

A REGULAR MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
AGENDA  
5:00 P.M.

Monday, December 2, 2019  
Council Chambers, City Hall

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	Pages
1. CALL TO ORDER	
2. AGENDA APPROVAL	
<u>Recommendation</u>	
That Council approve the agenda for this Regular Meeting of Council for December 2, 2019.	
3. MINUTES	
3.1 Minutes of the Special Meeting of Council held November 25, 2019	5
<u>Recommendation</u>	
That Council approve the minutes of the Special Meeting of Council held November 25, 2019.	
4. 2020 BUDGET WORKSHOP - CAPITAL PROJECTS AND HIGHER LEVEL SERVICE REQUESTS	
4.1 Presentation and Council Discussion	
4.2 Public Input and Questions	
4.3 2020 Financial Plan Deliberations – Higher Level Service Requests and General Capital	9
<u>Recommendation</u>	
That Council:	
1. Direct staff to include in the 2020-2024 Financial Plan, the approval of the following higher level service requests:	
a. Increase the Communications position hours from 20 hours per week to 35 hours per week, starting January 1 <sup>st</sup> , 2020;	

- b. Include 2 part-time positions for janitorial services, commencing approximately June 5<sup>th</sup>, 2020 when the current service contract expires; and
  - c. Include a new position of Manager of Facilities, commencing July 1<sup>st</sup>, 2020.
2. Receive for information the preliminary 2020 General Capital Projects list.

## 5. DEVELOPMENT APPLICATIONS

### 5.1 Development Permit 3060-19-16: 417 Symonds Street

36

#### Recommendation

That Council:

- 1. Issue Development Permit 3060-19-16 to permit the issuance of a building permit for the construction of a two storey coach house on Lot 9 Block 90 Oyster District Plan 703A (417 Symonds Street).
- 2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-19-16.

## 6. REPORTS

### 6.1 Park Naming Request and Policy

44

#### Recommendation

That Council consider directing staff to develop a draft Park Naming Policy and application process for Council's consideration.

### 6.2 Water Infrastructure Projects Grant and Borrowing Bylaw

46

#### Recommendation

That Council direct staff to prepare a borrowing bylaw in the amount of up to \$6,200,000 to support the Investing in Canada Infrastructure Program grant application for Water Supply Projects.

## 7. BYLAWS

### 7.1 Bylaw 2023: Adoption of Amendment to Council Procedure Bylaw and 2020 Council Meeting Schedule

50

The purpose of Bylaw 2023 is to change the schedule of Regular Council meetings to the first and third Tuesday of each month, to change the name of the Municipal Services Committee to "Committee of the Whole", and to schedule those meetings for the second Tuesday of every second

month.

Recommendation

That Council:

1. Adopt Town of Ladysmith Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (# 3) 2019, No. 2023;
2. Confirm that its last meeting of 2019 will be held on Monday, December 16; and
3. Following adoption of Bylaw 2023, direct staff to advertise the 2020 Council meeting schedule in accordance with the *Community Charter*:

**7.2 Bylaw 2030: Revenue Anticipation Bylaw**

55

The purpose of Bylaw 2030 is to obtain approval to borrow, if necessary, up to 75 per cent of the Property Taxes levied in 2019 in the amount of \$6,600,000 to support expenditures in 2020 prior to collection of property taxes.

Recommendation

That Council give first three readings to the 2020 Revenue Anticipation Borrowing Bylaw 2019, No. 2030.

**7.3 Water and Sewer Utility Rates Bylaws**

57

The purpose of Bylaw 2032 is to amend the Water Services Rates Bylaw 1999, No. 1298.

The purpose of Bylaw 2033 is to amend the Sanitary Sewer Rates Bylaw 1999, No. 1299.

Recommendation

That Council give first three readings to:

1. Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2019, No. 2032; and
2. Town of Ladysmith Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2019, No. 2033.

**8. NEW BUSINESS**

**9. 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.

## 10. ADJOURNMENT



## MINUTES OF A SPECIAL MEETING OF COUNCIL

Monday, November 25, 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  
Jake Belobaba  
Erin Anderson  
Geoff Goodall

Clayton Postings  
Joanna Winter  
Sue Bouma  
Mike Gregory

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### 1. CALL TO ORDER

Mayor Stone called this meeting of Council to order at 4:30 p.m. in order to retire immediately into Closed Session.

### 2. CLOSED SESSION

#### CS 2019-371

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

- Strategic Planning - section 90(1)(i)
- Labour Relations - section 90(1)(c)

*Motion Carried*

### 3. SPECIAL MEETING (6:30 P.M.)

Mayor Stone called this Special Meeting of Council to order at 6:30 p.m., recognizing the traditional unceded territory of the Stz'uminus People.

**4. AGENDA APPROVAL**

**CS 2019-372**

That Council approve the agenda for this Special Meeting of Council for November 25, 2019 as amended to include the following:

- Item 10.1., "Presentation to the Town of Ladysmith from the Village of Port Alice"

*Motion Carried*

**5. RISE AND REPORT- Items from Closed Session**

Council rose from Closed Session at 6:05 p.m. with report on the following:

- The City Manager advised Council that the Director of Parks, Recreation and Culture will be leaving the Town of Ladysmith on January 11, 2020 to take a position as Chief Administrative Officer with the Village of Cumberland..

**6. MINUTES**

**6.1 Minutes of the Regular Meeting of Council held November 18, 2019**

**CS 2019-373**

That Council approve the minutes of the Regular Meeting of Council held November 18, 2019.

*Motion Carried*

**7. 2020 BUDGET WORKSHOP: FINALIZE WATER AND SEWER UTILITY AND INTRODUCE CAPITAL BUDGET**

**7.1 Presentation and Council Discussion**

Staff made a presentation to Council regarding water and sewer capital projects and responded to Council's questions.

**7.2 Public Input and Questions**

There were no questions or input from the public.

**7.3 Water and Sewer Budget**

**CS 2019-374**

That Council:

1. Approve the Water and Sewer Capital Projects for 2020 as presented;
2. Direct staff to prepare an amendment to the Water Rates Bylaw 1999, No.1298 to increase the base rate by \$10.00 plus a 10 per cent increase to each consumption step rate, effective January 1, 2020; and

3. Direct staff to prepare an amendment to Sewer Rates Bylaw 1999, No. 1299 to increase each rate classification by 5 per cent, effective January 1, 2020.

*Motion Carried*

## **8. REPORTS**

### **8.1 Purchase of Frank Jameson Community Centre Swimming Pool Starter Blocks**

#### **CS 2019-375**

That Council:

1. Direct staff to allocate \$9,226.00 in funds remaining from the High Street Concession Roof Replacement project to purchase two swimming starter blocks; and
2. Amend the 2019-2023 financial plan accordingly.

*Motion Carried*

### **8.2 Investing in Canada Infrastructure Grant – Water Projects**

#### **CS 2019-376**

That Council:

1. Direct staff to submit an application for the grant funding application for the Water Supply Infrastructure Projects through the *ICIP – Green Infrastructure: Environmental Quality Sub-stream*, and
2. Support the project and commit to its share (\$6,200,000 ) of the project.

*Motion Carried*

### **8.3 Stocking Lake Emergency Bypass**

#### **CS 2019-377**

That Council:

1. Allocate up to \$200,000 from water reserves to fund installation of an emergency bypass system around a blockage in the water main below the Stocking Lake Dam;
2. Direct staff to adjust the 2019 to 2023 Financial Plan accordingly;
3. Direct staff to retain the services of Koers & Associates Engineering Ltd for engineering services associated with this project; and

4. Direct staff to waive the purchasing policy and direct award construction of all works associated with this valve failure to David Stalker Excavating Ltd.

*Motion Carried*

#### **8.4 Town of Ladysmith 2018 Annual Report**

##### **CS 2019-378**

That Council adopt the Town of Ladysmith 2018 Annual Report as amended to correct minor typographical errors.

*Motion Carried*

#### **9. GEOGRAPHIC INFORMATION SYSTEM DEMONSTRATION**

Staff demonstrated the Geographic Information System, a program which will allow both the Engineering and Planning Departments to produce maps to assist in project and development planning. A notable feature of the Geographic Information System involves the ability to add layers, such as buffer zones, water, utilities, storm sewer and sanitary information to the maps produced. The information provided by these layers will enhance the planning process for both departments.

Staff responded to Council's questions.

#### **10. NEW BUSINESS**

##### **10.1 Presentation to Town from the Village of Port Alice**

On behalf of the Village of Port Alice, Councillor Johnson presented Mayor Stone with a special gift of appreciation for the surplus pumper truck purchased by Port Alice from the Town.

#### **11. ADJOURNMENT**

##### **CS 2019-379**

That this Special meeting of Council adjourn at 7:23 p.m.

*Motion Carried*

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Mayor (A. Stone)

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Corporate Officer (J. Winter)



STAFF REPORT TO COUNCIL

**Report Prepared By:** Erin Anderson, Director of Financial Services  
**Meeting Date:** December 2, 2019  
**File No:**  
**RE:** **2020 FINANCIAL PLAN DELIBERATIONS – HIGHER LEVEL SERVICE REQUESTS AND GENERAL CAPITAL**

**RECOMMENDATION:**

That Council:

1. Direct staff to include in the 2020-2024 Financial Plan, the approval of the following higher level service requests:
  - a. Increase the Communications position hours from 20 hours per week to 35 hours per week, starting January 1<sup>st</sup>, 2020;
  - b. Include 2 part-time positions for janitorial services, commencing approximately June 5<sup>th</sup>, 2020 when the current service contract expires; and
  - c. Include a new position of Manager of Facilities, commencing July 1<sup>st</sup>, 2020.
2. Receive for information the preliminary 2020 General Capital Projects list.

**EXECUTIVE SUMMARY:**

Council has met to deliberate the 2020 Financial Plan. An overview of the Financial Plan and a detailed look at the Water and Sewer Utility budget, including operations and capital, were presented. Staff received direction to proceed with the water and sewer budgets and the water and sewer capital budget. Staff are requesting direction regarding the Higher Level Service Requests in order to continue with the preparation of the Financial Plan.

**PREVIOUS COUNCIL DIRECTION**

n/a

**INTRODUCTION/BACKGROUND:**

During the first Financial plan discussion on November 4<sup>th</sup>, staff presented three Higher Level Service Requests:

Higher Level Service Request	Justification	Consequence of not funding
<b>Communications Position</b>	Expand Communications and Engagement Specialist position from 20 hours per week to full time (35 hr/week) to track progress on Strategic Plan, celebrate Council’s successes in stories and seek awards and recognition for the Town.	Reactive stories versus proactive.



