | |
| Lot 108 Site Plan Concept Plan Updated | \$17,500 | \$20,000 | 88% | | |
| Aggie Hall Site Improvements (Playground/parking) | \$5,080 | \$6,085 | 83% | | |
| FJCC Sports Lights | \$0 | \$60,000 | 0% | | |
| Emergency Generator- PW | \$65,145 | \$90,000 | 72% | | |
| Machine Shop - necessary repair options | \$193,447 | \$1,716,585 | 11% | | |
| FJCC -Main Roof repairs | \$5,130 | \$15,000 | 34% | | |
| High Street Concession building roof replacement | \$5,774 | \$15,000 | 38% | | |
| Holland Creek Washrooms roof (ball field) | \$0 | \$11,700 | 0% | | |
| PW Building Roof Repair | \$18,001 | \$23,000 | 78% | | |
| Archives siding | \$0 | \$11,000 | 0% | | |
| City Hall- Investigation & repair | \$0 | \$17,000 | 0% | | |
| City Hall Additional Space | \$0 | \$20,000 | 0% | | |
| Domestic water lines at FJCC | \$4,676 | \$15,000 | 31% | | |
| FJCC Electrical Panel | \$0 | \$10,000 | 0% | | |
| FJCC Sprinkler tree replacement & backflow preventer | \$1,700 | \$30,000 | 6% | | |
| Heat Curtain - FJCC | \$0 | \$5,000 | 0% | | |
| Museum - replace exterior wood stairs | \$0 | \$10,000 | 0% | | |
| PW Building - Heating (Bays) | \$22,335 | \$30,000 | 74% | | |
| RCMP Carpet Replacement | \$0 | \$35,000 | 0% | | |
| Sump Pump | \$4,650 | \$25,000 | 19% | | |

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|---|-------------|--------------|------|--|--|
| Transfer Beach Kinsmen Shelter | \$571 | \$10,000 | 6% | | |
| Art in accordance with Arts Strategy | \$0 | \$10,000 | 0% | | |
| Youth Services Equipment | \$0 | \$5,000 | 0% | | |
| FJCC Main Pool Basin Tile Repair | \$38,560 | \$40,000 | 96% | | |
| <i>Public Works</i> | | | | | |
| Paving: 4th Ave, Methuen to Belaire | \$120,685 | \$1,202,410 | 10% | | |
| Pedestrian Cross Walk - 2nd & High | \$0 | \$32,207 | 0% | | |
| Engineering & Construction Stnds Review | \$8,428 | \$8,500 | 99% | | |
| Rocky Creek Road Storm | \$0 | \$97,345 | 0% | | |
| Clarke Rd Storm | \$63,540 | \$73,605 | 86% | | |
| GPS Reference Station | \$9,459 | \$12,622 | 75% | | |
| Dogwood - Holland Creek Bridge Inspection | \$0 | \$8,680 | 0% | | |
| Rocky Creek Culvert | \$1,064,805 | \$1,310,882 | 81% | | |
| Safety Upgrades to 1st Ave | \$0 | \$15,235 | 0% | | |
| Downtown Washrooms | \$1,890 | \$150,000 | 1% | | |
| Russell Rd Paving | \$0 | \$100,000 | 0% | | |
| Bucket Truck Replacement (82) | \$158,774 | \$175,000 | 91% | | |
| One Tonne Utility Truck (Replace 87) | \$91,552 | \$80,000 | 114% | | |
| Department Vehicle (PRC) | \$33,999 | \$30,000 | 113% | | |
| Hammer / Breaker | \$21,605 | \$20,000 | 108% | | |
| Liquid Anti-Icing System | \$0 | \$35,000 | 0% | | |
| Snow Gate | \$13,645 | \$17,500 | 78% | | |
| Storm Drainage Improvements | \$0 | \$125,000 | 0% | | |
| Storm Water Improvements PW Yard Phase 2 | \$0 | \$50,000 | 0% | | |
| Walkem Road Sidewalk | \$0 | \$150,000 | 0% | | |
| Fuel Tank Removal PW Yard | \$0 | \$15,000 | 0% | | |
| Holland Creek Crossing (traffic) | \$0 | \$3,200,000 | 0% | | |
| 1260 Churchill Pl Property Development | \$0 | \$15,000 | 0% | | |
| Amphitheatre Tank Lid Replacement | \$13,301 | \$13,300 | 100% | | |
| 1st Ave Irrigation Vault | \$0 | \$2,600 | 0% | | |
| Holland Dam - Storage Feasibility , Tendering, pre Construction | \$0 | \$86,887 | 0% | | |
| Water Filtration Project | \$3,113,455 | \$12,060,637 | 26% | | |

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|--|-----------|--------------|------|--|--|
| Holland Lake Vegetation Control | \$196 | \$13,625 | 1% | | |
| Water Meter & Vault - Stocking Lake | \$2,381 | \$64,278 | 4% | | |
| Holland Lake Generator | \$11,165 | \$15,826 | 71% | | |
| Holland Supply Main Replacement: PW to Colonia | \$12,986 | \$384,772 | 3% | | |
| Water Meter Handheld Reader | \$13,416 | \$13,300 | 101% | | |
| Stocking Lake Dam Repair | \$0 | \$250,000 | 0% | | |
| Water Meter replacement | \$24,784 | \$46,700 | 53% | | |
| SCADA | \$0 | \$25,000 | 0% | | |
| Water main Replacement Baden Powell 4th-3rd | \$467,357 | \$250,000 | 187% | | |
| Holland Dam - Storage Upgrade (construction) | \$0 | \$12,410,000 | 0% | | |
| Holland Dam - Storage Upgrade (design) | \$0 | \$1,286,000 | 0% | | |
| Holland to Stocking Supply Main Interconnection (design) | \$0 | \$406,000 | 0% | | |
| Stocking Lake Supply main PRV Station | \$0 | \$70,000 | 0% | | |
| Loop Connection - Craig to Russell Upsize | \$0 | \$90,000 | 0% | | |
| Watermain Loop - Battie to Thetis | \$7,692 | \$80,000 | 10% | | |
| Water main replacement - Baden Powell | \$169,822 | \$446,000 | 38% | | |
| Stocking Lake Rupture | \$0 | \$150,000 | 0% | | |
| Sanitary PumpStn Emergency Ops Review | \$0 | \$25,000 | 0% | | |
| Flow Monitoring | \$0 | \$56,500 | 0% | | |
| Gill Road Lift Station | \$11,668 | \$322,230 | 4% | | |
| Sewer UV Pilot Study | \$10,390 | \$100,000 | 10% | | |
| Stage 2 Environmental impact study | \$0 | \$160,000 | 0% | | |
| Sewer Outfall-study | \$0 | \$10,000 | 0% | | |
| Staff facility improvements - compost | \$27,459 | \$44,764 | 61% | | |
| Bio-Filter Cover | \$0 | \$100,000 | 0% | | |
| Compost Screener | \$0 | \$100,000 | 0% | | |
| WWTP Lab Testing Equipment | \$0 | \$10,000 | 0% | | |
| Inflow & Infiltration Connections | \$0 | \$60,000 | 0% | | |
| Security fencing and cameras for compost facility | \$0 | \$75,000 | 0% | | |
| Post Treatment Disinfection Options | \$0 | \$250,000 | 0% | | |
| Emergency Lift Station Generators | \$0 | \$400,000 | 0% | | |
| Waterfront | | | | | |

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|---------------------------------------|-----------|-------------|------|--|--|
| Waterfront Studies | \$61,727 | \$54,105 | 114% | | |
| WAP Economic Partnership Agreement | \$0 | \$17,295 | 0% | | |
| Comprehensive development Agreements | \$0 | \$25,927 | 0% | | |
| Arts & Heritage Hub | \$1,689 | \$50,000 | 3% | | |
| Geotechnical study for road alignment | \$0 | \$50,000 | 0% | | |
| Infrastructure costing study | \$0 | \$30,000 | 0% | | |
| Legal survey of development parcels | \$24,000 | \$30,000 | 80% | | |
| Storm drainage relocation | \$0 | \$15,000 | 0% | | |
| Lot 5 Acquisition | \$292,000 | \$342,000 | 85% | | |
| Arts & Heritage Hub (Phase 1) | \$0 | \$4,305,000 | 0% | | |

Capital Funding to June 30:

| | |
|-----------------------------|--------------|
| Grants | \$ 2,666,302 |
| Developer Contributions | 20,900 |
| Proceeds from Sale of Asset | 40,069 |
| Use of DCC's | 3,846 |
| Amphitheatre Reserve | 10,000 |
| Gas Tax | 15,181 |
| Borrowing | 536,810 |
| Real Property Reserve | 346,105 |
| Surplus | 15,645 |
| Taxation/utilities | 104,232 |

ALTERNATIVES:

Not applicable.

FINANCIAL IMPLICATIONS:

Keeping Council informed of the financial state of the organization.

