

**A REGULAR MEETING
OF THE TOWN OF LADYSMITH COUNCIL
AGENDA
7:00 P.M.**

Tuesday, September 15, 2020

This meeting will be held electronically as per Ministerial Order No. M192

Pages

1. CALL TO ORDER

Please follow this link to view the meeting: <https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured>

2. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for September 15, 2020.

3. MINUTES

3.1 Minutes of the Special Meeting of Council held August 25, 2020

6

Recommendation

That Council approve the minutes of the Special Meeting of Council held August 25, 2020.

3.2 Minutes of the Regular Meeting of Council held September 1, 2020

8

Recommendation

That Council approve the minutes of the Regular Meeting of Council held September 1, 2020.

4. DELEGATIONS

4.1 Barry O'Riordan, Economic Development Cowichan

13

Update on the EDC Strategic Plan and COVID-19 response activities.

5. PROCLAMATIONS

5.1 National Forest Week

63

Mayor Stone has proclaimed September 20 to 26, 2020 as National Forest Week in the Town of Ladysmith.

6. COMMITTEE MINUTES

6.1 September 8, 2020 Committee of the Whole Recommendations

64

Recommendation

That Council:

1. Confirm the kickoff date of February 2021 to commence community engagement for the new Official Community Plan;
2. Approve that the scope for the Official Community Plan review will be comprehensive/new; and
3. Direct staff to schedule a Special Committee of the Whole Meeting for October 2020, dedicated to discussing the Official Community Plan review process.

Recommendation

That Council approve the amended Purchasing Policy 05-1790-D as presented by the Director of Financial Services.

7. REPORTS

7.1 Resident Alien - Street and Parking Closure Requests for Second Round of Filming

84

Recommendation

That Council approve the following requests from the production company for the second round of filming of the television series Resident Alien, subject to negotiation of final schedules between staff and the production company:

1. Intermittent closures of parking spaces between October 1 to 7:
 - On both sides of 1st Avenue from 330 to 610 1st Avenue;
 - On both sides of 1st Avenue from Baden Powell Street to Gatacre Street;
 - On both sides of Roberts Street from the TransCanada Highway to 120 Roberts Street;
 - The south side of Gatacre Street, between the TransCanada Highway and 1st Avenue;

- On both sides of the “Malone Road Alley” between 1st Avenue and 121 Gatacre Street; and
 - On both sides of High Street, between the alleys to the east and west of 1st Avenue and 11 High Street.
2. Intermittent closures of Roberts Street except for local traffic only between the TransCanada Highway and 1st Avenue on October 4 and 6, on the condition that the company has a traffic management plan and highway use permit in place, with appropriate signage;
 3. Intermittent traffic control between October 4 to 6:
 - On the 300 and 400 blocks of 1st Avenue; and
 - On High Street between 1st Avenue and the TransCanada Highway.
 4. Use of the Town controlled portion of the Fisherman’s Wharf parking lot at 837 Ludlow Road from October 1 to 8 for a production staging area.
 5. Closure of the Town-owned parking lots at:
 - 117 Gatacre Street from October 2 to 7 for truck parking; and
 - 17 and 25 Roberts Street from October 1 to 8 for storage of equipment and tents.
 6. Closure of the following areas for from October 4 to 6 for crew parking:
 - parking areas along Oyster Bay Drive, between Ludlow Road and Transfer Beach Boulevard, excluding areas currently in use for construction;
 - the south side of Transfer Beach Boulevard from Oyster Bay Drive to Transfer Beach Park;
 - the portion of 610-840 Oyster Bay Drive on the south side of Transfer Beach Boulevard; and
 - the gravel parking area north of the Transfer Beach Amphitheatre.
 7. Use of:
 - the gravel infield and, weather permitting, the outfield at High Street Park from October 3 to 7 for a waiting area for extras and miscellaneous staging;
 - the Town-owned lots at 12, 20 and 26 Buller Street on an as-

needed basis for vehicle parking, equipment staging or other filming-related uses from October 1 to 8; and

- the alley between 422 and 416 1st Avenue for an equipment cache from October 4 to 6.

7.2 2021 Permissive Tax Exemptions 91

Recommendation

That Council:

1. Give first three readings to “Town of Ladysmith 2021 Permissive Tax Exemptions Bylaw 2020, No. 2052”;
2. Give first three readings to “Town of Ladysmith Community Services Centre Tax Exemption Bylaw 2020, No. 2053”; and
3. Direct staff to not include the fully exempt properties on the water parcel tax or the sewer parcel.

7.3 Temporary Downtown Washroom 105

Recommendation

That Council direct staff to extend the rental of the portable washroom on 1st Avenue until a permanent washroom is constructed on 1st Avenue.

8. BYLAWS

8.1 Town of Ladysmith Waterworks Regulation Bylaw 1999, No. 1298, Amendment Bylaw 2020, No. 2051 107

Recommendation

That Council adopt “Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2020, No. 2051”.

8.2 Bylaw Status Sheet 111

9. CORRESPONDENCE

9.1 Email dated September 3, 2020 from Royal Bank of Canada, Ladysmith Branch re: proposed tables in front of the branch 112

Recommendation

That Council direct staff to amend the location map for downtown picnic tables by removing the table proposed for the lower level of the sidewalk area in front of the Royal Bank of Canada building.

9.2 Cowichan Housing Association 2019/20 Annual Report 114

Recommendation

That Council receive for information the Cowichan Housing Association 2019/20 Annual Report.

9.3 Letter dated August 2020 from the 257 RCACS Ladysmith Cadets re: use of Aggie Hall

139

Recommendation

That Council refer to staff for followup the letter dated August 2020 from the 257 RCACS Ladysmith Cadets regarding use of Aggie Hall.

10. NEW BUSINESS

11. QUESTION PERIOD

Residents can submit questions to Council via email at info@ladysmith.ca during the meeting.

- Persons wishing to address Council must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must include 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.
- 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

12. ADJOURNMENT



MINUTES OF A SPECIAL MEETING OF COUNCIL

Tuesday, August 25, 2020

5:00 P.M.

This meeting was held electronically as per Ministerial Order No. M192

Council Members Present:

Councillor Marsh Stevens, Deputy Mayor	Councillor Tricia McKay
Councillor Amanda Jacobson	Councillor Duck Paterson
Councillor Rob Johnson	Councillor Jeff Virtanen

Regrets:

Mayor Aaron Stone

Staff Present:

Erin Anderson	Donna Smith
Geoff Goodall	Mike Gregory (vacated at 5:35 p.m.)

1. CALL TO ORDER

Deputy Mayor Stevens called this Special Meeting of Council to order at 5:00 p.m., in order to retire immediately into Closed Session.

2. AGENDA APPROVAL

CS 2020-257

That Council approve the agenda for this Special Meeting of Council for August 25, 2020 with the following amendment:

- Add to item 3 the following reason to proceed into Closed Session:
 - personal information about an identifiable individual being considered for a position as an officer, employee or agent of the municipality - section 90(1)(a)

Motion Carried

3. **CLOSED SESSION**

CS 2020-258

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:

- personal information about an identifiable individual being considered for a position as an officer, employee or agent of the municipality - section 90(1)(a)
- litigation or potential litigation affecting the municipality - section 90(1)(g)
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose - section 90(1)(i)

Motion Carried

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

Council rose from Closed Session at 5:48 p.m. without report.

5. **ADJOURNMENT**

CS 2020-259

That this Special Meeting of Council adjourn at 5:49 p.m.

Motion Carried

Deputy Mayor (M. Stevens)

Corporate Officer (D. Smith)



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, September 1, 2020

6:30 P.M.

This meeting was held electronically as per Ministerial Order No. M192

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:

Erin Anderson
Jake Belobaba
Geoff Goodall

Donna Smith
Mike Gregory
Sue Bouma

1. CALL TO ORDER

Mayor Stone called this Regular Meeting of Council to order at 6:32 p.m., in order to retire immediately into Closed Session.

2. CLOSED SESSION

CS 2020-260

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:

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

Motion Carried

3. OPEN MEETING (7:00 p.m.)

Mayor Stone called this Regular Meeting of Council to order at 7:00 p.m., recognizing that it was taking place on the traditional territory of the Stz'uminus First Nation.

He congratulated Roxanne Harris, the new Chief of the Stz'uminus First Nation, as well as all the new and returning Council members. He also thanked all the Council members who were not returning, and shared his deep gratitude and respect for former Chief John Elliott and the unifying work he did in his eleven years of service to the community.

The Mayor and Council then expressed their deep condolences to the family of Katie Blogg, who passed away after a tragic car accident on Saturday.

4. AGENDA APPROVAL

CS 2020-261

That Council approve the agenda for this Regular Meeting of Council for September 1, 2020 as amended by the following:

- Remove item 8.1., "Council Meetings at Aggie Hall"

Motion Carried

5. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 6:34 p.m. without report.

The following items from the Closed Meeting of Council held August 18, 2020 were reported:

- **CE 2020-116**

That Council reappoint Tim Richards to the Town's Parks, Recreation & Culture Advisory Committee for a two-year term, ending June 30, 2022.

- **CE 2020-117**

That Council appoint Emily Weeks to the Town's Parks, Recreation & Culture Advisory Committee for a two-year term ending June 30, 2022.

- **CE 2020-118**

That Council appoint Lesley Lorenz to the Town's Parks, Recreation & Culture Advisory Committee for a two-year term ending June 30, 2022.

- **CE 2020-120**

That Council:

1. As the sole shareholder of DL2016 Holdings Corporation, appoint Rob Hutchins to the Board of Directors to fill the vacancy created by the resignation of Jan Christenson; and
2. Direct the Mayor, on behalf of Council, to send a letter of appreciation to Jan Christenson for her years of service on the DL2016 Board of Directors.

6. MINUTES

6.1 Minutes of the Special Meeting of Council held August 13, 2020

CS 2020-262

That Council approve the minutes of the Special Meeting of Council held August 13, 2020.

Motion Carried

6.2 Minutes of the Regular Meeting of Council held August 18, 2020

CS 2020-263

That Council approve the minutes of the Special Meeting of Council held August 18, 2020.

Motion Carried

7. PROCLAMATIONS

7.1 Rotary Club of Ladysmith Day, September 22, 2020 and Rotary Week, September 20 to 26, 2020

Mayor Stone proclaimed September 22, 2020 as Rotary Club of Ladysmith Day, and September 20 to 26, 2020 as Rotary Week in the Town of Ladysmith.

8. REPORTS

8.1 2021 Financial Plan (Budget) Discussions

CS 2020-264

That Council approve the following schedule to deliberate the 2021-2025 Financial Plan:

- November 3 – Preliminary Operating Budget
- November 10 – Water & Sewer Utility Introduction
- November 17 – Finalize Water & Sewer, introduction Capital budgets
- December 1 – Continuation of general operation, introduction of water and sewer rate bylaws, introduction of general capital projects
- December 15 – adoption of water and sewer rate bylaws, early budget approval of capital projects.

Motion Carried

8.2 Uplands Remediation: Detailed Site Investigation Award of Contract

CS 2020-265

That Council award the contract for the detailed site investigation and remediation plan for the uplands of the Waterfront Area to Golder Associates Ltd for \$279,866 excluding GST.

Motion Carried

9. BYLAWS

9.1 Town of Ladysmith Waterworks Regulation Bylaw 1999, No. 1298, Amendment Bylaw 2020, No. 2051

CS 2020-266

That Council give first three readings to “Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2020, No. 2051”.

Motion Carried

10. QUESTION PERIOD

There were no questions submitted by the public.

11. ADJOURNMENT

CS 2020-267

That this Regular Council meeting adjourn at 7:16 p.m.

Motion Carried

Mayor (A. Stone)

Corporate Officer (D. Smith)

Subject to Adoption



COWICHAN COVID-19 BUSINESS SURVEY #2

Survey Dates: August 5 to 19, 2020

Results Published: September 1, 2020

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COWICHAN COVID-19 BUSINESS SURVEY #2

Survey Dates: August 5 to 19, 2020

Results Published: September 1, 2020

This Post Disaster Needs Assessment (PDNA) was undertaken to assess the impact of the COVID-19 event on Cowichan business operations. The research was collectively undertaken by the CVRD and community partners. The results have generated a Cowichan-specific snapshot that can be used to:

- Identify local business needs at a point in time
- Feed into regional economic recovery planning processes
- Allow the CVRD to lobby the Provincial Government on behalf of Cowichan businesses
- Provide data to support the work of local economic development organizations

This is the second in a series of surveys that will be launched to assess the progress of economic recovery within the regional district.

To provide some context to the information, the data gathered in Survey #2 is presented in this report alongside other relevant BC, Vancouver Island, and Cowichan data from additional sources.

Key Findings of Survey #2

Business Overview

- As of December 2019, the Cowichan region was reported to have 3,040 businesses with employees and 14,736 businesses with no employees (Table 1.1)
- Survey #2 received responses from 101 businesses. Business location and annual sales levels are shown in Graphs 1.1 and 1.2
- The PDNA survey was conducted as a self-selected survey (not a random sample) where businesses had the choice of whether to participate or not and therefore no margin of error can be calculated for the resulting data
- Survey #2 received responses from a wider range of sectors than did Survey #1, resulting in a more complete and representative view of the region (Graph 1.3)
- This report makes comparisons between the goods sector and the services sector. Firms surveyed from the goods sector included construction and manufacturing companies. Firms from the services sector included accommodations, arts and recreation, food services, retail, health services, professional services, and more
- Businesses in the goods sector did not report deriving any income from the tourism sector, whereas 32% of service sector businesses reported 25% or more sales income derived from tourism. It was found that the tourism businesses followed similar trends to the services sector overall, and therefore the services sector was used as a proxy for the tourism sector in the analysis to follow (Graphs 1.4 and 1.5)



Impacts on Business

BC and Vancouver Island Tourism

In BC, the percentage of tourism firms reporting business as usual is up to 28% in this latest survey, which is still lower than the Canadian national average of 38% as reported by the Canadian Federation of Independent Business. There has been a 29% reduction in staffing capacity across all firms when compared to normal times. 39.2% of businesses reported revenue decreases of at least 50% compared to July 2019.

On Vancouver Island, 62% of tourism businesses reported reduced operations and 9% were temporarily closed, leaving just 29% reporting business as usual. 38% reported revenue decreases of at least 50% compared to July 2019, and 17% reported that they had lost all revenue. The average change in revenue year over year for island tourism businesses was -53%¹.

Cowichan Specific Impacts

Cowichan businesses are reopening their doors and seeing some business return, but many have reduced staff levels and are experiencing difficulties related to external factors such as supply chain issues or cancellation of important events they depend on. (Graph 1.6)

- 55% of respondents reported a decrease in sales volumes (versus 77% in Survey #1)
- 58% of service sector businesses reported a decrease in sales volume, versus 33% in the goods sector (Graph 1.7)
- 41% have temporarily or indefinitely shut down (versus 59% in Survey #1)
- 1% of the 101 businesses surveyed have closed their doors permanently
- 27% reported decreased demand for their products and services (versus 56% in Survey #1)
- 43% have experienced disruptions to the supply chain they depend on to operate their business (versus 37% in Survey #1). Of those who have experienced supply chain issues, 23% reported investigating alternatives for purchasing product, 2% for sales and distribution, and 11% for both
- 42% have experienced cancellations of important meetings, gatherings or events they depend on (versus 40% in Survey #1)

Revenue is trending back towards typical levels, but there is still a way to go. (Graph 1.8)

- 11% seeing revenue reductions of 75% or more compared with July 2019 (versus 62% in Survey #1 as compared with April 2019)
- 26% of respondents reported no impact or increased revenue compared to July 2019 (versus 10% in Survey #1)

¹ BC Regional Tourism Secretariat COVID-19 Tourism Impact Report, July 27 to August 4, 2020
<https://tourismresiliency.ca/reports/>



Mental Wellbeing

Mental wellbeing has improved significantly since Survey #1. (Graphs 1.9 and 1.10)

- 20% reported feeling Poor or Fair (versus 98% reporting negative consequences of the crisis in Survey #1)
- 80% reported feeling Good, Very Good or Excellent (versus 29% reporting positive feelings in Survey #1)

Employment

BC Wide

As reported in the July 2020 Labour Force Statistics Highlights published by BC Stats, the unemployment rate in BC was 11.1% in July, down 1.9 percentage points from June and up 6.6 percentage points from 12 months ago.