<p><b>Internal Janitorial Services - 2 part time positions</b></p>	<p>Convert existing external janitorial services contract at Public Works, City Hall, RCMP, WWTP and Development Services to be delivered internally by 2 additional part-time Town staff. Additional efficiencies will be realized between existing facilities.</p>	<p>Status quo – increase contractor cost June, 2020.</p>
<p><b>Manager of Facilities</b></p>	<p>The Town continues to grow and expand facilities. These facilities must be managed to ensure services are delivered.</p>	<p>The Town can not continue to support the existing infrastructure with the current resources. Service levels will need to be reduced. Future grant funding may be at risk.</p>

Included in this report is a listing of the proposed 2020 General Capital Projects. Some of these projects require early budget approval in order for staff to commence work starting in January of 2020. If early budget approval is given, there is little opportunity for Council to change direction due to legal implications.

**ALTERNATIVES:**

Council can:

- Choose which Higher Level Service Request, if any, to approve.
- Delay authorization of hiring to later in the year, though this will have an impact to 2020 taxation only.

**FINANCIAL IMPLICATIONS;**

- Communications position: this would be an additional \$31,112 in salaries and benefits for 2020 and annual CPI increases thereafter.
- Internal Janitorial Service – 2 part-time positions: this would be an additional \$24,292 net of the existing contractor costs, and annual Collective Agreement increases thereafter.
- Manager of Facilities – \$ 59,485 Salary & benefits annually (July start date) (\$118,969 Annual) and annual CPI increases thereafter.

Overall, these Higher Level Service Requests amount to a \$114,889 or a 1.61% municipal tax increase.

**LEGAL IMPLICATIONS;**

n/a

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The public is encouraged to participate and comment regarding the 2020 Financial Plan.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Input from all departments is used to form the budget and capital plan.

**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 checked="" type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Economy |
| <input checked="" type="checkbox"/> Community      | <input type="checkbox"/> Not Applicable     |
| <input checked="" type="checkbox"/> Waterfront     |   |

*I approve the report and recommendation(s).*

**Guillermo Ferrero, Chief Administrative Officer**

**ATTACHMENT(S):**

## 2020 Financial Plan - Proposed Capital List

Project Name **OCP Review Phase I**

Description Begin reviewing the Official Community Plan (OCP). This will be a multi-year project

Purpose To define project scope and background to begin the first phase of OCP

Consequence of not funding Continue to rely on previous OCP

Department Development Services Area Planning/Development YEAR 2020

Priority Optional Risk Level Low Risk

Aligns with Strategic Priority Community Asset Mgmt

**Amount** **\$150,000** *Requires Early Budget Approval?*

Funding Sources:

Taxation	0	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	10,283	Borrow	0
Sewer Utility	0	Gas Tax	139,717	Donation/Other	0
C/F	0	Grant-confirmed	0		

## 2020 Financial Plan - Proposed Capital List

Project Name **Council Chambers - chairs**  
 Description 10 new chairs for Council Chambers  
 Purpose To replace worn chairs

Consequence of not funding Current chairs are noisy and look worn

Department Corporate Area Legislative YEAR 2020  
 Priority Optional Risk Level Low Risk  
 Aligns with Strategic Priority Infrastructure Asset Mgmt Replacement

**Amount** **\$10,000** *Requires Early Budget Approval?*

Funding Sources:

Taxation	0	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	20,000	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

## 2020 Financial Plan - Proposed Capital List

Project Name **Vehicle Replacement - Pickup Truck #78**

Description Half tonne Pickup Truck

Purpose Unit 78 is a Ford F 150 4x4 pickup truck, it has passed its life expectancy and is showing signs of equipment failure.

Consequence of not funding Continued high maintenance costs

Department	Public Works	Area	Equipment	YEAR	2020
Priority	Critical			Risk Level	Medium Risk
Aligns with Strategic Priority	Infrastructure			Asset Mgmt	New Asset
	<b>Amount</b>		<b>\$45,000</b>	<i>Requires Early Budget Approval?</i> <input checked="" type="checkbox"/>	
<i>Funding Sources:</i>					
Taxation	0	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	45,000	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

Project Name **Vehicle Replacement - Pickup Truck #69**

Description Half tonne Pickup Truck

Purpose Unit 69 is a Ford F 150 4x4 pickup truck, it has passed its life expectancy and is showing signs of equipment failure.

Consequence of not funding continued high maintenance costs

Department	Public Works	Area	Equipment	YEAR	2020
Priority	Critical			Risk Level	Medium Risk
Aligns with Strategic Priority	Infrastructure			Asset Mgmt	New Asset
	<b>Amount</b>		<b>\$45,000</b>	<i>Requires Early Budget Approval?</i> <input checked="" type="checkbox"/>	
<i>Funding Sources:</i>					
Taxation	0	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	45,000	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

## 2020 Financial Plan - Proposed Capital List

Project Name **Utility Box**

Description Utility Box - for storage and securing tools

Purpose To replace conventional box with a utility box that will be better suited for maintenance

Consequence of not funding Staff will continue to have equipment that does not fit the needs of the department

Department	Public Works	Area	Equipment	YEAR	2020
Priority	Critical			Risk Level	Medium Risk
Aligns with Strategic Priority	Infrastructure			Asset Mgmt	New Asset
	<b>Amount</b>		<b>\$30,000</b>	<i>Requires Early Budget Approval?</i> <input checked="" type="checkbox"/>	
<i>Funding Sources:</i>					
Taxation	30,000	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

Project Name **Shop Press**

Description Shop Press is used for Equipment Maintenance, press wheel bearing etc.

Purpose Having a tool in the maintenance shop and not having to take parts to another remote location to have work done.

Consequence of not funding Continue to take parts to remote location to get work done, down time and not cost effective

Department	Public Works	Area	Equipment	YEAR	2020
Priority	Critical			Risk Level	Medium Risk
Aligns with Strategic Priority	Infrastructure			Asset Mgmt	New Asset
	<b>Amount</b>		<b>\$7,500</b>	<i>Requires Early Budget Approval?</i> <input checked="" type="checkbox"/>	
<i>Funding Sources:</i>					
Taxation	7,500	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

## 2020 Financial Plan - Proposed Capital List

Project Name **Vehicle - Single Axle Dump Plow Truck**

Description Single axle dump plow truck

Purpose This dump truck , plow truck will provide additional service for hauling material & additional service for snow and ice control during winter months.

Consequence of not funding Infrastructure services will not have enough equipment to address the demands of a growing community

Department Public Works Area Equipment YEAR 2020

Priority Critical Risk Level Medium Risk

Aligns with Strategic Priority Infrastructure Asset Mgmt New Asset

**Amount** **\$230,000** Requires Early Budget Approval?

Funding Sources:

Taxation	0	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	230,000
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		



## 2020 Financial Plan - Proposed Capital List

Project Name **GIS Stage 2 Implementation**  
 Description Expand the Town's Graphic Information System (GIS)  
 Purpose To utilize electronic means for mapping

Consequence of not funding Continue to rely on paper mapping

Department Public Works Area Engineering YEAR 2020  
 Priority Critical Risk Level Very High Risk  
 Aligns with Strategic Priority Infrastructure Asset Mgmt

**Amount** **\$30,000** Requires Early Budget Approval?

Funding Sources:

Taxation	10,000	DCC	0	Grant - TBD	0
Water Utility	10,000	Reserve	0	Borrow	0
Sewer Utility	10,000	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

## 2020 Financial Plan - Proposed Capital List

Project Name **FJCC Electrical Panel**  
 Description Replacing the electrical panel and relocating to the electrical room  
 Purpose To correct deficiencies identified during annual permitting  
 Consequence of not funding Building may be shut-down for periods of time due to electrical failure

Department	Parks & Rec	Area	Facility Maintenance	YEAR	2020
Priority	Critical			Risk Level	High Risk
Aligns with Strategic Priority	Infrastructure			Asset Mgmt	Replacement
	<b>Amount</b>		<input style="width: 100px;" type="text" value="\$50,000"/>	<i>Requires Early Budget Approval?</i> <input type="checkbox"/>	
<i>Funding Sources:</i>					
Taxation	<input style="width: 100px;" type="text" value="50,000"/>	DCC	<input style="width: 100px;" type="text" value="0"/>	Grant - TBD	<input style="width: 100px;" type="text" value="0"/>
Water Utility	<input style="width: 100px;" type="text" value="0"/>	Reserve	<input style="width: 100px;" type="text" value="0"/>	Borrow	<input style="width: 100px;" type="text" value="0"/>
Sewer Utility	<input style="width: 100px;" type="text" value="0"/>	Gas Tax	<input style="width: 100px;" type="text" value="0"/>	Donation/Other	<input style="width: 100px;" type="text" value="0"/>
C/F	<input style="width: 100px;" type="text" value="0"/>	Grant-confirmed	<input style="width: 100px;" type="text" value="0"/>		

Project Name **Soundproofing interview rooms RCMP**  
 Description Increase soundproofing of RCMP detachment interview rooms per operating agreement  
 Purpose To comply with detachment requirements

Department	Parks & Rec	Area	Facility Maintenance	YEAR	2020
Priority	Critical			Risk Level	High Risk
Aligns with Strategic Priority	Infrastructure			Asset Mgmt	New Asset
	<b>Amount</b>		<input style="width: 100px;" type="text" value="\$15,000"/>	<i>Requires Early Budget Approval?</i> <input type="checkbox"/>	
<i>Funding Sources:</i>					
Taxation	<input style="width: 100px;" type="text" value="0"/>	DCC	<input style="width: 100px;" type="text" value="0"/>	Grant - TBD	<input style="width: 100px;" type="text" value="0"/>
Water Utility	<input style="width: 100px;" type="text" value="0"/>	Reserve	<input style="width: 100px;" type="text" value="15,000"/>	Borrow	<input style="width: 100px;" type="text" value="0"/>
Sewer Utility	<input style="width: 100px;" type="text" value="0"/>	Gas Tax	<input style="width: 100px;" type="text" value="0"/>	Donation/Other	<input style="width: 100px;" type="text" value="0"/>
C/F	<input style="width: 100px;" type="text" value="0"/>	Grant-confirmed	<input style="width: 100px;" type="text" value="0"/>		

## 2020 Financial Plan - Proposed Capital List

Project Name **Pool Exterior Doors**

Description Replace door & frame for exterior pool doors

Purpose To maintain asset that are currently rusting

Consequence of not funding This is an Emergency Exit and is required to be fully operational

Department Parks & Rec Area Facility Maintenance YEAR 2020

Priority Critical Risk Level High Risk

Aligns with Strategic Priority Infrastructure Asset Mgmt Replacement

**Amount**  Requires Early Budget Approval?

Funding Sources:

Taxation	<input style="width: 80%;" type="text" value="9,000"/>	DCC	<input style="width: 80%;" type="text" value="0"/>	Grant - TBD	<input style="width: 80%;" type="text" value="0"/>
Water Utility	<input style="width: 80%;" type="text" value="0"/>	Reserve	<input style="width: 80%;" type="text" value="0"/>	Borrow	<input style="width: 80%;" type="text" value="0"/>
Sewer Utility	<input style="width: 80%;" type="text" value="0"/>	Gas Tax	<input style="width: 80%;" type="text" value="0"/>	Donation/Other	<input style="width: 80%;" type="text" value="0"/>
C/F	<input style="width: 80%;" type="text" value="0"/>	Grant-confirmed	<input style="width: 80%;" type="text" value="0"/>		