LEGAL IMPLICATIONS:

This is a snapshot of the Town's finances for a point in time. Payments and deposits continue to be received which will change the financial figures. These statements are not audited.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public is encouraged to review the report and provide comments.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

n/a

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- ☐ Complete Community Land Use
- ☐ Green Buildings
- ☐ Innovative Infrastructure
- ☐ Healthy Community
- ☒ Not Applicable

- ☐ Low Impact Transportation
- ☐ Multi-Use Landscapes
- ☐ Local Food Systems
- ☐ Local, Diverse Economy

ALIGNMENT WITH STRATEGIC PRIORITIES:

- ☐ Employment & Tax Diversity
- ☐ Watershed Protection & Water Management
- ☐ Communications & Engagement
- ☐ Natural & Built Infrastructure
- ☐ Partnerships
- ☒ Not Applicable

SUMMARY:

It is recommended that the Committee receive this report.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Consolidated Statement of Operations June 30, 2019
 Consolidated Statement of Financial Position – as of June 30, 2019
 Listing of Vendor Payments over \$25,000 Jan 1 – Jun 30, 2019

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT June 30, 2019

| | Actuals 2019 | Budget 2019 | % of Budget |
|--|----------------------|-------------------|----------------|
| Revenue | | | |
| Taxes: | | | |
| Municipal purposes taxation | 7,130,277 | 7,130,506 | 100% |
| Policing taxation | 1,320,677 | 1,320,624 | 100% |
| Parcel taxes | 2,941,563 | 2,975,882 | 99% |
| Grants in Lieu | 172,097 | 170,901 | 101% |
| Sale of Services: | | | |
| General - other | 33,859 | 27,970 | 121% |
| Recreation | 291,051 | 577,703 | 50% |
| Protective Services | - | 82,150 | 0% |
| Cemetery | 11,960 | 28,000 | 43% |
| Solid Waste | 321,743 | 649,148 | 50% |
| Sewer | 705,257 | 1,445,815 | 49% |
| Water | 531,376 | 1,170,672 | 45% |
| Investment Income | 204,935 | 155,000 | 132% |
| Licence, Permits, Rentals & Penalties | 406,891 | 773,807 | 53% |
| Grants | 3,195,365 | 21,185,687 | 15% |
| Donations and contributed property | 21,150 | 2,168,500 | 1% |
| Gain (loss) on foreign exchange | - | - | |
| Gain (loss) on disposal of tangible capital asse | 40,069 | 10,000 | |
| Development Cost Charges utilized | 13,846 | 982,750 | 1% |
| Gas tax funds utilized | 15,181 | 1,702,054 | 1% |
| | <u>17,357,296</u> | <u>42,557,169</u> | 41% |
| Expenses: (excluding amortization) | | | |
| General government services | 1,295,058 | 2,782,721 | 47% |
| Protective services | 562,278 | 1,943,656 | 29% |
| Transportation services | 681,335 | 1,557,956 | 44% |
| Garbage services | 222,219 | 525,121 | 42% |
| Cemetery services | 18,562 | 30,033 | 62% |
| Development services | 302,635 | 728,778 | 42% |
| Recreation and cultural services | 1,274,973 | 2,634,175 | 48% |
| Parks operation services | 413,206 | 792,864 | 52% |
| Sewer | 663,542 | 2,249,640 | 29% |
| Water | 558,503 | 1,697,819 | 33% |
| Operating Expenses | <u>5,992,310</u> | <u>14,942,763</u> | 40% |
| General Capital Projects | 523,541 | 14,224,947 | 4% |
| Water Capital Projects | 3,321,322 | 27,988,739 | 12% |
| Sewer Capital Projects | 29,659 | 1,361,994 | 2% |
| Proceeds from New debt (capital financing) | - 5,411,952 | - 8,911,952 | 61% |
| Principal Payments | 372,698 | 628,187 | 59% |
| Internal Funding | - 1,172,568 | - 7,677,509 | 15% |
| | <u>13,702,285.20</u> | <u>-</u> | |
| BALANCE | | | |

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT June 30, 2019

| | 2019 |
|--|-----------------------|
| Financial Assets | |
| Cash and short term deposits | 30,520,924.32 |
| Accounts receivable: | |
| Property Taxes | 9,378,388.17 |
| User Fees | 1,037,715.74 |
| Other | <u>1,928,365.51</u> |
| | <u>42,865,393.74</u> |
| Liabilities | |
| Accounts payable and accrued liabilities | 6,706,972.78 |
| Taxes payable to other agencies | 207,153.38 |
| Post-employment benefits | 232,400.00 |
| Deferred revenue | 129,847.74 |
| Refundable deposits and other | 913,635.17 |
| Restricted reserves - other | 439,797.26 |
| Development cost charge reserve | 3,236,402.36 |
| Federal gas tax reserve | 1,510,551.67 |
| Obligations under capital lease | - |
| Equipment Financing | 953,653.06 |
| Short term debt (financing) | 952,700.00 |
| Debenture debt | <u>17,258,486.89</u> |
| | <u>32,541,600.31</u> |
| Net Financial Assets | 10,323,793.43 |
| Non-Financial Assets | |
| Tangible Capital Assets | 97,692,137.38 |
| Capital Projects in Current Year | 3,874,522.04 |
| Prepays | 20,614.80 |
| Inventory | 75,048.04 |
| | <u>101,662,322.26</u> |
| Accumulated Surplus | <u>111,986,115.69</u> |

Vendor Payments over \$25,000
January 1, 2019 – June 30, 2019

| Supplier Name | Total |
|--|-----------|
| BC HYDRO | 275,640 |
| MINISTER OF FINANCE | 39,739 |
| MUNICIPAL FINANCE AUTHORITY | 55,722 |
| MUNICIPAL PENSION FUND | 451,390 |
| RECEIVER GENERAL (Payroll only) | 826,228 |
| WORKSAFE BC | 62,847 |
| ICBC | 59,805 |
| MUNICIPAL INSURANCE ASSOCIATION OF BC | 172,696 |
| STEWART MCDANNOLD STUART | 33,765 |
| PACIFIC BLUE CROSS | 128,674 |
| RECEIVER GENERAL FOR CANADA | 268,352 |
| RECEIVER GENERAL FOR CANADA | 225,158 |
| COLUMBIA FUELS A DIV OF PARKLAND FUEL CORP | 52,102 |
| MINISTRY OF SMALL BUSINESS AND REVENUE | 137,061 |
| LIDSTONE & COMPANY | 29,786 |
| DAVID STALKER EXCAVATING LTD | 225,268 |
| KOERS & ASSOCIATES ENGINEERING LTD | 137,920 |
| WASTE CONNECTIONS OF CANADA INC | 260,691 |
| ASSOCIATED ENGINEERING (BC) LTD | 310,882 |
| US BANK | 119,287 |
| RUSHWORTH ELECTRICAL SERVICES INC | 28,963 |
| BC LIFE & CASUALTY COMPANY | 68,632 |
| LAFARGE ASPHALT TECHNOLOGIES A DIV OF | 42,512 |
| SOFTCHOICE CORP | 48,453 |
| HOTSON ARCHITECTURE INC | 127,705 |
| CLEARTECH INDUSTRIES INC | 43,799 |
| KTI LIMITED | 28,879 |
| CUPE LOCAL 401 | 40,839 |
| MID-ISLAND FENCE PRODUCTS LTD | 41,240 |
| COWICHAN VALLEY REGIONAL DISTRICT | 500,125 |
| DISTRICT OF NORTH COWICHAN | 61,998 |
| HEROLD ENGINEERING LTD | 27,242 |
| WSP CANADA GROUP LTD | 34,844 |
| VANCOUVER ISLAND TREE SERVICE LTD | 66,041 |
| VANCOUVER ISLAND REGIONAL LIBRARY | 207,026 |
| NAC CONSTRUCTORS LTD | 4,184,090 |
| LIDSTONE & CO IN TRUST | 292,000 |



TOWN OF LADYSMITH
Quarterly Building Permit Summary - YTD JULY 2019

| | Commercial | | Industrial | | Institutional | | Residential (NEW) | | Residential Reno/Add/Suite/CH | | Dwelling Units | Total Permits | Bldg & Plbg Permit Fees This Month | Permit Values This Month | Permit Values Year to Date 2019 |
|-----|-------------------|-----------|-------------------|--------|----------------|--------|--------------------------------|------------|----------------------------------|------------|-------------------|------------------|---------------------------------------|-----------------------------|---------------------------------------|
| | No. of Permits | Values | No. of Permits | Values | No. of Permits | Values | No. of Permits (new res) | Values | No. of Permits | Values | | | | | |
| JUL | 1 | \$ 25,000 | - | \$ - | - | \$ - | 3 | \$ 723,444 | 7 | \$ 228,440 | 3 | 11 | \$ 11,354 | \$ 976,884 | \$ 7,874,019 |

Year to Date

| | | | | | | | | | | | | | | | |
|-------|---|-----------|---|-----------|---|-----|----|-------------|----|-----------|----|----|----------|-------------|-------------|
| JAN | 1 | \$100,000 | - | \$0 | - | \$0 | - | \$0 | 2 | \$31,000 | - | 3 | \$1,441 | \$131,000 | \$131,000 |
| FEB | 1 | \$48,000 | - | \$0 | - | \$0 | 3 | \$845,785 | 1 | \$10,000 | 3 | 5 | \$10,506 | \$903,785 | \$1,034,785 |
| MAR | - | - | 1 | \$20,000 | - | - | 4 | \$1,005,268 | 1 | \$150,000 | 6 | 6 | \$13,876 | \$1,175,268 | \$2,210,053 |
| APR | 1 | \$50,000 | 1 | \$15,000 | - | \$0 | 4 | \$680,630 | 3 | \$65,400 | 3 | 9 | \$9,437 | \$811,030 | \$3,021,083 |
| MAY | 1 | \$15,000 | 1 | \$735,825 | - | \$0 | 3 | \$1,152,744 | 4 | \$59,000 | 5 | 9 | \$22,835 | \$1,962,569 | \$4,983,652 |
| JUN | 1 | \$27,000 | - | \$0 | - | \$0 | 6 | \$1,760,883 | 6 | \$125,600 | 8 | 13 | \$22,349 | \$1,913,483 | \$6,897,135 |
| JUL | 1 | \$25,000 | - | \$0 | - | \$0 | 3 | \$723,444 | 7 | \$228,440 | 3 | 11 | \$11,354 | \$976,884 | \$7,874,019 |
| AUG | | | | | | | | | | | | | | | |
| SEP | | | | | | | | | | | | | | | |
| OCT | | | | | | | | | | | | | | | |
| NOV | | | | | | | | | | | | | | | |
| DEC | | | | | | | | | | | | | | | |
| TOTAL | 6 | \$265,000 | 3 | \$770,825 | 0 | \$0 | 23 | \$6,168,754 | 24 | \$669,440 | 28 | 56 | \$91,797 | \$7,874,019 | |

| | | | |
|-----------|---|--------------|---|
| Demos Mth | 0 | Demos YTD | 1 |
|-----------|---|--------------|---|

| Comparison | #DU | Value | #BP | Value |
|------------|-----|-------------|-----|-------------|
| YTD 2019 | 28 | \$6,168,754 | 56 | \$7,874,019 |
| YTD 2018 | 29 | \$4,190,094 | 65 | \$6,833,133 |
| YTD 2017 | 50 | \$6,508,014 | 54 | \$7,004,186 |

| NEW D.U. TYPE | SFD | SFD + Suite | Suite added to existing | Coach House | Multi-Family |
|---------------|-----|-------------|-------------------------|-------------|--------------|
| THIS MONTH | 3 | 0 | 0 | 0 | 0 |
| YTD | 20 | 2 | 1 | 1 | 3 |