In July, the BC labour force continued to increase (+ 20,000) after substantial declines in March and April, while the number of jobs grew as well (+70,200). Both saw decreases compared to 12 months ago, with employment down by 192,200 and 17,000 fewer individuals in the labour force, mainly due to the implications of the pandemic.

Youth in BC have been especially hard hit, with the unemployment rate for youth aged 15 to 24 years up 14.9 percentage points over July 2019, to sit at 24.1%. Differences were also seen between genders, with the unemployment rate for men down from 9.3% in June to 8.9% in July, and for women the rate was down from 11.4% in June to 8.7% in July².

Cowichan Specific

Cowichan businesses are operating with lower staffing levels than pre-COVID and expect this to continue into 2021.

- 44% have reduced staff hours from pre COVID-19 levels and 39% have laid-off employees. Survey #1 saw 54% reporting reductions in staff levels (Graph 1.6)
- Businesses in the service sector were much more likely to report reduced staff hours (46%) and layoffs (40%) than goods sector businesses (25% for both) (Graph 1.7)
- On average, respondents reported a 10% decrease in full-time employees and a 33% decrease in part-time employees compared with typical staffing levels for July 2019
- 27% of respondents have already returned to pre-COVID employment levels (Graph 1.12)
- Of those who have not already returned to pre-COVID employment levels, 33% expect to return by Spring 2021 or sooner
- 17% expect the decrease in staffing to be permanent, at least for the foreseeable future
- 50% of goods sector businesses have already returned to pre-COVID employment levels, versus 22% for the services sector (Graph 1.13)

² BC Labour Force Statistics Highlights: <https://www2.gov.bc.ca/gov/content/data/statistics/employment-labour/labour-market-statistics>



- 42% reported adjusting their hiring procedures to temporarily reduce staff levels, 15% reported permanently reducing staff levels due to reduced demand (Graph 1.14)

Business Response

Cowichan businesses have responded to the crisis in a variety of ways, both in the short-term and in their long-term business planning.

- 21% have introduced a new product or service, and 10% wish to do so in the future (Graph 1.15)
- 20% of service sector businesses have introduced a new product or service, versus 8% for goods sector businesses (Graph 1.16)
- 19% are planning to reduce the size/scope of their business, and 10% are planning to sell or close in the next year (Graph 1.15)

Long-term Changes to Business Model

The following are some changes to their business models that businesses intend to keep (Graph 1.17):

- 70% will keep increased sanitation procedures (versus 36% in Survey #1)
- 36% expect reduced occupancy to continue (versus 11% in Survey #1)
- 37% will maintain reduced hours/level of service (versus 7% in Survey #1)

Greatest Challenges for Businesses

The greatest challenges for businesses in returning to regular business operations are (Graph 1.18):

- Limits to occupancy capacity (39%), challenges in meeting WorkSafe BC requirements and provincial orders (30%), and consumer confidence (28%)
- Financial challenges were reported by 27% of businesses (versus 35% in Survey #1)

Business Resiliency

- ³Respondents reported implementation of PPE, sanitation and social distancing measures (24%), expansion into the digital economy (22%), and reduced operating hours (10%) as the biggest changes they have made to help ensure the viability of their business (Graph 1.19)
- 63% do not have time for or do not feel they need to engage in business resiliency programs (Graph 1.20)
- 20% are interested in Innovation Island's Digital Economy Restart, Recover, Re-imagine Program (DER3) (Graph 1.20)
- 15% are interested in Tourism Vancouver Island's Vancouver Island Tourism Resiliency Program (Graph 1.20)

³ The themes identified here have been drawn from responses to open ended questions. Every effort has been made to accurately reflect the spirit of the business owners' responses.



Digital Economy

- 38% have introduced or increased online, digital or e-commerce operations (versus 30% in Survey #1 who had implemented online ordering options), and 66% of those businesses identified these changes as permanent. An additional 20% of businesses surveyed want to increase digital engagement in the future (Graph 1.15)
- A total of 58% of businesses have increased or want to increase their engagement in the digital economy. 31% (16) of these are interested in engaging with the DER3 Program run through Innovation Island
- 43% of businesses who have introduced online, digital or e-commerce operations have seen a decrease in sales volumes, versus 62% for businesses who have not introduced online, digital or e-commerce operations (Graph 1.21)
- 37% of companies who have increased their digital operations have also introduced a new product or service, versus 9% for those who have not increased their digital presence (Graph 1.21)
- Businesses expanding into the digital economy were also less likely to have plans to reduce the size/scope of their business (11%), or to have plans to sell or close their business in the next year (3%) versus those who have not expanded into digital (20% and 11%, respectively) (Graph 1.21)
- 36% of respondents from the service sector have introduced or increased online, digital or e-commerce operations, and 20% would like to do so in the future. Comparatively, 25% of goods sector businesses have increased engagement in the digital economy (Graph 1.16)

Government Support

Businesses are making use of available support programs, but many do not have a plan in place for when government supports end.

- 33% report not using any government support programs (Graph 1.22)
- The most popular programs are CEWS (30%), CEBA (28%), and CERB (24%) (Graph 1.22)
- This is on par with BC as a whole, which saw 35% of businesses not using any government support programs (38% island-wide), and the most useful programs as CEWS, CERB and CEBA⁴
- 13% of respondents did not qualify for government support programs (Graph 1.22)
- 43% of respondents do not know what they plan to do once government support ends (Graph 1.23)
- 29% plan to return to business as usual once government support ends (Graph 1.23)
- 11% plan to layoff or terminate employees once government support ends, 7% plan to close their business either temporarily or permanently (Graph 1.23)

⁴ BCMindReader.com COVID Impact Pulse Check #4, summary results for July 7 to 13, 2020, <https://www.bcmindreader.com/hub/posts/banner-1-network-25520864>



Regional Response Suggestions

- ⁵Respondents identified increased access to government support and services, and reducing fear / increasing consumer confidence as some of the most important actions towards recovery to be coordinated on a regional scale (Graph 1.24)

⁵ The themes identified here have been drawn from responses to open ended questions. Every effort has been made to accurately reflect the spirit of the business owners' responses.



Graphs and Tables Summarizing Findings

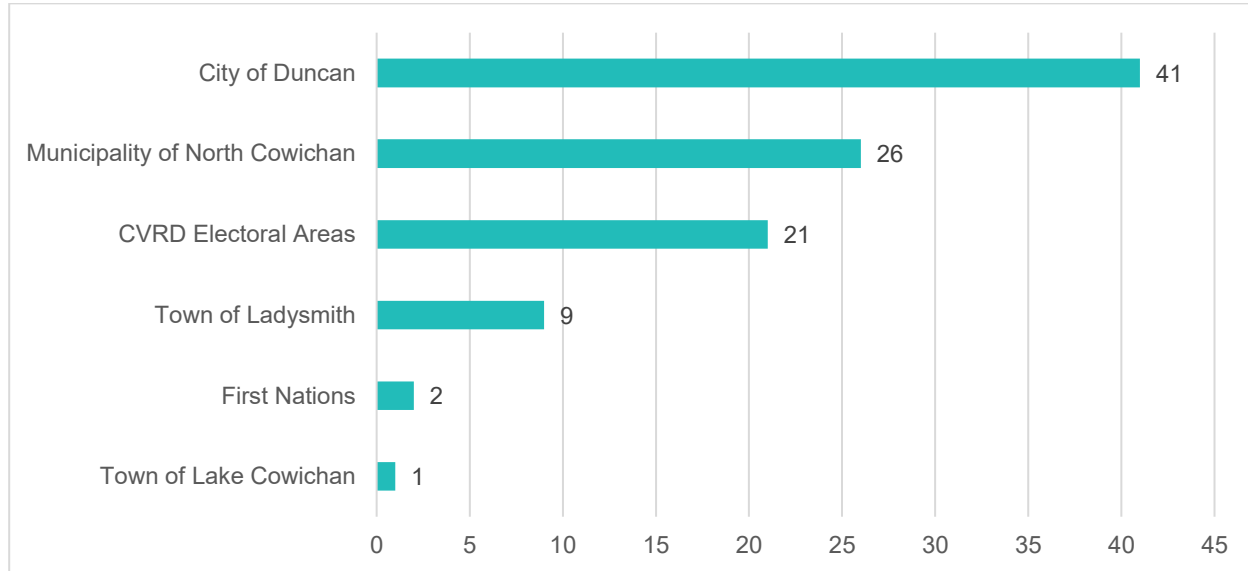
Table 1.1 Cowichan business counts for December 2019⁶

NAICS2 Description	No Employees	Employment Size Range							Total with Employees	All Sizes
		1 to 4	5 to 9	10 to 19	Less than 20	20 to 49	50 to 199	200+		
Total, All Industries	14,736	1,722	651	358	2,731	205	91	13	3,040	17,776
Utilities	12	2	0	1	3	0	0	0	3	15
Public Administration	2	2	7	4	13	4	5	3	25	27
Mining & Oil & Gas Extraction	19	7	2	0	9	0	0	0	9	28
Management of Companies & Enterprises	42	7	0	3	10	0	0	0	10	52
Information & Cultural Industries	142	11	3	3	17	1	0	0	18	160
Wholesale Trade	157	41	15	14	70	7	1	1	79	236
Transportation & Warehousing	243	40	19	13	72	4	2	0	78	321
Educational Services	381	18	7	4	29	2	2	3	36	417
Accommodation & Food Services	242	37	48	33	118	42	17	0	177	419
Finance & Insurance	395	48	22	15	85	13	2	0	100	495
Manufacturing	351	62	36	25	123	21	14	3	161	512
Arts, Entertainment & Recreation	505	26	11	7	44	4	4	0	52	557
Unclassified	609	130	24	8	162	1	1	0	164	773
Admin. & Support, Waste Mgmt. & Remedtion.	847	65	26	9	100	8	3	0	111	958
Health Care & Social Assistance	726	185	56	35	276	15	6	0	297	1,023
Retail Trade	706	145	102	71	318	37	18	3	376	1,082
Agriculture, Forestry, Fishing & Hunting	992	98	35	22	155	12	8	0	175	1,167
Other Services (excl. Public Administration)	1,052	155	67	23	245	5	3	0	253	1,305
Construction	1,292	312	122	46	480	20	3	0	503	1,795
Professional, Scientific & Technical Services	1,547	237	34	14	285	7	1	0	293	1,840
Real Estate & Rental & Leasing	4,474	94	15	8	117	2	1	0	120	4,594

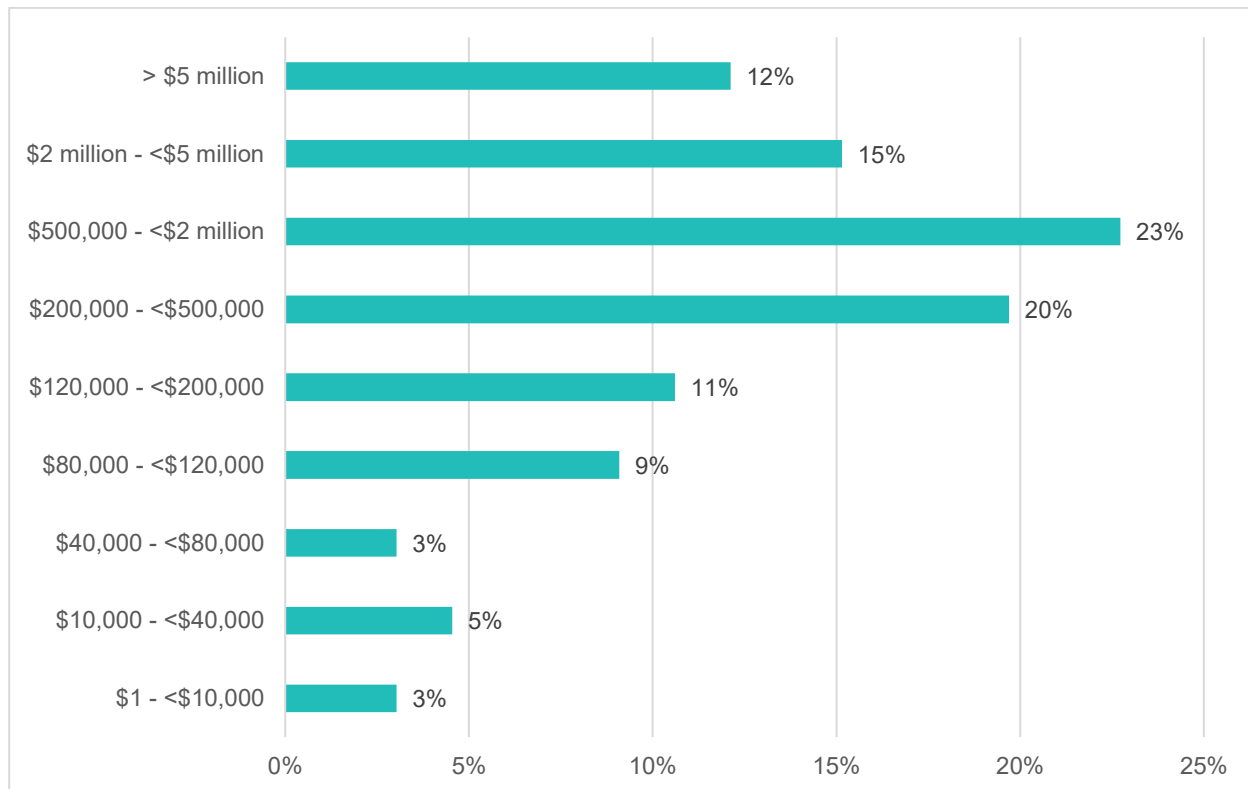
⁶ BC Number of Businesses & Employment by Industry, <https://www2.gov.bc.ca/gov/content/data/statistics/business-industry-trade/number-of-businesses-and-employment-by-industry>