Project Name **Accessibility Audit & Phase 1 Implementation**

Description Complete accessibility audit of Town parks and facilities & implement identified priority ac

Purpose To increase accessibility to Town owned facilities & parks

Consequence of not funding Continued restricted access to certain facilities & parks

Department Parks & Rec Area Facility Maintenance YEAR 2020

Priority Critical Risk Level High Risk

Aligns with Strategic Priority Community Asset Mgmt

**Amount**  Requires Early Budget Approval?

Funding Sources:

Taxation	<input style="width: 80%;" type="text" value="25,000"/>	DCC	<input style="width: 80%;" type="text" value="0"/>	Grant - TBD	<input style="width: 80%;" type="text" value="0"/>
Water Utility	<input style="width: 80%;" type="text" value="0"/>	Reserve	<input style="width: 80%;" type="text" value="0"/>	Borrow	<input style="width: 80%;" type="text" value="0"/>
Sewer Utility	<input style="width: 80%;" type="text" value="0"/>	Gas Tax	<input style="width: 80%;" type="text" value="0"/>	Donation/Other	<input style="width: 80%;" type="text" value="0"/>
C/F	<input style="width: 80%;" type="text" value="0"/>	Grant-confirmed	<input style="width: 80%;" type="text" value="0"/>		

## 2020 Financial Plan - Proposed Capital List

Project Name **FJCC Gymnasium Floor**  
 Description Refinish & repaint gymnasium floor  
 Purpose To extend life of gym floor  
 Consequence of not funding Grooves in floor that may be a risk to participants

Department Parks & Rec Area Facility Maintenance YEAR 2020  
 Priority Critical Risk Level High Risk  
 Aligns with Strategic Priority Infrastructure Asset Mgmt Repair

**Amount** **\$45,000** Requires Early Budget Approval?

Funding Sources:

Taxation	45,000	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

Project Name **Change room/Washroom Partitions at FJCC**  
 Description Replacement of partitions in washrooms & change rooms. Replace at same time as chan  
 Purpose To replace rusting partitions

Consequence of not funding Currently a hazard and potential privacy concerns.

Department Parks & Rec Area Facility Maintenance YEAR 2020  
 Priority Critical Risk Level Medium Risk  
 Aligns with Strategic Priority Infrastructure Asset Mgmt Replacement

**Amount** **\$16,000** Requires Early Budget Approval?

Funding Sources:

Taxation	16,000	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

## 2020 Financial Plan - Proposed Capital List

Project Name	<b><u>Sports Field Improvements - Aggie</u></b>				
Description	Upgrade drainage at Aggie Field				
Purpose	To fulfill the sports field assessment				
Consequence of not funding	Aggie field needs improvements for continued use				
Department	Parks & Rec	Area	Facility Maintenance	YEAR	2020
Priority	Critical			Risk Level	Medium Risk
Aligns with Strategic Priority	Infrastructure			Asset Mgmt	Replacement
	<b>Amount</b>		<b>\$75,000</b>	<i>Requires Early Budget Approval?</i> <input type="checkbox"/>	
	<i>Funding Sources:</i>				
Taxation	75,000	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

Project Name	<b><u>Child Care Space Creation (Grant)</u></b>				
Description	Develop additional child care spaces at the Boys & Girls Club				
Purpose	To increase childcare spaces				
Consequence of not funding	Continued shortage of childcare spaces within Town				
Department	Parks & Rec	Area	Facility Maintenance	YEAR	2020
Priority	Critical			Risk Level	Medium Risk
Aligns with Strategic Priority	Community			Asset Mgmt	New Asset
	<b>Amount</b>		<b>\$1,000,000</b>	<i>Requires Early Budget Approval?</i> <input type="checkbox"/>	
	<i>Funding Sources:</i>				
Taxation	0	DCC	0	Grant - TBD	1,000,000
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

## 2020 Financial Plan - Proposed Capital List

Project Name **Pool Change rooms Flooring**

Description Flooring reaching end of life. New products available to meet safety and health standard

Purpose Repairs needed based on condition assessment

Consequence of not funding Issues with current flooring where water is accessing basement. Slipping hazard.

Department Parks & Rec Area Facility Maintenance YEAR 2020

Priority Medium Risk Level Medium Risk

Aligns with Strategic Priority Infrastructure Asset Mgmt Repair

**Amount** **\$92,000** Requires Early Budget Approval?

Funding Sources:

Taxation	92,000	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

Project Name **Boys & Girls Club exterior painting**

Description Paint & resurface exterior Wood Cladding

Purpose To maintain the asset in good condition to ensure continued use

Consequence of not funding Existing siding will continue to show signs of wear and damage

Department Parks & Rec Area Facility Maintenance YEAR 2020

Priority Optional Risk Level Medium Risk

Aligns with Strategic Priority Infrastructure Asset Mgmt Repair

**Amount** **\$18,000** Requires Early Budget Approval?

Funding Sources:

Taxation	18,000	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

## 2020 Financial Plan - Proposed Capital List

Project Name **Youth Communication Plan**  
 Description Communicating & Supporting the Ladysmith Youth Plan  
 Purpose To create a communication plan and hub to serve Ladysmith's youth  
 Consequence of not funding limited execution of the Ladysmith Youth Plan

Department Parks & Rec Area Recreation YEAR 2020  
 Priority Optional Risk Level Medium Risk  
 Aligns with Strategic Priority Community Asset Mgmt

**Amount** **\$11,500** Requires Early Budget Approval?

Funding Sources:

Taxation	6,500	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	5,000		

## 2020 Financial Plan - Proposed Capital List

Project Name **Fence - Transfer Beach**

Description Install fencing & signage on embankment behind Kinsmen Shelter at Transfer Beach

Purpose To increase safety and reduce access to embankment

Consequence of not funding Risk of falling/ injury

Department Parks & Rec Area Parks & Playgrounds YEAR 2020

Priority Critical Risk Level High Risk

Aligns with Strategic Priority Waterfront Asset Mgmt New Asset

**Amount**  Requires Early Budget Approval?

Funding Sources:

Taxation	<input style="width: 80%;" type="text" value="15,000"/>	DCC	<input style="width: 80%;" type="text" value="0"/>	Grant - TBD	<input style="width: 80%;" type="text" value="0"/>
Water Utility	<input style="width: 80%;" type="text" value="0"/>	Reserve	<input style="width: 80%;" type="text" value="0"/>	Borrow	<input style="width: 80%;" type="text" value="0"/>
Sewer Utility	<input style="width: 80%;" type="text" value="0"/>	Gas Tax	<input style="width: 80%;" type="text" value="0"/>	Donation/Other	<input style="width: 80%;" type="text" value="0"/>
C/F	<input style="width: 80%;" type="text" value="0"/>	Grant-confirmed	<input style="width: 80%;" type="text" value="0"/>		

Project Name **Spray Park Upgrades**

Description Repair damaged play surface and upgrade spray park mechanical system

Purpose To upgrade mechanical components and repair surface in spray park

Consequence of not funding Continue shut-downs of spray park

Department Parks & Rec Area Parks & Playgrounds YEAR 2020

Priority Critical Risk Level High Risk

Aligns with Strategic Priority Infrastructure Asset Mgmt Replacement

**Amount**  Requires Early Budget Approval?

Funding Sources:

Taxation	<input style="width: 80%;" type="text" value="25,000"/>	DCC	<input style="width: 80%;" type="text" value="0"/>	Grant - TBD	<input style="width: 80%;" type="text" value="0"/>
Water Utility	<input style="width: 80%;" type="text" value="0"/>	Reserve	<input style="width: 80%;" type="text" value="0"/>	Borrow	<input style="width: 80%;" type="text" value="0"/>
Sewer Utility	<input style="width: 80%;" type="text" value="0"/>	Gas Tax	<input style="width: 80%;" type="text" value="0"/>	Donation/Other	<input style="width: 80%;" type="text" value="0"/>
C/F	<input style="width: 80%;" type="text" value="0"/>	Grant-confirmed	<input style="width: 80%;" type="text" value="0"/>		



## 2020 Financial Plan - Proposed Capital List

Project Name **Wood Chipper**  
 Description Purchase a wood chipper for the Parks crew  
 Purpose To reduce contractor costs & utilize the sawdust materials in compost site  
 Consequence of not funding Continue to use contractor

Department Public Works Area Parks & Playgrounds YEAR 2020  
 Priority Critical Risk Level Low Risk  
 Aligns with Strategic Priority Infrastructure Asset Mgmt New Asset

**Amount** **\$62,000** Requires Early Budget Approval?

Funding Sources:

Taxation	52,000	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	10,000	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

Project Name **Trail Kiosk, Maps & Markers**  
 Description Create trail markers, maps and update kiosks for Town trails  
 Purpose To increase trail awareness and accessibility

Consequence of not funding Issues with inaccurate markers and trail signage

Department Parks & Rec Area Parks & Playgrounds YEAR 2020  
 Priority Optional Risk Level Medium Risk  
 Aligns with Strategic Priority Economy Asset Mgmt New Asset

**Amount** **\$15,000** Requires Early Budget Approval?

Funding Sources:

Taxation	15,000	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

## 2020 Financial Plan - Proposed Capital List

Project Name	<b><u>Rotary Boat ramp float replacement</u></b>				
Description	Replace of floating dock at boat ramp				
Purpose	Existing floating dock is too narrow and unstable				
Consequence of not funding	injury to users and trailers				
Department	Parks & Rec	Area	Parks & Playgrounds	YEAR	2020
Priority	Optional		Risk Level	Medium Risk	
Aligns with Strategic Priority	Infrastructure		Asset Mgmt	Replacement	
	<b>Amount</b>		<b>\$85,000</b>	<i>Requires Early Budget Approval?</i> <input type="checkbox"/>	
	<i>Funding Sources:</i>				
Taxation	<input type="text" value="30,000"/>	DCC	<input type="text" value="0"/>	Grant - TBD	<input type="text" value="0"/>
Water Utility	<input type="text" value="0"/>	Reserve	<input type="text" value="0"/>	Borrow	<input type="text" value="0"/>
Sewer Utility	<input type="text" value="0"/>	Gas Tax	<input type="text" value="55,000"/>	Donation/Other	<input type="text" value="0"/>
C/F	<input type="text" value="0"/>	Grant-confirmed	<input type="text" value="0"/>		

Project Name	<b><u>Tree replacement Program</u></b>				
Description	Annual replacement program for boulevard and park trees				
Purpose	To replace diseased, damaged trees within community				
Consequence of not funding	No replacement without funding				
Department	Parks & Rec	Area	Parks & Playgrounds	YEAR	2020
Priority	Optional		Risk Level	Low Risk	
Aligns with Strategic Priority	Community		Asset Mgmt	Replacement	
	<b>Amount</b>		<b>\$12,000</b>	<i>Requires Early Budget Approval?</i> <input type="checkbox"/>	
	<i>Funding Sources:</i>				
Taxation	<input type="text" value="7,200"/>	DCC	<input type="text" value="0"/>	Grant - TBD	<input type="text" value="4,800"/>
Water Utility	<input type="text" value="0"/>	Reserve	<input type="text" value="0"/>	Borrow	<input type="text" value="0"/>
Sewer Utility	<input type="text" value="0"/>	Gas Tax	<input type="text" value="0"/>	Donation/Other	<input type="text" value="0"/>
C/F	<input type="text" value="0"/>	Grant-confirmed	<input type="text" value="0"/>		

## 2020 Financial Plan - Proposed Capital List

Project Name **Utility Truck (Fire) Replace 1995 Chevy**

Description

Purpose To replace 1995 Utility Truck; Hauls cargo after fire

Consequence of not funding Driving 20 year old truck, safety, maintenance cost

Department Protective Services                      Area                      Fire                      YEAR                      2020

Priority Optional                      Risk Level                      Low Risk

Aligns with Strategic Priority Infrastructure                      Asset Mgmt                      New Asset

**Amount**                      **\$50,000**                      Requires Early Budget Approval?

Funding Sources:

Taxation	0	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	50,000	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

## 2020 Financial Plan - Proposed Capital List

Project Name **Storm Water Retention Phase 3**

Description Construct a storm water detention pond ( rain garden) in the PW yard

Purpose To pre treat storm water before it goes into the receiving environment ( Holland Creek)

Consequence of not funding Untreated storm water will continue to enter into Holland Creek. Will continue to be non compliant under the Federal & Provincial regulations.