Colin Bollinger
 Colin Bollinger, Building Inspector

Geoff Goodall, Director of Infrastructure



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: **April 2019**

| TYPE OF CALL OUT | J | F | M | A | M | J | J | A | S | O | N | D | YTD TOTALS |
|--|----|----|---|----|---|---|---|---|---|---|---|---|------------|
| Alarms Activated: Pulled Station | | | | | | | | | | | | | 0 |
| By mistake | 1 | | | | | | | | | | | | 1 |
| Electrical problem | | 1 | | | | | | | | | | | 1 |
| Due to cooking | | 1 | | 1 | | | | | | | | | 2 |
| Assistance | 2 | | | 2 | | | | | | | | | 4 |
| Burning Complaint | | | | 2 | | | | | | | | | 2 |
| Fire: Structure | 1 | 1 | 1 | | | | | | | | | | 3 |
| Chimney | 1 | 1 | | | | | | | | | | | 2 |
| Interface / Bush | | | | | | | | | | | | | 0 |
| Vehicle | | | | | | | | | | | | | 0 |
| Other | | | | 3 | | | | | | | | | 3 |
| Hazardous Materials | | | 1 | | | | | | | | | | 1 |
| Hydro Lines: Down / Fire | | 2 | | | | | | | | | | | 2 |
| Medical Aid | 2 | 7 | 2 | 1 | | | | | | | | | 12 |
| MVI | 4 | 3 | 1 | 4 | | | | | | | | | 12 |
| Rescue | | | | | | | | | | | | | 0 |
| Mutual Aid provided by Ladysmith to outside areas | 2 | 2 | 3 | 0 | | | | | | | | | 7 |
| MONTH TOTALS (exc.. Practises) | 13 | 18 | 8 | 13 | | | | | | | | | 52 |
| Practises (Totals for each Month) | 5 | 4 | 4 | 5 | | | | | | | | | 18 |
| Mutual Aid requested by Ladysmith from outside areas | 1 | | | 0 | | | | | | | | | 1 |

ALARMS ACTIVATED (Location/Owner)

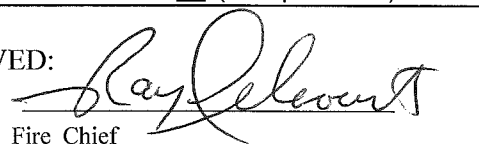
COMPARISONS:

Year to Date 2019 52 (exc. practices)

Year to Date 2018 64 (exc. practices)

Year to Date 2017 66 (exc. practices)

APPROVED:


Fire Chief



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5

Phone: 250-245-6436 · Fax: 250-245-0917

FIRE CHIEF'S REPORT

MONTH: **May 2019**



| TYPE OF CALL OUT | J | F | M | A | M | J | J | A | S | O | N | D | YTD TOTALS |
|---|-----------|-----------|----------|-----------|-----------|---|---|---|---|---|---|---|---------------|
| Alarms Activated: Pulled Station | | | | | | | | | | | | | 0 |
| By mistake | 1 | | | | | | | | | | | | 1 |
| Electrical problem | | 1 | | | | | | | | | | | 1 |
| Due to cooking | | 1 | | 1 | | | | | | | | | 2 |
| Assistance | 2 | | | 2 | | | | | | | | | 4 |
| Burning Complaint | | | | 2 | 2 | | | | | | | | 4 |
| Fire: Structure | 1 | 1 | 1 | | | | | | | | | | 3 |
| Chimney | 1 | 1 | | | | | | | | | | | 2 |
| Interface / Bush | | | | | | | | | | | | | 0 |
| Vehicle | | | | | | | | | | | | | 0 |
| Other | | | | 3 | | | | | | | | | 3 |
| Hazardous Materials | | | 1 | | | | | | | | | | 1 |
| Hydro Lines: Down / Fire | | 2 | | | | | | | | | | | 2 |
| Medical Aid | 2 | 7 | 2 | 1 | 2 | | | | | | | | 14 |
| MVI | 4 | 3 | 1 | 4 | 8 | | | | | | | | 20 |
| Rescue | | | | | | | | | | | | | 0 |
| Mutual Aid provided by Ladysmith to outside areas | 2 | 2 | 3 | 0 | | | | | | | | | 7 |
| MONTH TOTALS (exc.. Practises) | 13 | 18 | 8 | 13 | 12 | | | | | | | | 64 |
| Practises (Totals for each Month) | 5 | 4 | 4 | 5 | 4 | | | | | | | | 22 |
| Mutual Aid requested by Ladysmith from outside areas | 1 | | | 0 | | | | | | | | | 1 |

ALARMS ACTIVATED (Location/Owner)

COMPARISONS:

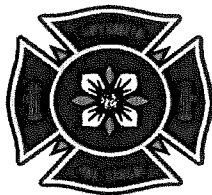
Year to Date 2019 64 (exc. practices)

Year to Date 2018 81 (exc. practices)

Year to Date 2017 74 (exc. practices)

APPROVED:

Ray Delavert
Fire Chief



Ladysmith Fire / Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: **June 2019**

| TYPE OF CALL OUT | J | F | M | A | M | J | J | A | S | O | N | D | YTD TOTALS |
|--|-----------|-----------|----------|-----------|-----------|-----------|---|---|---|---|---|---|------------|
| Alarms Activated: Pulled Station | | | | | | | | | | | | | 0 |
| By mistake | 1 | | | | | | | | | | | | 1 |
| Electrical problem | | 1 | | | | 1 | | | | | | | 2 |
| Due to cooking | | 1 | | 1 | | 1 | | | | | | | 3 |
| Assistance | 2 | | | 2 | | 2 | | | | | | | 6 |
| Burning Complaint | | | | 2 | 2 | 1 | | | | | | | 5 |
| Fire: Structure | 1 | 1 | 1 | | | 2 | | | | | | | 5 |
| Chimney | 1 | 1 | | | | | | | | | | | 2 |
| Interface / Bush | | | | | | | | | | | | | 0 |
| Vehicle | | | | | | | | | | | | | 0 |
| Other | | | | 3 | | 3 | | | | | | | 6 |
| Hazardous Materials | | | 1 | | | 1 | | | | | | | 2 |
| Hydro Lines: Down / Fire | | 2 | | | | | | | | | | | 2 |
| Medical Aid | 2 | 7 | 2 | 1 | 2 | 2 | | | | | | | 16 |
| MVI | 4 | 3 | 1 | 4 | 8 | 1 | | | | | | | 21 |
| Rescue | | | | | | | | | | | | | 0 |
| Mutual Aid provided by Ladysmith to outside areas | 2 | 2 | 3 | 0 | | 3 | | | | | | | 10 |
| MONTH TOTALS (exc.. Practises) | 13 | 18 | 8 | 13 | 12 | 17 | | | | | | | 81 |
| Practises (Totals for each Month) | 5 | 4 | 4 | 5 | 4 | 4 | | | | | | | 26 |
| Mutual Aid requested by Ladysmith from outside areas | 1 | | | 0 | | 1 | | | | | | | 2 |


ALARMS ACTIVATED (Location/Owner)

- 1.) Alarm due to cooking at 310 4th Avenue.
- 2.) Alarm due to Faulty sensor at 341 Chemainus Road

COMPARISONS:

Year to Date 2019 81 (exc. practices)
Year to Date 2018 81 (exc. practices)
Year to Date 2017 74 (exc. practices)

APPROVED:


Fire Chief

CAS Summary of Service Calls

Total calls by type: **8**
 Aggressive 3
 At large 2
 Noisy 3

01-Apr-19 to 30-Apr-19

| Issue | Call # | Received | Type | Completed |
|------------------|--------|-----------|----------------|-----------|
| Ladysmith | | | 8 calls | |
| Aggressive | | | 3 | |
| | 1996 | 29-Apr-19 | Dog | |
| | 1995 | 17-Apr-19 | Dog | 18-Apr-19 |
| | 1992 | 05-Apr-19 | Dog | 18-Apr-19 |
| At large | | | 2 | |
| | 1997 | 30-Apr-19 | Dog | 02-May-19 |
| | 1993 | 09-Apr-19 | Dog | 09-Apr-19 |
| Noisy | | | 3 | |
| | 1994 | 12-Apr-19 | Dog | |
| | 1991 | 04-Apr-19 | Dog | |
| | 1990 | 03-Apr-19 | Dog | 05-Apr-19 |
| Total: | | | 8 calls | |

CAS Summary of Service Calls

| | |
|-----------------------------|---|
| <i>Total calls by type:</i> | 7 |
| Aggressive | 3 |
| At large | 2 |
| Confined | 1 |
| Noisy | 1 |