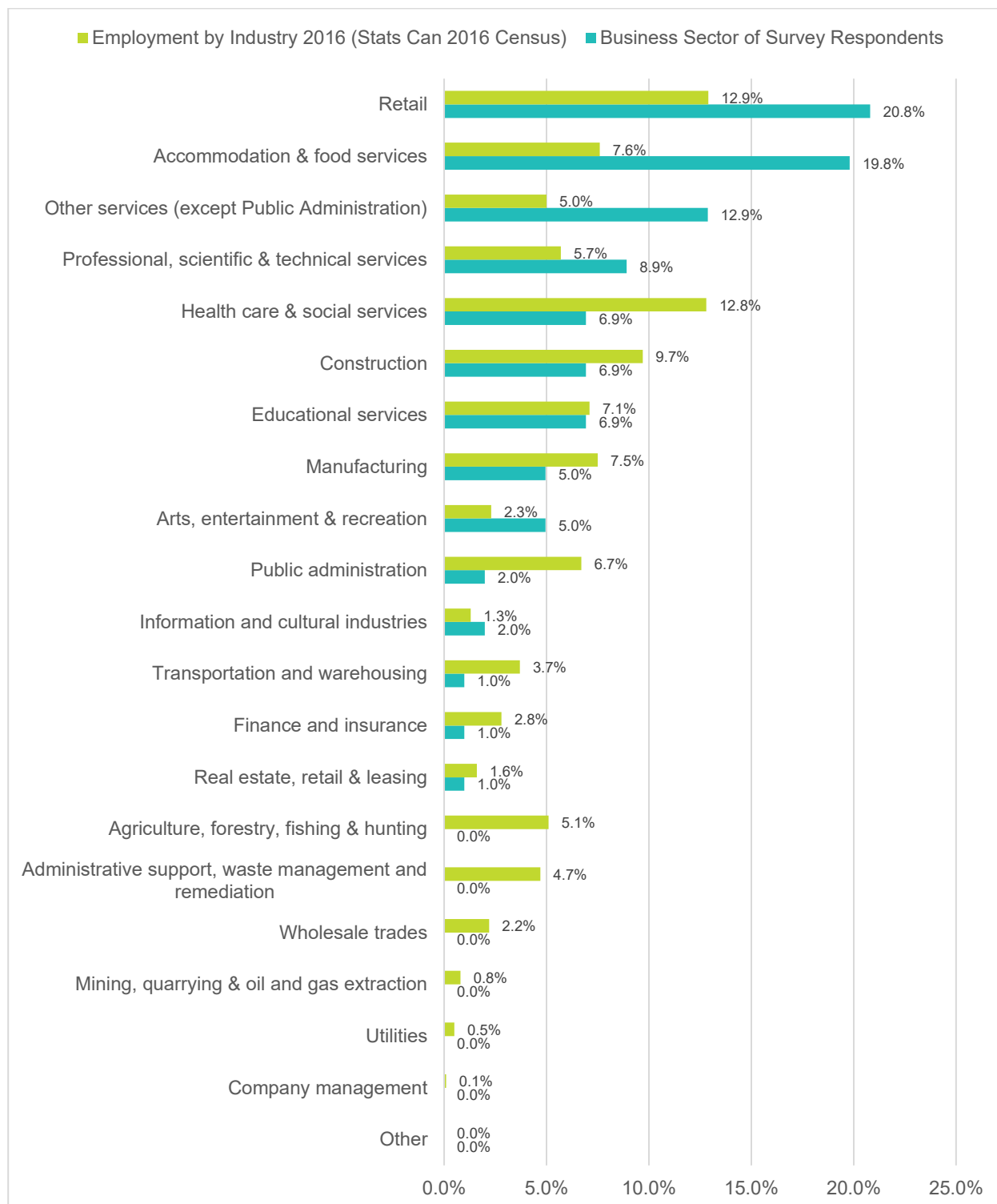
Graph 1.1 Location of businesses surveyed (n=100)



Graph 1.2 What are your annual sales levels? (n=66)

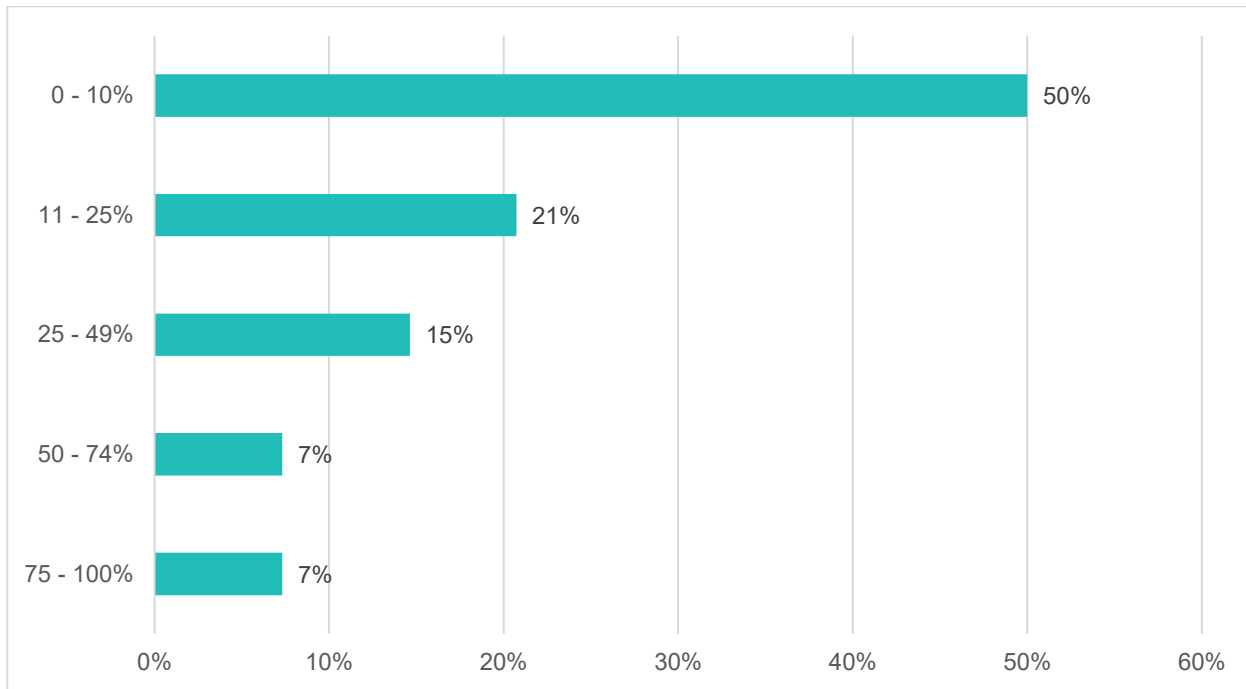


Graph 1.3 Sectors of Cowichan businesses surveyed compared to regional employment by industry

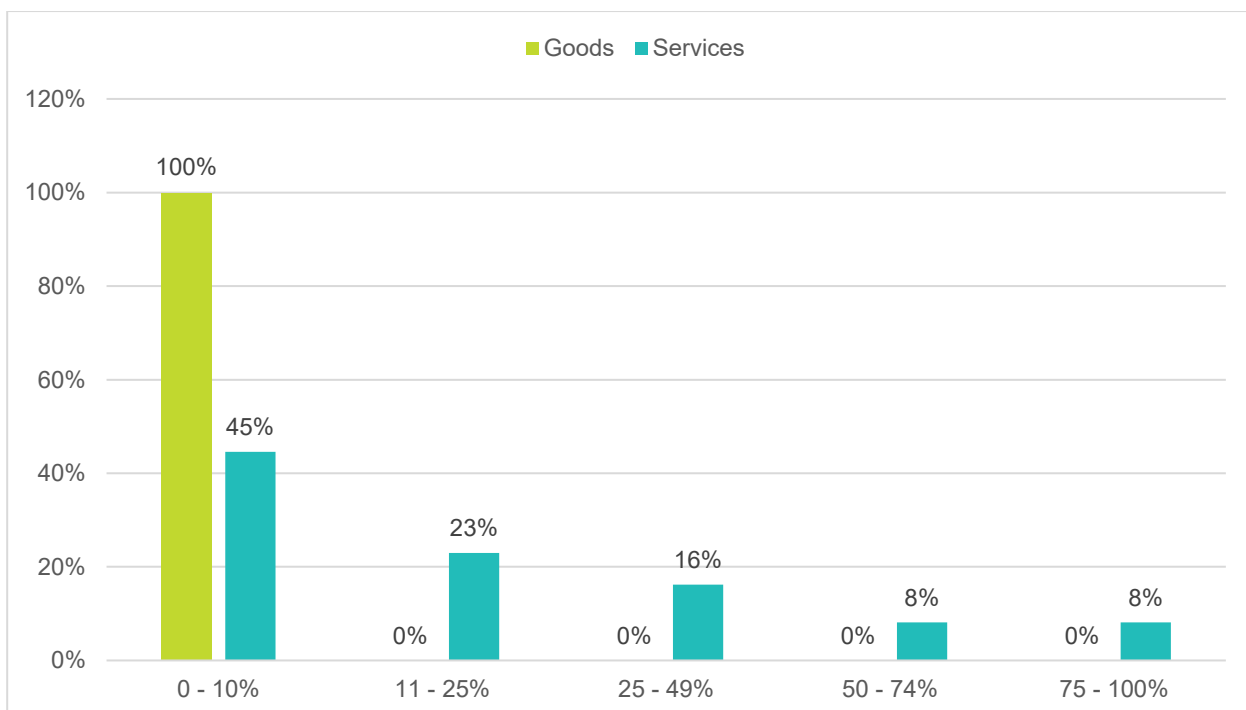




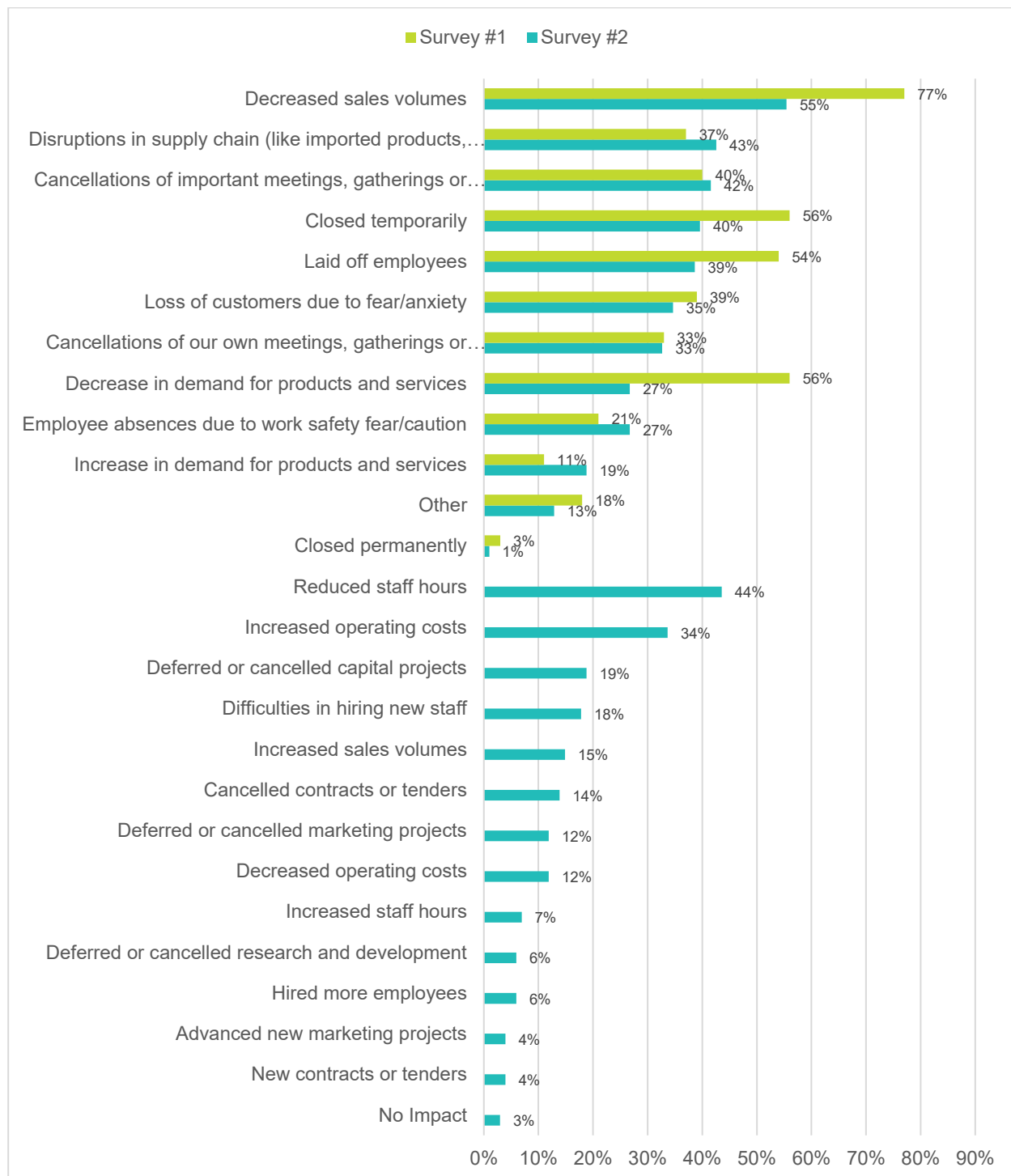
Graph 1.4 What percentage of your sales income do you typically derive from tourism, if any? (n=82)



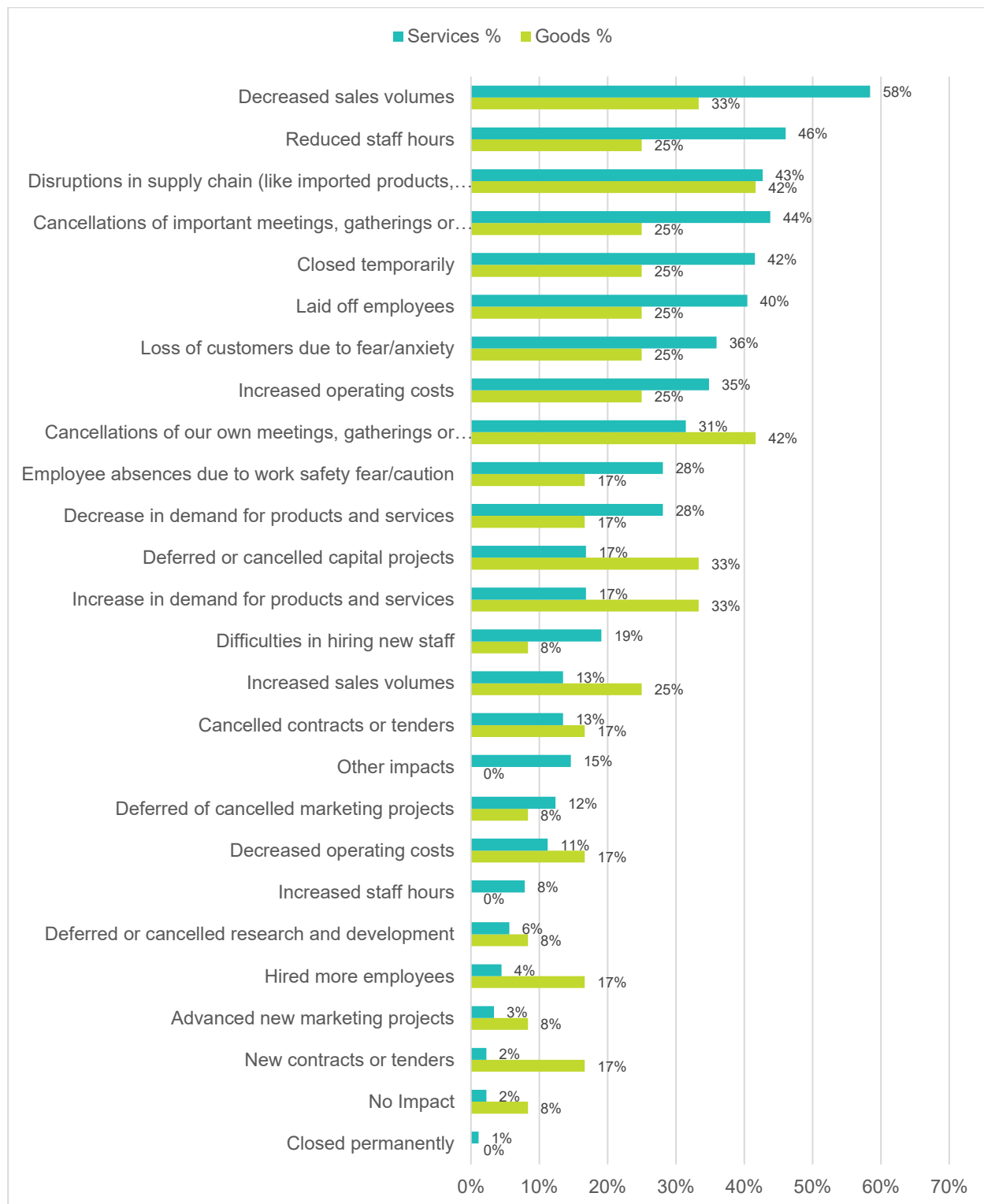
Graph 1.5 Percentage of sales income derived from tourism by sector