Department Public Works Area Storm YEAR 2020

Priority Critical Risk Level High Risk

Aligns with Strategic Priority Infrastructure Asset Mgmt New Asset

**Amount**  Requires Early Budget Approval?

Funding Sources:

Taxation	<input style="width: 80%;" type="text" value="75,000"/>	DCC	<input style="width: 80%;" type="text" value="0"/>	Grant - TBD	<input style="width: 80%;" type="text" value="0"/>
Water Utility	<input style="width: 80%;" type="text" value="0"/>	Reserve	<input style="width: 80%;" type="text" value="0"/>	Borrow	<input style="width: 80%;" type="text" value="0"/>
Sewer Utility	<input style="width: 80%;" type="text" value="0"/>	Gas Tax	<input style="width: 80%;" type="text" value="0"/>	Donation/Other	<input style="width: 80%;" type="text" value="0"/>
C/F	<input style="width: 80%;" type="text" value="0"/>	Grant-confirmed	<input style="width: 80%;" type="text" value="0"/>		

Project Name **Storm Water Manhole Replacement Program**

Description Storm water manholes collect sediment before entering into the storm water main

Purpose To continue with upgrades to the storm water system, manhole replacement is required.

Consequence of not funding The storm water system will continue to be deficient in some areas

Department Public Works Area Storm YEAR 2020

Priority Critical Risk Level High Risk

Aligns with Strategic Priority Infrastructure Asset Mgmt Replacement

**Amount**  Requires Early Budget Approval?

Funding Sources:

Taxation	<input style="width: 80%;" type="text" value="20,000"/>	DCC	<input style="width: 80%;" type="text" value="0"/>	Grant - TBD	<input style="width: 80%;" type="text" value="0"/>
Water Utility	<input style="width: 80%;" type="text" value="0"/>	Reserve	<input style="width: 80%;" type="text" value="0"/>	Borrow	<input style="width: 80%;" type="text" value="0"/>
Sewer Utility	<input style="width: 80%;" type="text" value="0"/>	Gas Tax	<input style="width: 80%;" type="text" value="0"/>	Donation/Other	<input style="width: 80%;" type="text" value="0"/>
C/F	<input style="width: 80%;" type="text" value="0"/>	Grant-confirmed	<input style="width: 80%;" type="text" value="0"/>		

## 2020 Financial Plan - Proposed Capital List

Project Name **Dogwood Culvert Engineering**

Description The dogwood culvert goes under Dogwood and discharges storm water into Ryan Creek

Purpose To investigate the life expectancy of the culvert and to have engineering completed for budget purposes

Consequence of not funding The Town will not have a good understanding of the life of the culvert and will not be ready for capital replacement

Department **Public Works** Area **Storm** YEAR **2020**

Priority **Critical** Risk Level **Medium Risk**

Aligns with Strategic Priority **Infrastructure** Asset Mgmt

**Amount** **\$25,000** *Requires Early Budget Approval?*

Funding Sources:

Taxation	25,000	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

## 2020 Financial Plan - Proposed Capital List

Project Name **Sidewalk - Buller Street**  
 Description Construct new sidewalk on Buller St from Seniors Centre to 1st Ave  
 Purpose Tp provide safer walkability on Buller St  
 Consequence of not funding Safety concerns where no sidewalks exist

Department	Public Works	Area	Roads/Sidewalks	YEAR	2020
Priority	Critical		Risk Level	High Risk	
Aligns with Strategic Priority	Infrastructure		Asset Mgmt	New Asset	
	<b>Amount</b>		<b>\$75,000</b>	<i>Requires Early Budget Approval?</i> <input type="checkbox"/>	
<i>Funding Sources:</i>					
Taxation	5,000	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	70,000	Donation/Other	0
C/F	0	Grant-confirmed	0		

Project Name **Roundabout - Ludlow & Rocky Cr (design)**

Description DCC (2019) Project  
 Purpose DCC Project

Consequence of not funding DCC

Department	Public Works	Area	Roads/Sidewalks	YEAR	2020
Priority	Critical		Risk Level	Medium Risk	
Aligns with Strategic Priority	Infrastructure		Asset Mgmt		
	<b>Amount</b>		<b>\$100,000</b>	<i>Requires Early Budget Approval?</i> <input type="checkbox"/>	
<i>Funding Sources:</i>					
Taxation	0	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	100,000	Donation/Other	0
C/F	0	Grant-confirmed	0		

## 2020 Financial Plan - Proposed Capital List

Project Name **Intersection Improvement: 4th Ave @ Belair**

Description DCC (2019) Project

Purpose DCC Project

Consequence of not funding DCC

Department Public Works Area Roads/Sidewalks YEAR 2020

Priority Critical Risk Level Medium Risk

Aligns with Strategic Priority Infrastructure Asset Mgmt Replacement

**Amount**  Requires Early Budget Approval?

Funding Sources:

Taxation	<input style="width: 80px;" type="text" value="10,900"/>	DCC	<input style="width: 80px;" type="text" value="89,100"/>	Grant - TBD	<input style="width: 80px;" type="text" value="0"/>
Water Utility	<input style="width: 80px;" type="text" value="0"/>	Reserve	<input style="width: 80px;" type="text" value="200,000"/>	Borrow	<input style="width: 80px;" type="text" value="0"/>
Sewer Utility	<input style="width: 80px;" type="text" value="0"/>	Gas Tax	<input style="width: 80px;" type="text" value="0"/>	Donation/Other	<input style="width: 80px;" type="text" value="0"/>
C/F	<input style="width: 80px;" type="text" value="0"/>	Grant-confirmed	<input style="width: 80px;" type="text" value="0"/>		

Project Name **Sign Upgrades (ICBC Cost Share)**

Description Purchase and installation of reflective sign strips

Purpose To improve the visibility of stop, crosswalk and school signs in Ladysmith

Consequence of not funding Safety

Department Public Works Area Roads/Sidewalks YEAR 2020

Priority Optional Risk Level Medium Risk

Aligns with Strategic Priority Community Asset Mgmt Replacement

**Amount**  Requires Early Budget Approval?

Funding Sources:

Taxation	<input style="width: 80px;" type="text" value="5,650"/>	DCC	<input style="width: 80px;" type="text" value="0"/>	Grant - TBD	<input style="width: 80px;" type="text" value="0"/>
Water Utility	<input style="width: 80px;" type="text" value="0"/>	Reserve	<input style="width: 80px;" type="text" value="0"/>	Borrow	<input style="width: 80px;" type="text" value="0"/>
Sewer Utility	<input style="width: 80px;" type="text" value="0"/>	Gas Tax	<input style="width: 80px;" type="text" value="0"/>	Donation/Other	<input style="width: 80px;" type="text" value="0"/>
C/F	<input style="width: 80px;" type="text" value="0"/>	Grant-confirmed	<input style="width: 80px;" type="text" value="18,350"/>		

## 2020 Financial Plan - Proposed Capital List

Project Name **Bollards - 1st Avenue**  
 Description Continue with installing bollards on 1st Ave per CS2018-144  
 Purpose To reduce vehicles jumping the curb  
 Consequence of not funding Possibility of accidents

Department Public Works Area Roads/Sidewalks YEAR 2020  
 Priority Optional Risk Level Low Risk  
 Aligns with Strategic Priority Economy Asset Mgmt New Asset

**Amount** **\$30,000** Requires Early Budget Approval?

Funding Sources:

Taxation	30,000	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		



## 2020 Financial Plan - Proposed Capital List

Project Name **Waterfront projects**  
 Description Annual allotment of waterfront projects  
 Purpose To implement the Waterfront Area Plan

Consequence of not funding Inconsistent with WAP

Department Development Services Area Waterfront YEAR 2020  
 Priority Critical Risk Level Low Risk  
 Aligns with Strategic Priority Waterfront Asset Mgmt New Asset

**Amount**  Requires Early Budget Approval?

Funding Sources:

Taxation	<input style="width: 60px;" type="text" value="0"/>	DCC	<input style="width: 60px;" type="text" value="0"/>	Grant - TBD	<input style="width: 60px;" type="text" value="0"/>
Water Utility	<input style="width: 60px;" type="text" value="0"/>	Reserve	<input style="width: 60px;" type="text" value="250,000"/>	Borrow	<input style="width: 60px;" type="text" value="0"/>
Sewer Utility	<input style="width: 60px;" type="text" value="0"/>	Gas Tax	<input style="width: 60px;" type="text" value="0"/>	Donation/Other	<input style="width: 60px;" type="text" value="0"/>
C/F	<input style="width: 60px;" type="text" value="0"/>	Grant-confirmed	<input style="width: 60px;" type="text" value="0"/>		

Project Name **Community Advisory Panel**  
 Description Broad-based input for implementation  
 Purpose To be consistent with Project charter

Consequence of not funding Inconsistent with WAP

Department Development Services Area Waterfront YEAR 2020  
 Priority Optional Risk Level Low Risk  
 Aligns with Strategic Priority Waterfront Asset Mgmt

**Amount**  Requires Early Budget Approval?

Funding Sources:

Taxation	<input style="width: 60px;" type="text" value="0"/>	DCC	<input style="width: 60px;" type="text" value="0"/>	Grant - TBD	<input style="width: 60px;" type="text" value="0"/>
Water Utility	<input style="width: 60px;" type="text" value="0"/>	Reserve	<input style="width: 60px;" type="text" value="5,000"/>	Borrow	<input style="width: 60px;" type="text" value="0"/>
Sewer Utility	<input style="width: 60px;" type="text" value="0"/>	Gas Tax	<input style="width: 60px;" type="text" value="0"/>	Donation/Other	<input style="width: 60px;" type="text" value="0"/>
C/F	<input style="width: 60px;" type="text" value="0"/>	Grant-confirmed	<input style="width: 60px;" type="text" value="0"/>		