01-May-19 to 31-May-19

| Issue | Call # | Received | Type | Completed |
|------------------|--------|-----------|----------------|-----------|
| Ladysmith | | | 7 calls | |
| Aggressive | | | 3 | |
| | 2003 | 22-May-19 | Dog | 29-May-19 |
| | 2002 | 22-May-19 | Dog | 23-May-19 |
| | 2001 | 14-May-19 | Dog | 21-May-19 |
| At large | | | 2 | |
| | 2004 | 15-May-19 | Dog | 28-May-19 |
| | 1999 | 07-May-19 | Dog | |
| Confined | | | 1 | |
| | 1998 | 03-May-19 | Dog | 03-May-19 |
| Noisy | | | 1 | |
| | 2000 | 07-May-19 | Dog | |
| Total: | | | 7 calls | |

CAS Summary of Service Calls

| | |
|-----------------------------|----------|
| Total calls by type: | 8 |
| Aggressive | 2 |
| At large | 1 |
| Noisy | 4 |
| Other | 1 |

01-Jun-19 to 30-Jun-19

| Issue | Call # | Received | Type | Completed |
|------------------|--------|-----------|----------------|-----------|
| Ladysmith | | | 8 calls | |
| Aggressive | | | 2 | |
| | 2008 | 12-Jun-19 | Dog | |
| | 2007 | 04-Jun-19 | Dog | 13-Jun-19 |
| At large | | | 1 | |
| | 2012 | 26-Jun-19 | Dog | 26-Jun-19 |
| Noisy | | | 4 | |
| | 2011 | 25-Jun-19 | Dog | 28-Jun-19 |
| | 2010 | 20-Jun-19 | Dog | 24-Jun-19 |
| | 2006 | 04-Jun-19 | Dog | |
| | 2005 | 03-Jun-19 | Dog | 20-Jun-19 |
| Other | | | 1 | |
| | 2009 | 17-Jun-19 | Dog | 18-Jun-19 |
| Total: | | | 8 calls | |

STAFF REPORT TO COUNCIL

Report Prepared By: Joanna Winter, Manager of Legislative Services

Date: July 31, 2019

Report Reviewed By: Guillermo Ferrero, CAO

Meeting Date: August 19, 2019

File No: 4320-20

RE: RESULTS OF SURVEY ON RETAIL SALE OF CANNABIS IN LADYSMITH

RECOMMENDATION:

That Council:

1. Receive the report "Community Survey on Retail Sale of Cannabis" May 2019 (Mustel Group) and summary of social media and PlaceSpeak public engagement regarding the retail sale of cannabis; and
2. Direct staff to review best practices from other municipalities in B.C. and utilize the public engagement results, to report back to Council with recommendations to permit the retail sale of cannabis in Ladysmith.

PURPOSE:

The purpose of this report is to provide the results of the recent survey sent to all households in Ladysmith to determine public opinion regarding the sale of cannabis in Ladysmith.

PREVIOUS COUNCIL DIRECTION

| Resolution | MeetingDate | ResolutionDetails |
|-------------|-------------|---|
| CS 2018-346 | 09/17/2018 | That Council: 1. Approve the proposed public survey on the retail sale of cannabis in Ladysmith 2. Direct that the survey be mailed to every household in Ladysmith |
| CS 2019-118 | 04/01/2019 | That Council: 1. Continue with the proposed community consultation on the retail sale of cannabis in Ladysmith. 2. Approach the Ladysmith Fishermen's Wharf Association (Ladysmith Harbour Authority) expressing their interest in providing a representative from the Town to sit on the board of the Association. |

| Resolution | MeetingDate | ResolutionDetails |
|-------------|-------------|---|
| CS 2018-063 | 03/05/2018 | <ol style="list-style-type: none"> 1. That the Town initiate a community dialogue regarding the retail sale of cannabis within the Town of Ladysmith. 2. That Council direct staff to prepare a list of options for community engagement as well as a proposed budget allocation for consideration. 3. That Council establish an ad hoc committee of three Council members to support the public consultation process on the retail sale of cannabis in the Town of Ladysmith. |

INTRODUCTION/BACKGROUND:

Recognizing that the legalization of cannabis in 2018 throughout Canada would increase demand for retail sales of Cannabis, Council struck a sub-committee to investigate how best to approach the matter of retail sales of cannabis in Ladysmith. Under a Zoning Bylaw amendment adopted in 2017, the retail sale of cannabis is currently prohibited in the town of Ladysmith.

The Town contracted with Mustel Group Market Research to conduct the survey that the sub-committee developed.

The survey was mailed to each household within the Town boundaries, along with a cover letter from the Mayor. Residents were provided with the choice to return a paper survey, or to complete the survey online. If the online option was chosen, respondents used a unique identifier provided in order to maintain the validity of the survey methodology, as the unique identifier could only be used once. Similarly, photocopied versions of the survey were not accepted. Additional numbered copies of the survey were available at City Hall for residents who either did not receive the survey in the mail, or had additional members of their household who wanted to take part.

A separate open link to the online version of the questionnaire was also provided for anyone who did not receive a paper copy. The results of this open survey were tracked separately.

The surveys were mailed on April 25, 2019 and residents were instructed to complete their survey and put it in the mail by May 22. Surveys were accepted and processed until June 3, 2019.

Surveys were mailed to 3461 households, and a further 3 surveys with unique identifiers were handed out at City Hall.

A total of 1,492 surveys were received. Of those, 1,195 had unique identifiers, while 297 were completed using the open online survey.

The response rate with unique identifiers was 34.53 per cent. The margin of error on a random sample of 1,195 would be +/- 2.3 per cent at the 95 per cent confidence level.

Staff implemented a social media campaign on Twitter, Facebook and the Town's website to let residents know about the survey, and to encourage its completion. In addition, staff set up a complementary page on the public engagement platform PlaceSpeak to invite further discussion on the topic. A summary of the campaign and input received is attached.

Survey Results

Detailed response rates are found in the Mustel report attached. The results of the unique household survey are summarized as follows:

- The majority of residents (59 per cent) support the retail sale of cannabis in Ladysmith, while 37 per cent are opposed
- Residents most commonly felt that one (40 per cent) or two (28 per cent) outlets should be allowed. Note that 73 per cent of those *opposed* to the sale of cannabis felt that one outlet is preferable
- Residents most commonly felt that outlets should be at least one kilometer apart (41 per cent)
- Coronation Square and Downtown were the most preferred locations for outlets. Of note is that a nearly equal number (36 per cent) of respondents felt that sales should be permitted wherever retail sales are currently allowed
- Residents feel that there should be distance rules established for schools, playgrounds, daycares and park entrances. Although there was no clear preference for what that distance should be, the majority who responded felt that between 200 and 500 metres is appropriate

Approach to cannabis sales in other communities

Staff have collected preliminary information for other communities, and will provide analysis in an upcoming report.

ALTERNATIVES:

Options Council can consider include:

1. Maintain the current ban on the retail sale of cannabis; OR
2. Direct staff to review best practices from other municipalities in B.C., utilize the public engagement results, and report back to Council with recommendations to permit the retail sale of cannabis in Ladysmith.

FINANCIAL IMPLICATIONS:

There are no financial implications identified at this time.

LEGAL IMPLICATIONS:

If retail outlets are permitted in Ladysmith, they will have to comply with federal and provincial regulations governing the display and marketing of cannabis for sale.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Council conducted the survey to gauge public opinion on the matter of retail sales of cannabis in Ladysmith. The response rate is a credible measure of how residents feel about the issue.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

It is recommended that Development Services staff review best practices from other municipalities in B.C. and utilize the public engagement results, to report back to Council with recommendations to permit the retail sale of cannabis in Ladysmith.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

The results of Council's public survey on the retail sales of cannabis in Ladysmith are provided for Council's information. Council is requested to provide further direction to staff on next steps if it wishes to permit cannabis retail outlets in the community.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Community Survey on Retail Survey of Cannabis (Mustel Group – May 2019)
Summary of engagement input (social media and PlaceSpeak)

May 2019

Town of Ladysmith

Community Survey on Retail Sale of Cannabis



MUSTEL GROUP
MARKET RESEARCH

➤ Foreword

Background

Recreational cannabis became legal in Canada on October 17, 2018. While the Province of BC is responsible for regulating the sale and use of cannabis in the province, the Town of Ladysmith can control where non-medical cannabis can be sold in the community. Therefore, the Town of Ladysmith engaged a professional opinion research firm, Mustel Group, to survey its residents to gather input to help shape those decisions.

The brief survey provides residents the opportunity to provide opinions about where in the community non-medical cannabis should be sold.

Methodology

- ❑ The questionnaire was designed with input from Council and staff. It was mailed to each household within the township boundaries (a total of 3,461 households). A letter of introduction by the Mayor with instructions for returning the survey were included with the survey.
- ❑ A choice was provided of completing a paper version or on-line version of the questionnaire. If completing the questionnaire on-line, a unique code was provided. Residents were also provided the opportunity and instructions for completing a second questionnaire, if another household member wished to do so.
- ❑ A separate “open” link to the on-line version of the questionnaire was also provided for anyone who did not receive a paper copy and wished to be included in the survey.
- ❑ Around the time that the surveys were mailed to households, the Town promoted the survey via social media, sharing the link to the Town’s website where the online survey was made available.
- ❑ The paper household surveys were mailed April 29, 2019 and residents were instructed to complete their survey and put it in the mail by May 22, 2019. Surveys were accepted and processed until June 3, 2019.
- ❑ On conclusion of the survey fieldwork period, a total of 1,492 completed surveys were received. Of that, 1,195 were completed using unique household codes (856 on paper and 339 online), and 297 were completed using the open link (not requiring a unique household code).
- ❑ Survey results are presented in this report as two separate groups. The “Household Survey” that includes results from all those responding using a unique verified household code, and the “Open Link Survey” that includes those that completed a survey without using a household code.
- ❑ At the data processing stage, minor weighting by age and gender was applied to the household surveys to match Statistics Canada census data for the Town of Ladysmith.
- ❑ The margin of error on a random sample of 1,195 would be +/-2.3% at the 95% confidence level, using the finite sample correction factor, applied when a sample is greater than 10% of its universe.
- ❑ The questionnaire administered is appended to the report. Detailed computer tabulations are available under separate cover.