Graph 1.6 How has COVID-19 impacted your business? (n=101)

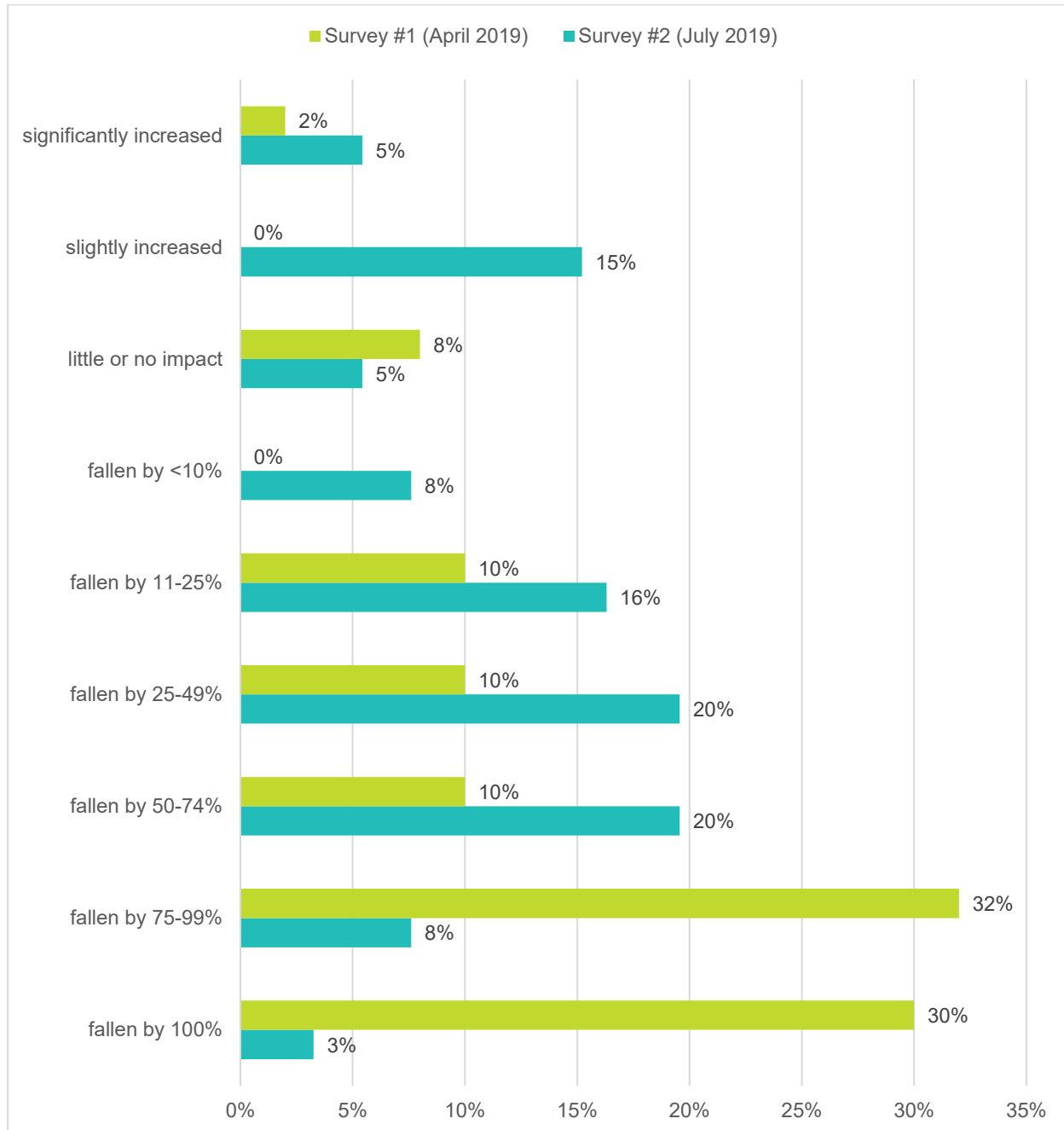


Graph 1.7 Impacts of COVID-19 by sector

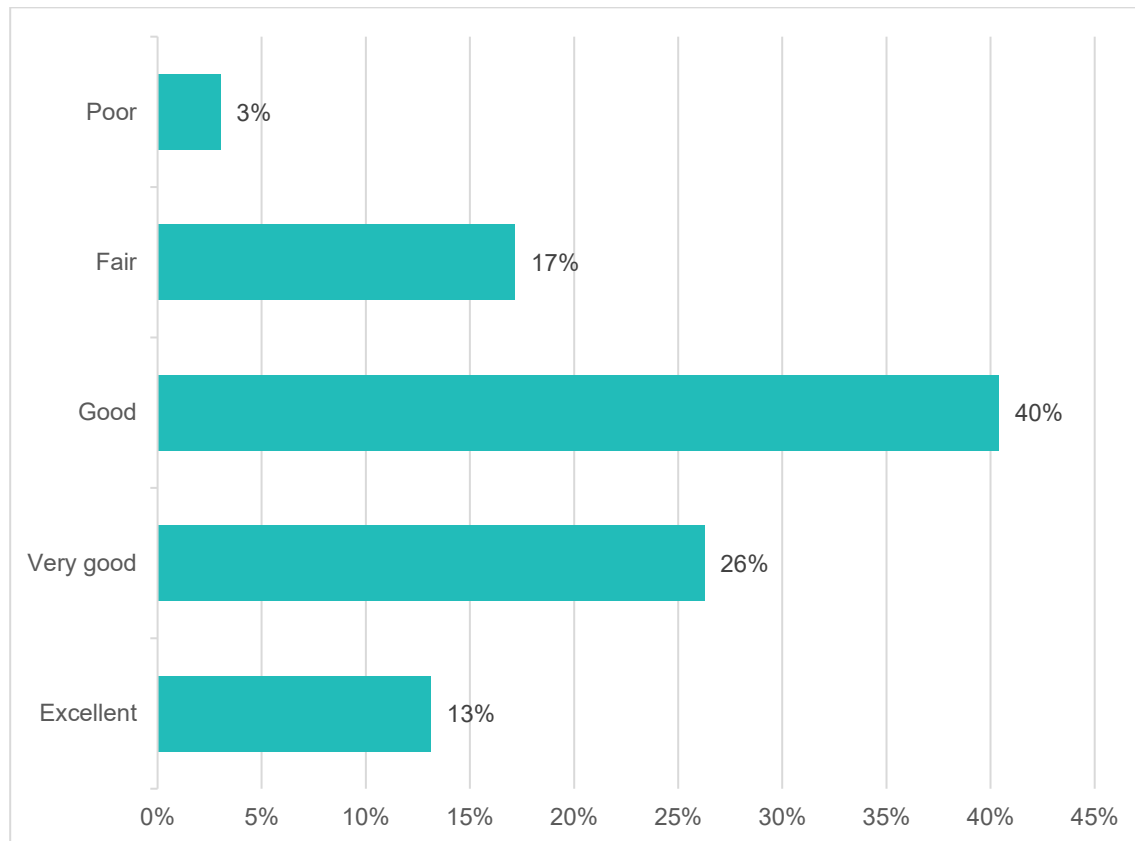




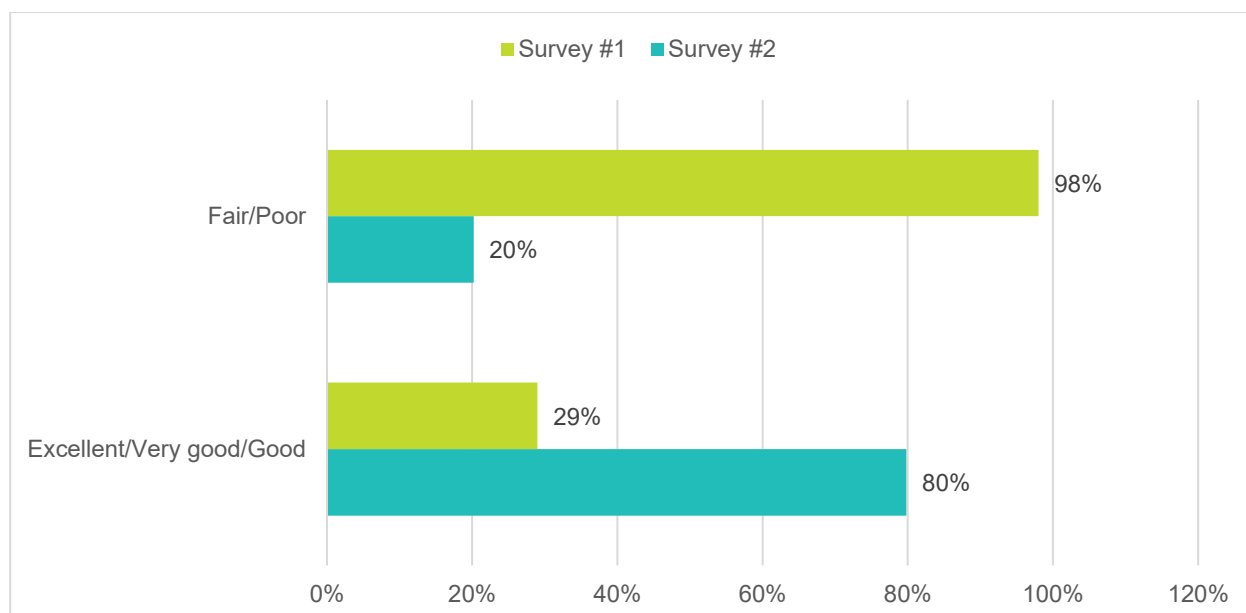
Graph 1.8 How does your revenue stream compare with July 2019? (n=92)



Graph 1.9 How would you describe your current mental wellbeing? (n=99)