## 2020 Financial Plan - Proposed Capital List

Project Name	<b><u>Biz plan &amp; Communications strategy</u></b>				
Description	Create Biz plan and communication plan for WAP implementation				
Purpose	To project management communicate WAP development				
Consequence of not funding	Inconsistent with WAP				
Department	Development Services	Area	Waterfront	YEAR	2020
Priority	Optional			Risk Level	Low Risk
Aligns with Strategic Priority	Waterfront			Asset Mgmt	
	<b>Amount</b>		<b>\$15,000</b>	<i>Requires Early Budget Approval?</i> <input checked="" type="checkbox"/>	
		<u>Funding Sources:</u>			
Taxation	0	DCC	0	Grant - TBD	0
Water Utility	0	Reserve	15,000	Borrow	0
Sewer Utility	0	Gas Tax	0	Donation/Other	0
C/F	0	Grant-confirmed	0		

## 2020 Financial Plan - Proposed Capital List

Project Name **Forrest Field Phase 1**  
 Description Grading, parking, pathway & warmup pitch  
 Purpose To continue with Lot 108 Plan

Consequence of not funding Added pressure to other parks

Department Parks & Rec Area New Facility YEAR 2020  
 Priority Optional Risk Level Medium Risk  
 Aligns with Strategic Priority Community Asset Mgmt New Asset

**Amount** **\$370,000** Requires Early Budget Approval?

Funding Sources:

Taxation	0	DCC	50,000	Grant - TBD	0
Water Utility	0	Reserve	0	Borrow	0
Sewer Utility	0	Gas Tax	320,000	Donation/Other	0
C/F	0	Grant-confirmed	0		

		<b>ANNUAL TOTAL</b>	<b>\$3,457,000</b>		
Taxation	699,750	DCC	139,100	Grant - TBD	1,004,800
Water Utility	10,000	Reserve	655,283	Borrow	230,000
Sewer Utility	20,000	Gas Tax	684,717	Donation/Other	0
C/F	0	Grant-confirme	23,350		

## STAFF REPORT TO COUNCIL

**Report Prepared By:** Julie Thompson, Planner  
**Meeting Date:** December 2, 2019  
**File No:** DP 3060-19-16  
**RE:** DEVELOPMENT PERMIT – 417 SYMONDS STREET

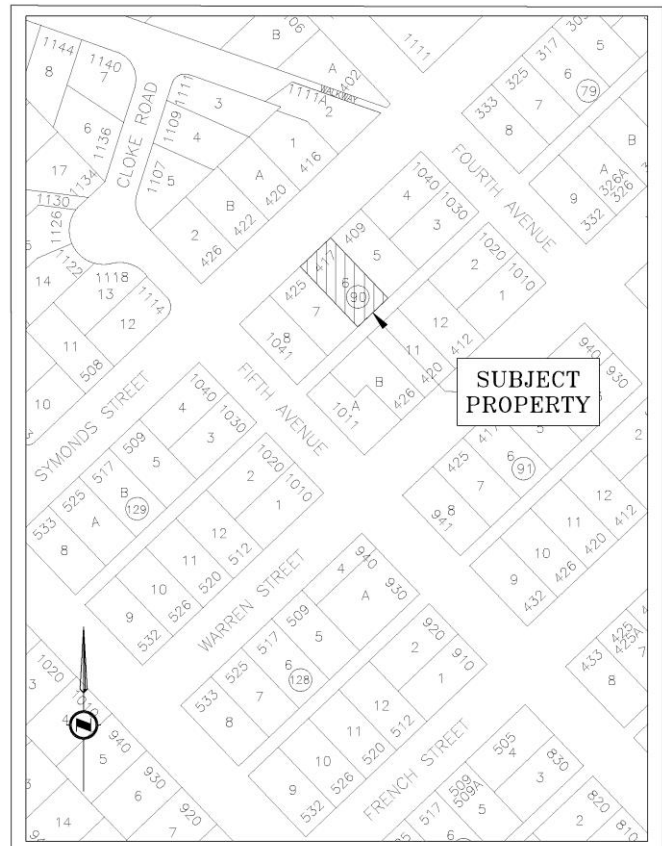
### RECOMMENDATION:

That Council:

1. Issue Development Permit 3060-19-16 to permit the issuance of a building permit for the construction of a two storey coach house on Lot 9 Block 90 Oyster District Plan 703A (417 Symonds Street).
2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-19-16.

### EXECUTIVE SUMMARY:

A Coach House Intensive Residential Development Permit (DP) application has been received for a second storey coach house dwelling in the rear yard at 417 Symonds Street. The purpose of this report is to present the DP for Council’s consideration and to review the application for consistency with the Zoning Bylaw and the Coach House Intensive Residential Development Permit Area (DPA 10) guidelines. The proposed coach house is consistent with the DPA 10 guidelines and conforms to the Zoning Bylaw.



### PREVIOUS COUNCIL DIRECTION:

None.

### INTRODUCTION/BACKGROUND:

The applicant has submitted a DP application for a coach house dwelling. The dwelling unit is proposed to be not more than 60m<sup>2</sup> in size and located within the second storey of the proposed accessory building. A garage is proposed to be located on the first storey. The subject

property borders a lane to the rear. The principal dwelling fronts onto Symonds Street.

**SCOPE OF WORK:**

The subject property falls within the Coach House Intensive Residential Development Permit Area (DPA 10), the objective of which is to provide guidance for the design and placement of coach houses on residential parcels. The proposed coach house has been reviewed for consistency with the DPA 10 guidelines, below.



*Street view of 417 Symonds Street*

*Building Character & Design:*

- The coach house is proposed to be two storeys; a maximum of 60m<sup>2</sup> on each storey with the dwelling unit located in the second storey.
- The proposed roof is gabled with dormers consisting of a 12:12 pitch on the gable ends and a 4:12 pitch on the dormer ends. The roof line is harmonious with the roof line of the principal dwelling.
- The coach house exterior will consist of vinyl shingle and horizontal siding.
- The coach house is smaller than the principal dwelling.
- The coach house is located within the rear yard of the property.
- The windows are modestly sized to respect the privacy of neighbours.
- No upper level balconies are proposed.

*Accessibility & Livability*

- A minimum 90cm wide, permeable pathway from Symonds Street to the coach house entrance is proposed.
- A coach house address signpost is proposed next to the pathway and will be visible from Symonds Street.
- The coach house entrance is located on the rear lane and will be accessed by an internal staircase to the second storey.
- The coach house is expected to be visible from Symonds Street.
- The space between the lane and the coach house will be permeable.
- Lighting is proposed on the front elevation of the coach house, facing the lane.

*Landscaping:*

- One existing tree next to the coach house is proposed to remain.
- A screened garbage and recycling area for the coach house resident is proposed.
- An outdoor, permeable parking space for the coach house resident is proposed next to the coach house.

- A minimum 7.5m<sup>2</sup> permeable, outdoor amenity space for the coach house resident is proposed and will be screened within a minimum 1.2m tall fence and landscaping to provide privacy.

*Rain Water Management:*

- The proposed parking area, amenity space, and area between the coach house and the lane will be permeable.
- One rain barrel will be provided to capture rain water from the coach house rooftop.

The proposed coach house is consistent with the DPA 10 guidelines and conforms to the Zoning Bylaw.

**ALTERNATIVES:**

Council may decide not to issue DP 3060-19-16 where the refusal is based upon determination that the DP application does not meet the DPA 10 guidelines. The issuance of a DP is not a completely discretionary decision of Council; if the DP is refused then reasons must be given. The determinations by Council must be in good faith and it must be reasonable not arbitrary.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

A DP is required prior to issuance of a building permit to construct a coach house dwelling.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

DP applications do not require statutory notice.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The application has been referred to Infrastructure Services for comment. Engineering and building requirements will be addressed at the time of building permit.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

- |   |  |
|---|--|
| <input checked="" 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 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                   |

Communications & Engagement

Not Applicable

***I approve the report and recommendation(s).***

**Guillermo Ferrero, Chief Administrative Officer**

**ATTACHMENT(S):**

DP 3060-19-16



# TOWN OF LADYSMITH DEVELOPMENT PERMIT

(Section 489 Local Government Act)

FILE NO: 3060-19-16

DATE: December 2, 2019

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Name of Owner(s) of Land (Permittee): Traci Graf

Applicant(s): Scott Lovely (Lovely Ventures Inc.)

Subject Property (Civic Address): 417 Symonds Street

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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 6 Block 90 Oyster District Plan 703A**

**PID: 003-911-268**

(referred to as the "Land")

3. This Permit has the effect of authorizing the issuance of a building permit for the construction of a coach house dwelling on the 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 Zoning Bylaw 2014, No. 1860.
5. The Permittee, as a condition of the issuance of this Permit, agrees:
  - a) To construct a coach house dwelling with a maximum gross floor area of 60m<sup>2</sup> to be located within the second storey of an accessory building, in accordance with the building designs shown in **Schedule A – Elevation Plan**, including:
    - i. Finishing the exterior of the coach house in vinyl siding and shingles; and
    - ii. Placing exterior lighting on the Front Elevation of the coach house.
  - b) To develop the Land as shown in **Schedule B – Site Plan**, including:
    - i. A minimum 7.5m<sup>2</sup> permeable amenity space for use by the coach house resident that is screened with a minimum 1.2m tall and landscaping;
    - ii. A signpost with the coach house address visible from Symonds Street;



- iii. A minimum 90cm wide permeable pathway from Roberts Street to the coach house entry;
  - iv. Maintaining an existing tree;
  - v. A permeable surface between the coach house and the rear lane;
  - vi. A permeable parking area for the coach house resident; and
  - vii. A screened garbage and recycling area for the coach house resident.
- c) To provide a minimum of one rain barrel for the purpose of capturing rain water from the coach house rooftop.
6. 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.
7. The plans and specifications attached to this Permit are an integral part of this Permit.
8. 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 (**3060-19-16**) or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. This Permit prevails over the provisions of the Bylaw in the event of conflict.
10. 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             2019.**