➤ Executive Overview

Support for Retail Cannabis Businesses

- The majority of residents expresses support for retail businesses in the Town of Ladysmith, including approximately six-in-ten amongst the household sample (59%) and more than eight-in-ten among the open link sample (83%).

Number of Businesses

- When asked how many retail cannabis businesses should be allowed in the Town of Ladysmith, residents most commonly felt one (40%) or two (28%) would be appropriate.

Distance Between Cannabis Outlets

- In terms of proximity to each other, residents most commonly felt, if there were more than one retail cannabis outlet they should be spaced at least one kilometre or more apart (41%).
- This compares with 15% who think they should be no more than 5 blocks apart, however 27% feels there should be no distance restrictions in place.

Preferred Locations

- Coronation Square (35%) and Downtown (33%), are the most commonly preferred locations, however a further 36% of residents feels that such stores should be allowed wherever retail sales are currently allowed.

Distance Rules Between Outlets and Other Uses

- Residents most commonly feel there should be distance rules established for schools, playgrounds, daycares, and park entrances.
- Opinion varies as to what the distance rules should be, with residents most commonly feeling that a distance of between 200 and 500 metres is appropriate (33%, or 58% of those with an opinion).



MUSTEL GROUP
MARKET RESEARCH

Detailed Findings

Previously reviewed

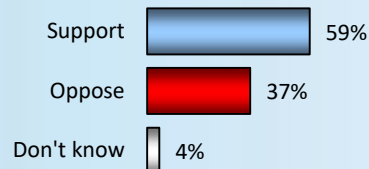
➤ Demographic Profile of Responses

| | Random Survey (1,195) % | Opt-in Survey (297) % |
|-------------------|----------------------------------|--------------------------------|
| Gender | | |
| Male | 45 | 34 |
| Female | 51 | 65 |
| Other | <1 | <1 |
| Prefer not to say | 4 | <1 |
| Age | | |
| Under 35 years | 17 | 24 |
| 35 to 44 | 13 | 28 |
| 45 to 54 | 17 | 16 |
| 55 to 64 | 20 | 18 |
| 65 or better | 33 | 15 |
| Prefer not to say | 1 | - |

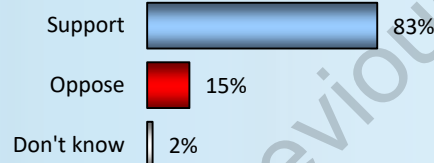
- This report presents survey responses from two samples. The first includes **“Household Surveys”**, those who completed a paper survey that was mailed to their home or completed a survey online using the unique code that was printed on the paper survey mailed to their home. A minor weighting factor was applied to this sample to ensure it is representative of the population according to age and gender.
- The second sample includes those who completed an online survey using the **“Open Link”** without entering a unique household code. Many of these surveys were completed in response to the social media promotion by the Town of Ladysmith via Facebook and Twitter. The profile of these respondents skews somewhat towards females (65%), and younger residents (52% are under the age of 45).

➤ Support for Retail Cannabis Businesses in Ladysmith

Household Survey



Open Link Survey

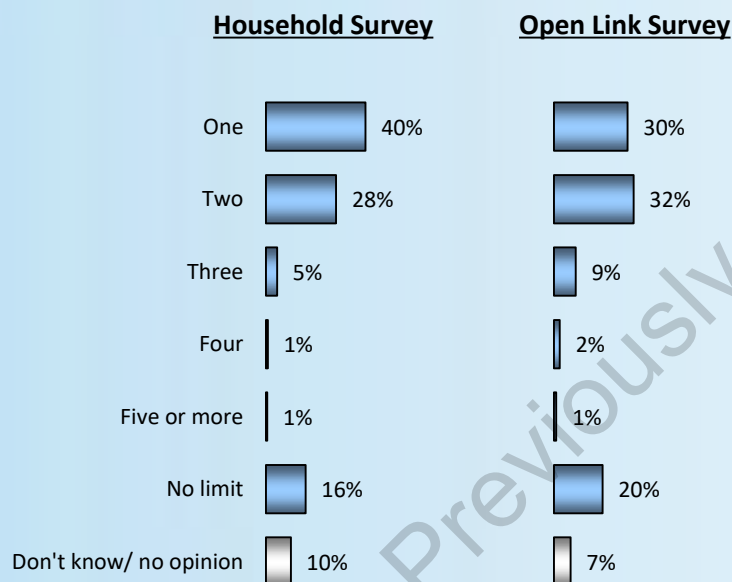


- The first question in the survey asked residents if they support or oppose the opening of retail cannabis businesses in the Town of Ladysmith. The majority in each sample expresses support for retail businesses in the town, including approximately six-in-ten amongst the household sample and more than eight-in-ten among the open link sample.
- Strongest support comes from those aged under 35 (71%) and those aged 55 to 64 (64%), compared with those aged 35 to 54 years (54%) and those 65+ (53%).

Base: Household Survey (n=1,195)
Open Link Survey (n=297)

Q.1) Overall, do you support or oppose the opening of retail cannabis business(es) in the Town of Ladysmith?

➤ Number of Retail Cannabis Businesses Allowed in Ladysmith

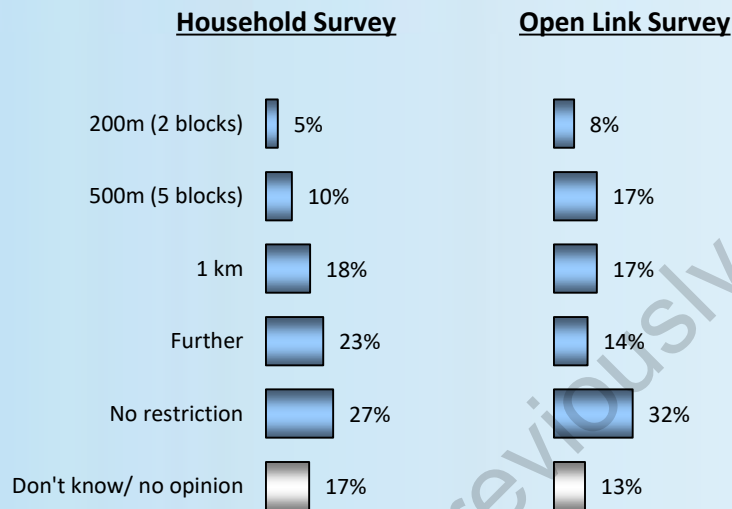


- When asked how many retail cannabis businesses should be allowed in the Town of Ladysmith, residents most commonly felt one (40%) or two (28%) would be appropriate.
- Those opposed to allowing retail sale of cannabis in Ladysmith were most likely to accept just one outlet (73%), while those in support were more likely to favour two (43%) or feel that no limit should be imposed (27%).
- This opinion was largely consistent between the two sample groups.

Base: Household Survey (n=1,195)
Open Link Survey (n=297)

Q.2) If Council allows the opening of retail cannabis businesses, how many should be allowed in the Town of Ladysmith?

➤ Distance Between Cannabis Outlets

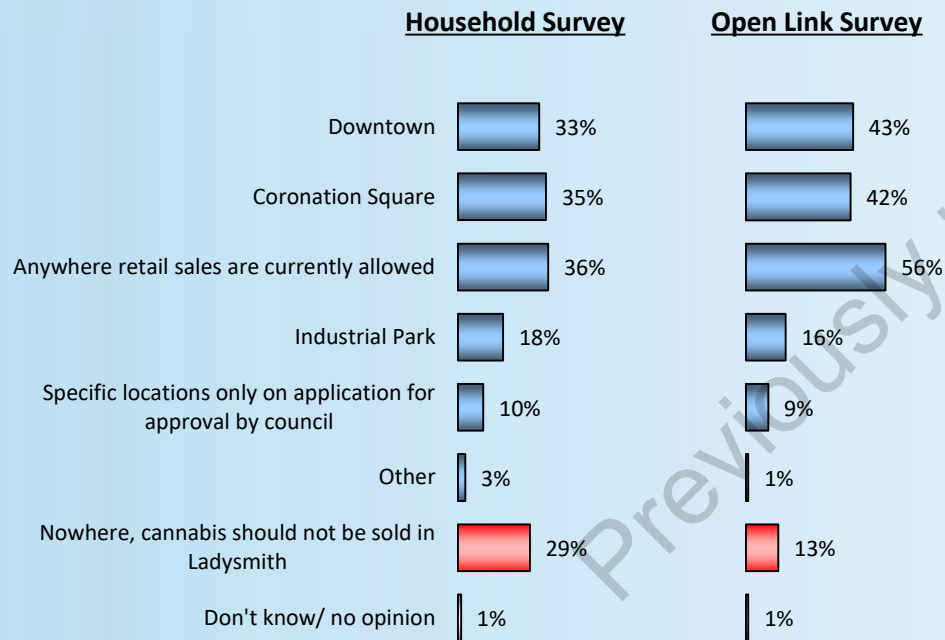


- In terms of proximity to each other, residents most commonly felt, if there were more than one retail cannabis outlet they should be spaced at least one kilometre or more apart (41%).
- This compares with 15% who think they should be no more than 5 blocks apart, however 27% feels there should be no distance restrictions in place.
- Those responding to the open link are more likely to feel the stores should be no more than 5 blocks apart (25%), or there should be no distance restrictions in place (32%).