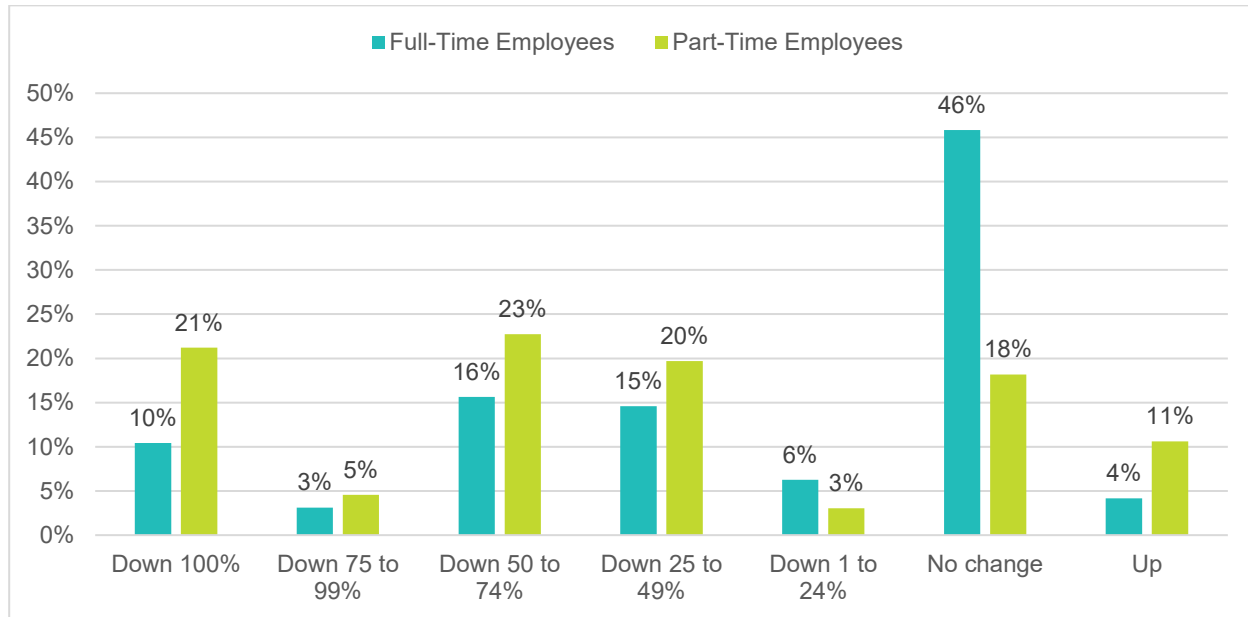


Graph 1.10 Mental wellbeing for survey #1 and survey #2

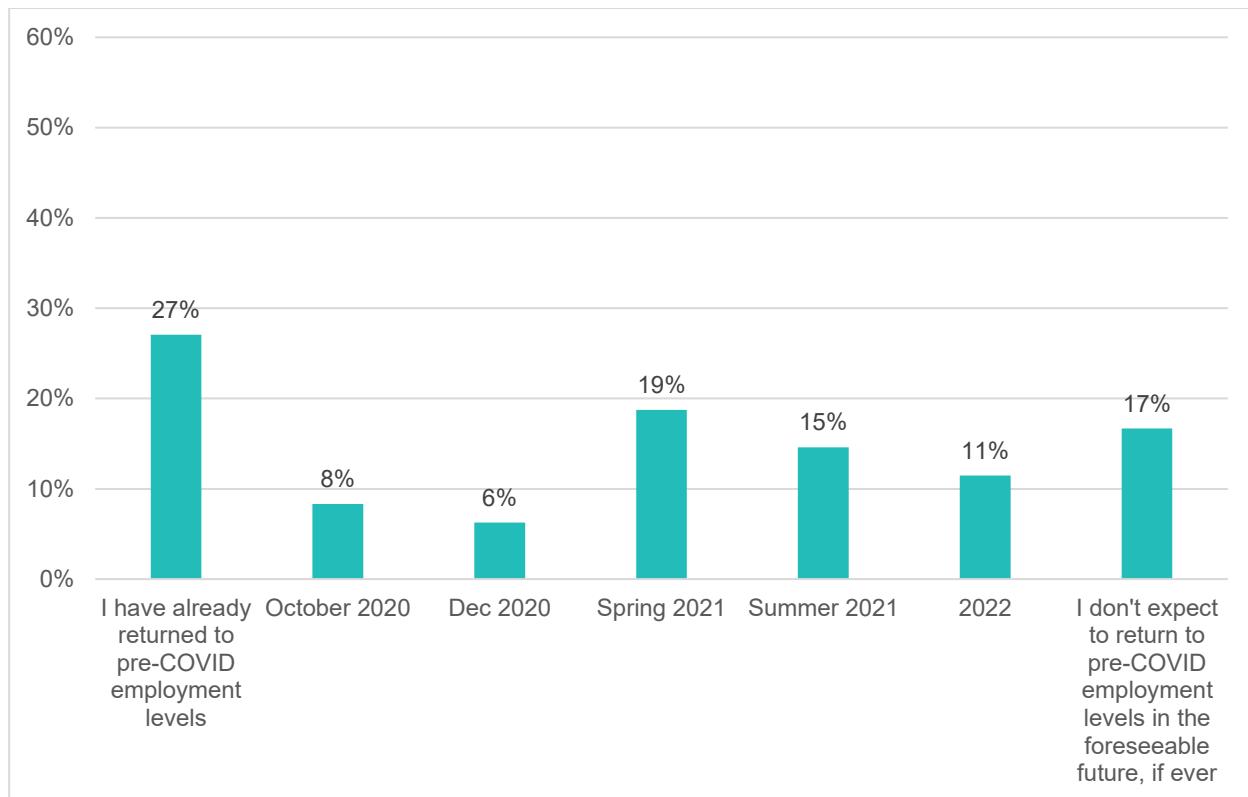




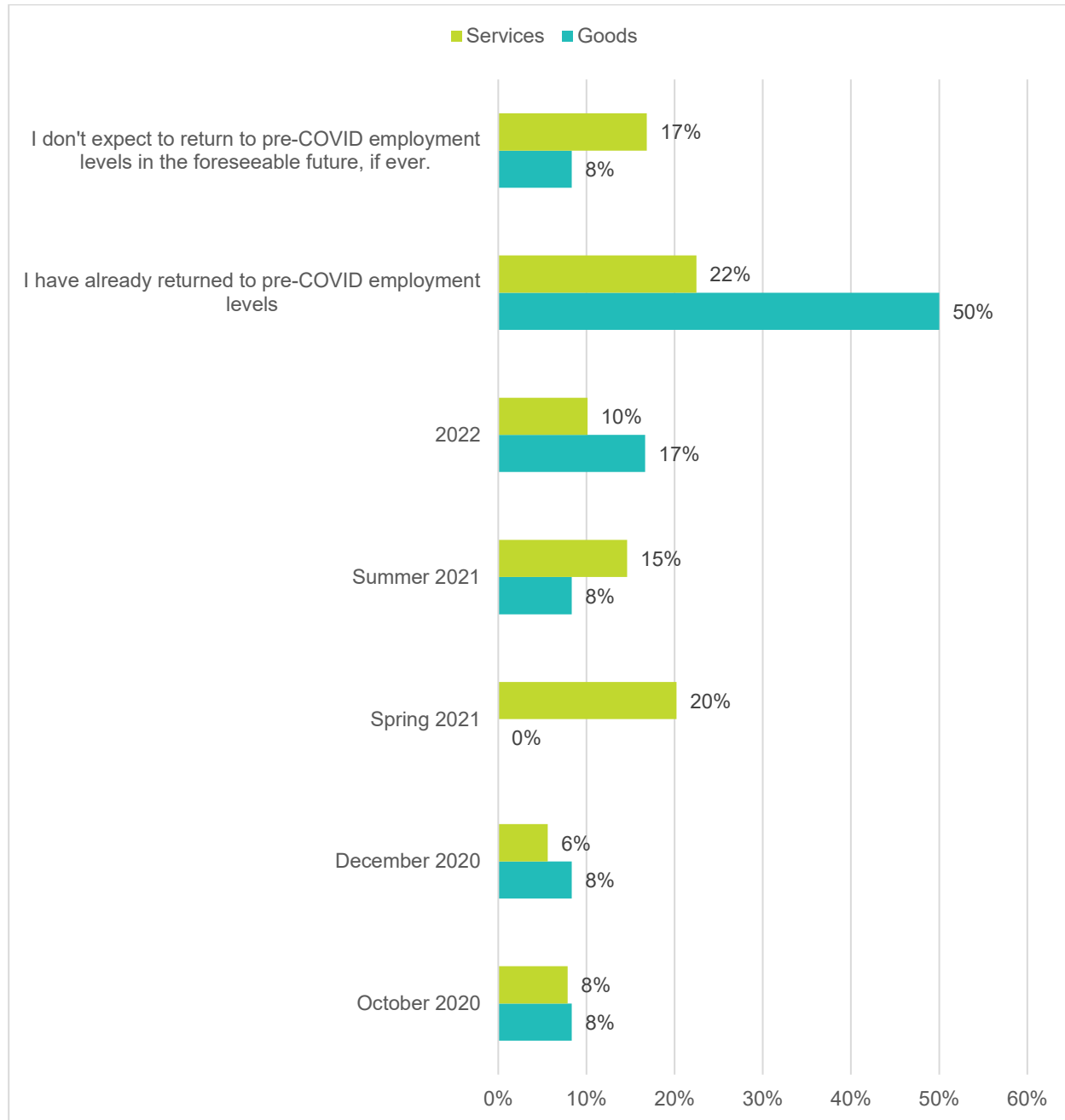
Graph 1.11 Changes in staffing levels compared with July 2019 (n=100)



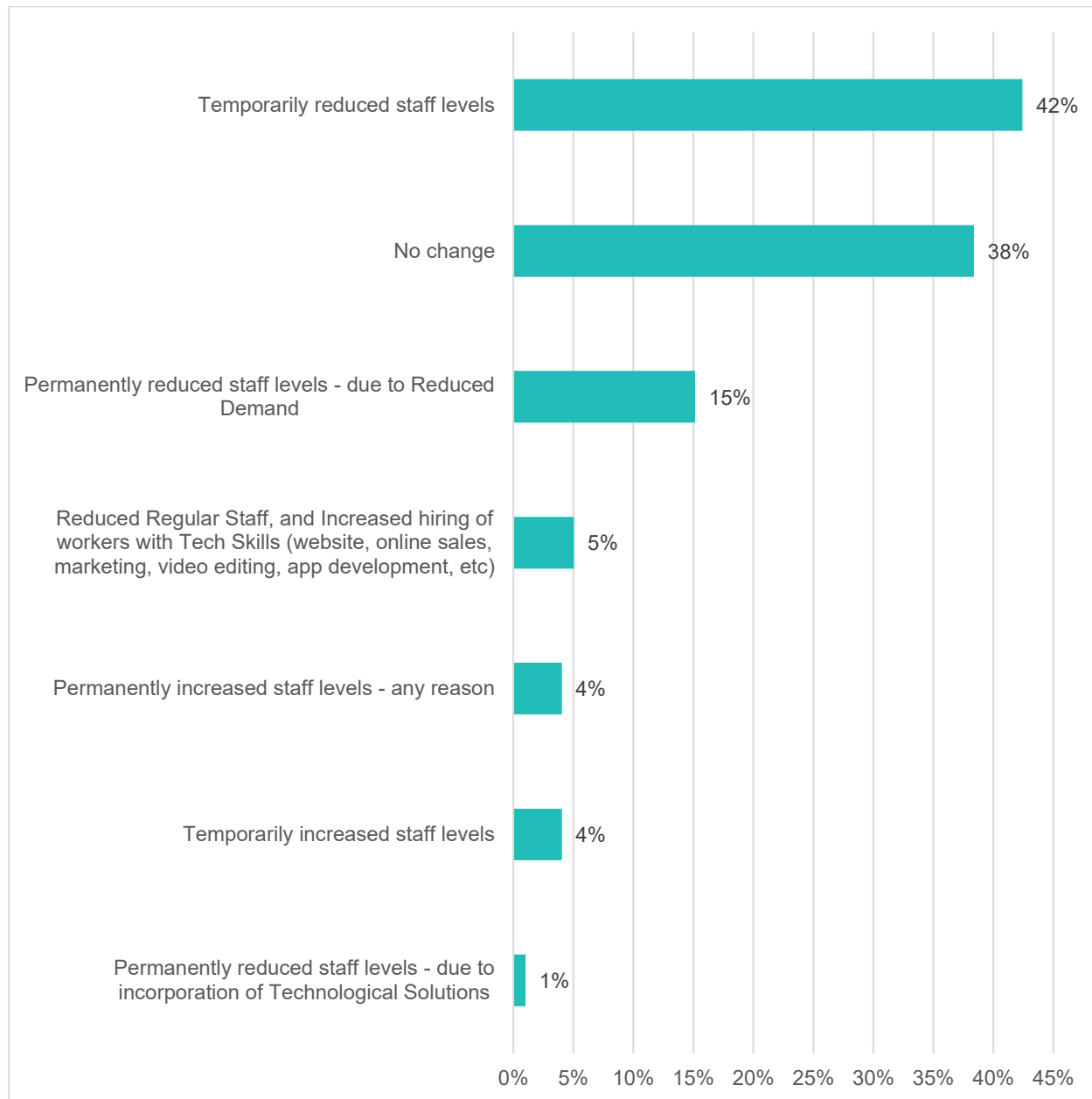
Graph 1.12 When do you expect to return to pre-COVID employment levels? (n=96)



Graph 1.13 Return to pre-COVID employment levels by sector

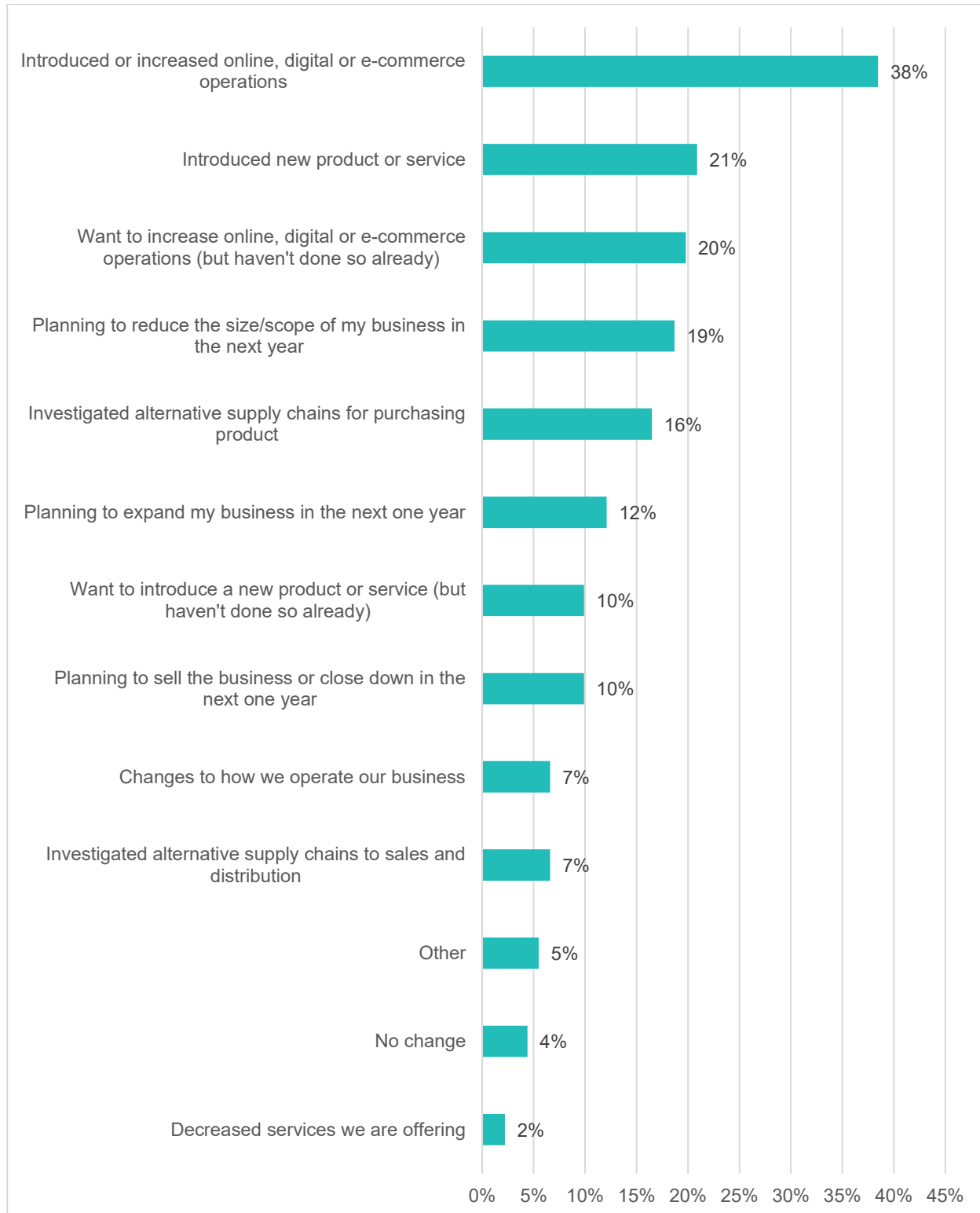


Graph 1.14 How have your hiring decisions changed as a result of this crisis? (n=99)

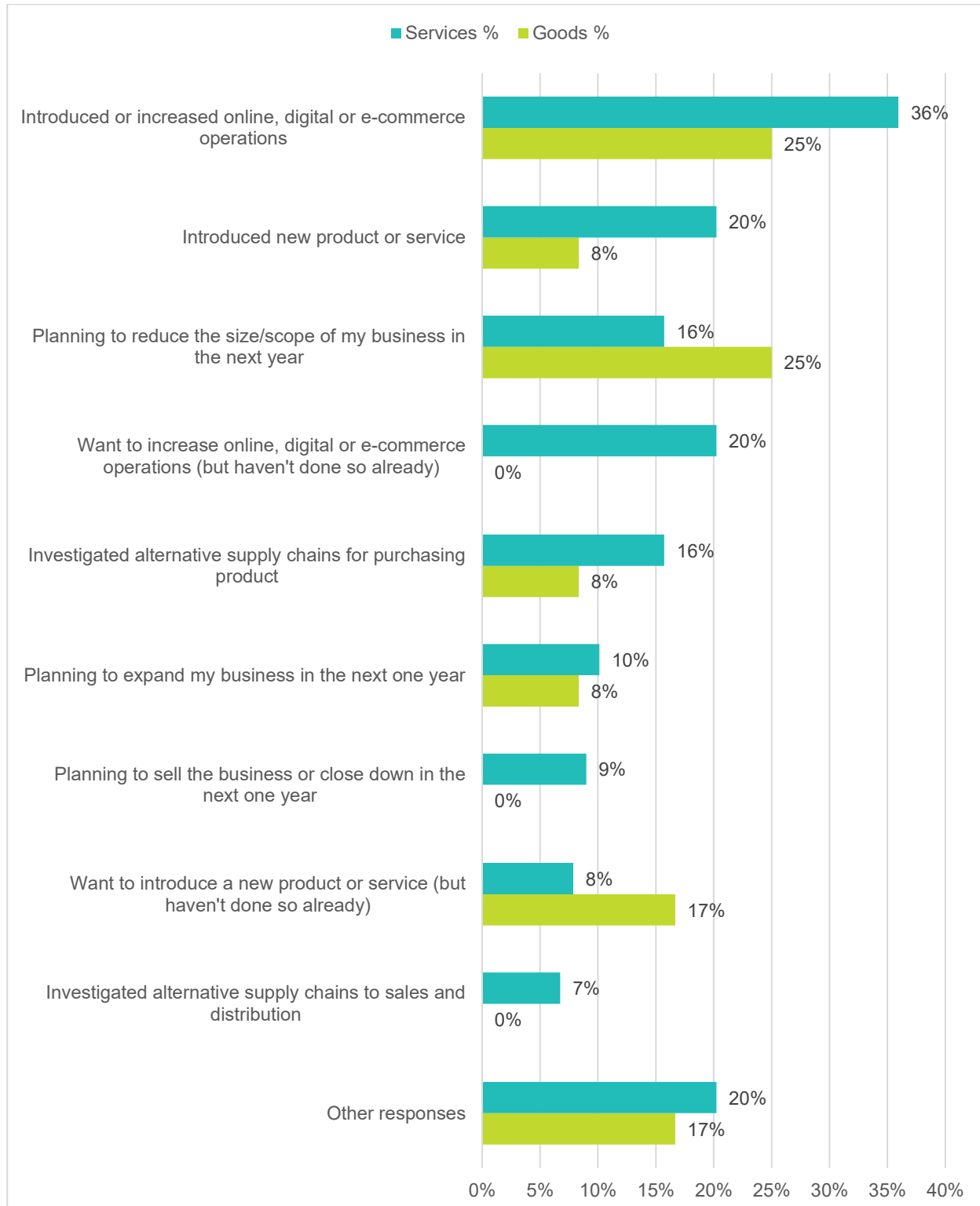




Graph 1.15 How has your business responded to COVID-19? (n=91)