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

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

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

\_\_\_\_\_  
Signed

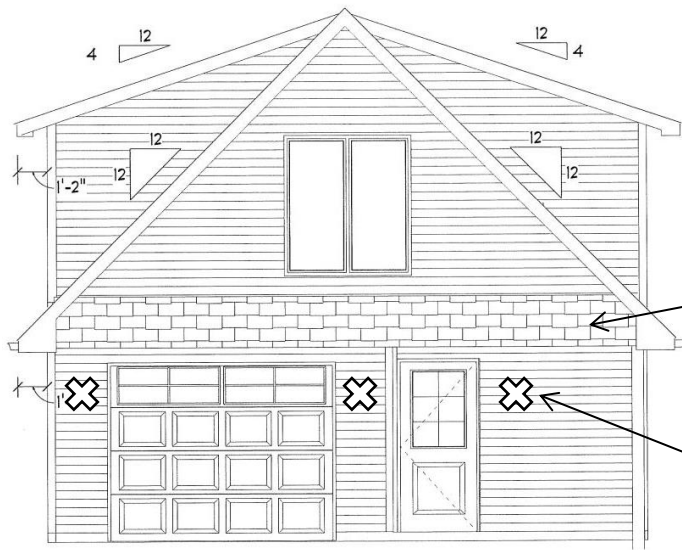
\_\_\_\_\_  
Witness

\_\_\_\_\_  
Title

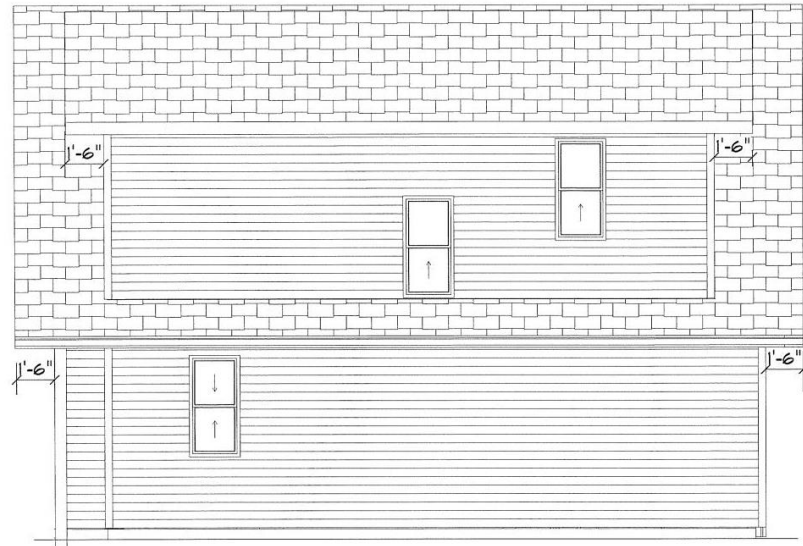
\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Date

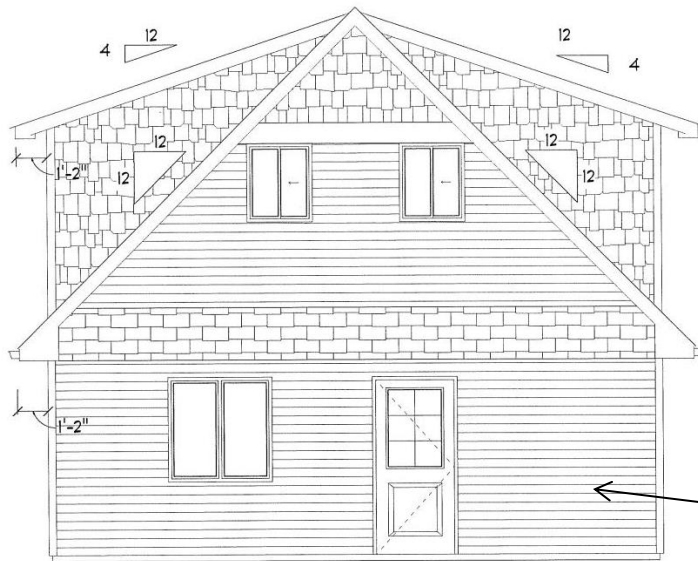
\_\_\_\_\_  
Date



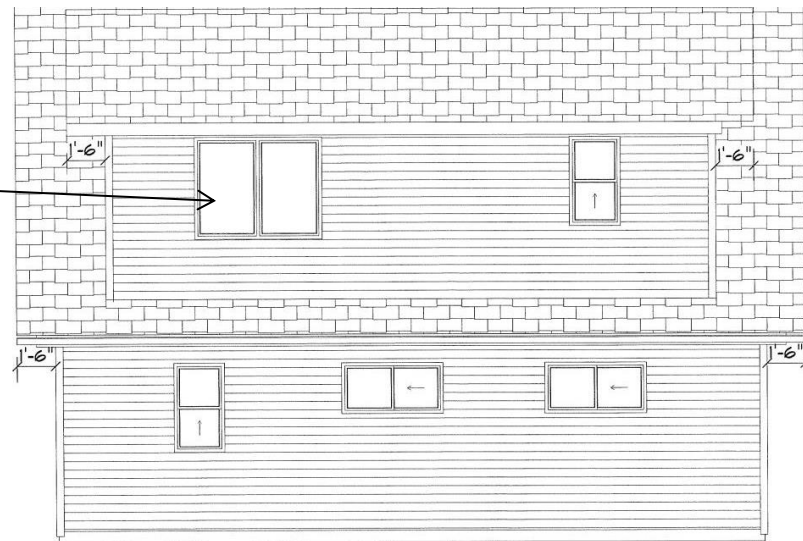
Front Elevation (facing lane)



Right Elevation (facing northeast neighbour)



Rear Elevation (facing principal dwelling)



Left Elevation (facing southwest neighbour)

Vinyl shingle siding

Exterior lighting

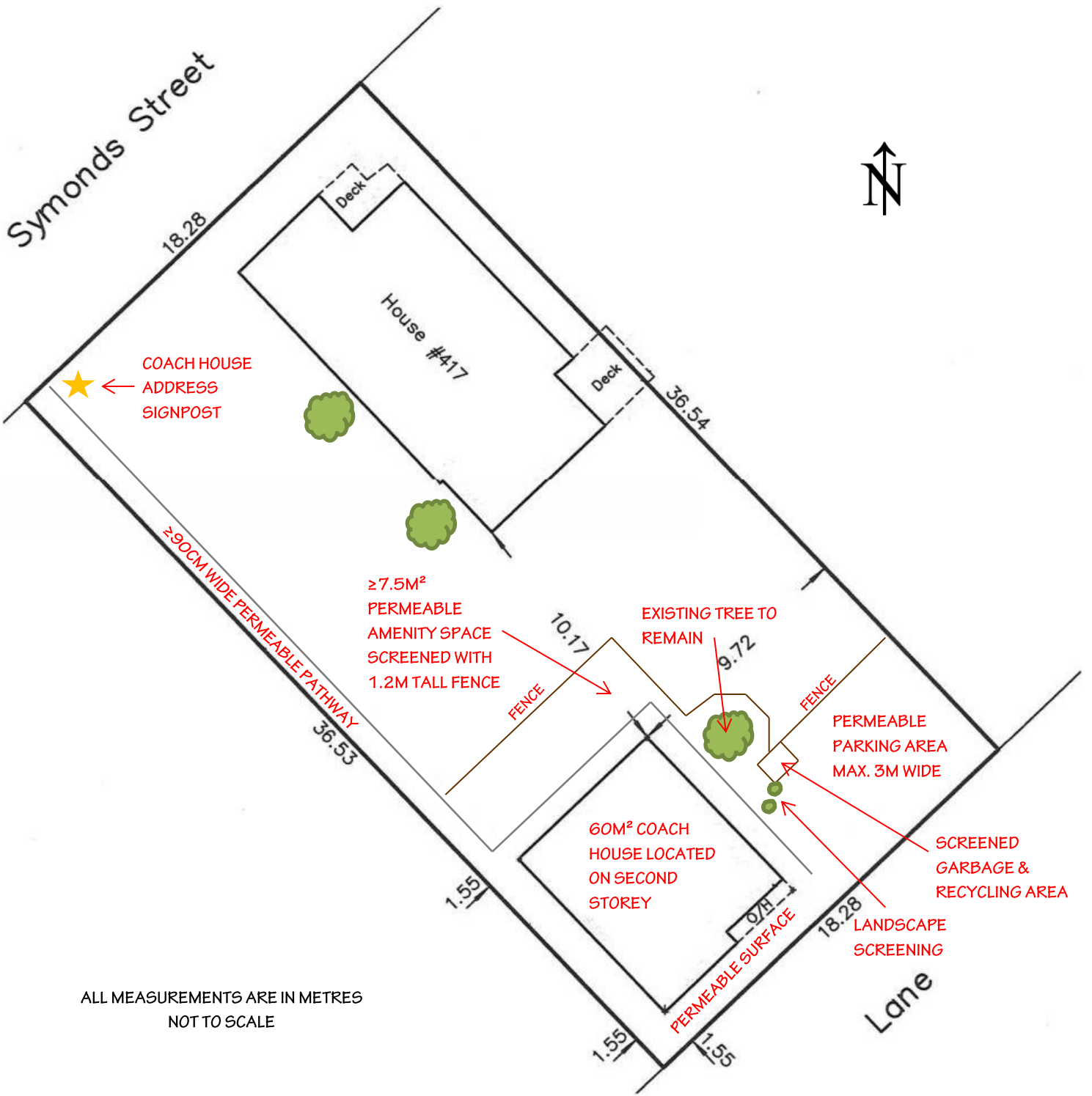
Vinyl windows with white wood accents

Vinyl siding with white wood accents

\*Maximum height of accessory building containing coach house is 6.6m, calculated in accordance with Town of Ladysmith Zoning Bylaw 2014, No. 1860.

\*Maximum width of the garage door is 3m.

Schedule A – Elevation Plan  
 DP 3060-19-16  
 417 Symonds Street  
 Traci Graf



ALL MEASUREMENTS ARE IN METRES  
NOT TO SCALE

Schedule B - Site Plan  
DP 3060-19-16  
417 Symonds Street  
Traci Graf

**INFORMATION REPORT TO COUNCIL**

**Report Prepared By:** Julie Tierney, Administrative Supervisor  
**Date:** November 26, 2019  
**Meeting Date:** December 3, 2019  
**File No:**  
**RE:** **PARK NAMING REQUEST & POLICY**

**RECOMMENDATION:**

That Council consider directing staff to develop a draft Park Naming Policy and application process for Council’s consideration.

**EXECUTIVE SUMMARY:**

At its meeting of November 20, 2019 the Parks, Recreation and Culture Advisory Committee (PRCAC) reviewed this item referred by Council and made the following recommendation:

*2019-19: That Parks, Recreation and Culture Advisory Committee recommend a Park Naming Policy be put in place prior to a decision being made on the naming of the Russell Road Park.*

**PREVIOUS COUNCIL DIRECTION:**

CS 2019-212	That Council refer to the Parks, Recreation & Culture Advisory Committee the request by Bill and Sheila Andreychuk, in their correspondence dated May 27, 2019, to name the Russell Road Park "Oiva Rutti Park".
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**DISCUSSION:**

A recent letter to Mayor and Council requesting the designated park area on Russell Road be named “Oiva Rutti Park” was referred to PRCAC for feedback. At its meeting on November 20, 2019, the PRCAC discussed and resolved that Council should consider establishing a policy and process to provide direction in naming or renaming a Town park, amenity, field or facility and that a name or dedication should meet specific criteria to ensure that names reflect the unique location, geography, or area of where the property is located or recognize the exceptional contributions of individuals or organizations.

Currently the Town does not have a Park Naming policy in place.