Base: Household Survey (n=1,195)
Open Link Survey (n=297)

Q.3) If Council supports the opening of more than one cannabis outlet, how far apart from each other do you think cannabis outlets should be located?

➤ Preferred Locations for Retail Cannabis Stores

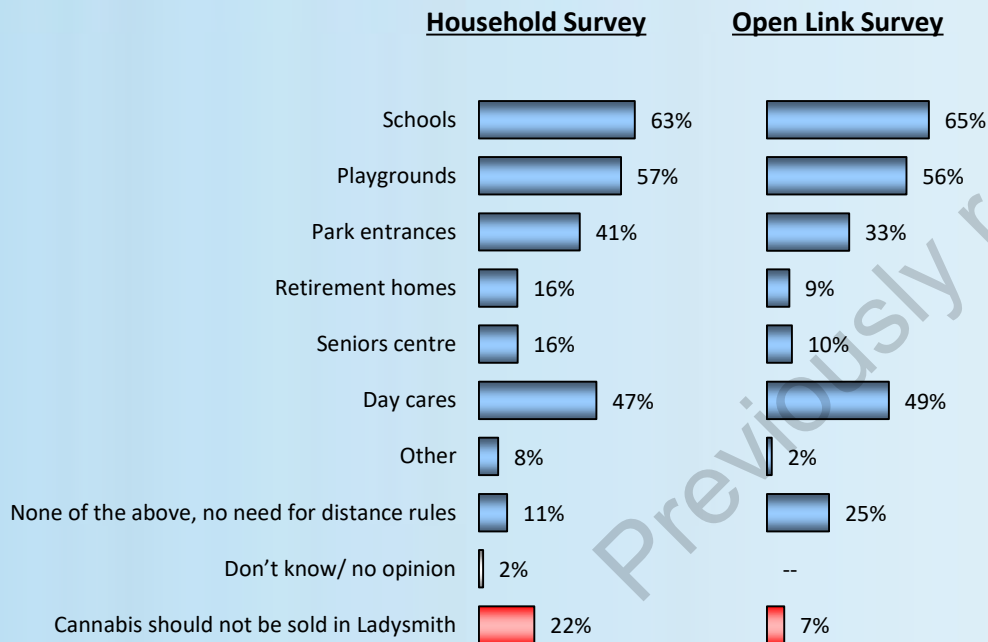


- The most commonly preferred specific locations for the placement of retail cannabis outlets include Coronation Square (35%) and Downtown (33%), however a further 36% of residents feels that such stores should be allowed wherever retail sales are currently allowed.
- Opinion among those responding to the open link largely reflects that of the household results, though more than half feels stores should be allowed wherever retail sales are allowed (56%).

Base: Household Survey (n=1,195)
Open Link Survey (n=297)

Q.4) Where do you think cannabis retail sales should be allowed?
(please check all that apply)

➤ Distance Rules Between Cannabis Outlets and Other Uses

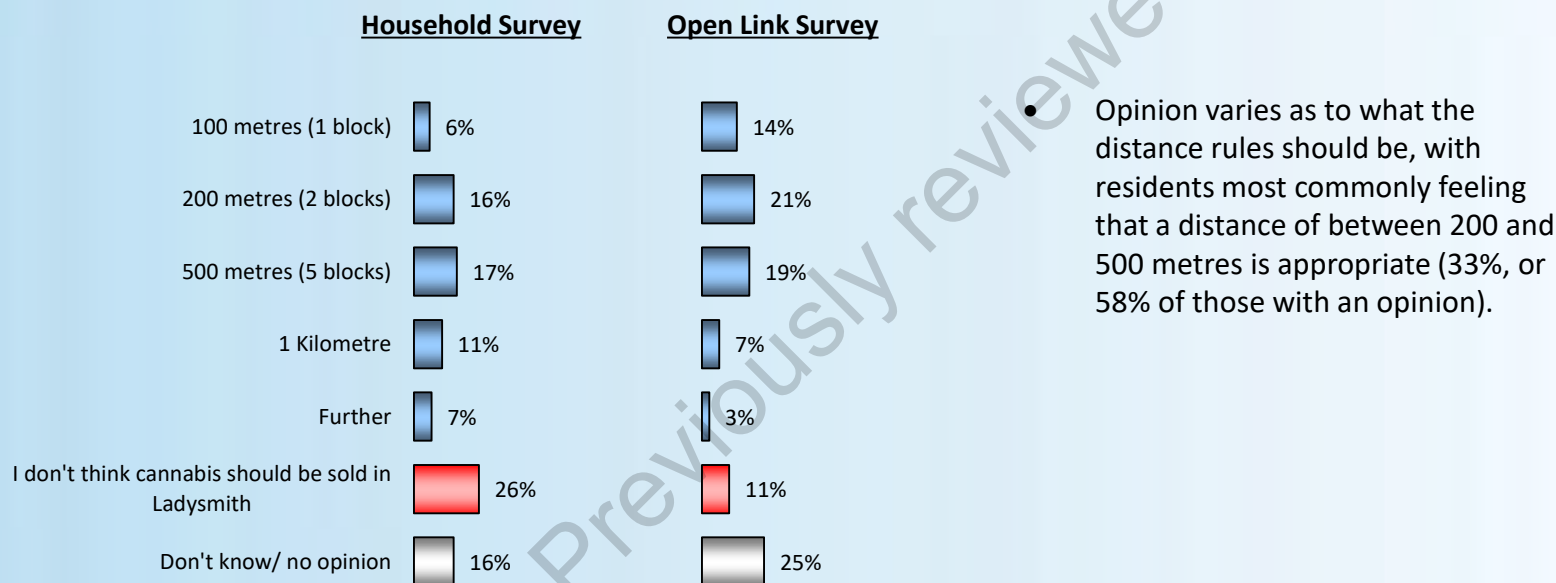


- Only one-in-ten residents feels there is no need for distance rules to be established between retail cannabis stores and other town uses.
- Residents most commonly feel there should be distance rules established for schools, playgrounds, daycares, and park entrances.
- Far fewer residents feel a need for such distance rules to be applied to seniors centres or retirement homes.

Base: Household Survey (n=1,195)
Open Link Survey (n=297)

Q.5) If approved, should Ladysmith establish distance rules between cannabis outlets and any of the following other uses: (please check all that apply)

➤ Established Distances Between Cannabis Outlets and Other Uses



Base: Household Survey (n=1,195)
Open Link Survey (n=297)

Q.6) If you believe distance rules should be established, what should they be (i.e. how far should cannabis outlets be from the various other uses such as schools, park entrances or Seniors Centres)?



MUSTEL GROUP
MARKET RESEARCH

Questionnaire

Previously reviewed

April 29, 2019

Dear Resident:

RE: RETAIL SALE OF CANNABIS IN LADYSMITH

On behalf of Council and staff of the Town of Ladysmith, I invite you to participate in helping to shape our Town's approach to Canada's cannabis laws by completing a very brief survey.

There are two ways to complete your survey:

On Paper: Complete this paper survey and return it in the postage-paid return envelope.

Online: Simply go to www.ladysmith.ca/survey and click the survey link for residents where you will be asked to enter your household's survey code (see below). If someone else in your household would like to complete a survey, see the enclosed information sheet for how to do this.

We take this survey very seriously and your opinions will help Council decide how to regulate the retail sale of recreational cannabis (marijuana) in Ladysmith. Ladysmith's zoning bylaw does not currently allow the retail sale of recreational cannabis.

Your answers are completely anonymous and will be compiled with all others.

Please complete this survey and put it in the mail by **Wednesday May 22, 2019**.

Recreational cannabis became legal in Canada on October 17, 2018. 'Cannabis' refers to any product made from the leaves and flowers of the cannabis plant. It is also commonly known as marijuana, weed or pot. It can be smoked, used with a vaporizer, or added to food or drinks. Only dried and fresh cannabis, cannabis oils and seeds, and plants for personal cultivation will be legal for purchase. The sale of edible products will remain illegal until federal legislation allows otherwise.

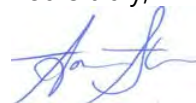
The Province of BC is responsible for regulating the sale and use of cannabis in this province. Many topics related to the legalization of cannabis are beyond the powers of the Town of Ladysmith (see the chart on the back). What we can control is where non-medical cannabis can be sold. So, we want to hear from you about where cannabis should be sold in Ladysmith.

I highly recommend that before you complete the survey, you visit our website and check the back page of this document for background information: www.ladysmith.ca/city-hall/cannabis-consultation

And, you can continue the conversation on Place Speak at: <http://placespeak.com/ladysmithcannabis>

Thank you for taking the time to provide your thoughts and helping Council to make decisions on this important matter.

Yours truly,



Aaron Stone
Mayor

If you prefer to complete online,
please use this Survey Code:

ABC



This is an anonymous survey. We will not see your personal information, and we will not share it. Thank you for taking the time to tell us what you think about this important issue.

1. Overall, do you support or oppose the opening of retail cannabis business(es) in the Town of Ladysmith?

- ☐₁ Support
☐₂ Oppose
☐₉₉ Don't Know/No Opinion

2. If Council allows the opening of retail cannabis businesses, how many should be allowed in the Town of Ladysmith?

- ☐₁ One ☐₂ Two ☐₃ Three ☐₄ Four ☐₅ Five or more ☐₆ No Limit
☐₉₉ Don't Know/ No opinion

3. If Council supports the opening of more than one cannabis outlet, how far apart from each other do you think cannabis outlets should be located?