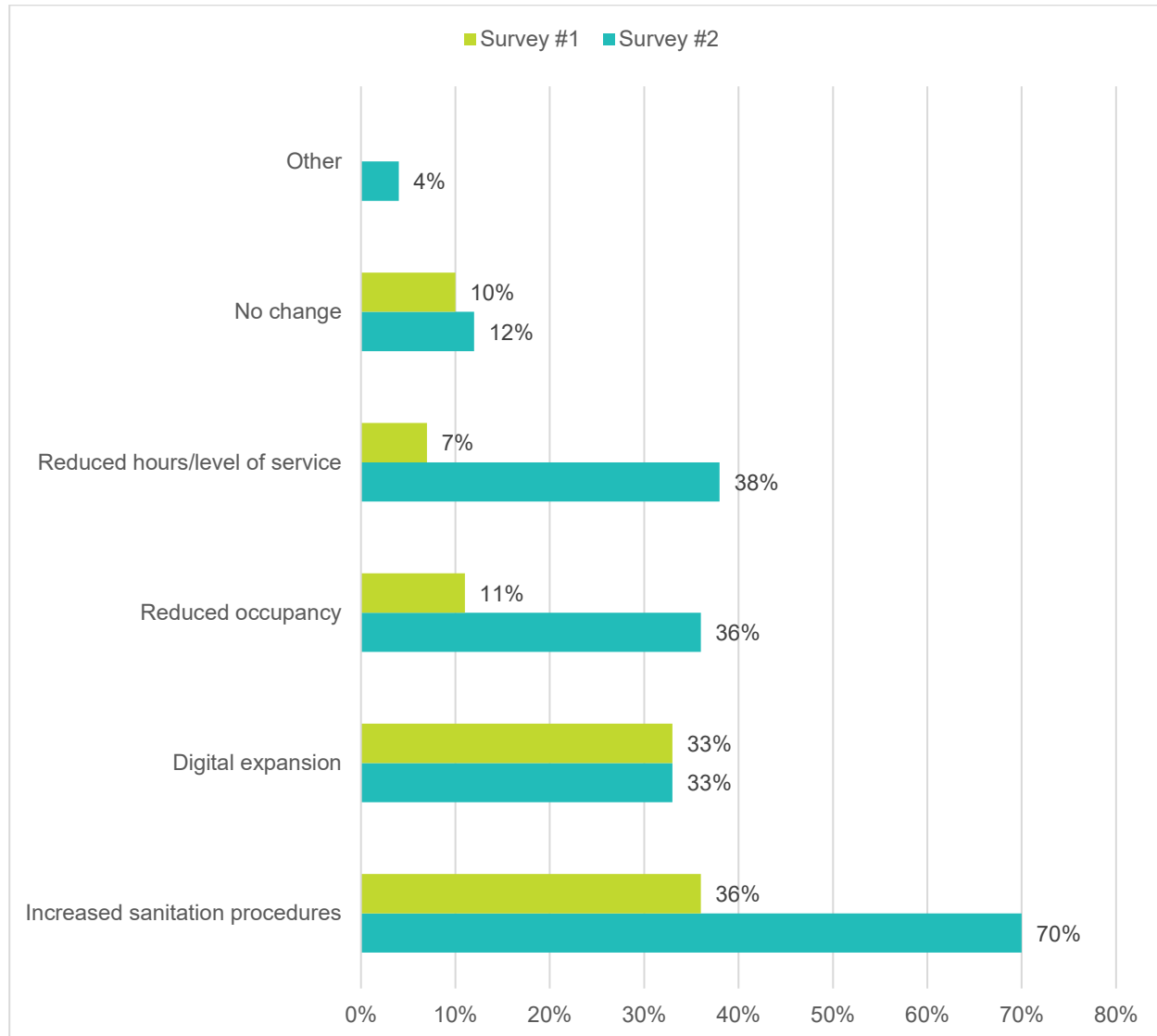


Graph 1.16 Responses to COVID-19 by sector

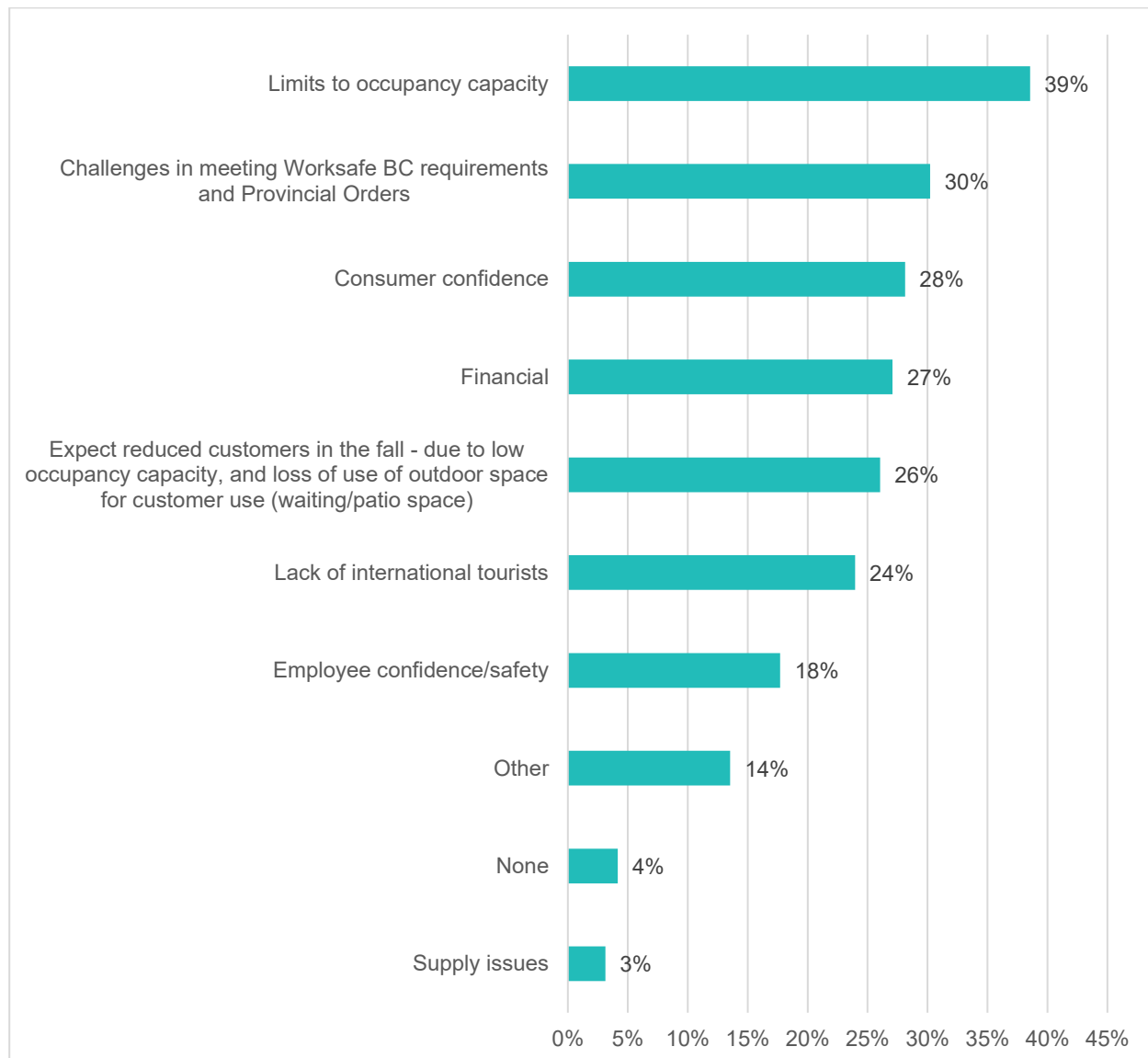




Graph 1.17 What are some permanent changes in your business model? (n=100)

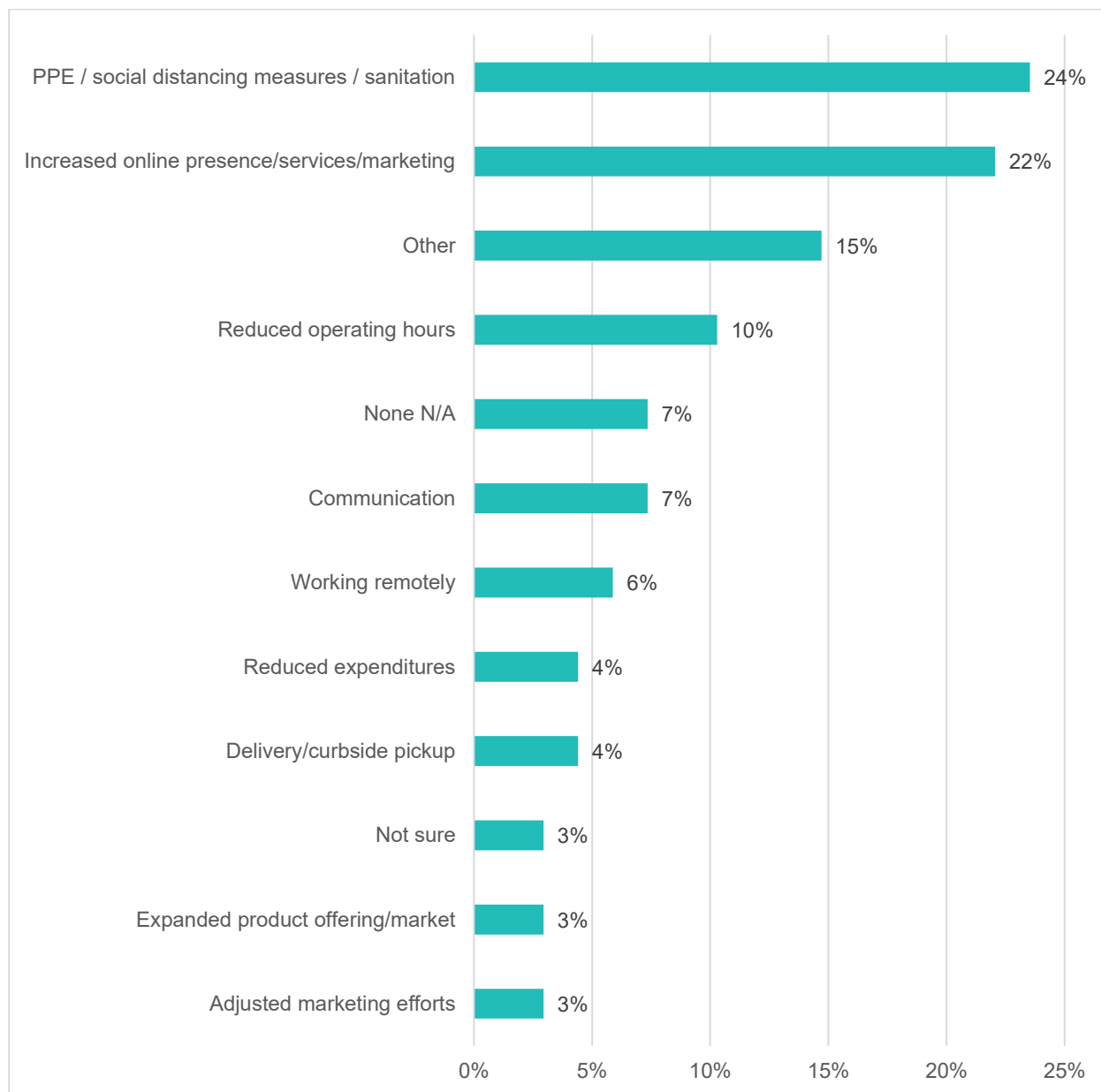


Graph 1.18 What are the greatest challenges you have in returning to regular business operations? (n=96)