***I approve the report and recommendation(s).***

**Guillermo Ferrero, Chief Administrative Officer**

**ATTACHMENT(S):** Andreychuk letter



May 27, 2019

Attention Mayor and Council:

Regarding the development of 41 Lots on Russell Road

A portion of this property which belonged to the Rutti family was designated a park for the people and their families in the area to enjoy.

The Rutti family ("100 year pioneers on Russell Road") have fifteen living generations, one of which is still living, Mrs. Ethel Rutti, at 97 years of age. The family would very much like to leave a legacy and have the park named "Oiva Rutti Park".

The neighbours and people using the park would like the Mayor and Council to seriously consider with respect to the Rutti family their wish to name the park "Oiva Rutti Park".

Yours truly,

Bill and Sheila Andreychuk  
43 years on Russell Road

STAFF REPORT TO COUNCIL

**Report Prepared By:** Erin Anderson, Director of Financial Services  
Joanna Winter, Manager of Legislative Services

**Meeting Date:** December 2, 2019

**File No:**

**RE:** WATER SUPPLY PROJECTS – BORROWING BYLAW

---

RECOMMENDATION:

That Council direct staff to prepare a borrowing bylaw in the amount of up to \$6,200,000 to support the Investing in Canada Infrastructure Program grant application for Water Supply Projects.

EXECUTIVE SUMMARY:

There is a new federal government grant funding program available that provides grants of up to 73.33 per cent for eligible major infrastructure projects. The Town would be required to contribute its own contribution. This is estimated to be \$6.2 million, the majority of which will come from borrowing. A borrowing bylaw, which requires elector assent through an Alternative Approval Process, will be required.

PREVIOUS COUNCIL DIRECTION:

That Council:

1. Direct staff to submit an application for the grant funding application for the Water Supply Infrastructure Projects through the *ICIP – Green Infrastructure: Environmental Quality Sub-stream*, and
2. Support the project and commit to its share (\$6,200,000 ) of the project.

INTRODUCTION/BACKGROUND:

The Province and Federal Governments announced a new funding opportunity – Investing in Canada Infrastructure Program - Green Infrastructure - Environmental Quality. The focus of this funding is to “support quality and management improvements for drinking water, wastewater and stormwater, as well as reductions to soil and air pollutants through solid waste diversion and remediation”.

The proposed bundle of water supply projects include:

Holland Dam	12,410,000
Holland to Stocking Interconnect	6,400,000
Stocking Lake Main Twinning	4,300,000
Total preliminary costs	<u>\$ 23,110,000</u>

These are basic cost estimates, meaning that a substantial contingency is required to ensure enough funding is available once actual costs are known.

The grant funding available is up to 73.33 per cent of the eligible project costs and the Town is limited to submitting only one application. Water reserves funds will be utilized to cover a portion of the contingency, however borrowing for the remainder will be required.

The deadline to apply is February 26, 2020.

Under the *Community Charter*, local governments must seek the assent of the electors for any borrowing that will be repaid over a term longer than five years. In this instance, Council may use the Alternative Approval Process to seek elector approval of the proposed borrowing.

**ALTERNATIVES:**

Council can choose:

- Not to apply for the grant at this time
- Reduce the number of projects included in the grant application.

**FINANCIAL IMPLICATIONS:**

The preliminary costs for these projects totals \$23.11 million. If successful, the Town could receive just under \$16.95 million, leaving just over \$6 million to fund.

As the project estimates are class D, it would be prudent to save the funds in the water reserve for contingency instead of reducing the overall borrowing amount. Further details regarding the borrowing will be calculated and provided if Council directs staff to submit the grant application.

**LEGAL IMPLICATIONS:**

All legislative requirements for borrowing will be adhered to.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

A draft communications plan outline is attached for information. The plan is intended to convey the importance of these projects, the need to borrow funds to support them, and the implications to tax payers.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Infrastructure Services, Financial Services and Legislative Services will work together on the grant application, bylaw and alternative approval process.

**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 checked="" type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems        |
| <input checked="" type="checkbox"/> Healthy Community         | <input type="checkbox"/> Local, Diverse Economy    |
| <input type="checkbox"/> Not Applicable                       |  |

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Infrastructure | <input type="checkbox"/> Economy        |
| <input type="checkbox"/> Community                 | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront                |   |

*I approve the report and recommendation(s).*

**Guillermo Ferrero, Chief Administrative Officer**

**ATTACHMENT(S):**

Draft Communications Plan Outline



## Water Projects Grant - AAP Communications Plan

**Objective:** To inform Town of Ladysmith residents about the Alternative Approval Process to allow for the borrowing of funds if our federal infrastructure grant application is successful.

**Background/context:** Town of Ladysmith Council has made investing in infrastructure a strategic priority for the current term. With this in mind, Town staff have explored grant opportunities and recommended to Council that three major water projects be submitted together as a single federal infrastructure grant application. The projects are the Holland Lake Dam, Stocking Lake to Holland Lake Interconnect and the Stocking Lake Main twinning. Preliminary estimates for these three projects are approximately \$23.1-million, including rough contingency costs, and the grant funding would cover up to 73.33% of the total costs.

The Town's grant application will be strengthened by demonstrating our ability to borrow the remaining \$6.2-million to complete the projects. We require electoral assent through an AAP before submitting our application.

The dates for the AAP are January 10, 2020 to February 13, 2020.

**Strategic Approach/Tools:** We will circulate notice of the Alternative Approval Process in accordance with the statutory requirements along with supporting communications materials. The information and messaging will inform our stakeholders and audiences about the water projects, our overall water supply system and the impact of the Town's borrowing on residents' parcel taxes. The following tools will guide our communications approach:

- Key Messages
- FAQs
- News release
- Infographic highlighting water supply system
- Notice of Electors
- Social media posts
- Newsletter
- Website posts

### **Stakeholders and Audiences:**

Town of Ladysmith residents  
Mayor and Council  
Local media – Ladysmith Chronicle and Take 5

### **Spokesperson(s):**

Mayor Aaron Stone  
Guillermo Ferrero, CAO

## STAFF REPORT TO COUNCIL

**Report Prepared By:** Joanna Winter, Manager of Legislative Services  
**Meeting Date:** December 2, 2019  
**File No:** 0550-01  
**RE:** **ADOPTION OF AMENDMENT TO COUNCIL PROCEDURE BYLAW AND 2020 COUNCIL MEETING SCHEDULE**

### RECOMMENDATION:

That Council:

1. Adopt Town of Ladysmith Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (# 3) 2019, No. 2023;
2. Confirm that its last meeting of 2019 will be held on Monday, December 16; and
3. Following adoption of Bylaw 2023, direct staff to advertise the following 2020 Council meeting schedule in accordance with the *Community Charter*:

Date of Meeting	Meeting
January 7	Council
January 14	Committee of the Whole
January 21	Council
February 4	Council
February 18	Council
March 3	Council
March 10	Committee of the Whole
March 17	Council
April 7	Council
April 21	Council
May 5	Council
May 12	Committee of the Whole
May 19	Council
June 2	Council
June 16	Council
July 7	Council
July 14	Committee of the Whole
July 21	Council
August 4	Council
August 18	Council
September 1	Council
September 8	Committee of the Whole



<b>Date of Meeting</b>	<b>Meeting</b>
September 15	Council
October 6	Council
October 20	Council
November 3	Council
November 10	Committee of the Whole
November 17	Council
December 1	Council
December 15	Council

**EXECUTIVE SUMMARY:**

Council has previously given first three readings to Bylaw 2023, which amends the Council Procedure Bylaw to change the Council meeting day from the first and third Monday of each month to the first and third Tuesday. Bylaw 2023 also changes the name of the Municipal Services Committee to Committee of the Whole (CoW) and provides that this Committee will meet on the second Tuesday of every other month. Once Council has adopted Bylaw 2023, staff will advertise the new meeting schedule for 2020, again in accordance with the *Community Charter*.

**PREVIOUS COUNCIL DIRECTION**

<b>Date</b>	<b>Resolution</b>	<b>Resolution Details</b>
Oct 21, 2019	CS 2019-332	That Council change the name of the Municipal Services Committee to Committee of the Whole.
	CS 2019-333	That Council establish that Council will meet as Committee of the Whole on the second Tuesday of every second month. OPPOSED: Councillor Johnson
	CS 2019-334	That Council confirm that the role of the Committee of the Whole is to give preliminary consideration to proposed policies, services and/or other matters and make recommendations to Council.
	CS 2019-335	That Council direct staff to draft amendments to Council Procedure Bylaw No. 1666 to reflect the proposed changes to the Council meeting schedule and Committee of the Whole name, role and meeting schedule.
Nov. 4, 2019	CS 2019-361	That Council give first three readings to "Town of Ladysmith Council Procedure Bylaw 2012, No. 1666, Amendment Bylaw (No. 3), 2019, No. 2023" and direct staff to give notice accordingly.

**INTRODUCTION/BACKGROUND:**

Council adopted a series of resolutions on October 21, 2019 to change its meeting schedule, to confirm the role of the Municipal Services Committee, and to change the Committee's name. These changes required amendments to the Town's Council Procedure Bylaw.

On November 4, Council gave first three readings to Bylaw 2023, which amends the Council Procedure Bylaw to change the Council meeting day from the first and third Monday of each month to the first and third Tuesday. Bylaw 2023 also changes the name of the Municipal Services Committee to Committee of the Whole (CoW) and provides that this Committee will meet on the second Tuesday of every other month.

In accordance with the requirements of the *Community Charter* governing amendments to the Council Procedure Bylaw, notice of the proposed changes was published in the *Ladysmith Chronicle* on November 7 and 14. To date, staff have received no public feedback on the proposed changes.

The Town is also required by the *Community Charter* to post its upcoming annual meeting schedule at least once a year (s. 127). Following adoption of Bylaw 2023, staff will proceed to give notice in two consecutive editions of the *Ladysmith Chronicle*. It is anticipated that the new schedule will take effect on the first Tuesday in January 2020.

**ALTERNATIVES:**

Council can choose to amend Bylaw 2023, or not to proceed with it, and maintain the current meeting schedule.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

All requirements of the *Community Charter* with respect to Council procedures and public notice are being followed.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Staff will implement a communications plan advising citizens through social media, the Town's website and local press of the meeting schedule change. The new, Tuesday meeting date will lead to fewer meetings cancelled due to statutory holidays, giving more consistency to Council's meetings and the conduct of Town business.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**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"/> Infrastructure | <input type="checkbox"/> Economy                   |
| <input type="checkbox"/> Community      | <input checked="" type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront     |  |

***I approve the report and recommendation(s).***

**Guillermo Ferrero, Chief Administrative Officer**

**ATTACHMENT(S):**

Bylaw 2023

**TOWN OF LADYSMITH**

**BYLAW NO. 2023**

**A BYLAW TO AMEND COUNCIL PROCEDURE BYLAW 2009, NO. 1666**

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

**1. Amendments**

a) Amend section 2.1 to read as follows:

“Subject to Subsection 2.2 to 2.4 inclusive of this bylaw, regular meetings of Council shall be held on the first and third **Tuesday** of each month at 7:00 p.m. in the Council Chambers at City Hall, except where Council determines that a meeting will be held elsewhere.”

b) Amend section 5.1 to read as follows:

“In this section:

“Primary Committee” means the following committee of council:

(a) **Committee of the Whole”**

c) Insert a new section 22, to read as follows:

**22. COMMITTEE OF THE WHOLE**

22.1 Council will meet as Committee of the Whole on the second Tuesday of every second month to give preliminary consideration to proposed policies, services and/or other matters and make recommendations to Council.