- ☐₁ 200m (2 blocks) ☐₂ 500m (5 blocks) ☐₃ 1 km
☐₄ Further ☐₅ No Restriction ☐₉₉ Don't Know/ No Opinion

4. Where do you think cannabis retail sales should be allowed? *(please check all that apply)*

- ☐₁ Downtown
☐₂ Coronation Square
☐₃ Anywhere retail sales are currently allowed
☐₄ Industrial park
☐₅ Specific locations only on application for approval by Council
☐₉₆ Other (please specify): _____
☐₉₇ Nowhere, cannabis should not be sold in Ladysmith
☐₉₉ Don't Know/ No Opinion

5. If approved, should Ladysmith establish distance rules between cannabis outlets and any of the following other uses: *(please check all that apply)*

- ☐₁ Schools
- ☐₂ Playgrounds
- ☐₃ Park entrances
- ☐₄ Retirement Homes
- ☐₅ Seniors Centre
- ☐₆ Day cares
- ☐₉₆ Other (*specify*): _____
- ☐₉₇ None of the above, no need for distance rules
- ☐₉₉ Don't Know/ No Opinion

6. If you believe distance rules should be established, what should they be (*i.e. how far should cannabis outlets be from the various other uses such as schools, park entrances or Seniors Centres*)?

- ☐₁ 100 metres (1 block)
- ☐₂ 200 metres (2 blocks)
- ☐₃ 500 metres (5 blocks)
- ☐₄ 1 kilometre
- ☐₅ Further
- ☐₉₇ I don't think cannabis should be sold in Ladysmith
- ☐₉₉ Don't Know/ No Opinion

Finally, so we know responses are representative of the community, please state:

7. Your gender:

- ☐₁ Male
- ☐₂ Female
- ☐₃ Other

8. Into which age group do you fall:

- ☐₁ Under 19
- ☐₂ 19-24
- ☐₃ 25-34
- ☐₄ 35-44
- ☐₅ 45-54
- ☐₆ 55-64
- ☐₇ 65+

Thank you for your time and valued input!

Legalization of Recreational Cannabis – Who's Responsible for What?

| Federal Government | BC Government | Town of Ladysmith (within the federal and provincial legislation) |
|---|--|---|
| Possession limits | Set the minimum age to possess, buy or consume cannabis (19) | Zoning and business licensing to determine where cannabis stores may be located |
| Taxation | Allows adults to possess up to 30 grams of cannabis in a public place | Identifying where consuming cannabis will be allowed in Ladysmith (through the Smoking Regulation Bylaw) |
| Regulatory compliance | Prohibits cannabis smoking and vaping everywhere tobacco smoking and vaping are prohibited, as well as at playgrounds, sports fields, skate parks, and other places where children commonly gather | Setting rules on public visibility and security requirements for growing cannabis plants at home to ensure public safety and limit nuisances (such as odours and visibility). |
| Education | Authorizes adults to grow up to four cannabis plants per household, but the plants must not be visible from public spaces off the property, and home cultivation will be banned in homes used as day-cares | |
| Setting minimum regulatory standards that the province may uphold or further restrict | Established a cannabis retail licensing regime similar to the current licensing regime for liquor | |

For more information on this topic you can visit:

Town of Ladysmith: <https://www.ladysmith.ca/city-hall/cannabis-consultation>

Facebook Cannabis Posts and Feedback

| Post Date | Reached | Engagements | Shares | Comments | Positive Comments | Negative Comments | Neutral Comments | Likes | Loves | Angry face |
|--------------|---------------|--------------|-----------|-----------|----------------------|----------------------|---------------------|-----------|-----------|------------|
| 30-Apr | 2,222 | 557 | 7 | 14 | 9 | 0 | 3 | 26 | 5 | 1 |
| 03-May | 2,831 | 677 | 11 | 26 | 9 | 12 | 5 | 35 | 4 | 0 |
| 06-May | 1,320 | 354 | 1 | 14 | 6 | 6 | 2 | 16 | 1 | 0 |
| 09-May | 1,200 | 134 | 7 | 0 | - | - | - | 3 | 0 | 0 |
| 11-May | 838 | 126 | 0 | 5 | 2 | 3 | - | 5 | 0 | 0 |
| 14-May | 1,011 | 47 | 3 | 0 | - | - | - | 6 | 0 | 0 |
| 16-May | 1,056 | 85 | 6 | 3 | 3 | - | - | 2 | 0 | 0 |
| 18-May | 932 | 133 | 1 | 7 | 1 | 5 | 1 | 2 | 1 | 1 |
| 22-May | 584 | 38 | 1 | 0 | - | - | - | 1 | 0 | 0 |
| Total | 11,994 | 2,151 | 37 | 69 | 30 | 26 | 11 | 96 | 11 | 2 |

Twitter Cannabis Posts and Feedback

| Post Date | Retweets | Likes | Comments | Positive Comments | Negative Comments | Neutral Comments |
|--------------|-----------|-----------|----------|----------------------|----------------------|---------------------|
| 30-Apr | 3 | 3 | 0 | | | |
| 03-May | 3 | 3 | 0 | | | |
| 06-May | 1 | 1 | 0 | | | |
| 09-May | 1 | 3 | 0 | | | |
| 11-May | 1 | 3 | 0 | | | |
| 14-May | 1 | 0 | 0 | | | |
| 16-May | 1 | 0 | 0 | | | |
| 18-May | 1 | 0 | 0 | | | |
| 22-May | 2 | 1 | 0 | | | |
| Total | 14 | 14 | 0 | 0 | 0 | 0 |

Instagram Cannabis Posts and Feedback

| Post Date | Likes | Comments | Positive Comments | Negative Comments | Neutral Comments |
|--------------|-----------|----------|----------------------|----------------------|---------------------|
| 30-Apr | | | | | |
| 03-May | | | | | |
| 06-May | 16 | 5 | 3 | 1 | 1 |
| 09-May | | | | | |
| 11-May | | | | | |
| 14-May | | | | | |
| 16-May | | | | | |
| 18-May | | | | | |
| 22-May | 15 | 2 | | 1 | 1 |
| Total | 31 | 7 | 3 | 2 | 2 |

PlaceSpeak Cannabis Posts and Feedback

| | | | |
|----------------------------|-----|-----------------|-----|
| Poll | | Views | 540 |
| Support | 86% | Comments | 15 |
| Oppose | 16% | Connects | 68 |
| Discussion Comments | | Positive | |
| | | 14 | |
| | | Negative | |
| | | 13 | |
| | | Neutral | |
| | | 0 | |
| | | | 1 |

Previously reviewed



August 9th, 2019

Mayor Aaron Stone
Town of Ladysmith
P.O. Box 220, Station Main
Ladysmith, BC, V9G 1A2



Dear Mayor Stone;

The Cowichan Housing Association would like to invite you, or a designate of your choosing, to become a member of the **Regional Housing Service Community Advisory Committee (CAC)**. The Committee is being formed to provide input to our organization on how best to achieve the goals of the Regional Housing Service; creating affordable and attainable housing for residents of the Cowichan Region.

It is vitally important to the success of this work that we have regular input from the stakeholders and decision makers in the Cowichan region, and that our work is aligned with the aspirations and needs of the community. Bringing the voice of your community to the table will help us do that, and ensures that we achieve maximum impact with the investments that are made in affordable housing.

The attached Terms of Reference outline what is involved in being a member of Community Advisory Committee; the Committee would meet about 3 times per year and would include a wide range of individuals, encompassing the geographic, cultural and socio-economic diversity of the communities comprising the CVRD. Each meeting represents an opportunity to provide advice to the Cowichan Housing Association on the strategic direction of the organisation, the implementation of the Regional Housing service and the priorities for affordable housing. It also means that we are able to convey to members and through them to their respective communities what work is being done by the CHA and its partners to deliver on affordable and attainable housing.

In addition to the Regional Housing Service Community Advisory Committee CHA intends to strike a Housing Trust Fund Allocations Committee which will review and advise CHA on applications from developers of affordable housing for financial support from the CVRD Housing Trust Fund. It is our intent to have a joint meeting of the two committees on Wednesday September 18th, 7:00pm, in the Driftwood Room at the Ramada Duncan, and we would welcome your participation.

For your information I have enclosed the Terms of Reference for the CAC committee and Executive Summary of the Regional Housing Service. The Terms of Reference for the Housing Trust Fund Allocations Committee and the Cowichan Attainable Housing Strategy can be found on our website.

Please RSVP your attendance to admin@cowichanhousing.com.

Regards,

John Horn, Executive Director, Cowichan Housing Association



COWICHAN HOUSING ASSOCIATION

CVRD REGIONAL HOUSING SERVICE

Executive Summary

On April 11th, 2018 the Cowichan Valley Regional District (CVRD) adopted Bylaw 4201 which established an **Annual Financial Contribution Service** (the "Service") to assist with providing programs and services related to affordable housing and homelessness prevention in the Cowichan region.

The Service has two primary goals;

- To increase local funds for affordable housing in order to leverage funds from other sources and to incentivize the development of affordable and attainable housing options in the Cowichan region.
- To increase the capacity of local communities to develop affordable housing projects by providing expertise, knowledge and support.

Bylaw 4201 sets out that the maximum annual budget that may be requisitioned in support of this service shall be the greater of \$765,000 or an amount equal to the amount that could be raised by a property value tax of \$.04585 per \$1,000 of net taxable value of land and improvements within the service area.

Under an agreement with the CVRD the **Cowichan Housing Association** will receive 1/3 of the total annual funding from the Financial Contribution Service to provide housing development assistance, research and planning activities. A Housing Trust Fund, held by the CVRD, will be resourced by the other 2/3 of the annual Financial Contribution Service (\$500,000 per annum) and will be used to provide capital contributions to rental housing projects, to support project development activities and provide emergency assistance to households affected by natural disasters that result in sudden and unforeseen housing loss.