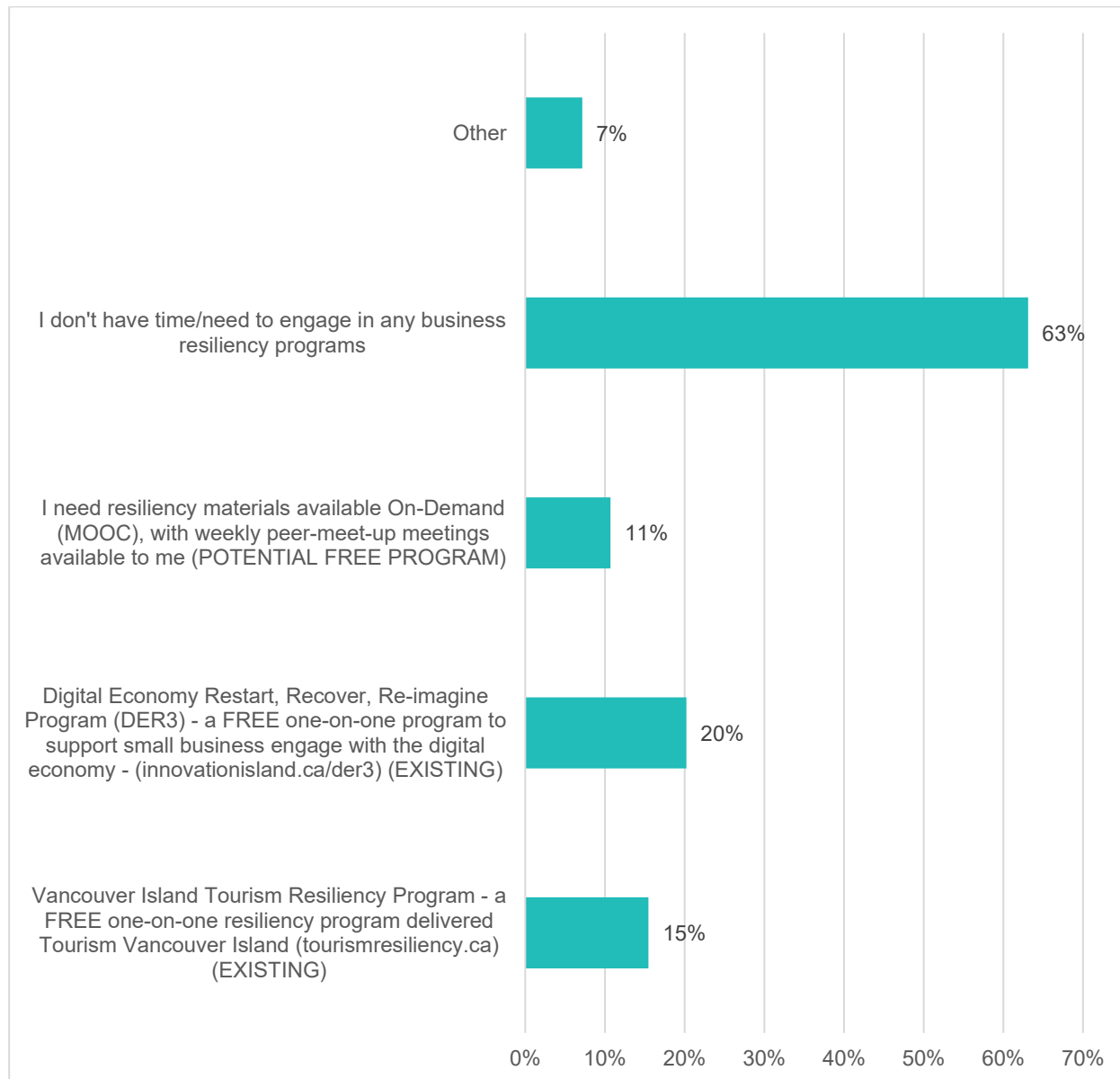




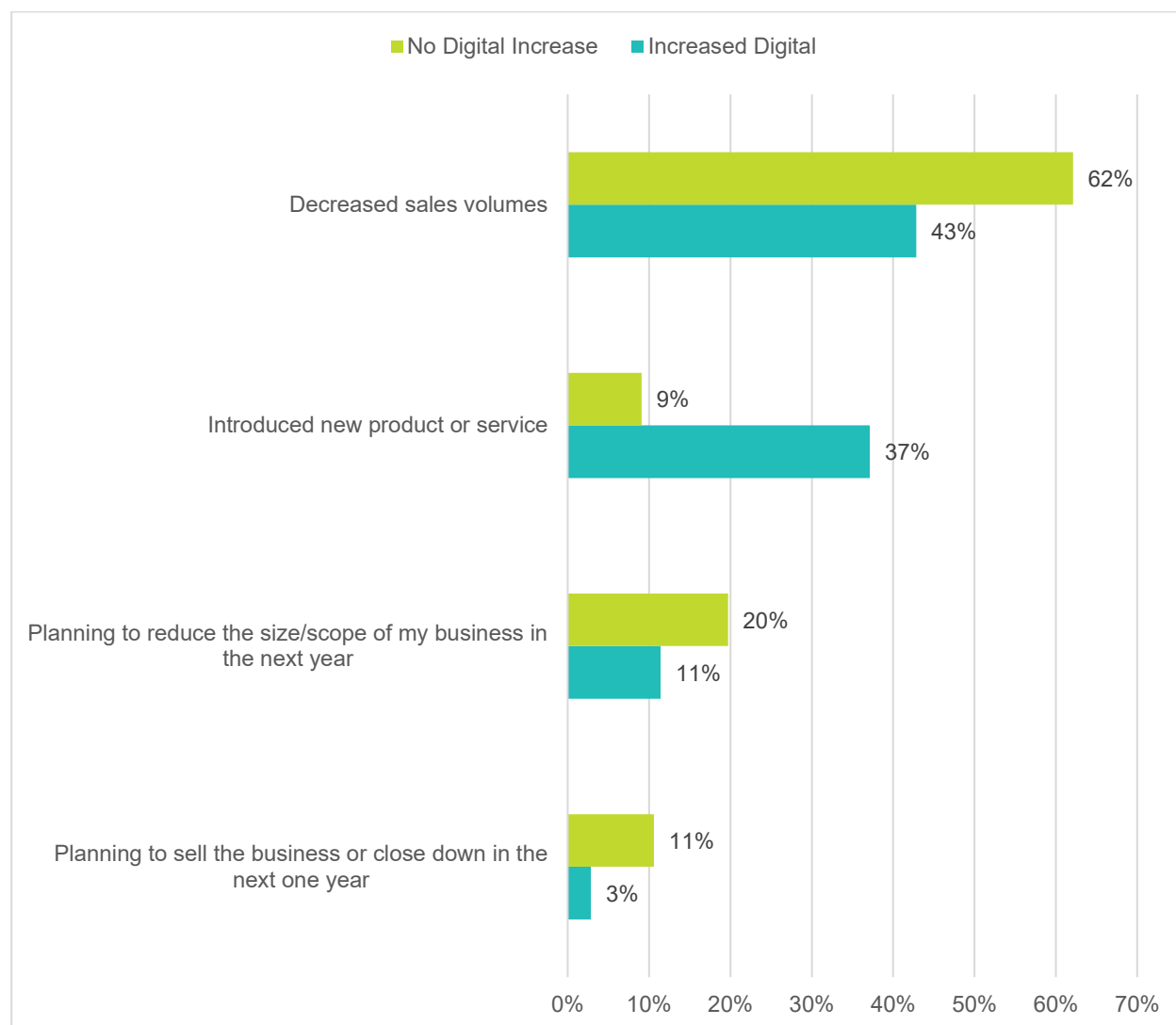
Graph 1.19 What is the biggest operational change you have made to help ensure the viability of your business (that others could learn from)? (n=68)



Graph 1.20 Which business resiliency programs are you most interested in? (n=84)

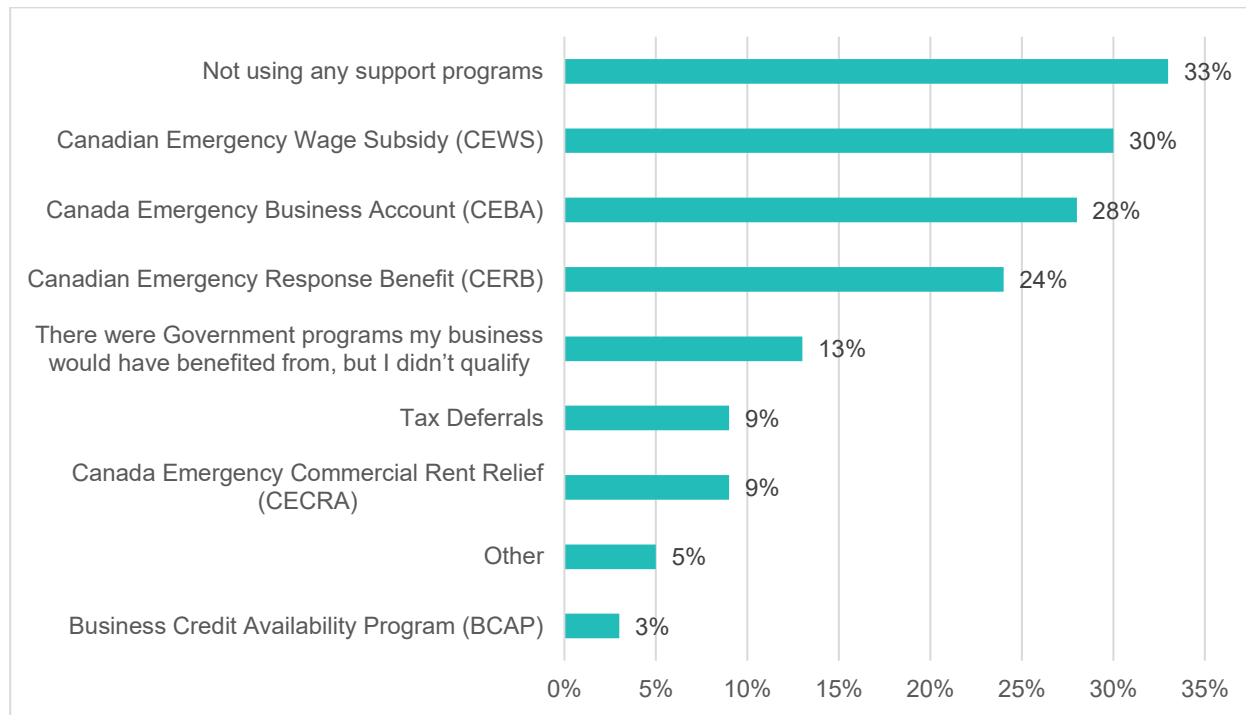


Graph 1.21 Relationship between engagement in the digital economy and response to the crisis

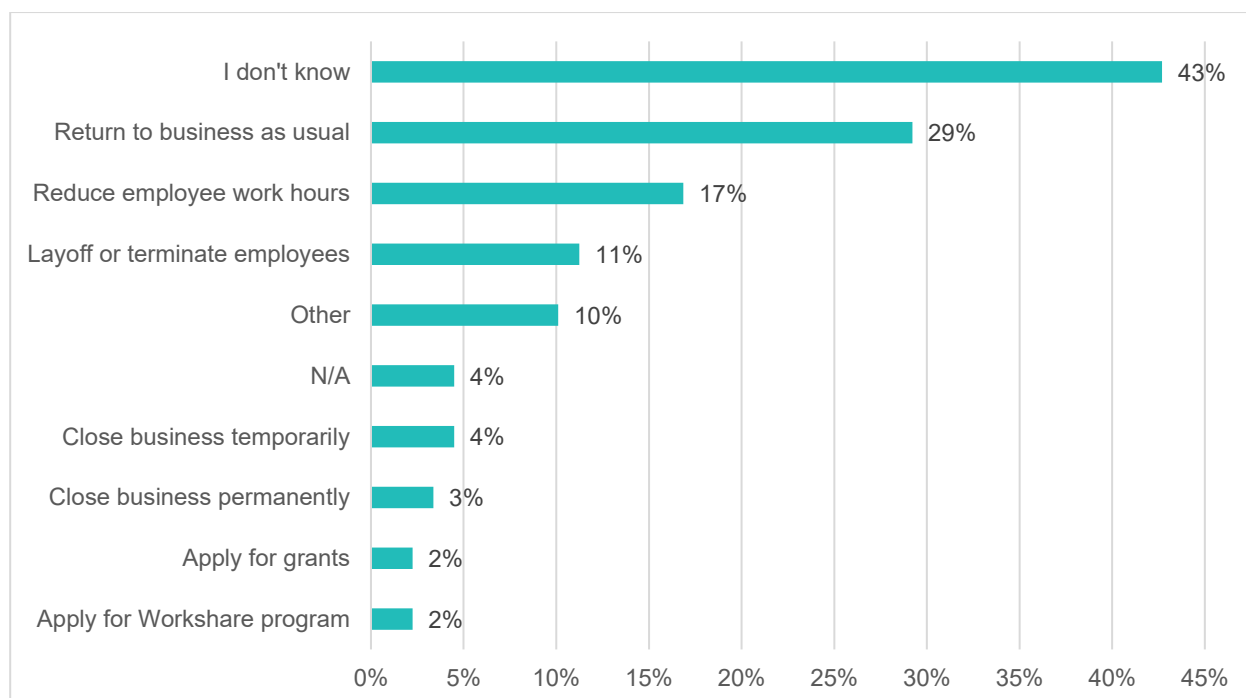




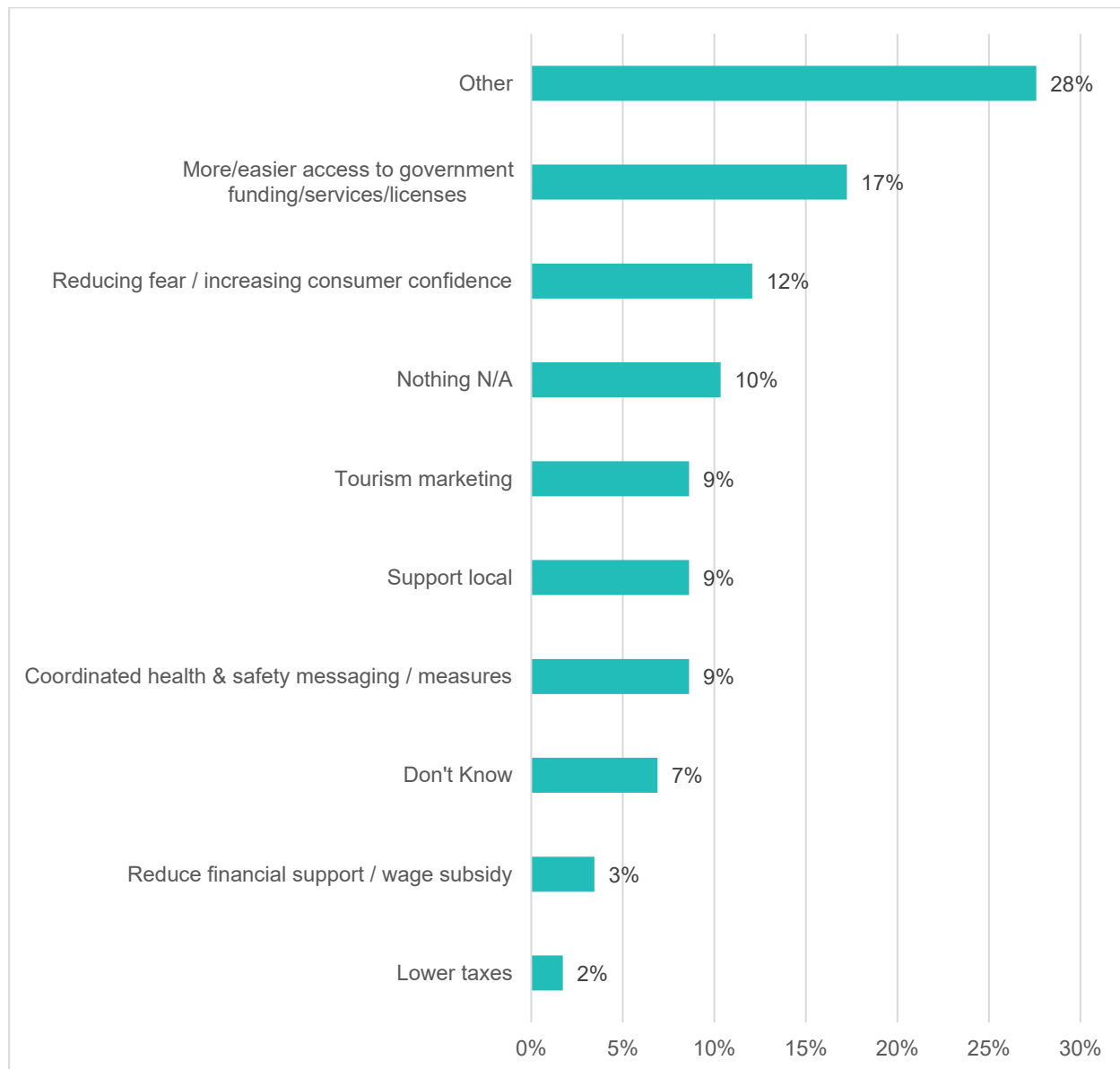
Graph 1.22 Are you using any government support programs? (n=100)



Graph 1.23 What is your business planning to do once government support ends? (n=89)



Graph 1.24 What actions/initiatives coordinated on a regional scale would greatly support the recovery of your business sector or that of the regional economy? (n=58)





Appendix A: Open Ended Responses

Below are the responses to two open-ended questions, entered as free text in the survey. Each bullet is an individual response. Text that may identify the author has been removed to maintain survey privacy.