22.2 Committee of the Whole meetings will take place at City Hall unless, by resolution, Council has chosen another location specified in the resolution.

and renumber all remaining sections accordingly.

**2. Citation**

This Bylaw may be cited for all purposes as “Town of Ladysmith Council Procedure Bylaw 2009, No. 1666, Amendment Bylaw (# 3) 2019, No. 2023.

**READ A FIRST TIME      on the      4<sup>th</sup>      day of      November, 2019**

**READ A SECOND TIME      on the      4<sup>th</sup>      day of      November, 2019**

**READ A THIRD TIME      on the      4<sup>th</sup>      day of      November, 2019**

**ADOPTED      on the      day of**

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

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

## INFORMATION REPORT TO COUNCIL

**Report Prepared By:** Erin Anderson, Director of Financial Services  
**Date:** November 25, 2019  
**Meeting Date:** December 2, 2019  
**File No:**  
**RE:** REVENUE ANTICIPATION BYLAW

---

**RECOMMENDATION:**

That Council give first three readings to the 2020 Revenue Anticipation Borrowing Bylaw 2019, No. 2030.

**EXECUTIVE SUMMARY:**

Each year, Council may grant approval to borrow money to meet budgeted financial obligations prior to the property tax due date in early July. Some of these obligations occur prior to the annual property tax levy. This bylaw allows for short-term borrowing up to 75% of the 2019 property tax levy.

**PREVIOUS COUNCIL DIRECTION:**

This bylaw must be approved by Council annually.

**DISCUSSION:**

- Each year, a revenue anticipation bylaw is prepared in advance of the annual property tax levy.
- This borrowing is permitted under Section 177 titled Revenue Anticipation Borrowing of the *Community Charter*. This borrowing differs from regular borrowing as electoral ascent is not required.
- Historically, the Town has not executed one of these bylaws, though it is wise financial management to have this bylaw in place in case of an emergency.

*I approve the report and recommendation(s).*

Guillermo Ferrero, Chief Administrative Officer

**ATTACHMENT(S):**

**TOWN OF LADYSMITH**

**BYLAW NO. 2030**

A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue

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**WHEREAS** the Town of Ladysmith does not have sufficient money on hand to meet the current lawful expenditures of the municipality;

**AND WHEREAS** it is provided by Section 177 of the *Community Charter* that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year.

**AND WHEREAS** the total amount of liability that Council may incur is six million and six hundred thousand dollars (\$6,600,000);

**AND WHEREAS** there are no liabilities outstanding under Section 177;

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

1. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the Town of Ladysmith an amount or amounts not exceeding the sum of six million and six hundred thousand dollars (\$6,600,000).
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the authorized Signing Officers.
3. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

**CITATION**

4. This bylaw may be cited as “2020 Revenue Anticipation Borrowing Bylaw 2019, No. 2030.”

READ A FIRST TIME            on the                            day of December            , 2019

READ A SECOND TIME        on the                            day of December            , 2019

READ A THIRD TIME         on the                            day of December            , 2019

ADOPTED                        on the                            day of December            , 2019

---

Mayor  
(A. Stone)

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Corporate Officer  
(J. Winter)



## INFORMATION REPORT TO COUNCIL

Report Prepared By: Erin Anderson, Director of Financial Services  
 Date: November 26, 2019  
 Meeting Date: December 2, 2019  
 File No:  
 RE: WATER AND SEWER UTILITY RATES

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### **RECOMMENDATION:**

That Council give first three readings to:

1. Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2019, No. 2032; and
2. Town of Ladysmith Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2019, No. 2033.

### **EXECUTIVE SUMMARY:**

Discussions regarding the 2020 water and sewer utility rates occurred with Council on November 18<sup>th</sup> & 25<sup>th</sup> during the 2020-2024 budget deliberations. These bylaws formalize the direction to proceed with increases to the water rates as \$10 to the base fee plus 10% to each step and a 5% increase to the sewer fees.

### **PREVIOUS COUNCIL DIRECTION:**

CS 2019-374 That Council:

1. Approve the Water and Sewer Capital Projects for 2020 as presented;
2. Direct staff to prepare an amendment to the Water Rates Bylaw 1999, No.1298 to increase the base rate by \$10.00 plus a 10% increase to each consumption step rate, effective January 1, 2020; and
3. Direct staff to prepare an amendment to Sewer Rates Bylaw 1999, No. 1299 to increase each rate classification by 5%, effective January 1, 2020.

### **DISCUSSION:**

Details of the water and sewer budgets were discussed during the budget deliberations. These bylaws are presented at this time to ensure they are in place and effective for January 1, 2020.

*I approve the report and recommendation(s).*

Guillermo Ferrero, Chief Administrative Officer

### **ATTACHMENT(S):**

**TOWN OF LADYSMITH**

**BYLAW NO. 2032**

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

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

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

**Amendment**

1. Schedule 'A' of "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2019, No. 1996" is hereby replaced with the attached Schedule 'A'.

**Effective Date**

2. The provisions of this bylaw shall become effective and be in force as of January 1, 2020.

**Citation**

3. This bylaw may be cited as "Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2019, No. 2032".

<b>READ A FIRST TIME</b>	on the	day of	, 2019
<b>READ A SECOND TIME</b>	on the	day of	, 2019
<b>READ A THIRD TIME</b>	on the	day of	, 2019
<b>ADOPTED</b>	on the	day of	, 2019

---

Mayor (A. Stone)

---

Corporate Officer (J. Winter)

**SCHEDULE "A"**

**TOWN OF LADYSMITH**

**Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2019, No. 2032**

**1 METERED SINGLE UNIT DWELLING**

Per billing period:

Base Rate, including consumption to 25 m <sup>3</sup>	\$ 51.13	
Next 26 m <sup>3</sup> to 50 m <sup>3</sup>	\$ 0.9302	per m <sup>3</sup>
Next 51 m <sup>3</sup> to 75 m <sup>3</sup>	\$ 1.0993	per m <sup>3</sup>
Next 76 m <sup>3</sup> to 100 m <sup>3</sup>	\$ 1.3528	per m <sup>3</sup>
Next 101 m <sup>3</sup> to 125 m <sup>3</sup>	\$ 1.7757	per m <sup>3</sup>
Over 125 m <sup>3</sup>	\$ 2.3675	per m <sup>3</sup>

**2 METERED SERVICE - all other users**

Per billing period:

Base Rate, including consumption to 25 m <sup>3</sup>	\$ 51.13	
Over 25 m <sup>3</sup>	\$ 0.8456	per m <sup>3</sup>

**3 NON-METER SERVICE**

Per billing period:	\$ 74.13	per unit
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**4 WATER SERVICE CONNECTION RATES**

Where a service connection has not been previously provided to a parcel but where the Public Waterworks system front or abuts the parcel:

(A) Up to a 25mm (4") service connection including meter, meter box, meter setter, check valves, shut-off valves and other related appurtenances: \$3,000 per connection

(B) Larger than 25mm (4") shall be: At cost but no less than \$3,000 per connection

Where a service connection has been previously provided to a parcel:

(C) service connection including meter, meter box, meter setter, check values, shut-off valves and other related appurtenances and is the requested size: \$100 per connection

(D) Owner requested service modification including installation of a water meter, meter box, meter setter, check valves, shut-off valve and any other related appurtenances shall be: At cost, but no less than \$3,000 per connection

**5 FINES**

Every person who violates any provision of this bylaw shall be guilty of an offence punishable on summary conviction and shall be liable to a fine or to imprisonment for not more than 6 months, or both. \$2,000 per offence  
Each day that a violation of the provisions of this bylaw occurs, exist or is permitted to occur or exists, shall constitute a separate offense.

Effective Jan 1, 2020.

**TOWN OF LADYSMITH**

**BYLAW NO. 2033**

A bylaw to amend the Sanitary Sewer Rate Bylaw 1999, No. 1299 of the Town of Ladysmith.

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

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

**Amendment**

1. Schedule “A” of “Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2019, No. 1997” is hereby replaced with the attached Schedule “A”.

**Effective Date**

2. The provisions of this bylaw shall become effective and be in force as of January 1, 2020.

**Citation**

3. This bylaw may be cited as "Town of Ladysmith Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2019, No. 2033".

<b>READ A FIRST TIME</b>	<b>day of ,</b>
<b>READ A SECOND TIME</b>	<b>day of ,</b>
<b>READ A THIRD TIME</b>	<b>day of ,</b>
<b>ADOPTED</b>	<b>day of ,</b>

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Mayor (A. Stone)

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Corporate Officer (J. Winter)

**SCHEDULE "A"**

**TOWN OF LADYSMITH**

**Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2019, No. 2033**

**SCHEDULE OF RATES**

<b>CLASSIFICATION</b>		<b>Sewer Charge Per Month (\$)</b>
<b>Residences or Apartments:</b>	For each Dwelling Unit	\$ 30.19
<b>Motels &amp; Auto Courts:</b>	Premises of owner or operator	\$ 30.19
	For each rental unit	\$ 4.61
<b>Mobile Home Parks:</b>	Public rest rooms and/or service rooms	\$ 30.19
	For each mobile home with sewer connection	\$ 30.19
<b>Hotels:</b>	Owners or managers quarters	\$ 30.19
	Per apartment for rent	\$ 30.19
	Per room for rent	\$ 4.61
<b>Beer Parlours, Pubs, Licenced Cabarets &amp; Lounges:</b>	For each separately licenced area	\$ 62.85
<b>Cafes, Restaurants &amp; Dining Rooms:</b>		\$ 62.85
<b>Offices, Shops and Stores:</b>	Per office, store & store unit not otherwise specified	\$ 30.19
<b>Store(s) and Suites(s) combined:</b>	Per store unit	\$ 30.19
	Per suite	\$ 30.19
<b>Stores(s) and Office(s) combined:</b>	Per store unit	\$ 30.19
	per office unit	\$ 30.19
<b>Office Building:</b>	per office unit	\$ 30.19
<b>Laundry or Laundromat:</b>		\$ 99.86
<b>Services Stations and Garages:</b>	Without car wash	\$ 30.19
	With car wash	\$ 67.17
<b>Public or Social Club with licenced bar:</b>		\$ 62.85
<b>Church Hall, Public Hall or Lodge Room</b>		\$ 23.37
<b>Hospitals &amp; Nursing Homes</b>	per bed	\$ 14.04
<b>Schools</b>	per classroom, auditorium or office	\$ 30.19

Effective January 1, 2020