The Cowichan Housing Association intends to create two advisory bodies to support this work:

1. **Community Advisory Committee (CAC)**
2. **Housing Trust Fund Allocations Committee (HTFAC)**

The Community Advisory Committee will provide input to the Executive Director on the strategic direction of the Cowichan Housing Association and on the funding priorities of the Regional Housing Service, while the Housing Trust Fund Allocations Committee reviews and makes recommendations on requests for assistance from the CVRD Housing Trust Fund to the CHA Board of Directors.

The Cowichan Housing Association will receive requests for financial assistance from the Housing Trust Fund via the HTFAC and make recommendations to the CVRD Board. Additionally CHA staff will provide assistance and support to affordable housing developers on an ongoing basis.

The Regional Housing Service is expected to play a significant role in achieving the vision of the community and the Cowichan Housing Association; ***"All citizens of the Cowichan region have appropriate, affordable housing and have a sense of belonging in their community."***



COMMUNITY ADVISORY COMMITTEE TERMS OF REFERENCE 2019

COWICHAN HOUSING ASSOCIATION



**Cowichan Housing Association Community Advisory Committee
DRAFT TERMS OF REFERENCE
2019**

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Cowichan Housing Association Community Advisory Committee DRAFT TERMS OF REFERENCE 2019

1. BACKGROUND

Cowichan Regional Housing Service

In the spring of 2018, Cowichan Housing Association (CHA) put forward a proposal to the Cowichan Valley Regional District (CVRD) to establish a *Regional Housing Service*. In October 2018, a public referendum was held seeking a mandate from CVRD residents to provide such a service;

Are you in favour of the Cowichan Valley Regional District adopting ***CVRD Bylaw No. 4201 - Cowichan Housing Association Annual Financial Contribution Service Establishment Bylaw, 2018*** to provide regional programs and services related to affordable housing and homelessness prevention?

On October 20th 2018 the assent of the voters was received to establish an *Affordable Housing Annual Financial Contribution Service*. Subsequently CVRD Bylaw No. 4201 was adopted by the CVRD;

CVRD Bylaw No. 4201; *Cowichan Housing Association Annual Financial Contribution Service Establishment Bylaw, 2018*", will allow the CVRD to annually requisition up to the greater of \$765,000 or an amount equal to the amount that could be raised by a property value tax of \$0.04584 per \$1,000 of net taxable value of land and improvements within the service area to assist the Cowichan Housing Association with costs associated with providing programs and services related to affordable housing and homelessness prevention in the Cowichan Valley.

Bylaw No. 4201 enabled a Regional Housing Service with two primary components:

- Housing Trust Fund (HTF) and,
- Cowichan Housing Association Operating Programs and Services.

The Housing Trust Fund will be provided annually with \$500,000 derived from property taxation (less referendum costs in 2019). The fund will be held by the CVRD and allocations from the Housing Trust Fund to affordable housing developers will be based on recommendations made by the Cowichan Housing Association. In addition the Cowichan Housing Association has entered into a Financial Contribution Agreement (May 2019) with the CVRD to provide the following Programs and Services;

1. Planning, research, housing development coordination and housing loss prevention
2. Service Management and Administration



Cowichan Housing Association Community Advisory Committee DRAFT TERMS OF REFERENCE 2019

Cowichan Attainable Housing Strategy

In April 2019, CHA launched a *Cowichan Attainable Housing Strategy* (Appendices A and B) that lays out priorities and an implementation plan for increasing the stock of affordable housing in the Cowichan Region. The programs and activities of the Regional Housing Service are articulated in the Regional Housing Service Guidelines and they will be implemented to serve the aims of the Strategy and will be evaluated on that basis. The success of the strategy is contingent on the collective involvement of a number of organizations and levels of government.

2. PURPOSE AND STRUCTURE

The Community Advisory Committee

In support of its mandate to facilitate the development of affordable housing within the CVRD electoral boundaries the Cowichan Housing Association seeks to establish a **Community Advisory Committee (CAC)**. The **CAC** will provide broad oversight, stakeholder input, advice and recommendations to the CHA on affordable housing development priorities and on the strategic direction of the organisation.

The purpose of the **Community Advisory Committee (CAC)** is to provide advice and support to the CHA in furtherance of its mandate to facilitate the development of affordable and attainable housing. The specific activities of the Committee are to provide advice and recommendations to the Executive Director of the Cowichan Housing Association relating to,

1. Regional and local objectives and priorities for affordable housing development and services
2. The delivery of the Regional Housing Service

The CHA Executive Director will receive the input of the CAC and provide recommendations to the CHA Board of Directors based on that input. The CAC is an advisory body whose work is facilitated by CHA staff, but it is not a subcommittee of the Cowichan Housing Association Board of Directors.

3. VALUES AND OPERATING PRINCIPLES

The Community Advisory Committee

The work of the CAC will be guided by the following Values and Operating Principles:

- Inclusive: ensuring that the issue of housing affordability is viewed from a range of lenses including; Immigrant, Disability, Rural/Urban, Aboriginal, LGBTQ2S, social equity and community liveability
- Connected: acknowledging the impact of related issues such as poverty, food security, health status, etc.
- Participatory: operating from an inclusive, participatory, transparent and respectful basis in evaluating, planning and implementing actions
- Collaborative: promoting collaboration with community stakeholders and encourage their active participation in the dialogue on affordable and attainable housing
- Regional: ensuring that all the constituent communities of the CVRD have a voice



Cowichan Housing Association Community Advisory Committee DRAFT TERMS OF REFERENCE 2019

4. MEMBER ROLES AND RESPONSIBILITIES

The Community Advisory Committee

The CAC provides advice and support to the CHA in the implementation of the Regional Housing Service and on priorities for affordable housing development and services in the Cowichan region. Members are expected to attend CAC meetings regularly and in the event of an absence members are to arrange for an informed alternate to attend. If a Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Chair of the CAC and copied to the CHA Executive Director. Members are expected to bring forward to the CAC meetings the concerns and experiences of the communities they are connected to so as to guide the CHA in its delivery of services and supports to developers of affordable housing.

The CHA is responsible for nominating committee members, with the selection to be confirmed by the CAC. The Chair and Vice Chair will be elected annually from and by the membership of the Committee. The Chair (or Vice Chair) shall preside at all meetings of the committee, preserve decorum and decide all points of order.

5. MEMBERSHIP

The Community Advisory Committee

The Community Advisory Committee will consist of a minimum of fifteen (15) members.

Membership composition will strive to reflect the diversity within the CVRD and the community-based organizations and government agencies that intersect with the interests, mandate and mission of the CHA. Committee membership will strive for a balance between geographical representation of people and places, and a balance among the non-profit, co-operative, private and voluntary sectors, the business community and government agencies operating in the CVRD. The CAC will have representation from local government, both elected officials and municipal staff, and may include members of the general public and or service users.

CAC members will be recognized as leaders in their respective area of expertise or community, with a capacity to disseminate information, and the ability to comment on social, economic and health policy, and program and service development and implementation.

6. MEETINGS

The Community Advisory Committee

Formal (in person) meetings of the CAC will be held 3 times per year.

Meetings shall be scheduled at a time and place that allows, as much as possible, for full attendance by CAC members, and that makes allowance for the geographical spread and diverse population of the Cowichan region. Additional meetings, if required, will be set jointly by the CHA and the Community Advisory Committee.

CAC meetings will be open to members of the public; however, participation in discussion of agenda items during the CAC meetings will be limited to CAC members. Opportunities for input or comments from non-members of the CAC will be provided at the beginning of each meeting ("Delegations") and at the end (Question/Comment period).



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The Community Advisory Committee will have recorded minutes, which will be distributed in a timely manner. Administrative support, minutes, agendas, correspondence and other documentation and filing processes will be maintained by the Cowichan Housing Association in collaboration with the Committee Chair(s).

7. DECISION MAKING

The Community Advisory Committee

The quorum for decision-making shall be 50% plus one (1) of the membership of the Committee.

8. CONFIDENTIALITY

The Community Advisory Committee

All members shall maintain confidentiality of sensitive issues and funding information as required. Where any Member wishes to raise and/or discuss confidential information, it is the responsibility of that Member to advise other Members that the information is to be treated as confidential. Members agree not to divulge any and all confidential information. Generally speaking confidentiality is required for all matters relating to specific business proposals or applications, major strategic and business issues, financial or legal information or potential real estate acquisitions.

9. CONFLICT OF INTEREST

The Community Advisory Committee

A conflict of interest exists when an individual has the opportunity to either advance or protect his or her interests, or to advance, protect or harm the interests of others. Examples may include:

- Exerting any influence to offer an advantage to an individual or organization with whom the member has a present or pre-existing relationship
- Exerting any influence that could result in a disadvantage to an individual or organization with whom the member has a present or pre-existing relationship
- Using or disseminating information acquired as a result of the member's association with the Committee for any activities external to the objectives of the Committee.

If a member's relationship with any individual or organization has the potential to impact their judgment on a decision or vote, that member shall be considered to be in conflict of interest and will declare the conflict.

When a conflict of interest is declared, the member in conflict will remove him or herself from any related discussion, motions or votes.



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10. MEMBERSHIP DECLARATION

The Community Advisory Committee

Committee members are required to sign a copy of the Membership Declaration as follows:

I (print) _____

agree to serve as a member of the CHA Community Advisory Committee and/or as a member of a CAC Subcommittee, and adhere to the Committee Terms of Reference.

I will declare to the CAC when I believe myself to be in a conflict of interest as defined in the CAC Terms of Reference, and I agree to abide by any action the CAC deems appropriate.

I agree that confidential information I receive shall be kept in confidence, and not be used or shared for activities external to the CAC.

Signature

Date