What is the biggest operational change you have made to help ensure the viability of your business (that others could learn from)? (n=68)

- *Not sure. We've done everything but no product means no sales*
- *Diversification in service. Expanded awareness via recommendations*
- *Use of masks in my office*
- *Expanded the floor space to accommodate in an attempt to allow (at least) the same number of customers as pre-COVID*
- *Expanding online services*
- *Being informed*
- *Put attractive permanent markings on the floor (my logo) to help people keep their distance safely. Slightly reducing hours to be less dependant on staffing challenges, but still maintaining adequate opening hours to be profitable*
- *Closed my office, switched to online work*
- *Focus on customer immediate needs to bridge the current situation*
- *Internet advertising*
- *Reduced store hours. Now closed 2 days per week*
- *Limited operating hours*
- *Word of mouth marketing aggressively*
- *Create a safe environment that patients feel comfortable visiting - protocol is universal precautions (treat all as if infected)*
- *More online presence*
- *We are switching to a more digital media environment to attract new clients and better support existing clients*
- *Employees now working mostly from home offices. Shortened work week to 4 days.*
- *Be proactive in reducing expenditures*
- *Streamlining products*
- *Requiring customers and staff to wear a mask and sanitize their hands before entering the store*
- *We have reduced the number of days and the number of hours the shop is open*
- *No changes*
- *Connect with other owners*
- *Staff work remotely from home*
- *Reduced our hours and staff*
- *Allowing only one family at a time as opposed to previously 2*
- *Increasing digital platform - not for sales but marketing. Picking up more clients outside of BC*
- *Needed to have a strong supported vision with the desire to see the success through a transition. Go public and explain the situation*
- *Online sales and delivery*
- *Sanitation*
- *Expanded into new areas*



- *Went from 25% digital to 90%*
- *Communicate better with your staff and customers*
- *Sanitation!*
- *Was going to retire. Can't as we have to lay off staff and continue working. As owner of the business, we currently do not take a wage in order to keep the business running.*
- *Downsized*
- *Trying to trim costs*
- *Expansion into online sales (for both mail order and curbside pickup)*
- *Outdoor classes only, reduced number of students per class, more online teaching (where possible)*
- *Availability through online presence and response (social media, emails, texts, etc.)*
- *Reducing hours, we are open to the public to allow staff to perform some of their duties before store hours (ordering, stocking, cleaning)*
- *Social media marketing - one staff person responsible*
- *Good communication of expectations*
- *Employees do multiple roles (Front Desk also prepares breakfast; housekeeping also does some pool and grounds tasks)*
- *Window service only*
- *Creative use of social media for social action campaigns, outdoor services*
- *Worked with other businesses to become hyper-local*
- *Quicker turnover of tables*
- *Working from home offices and adapted our services and products*
- *Increased communication with the public/our members regarding hygiene within our facilities*
- *Sanitization is key*
- *Developed with all employees' input a COVID plan for us all to abide by*
- *Sanitized stations throughout the building. Feel safe doing that. Also sanitizing first thing in the morning and once in afternoon good habit to get into*
- *Not to let the Government executed scare tactic of COVID become a mindset within our employees. We instill safety and preventive measures with consciousness and awareness of COVID*
- *Directional arrows, queuing spots*
- *Positive attitude*
- *COVID control measures*
- *Gone online*
- *Establish sanitation and other COVID protocols*
- *All visitor interactions using masks on both sides*
- *Still not clear*
- *Instagram posts*

What actions/initiatives coordinated on a regional scale would greatly support the recovery of your business sector or that of the regional economy? (n=58)

- *Not sure*
- *Remove fear in the general population*
- *More regional grant opportunities*
- *Everyone wearing a mask always while in public*



- *Shop Local - Shop Local - Shop Local*
- *Ensure local government shops locally*
- *Affordable housing*
- *Help tourism rebound to Vancouver Island*
- *Rules that allow the breaking of leases from landlords who refused to access rent relief*
- *As a sole proprietor of a small business, I did not qualify for most of the supports. I'm not sure what kind of support would help me to not fall through the cracks as I have*
- *Support hospitality business with flexible bylaws, support small businesses with equipment and materials to improve COVID safety and reduce their expenses towards this*
- *Do not know*
- *Stop the financial supports*
- *Support from local governments*
- *Creating a culture of outdoor shopping and dining like they have in Europe. Many cities in Europe close the city centre streets at certain times or permanently and allow shops and restaurants onto pavements and roads to trade, even pre COVID. The outdoor farmers market is the only time we see anyone in our downtown now. It's become a ghost town as people are scared.*
- *N/A for our business*
- *Increased media messaging with community letting them know that it is safe to resume previous activities if all COVID safety measures are in place and respected by all*
- *Help lower fixed costs for businesses wherever possible*
- *Consumer confidence*
- *Not sure*
- *Encourage tourism with visitors from other parts of the island and the rest of Canada*
- *My sector is stable*
- *Coordinated messaging in safety*
- *Easier wage subsidy qualifications*
- *Free advertising*
- *More support for sole proprietors. The \$40k loan is impossible to get as many of my fixed costs are eligible*
- *Don't know*
- *Reduce the wage subsidy*
- *Reduce Property Taxes*
- *A super focused local marketing program*
- *CVRD planning dept needs to implement cannabis retail zoning changes approved by the board last fall*
- *Staff education about sanitary procedures*
- *Access to business resources such as financial advisors, bookkeepers and planners as well as funds*
- *Support for staff who need to be off if they or their children are sick*
- *CVRD help with parking; still the biggest problem in Cowichan Bay*
- *Research into what contributes to consumer confidence*
- *Encouraging local travel*
- *Collaboration with key stakeholders for community sharing/distribution of emergency funds which we have done and most stakeholders collaborated but a few were self-serving*
- *Creating hyper-local incentivization, marketing, assistance in 'hubbing' businesses as much as possible. Creating business pods*



- *Creating a vaccine so we can have tables closer than six feet and do larger functions*
- *Greater transition into digital services*
- *Nothing*
- *It should be mandatory to wear masks*
- *More tourism marketing*
- *Clear all the extra and normal red tape for permits and licences so one can proceed efficiently with projects. More expedient inspections. Have tools and resources in place that help businesses to weather the impact of any disasters. We have to keep the country running. Shutting it down should not be an option. The impact affects people more disastrously than the Pandemic itself.*
- *Support local initiatives*
- *It is time to work together and implement the United Nations Declaration of Indigenous People in all aspects; prenatal to Elderhood.*
- *Reduce taxation at the municipal level*
- *Reduce the size of local government, North Cowichan to take over the City of Duncan*
- *None needed*
- *Unilaterally adopted COVID protocols*
- *Mandated mask-wearing and efficient and thorough contact tracing to keep COVID rates low so people have the confidence to go to restaurants and hotels*
- *Working with School Districts to enroll High School students in online courses and practice groups for diversity education*
- *The supply chain for shipping and receiving needs to be mended!*
- *Confidence in the fact that there is not a 2nd wave of COVID-19*



Appendix B: Other Resources

BC Mind Reader COVID Impact Pulse Check Surveys -

<https://www.bcmindreader.com/hub/posts/banner-1-network-25520864>

BC Tourism Resiliency Network Research - <https://tourismresiliency.ca/reports/>

Statistics Canada July 2020 Labour Force Survey - <https://www150.statcan.gc.ca/n1/daily-quotidien/200807/dq200807a-info-eng.htm>

BC Stats July 2020 Labour Force Highlights -

<https://www2.gov.bc.ca/gov/content/data/statistics/employment-labour/labour-market-statistics>

Business Council of British Columbia Surveys - <https://bcbc.com/insights-and-opinions/how-are-b-c-s-large-employers-faring-through-covid-19-results-from-our-fourth-survey>

Business Council of British Columbia, The 2020 Shutdown: How Deep is the Economic Hole? -

<https://bcbc.com/reports-and-research/the-2020-shutdown-how-deep-is-the-economic-hole>

Business Council of British Columbia, News Release: Stronger Tomorrow, Starting Today Charts a Course to Rebuilding British Columbia's Economy and Personal Prosperity -

<https://bcbc.com/media/news-release-stronger-tomorrow-starting-today-charts-a-course-to-rebuilding-british-columbias-economy-and-personal-prosperity>

Emerging Economy Task Force final report released -

<https://news.gov.bc.ca/releases/2020JEDC0009-000854>

Canadian Federation of Independent Business - <https://www.cfib-fcei.ca/en/research/survey-results/investigating-the-impact-of-covid-19-on-independent-business>

Economic Development Cowichan September 2020 Update

Presentation to Town of Ladysmith

Barry O'Riordan, Economic Development Cowichan



CVRD

Economic Development Cowichan

Update Topics

- Strategic plan
- Looking back
- Then COVID-19 happened...
- COVID-19 Response to Recovery
- Measuring Success



EDC Strategic Plan (2018-2022)

Goal 1: Business Retention Expansion and Attraction

Goal 2: Sector Development

Goal 3: Strengthening Communities

Goal 4: Communicating our Story, and

Goal 5: Alignment with CVRD Strategic Activities

Looking Back...



CVRD

Economic Development Cowichan

Looking Back...

- Cowichan Tech Strategy (2017)
- Industrial Land Use Strategy (2019)
- Air Transport Study (2019)
- Heritage Symposium (2019)
- Island Agriculture Show (2020)
- Shawnigan Lake Design Charrette (2020)
- Ladysmith Investment Attraction App (2020)
- Food Processing Feasibility Study (2020)



Then COVID-19 happened...



CVRD

Economic Development Cowichan

EDC COVID-19 Response Activities

Initial COVID Activities:

- Regional Emergency Operation Centre (REOC)
- COVID-19 Resource Page
- Economic Development/Business Support Organizations join forces
- Buy Local Cowichan Partnership (formerly, Cowichan Strong)
 - Weekly coordination, project development and sharing of best practice



EDC COVID-19 Response Activities

Buy Local Cowichan Partnership Activities:

- COVID-19 Business Resource Website
- Weekly Webinars/Coffee Chats
- Buy Local Cowichan Marketing Campaign
 - Website, social, video, TV, billboard, print
- Business Survey x 2
- Island Good support
- Supporting Regional Initiatives:
 - Digital Economy Restart, Recover, Reimagine Program (DER3), and BC Tourism Resiliency Program

EDC COVID-19 Response Activities

Other Activities:

- Film Cowichan paused –restarted in August
- Participating “Cowichan Task Leaders” weekly call (coordinated by Our Cowichan Health Network)
- Supporting non-profits and agricultural organizations
- VICEDA – Coordination calls, Tech attraction website techisland.io



COVID-19 Response to Recovery



CVRD

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COVID-19 Response to Recovery

- COVID Specific Responses – upcoming:
 - Enhancing Buy-Local-Cowichan
 - Ongoing Business Surveys
 - Recovery Dashboard
 - Spurring Innovation – tech, industrial, food/beverage
 - Other projects in development



COVID-19 Response to Recovery

- Accommodations Strategy

Recommend postponement – reassess need post COVID-19

- Tech Strategy – Implementation

Connectivity Strategy – Recommended for 2021

High School/VIU – Tech Training

Tech Networking – Enhanced DER3

- Agriculture and Food Innovation

Food Processing Hub, Business Incubation

Island Ag Show 2021 (tbt)

Cannabis



COVID-19 Response to Recovery

- First Nation Relations

Strengthened Communication, Aligned focus, Partnerships

- Industrial Land Use Strategy – Implementation

Sector Development, Support OCP policy options

- Sub-Regional Strategy/Design Charrette Support

Shawnigan, Ladysmith, Cow Bay, Cobble Hill, Lake Cowichan



CVRD

Economic Development Cowichan

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COVID-19 Response to Recovery

- Inspiring Innovation – Business & Ecology
Circular Economy, Doughnut Economics
- Film Cowichan
- Working with Partners
Tourism, Chambers, BIAs, First Nations, Non Profits
- EDC Strategic Plan Review



Measuring Success



CVRD

Economic Development Cowichan

Measuring Success

- Business Surveys, Recovery Dashboard
- Action on Recommendations of Tech, Industrial Land Use, Food Processing and other studies
- Response to Communications and Outreach
- Action in response to COVID-19



Economic Development Cowichan

Thank you!

ecdevcowichan.com



CVRD

Economic Development Cowichan



TOWN OF LADYSMITH

PROCLAMATION

NATIONAL FOREST WEEK

WHEREAS: *The Canadian Institute of Forestry is marking September 20-26 as National Forest Week;*

AND WHEREAS: *the theme "Healthy Forests, Healthy Future" focuses on the importance of safeguarding the health of Canada's forests as a critical nature-based solution to mitigate climate change;*

AND WHEREAS: *since 1908 the Canadian Institute of Forestry, have served our local community and our Country, with the goal of fostering public awareness of Canadian and international forestry issues while promoting sustainability and competence among forestry professionals;*

AND WHEREAS: *since 2020 marks the 100th anniversary of this national campaign;*

THEREFORE, *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim September 20-26, 2020 as "National Forest Week" in the Town of Ladysmith, British Columbia.*

Mayor A. Stone

September 15, 2020

Committee of the Whole Recommendations to Council

At its September 8, 2020 meeting, the Committee of the Whole recommended:

1. That Council:
 1. Confirm the kickoff date of February 2021 to commence community engagement for the new Official Community Plan;
 2. Approve that the scope for the Official Community Plan review will be comprehensive/new; and
 3. Direct staff to schedule a Special Committee of the Whole Meeting for October 2020, dedicated to discussing the Official Community Plan review process.
2. That Council approve the amended Purchasing Policy 05-1790-D as presented by the Director of Financial Services.



**MINUTES OF A MEETING OF THE
COMMITTEE OF THE WHOLE**

**Tuesday, September 8, 2020
6:30 P.M.**

This meeting will be held electronically as per Ministerial Order No. M192

Council Members Present:

Councillor Jeff Virtanen (Chair)

Mayor Aaron Stone

Councillor Duck Paterson

Councillor Amanda Jacobson (6:42 p.m.)

Councillor Rob Johnson

Councillor Tricia McKay

Councillor Marsh Stevens

Staff Present:

Erin Anderson

Donna Smith

Geoff Goodall

Mike Gregory

Jake Belobaba

Chris Barfoot

1. CALL TO ORDER

Councillor Virtanen called this meeting of the Committee of the Whole to order at 6:30 p.m., recognizing the traditional unceded territory of the Stz'uminus People. He then invited Mayor Stone to share an announcement.

Mayor Stone advised that on behalf of Council he was pleased to announce that the Town has hired Allison McCarrick as the new Chief Administrative Officer for the Town of Ladysmith.

2. AGENDA APPROVAL

CW 2020-035

That the agenda for this September 8, 2020 Committee of the Whole meeting be approved.

Motion Carried

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held July 14, 2020

CW 2020-036

That the minutes of the Committee of the Whole meeting held July 14, 2020 be approved.

Motion Carried

4. REPORTS

4.1 Official Community Plan Review Presentation and Report

CW 2020-037

That the Committee recommend that Council:

1. Confirm the kick off date of February 2021 to commence community engagement for the new Official Community Plan;
2. Approve that the scope for the Official Community Plan review will be comprehensive/new; and
3. Direct staff to schedule a Special Committee of the Whole Meeting for October 2020 dedicated to discussing the Official Community Plan review process.

Motion Carried

4.2 Proposed Changes to Filming Regulations

CW 2020-038

That the Committee direct staff to refer proposed "Town of Ladysmith Film Bylaw, 2020, No. 2045" to the Ladysmith Chamber of Commerce, Ladysmith Downtown Business Association, Film Cowichan and Vancouver Island North Film Commission (INFilm) for review and comment prior to formal consideration by Council.

Motion Carried

Councillor Stevens declared a conflict of interest regarding Item 4.3 due to his position as Executive Director of the LRCA related to 630 2nd Street, 314 Buller Street and 220 High Street, and recused himself from the meeting at 7:56 p.m.

4.3 Permissive Tax Exemptions for Tax Year 2020

CW 2020-039

That the Committee direct staff to:

1. Provide a 1-year Permissive Tax Exemption to all properties currently identified in “2020 Permissive Tax Exemptions Bylaw 2019, No. 2017”;
2. Provide a 10-year Permissive Tax Exemption for 630 2nd Avenue;
3. Provide a 10-year Permissive Tax Exemption for 220 High Street;
4. Not include the fully exempt properties on the water parcel tax or the sewer parcel tax; and
5. Prepare the necessary Permissive Tax Exemption Bylaws for Council consideration.

Motion Carried

Councillor Stevens returned to the meeting at 7:57 p.m.

4.4 Purchasing Policy Update – September 2020

CW 2020-040

That the Committee recommend that Council approve the amended Purchasing Policy 05-1790-D as presented by the Director of Financial Services.

Motion Carried

4.5 Tree, Bench and Amenity Dedication Policy

CW 2020-041

That the Committee recommend that Council amend the Park Bench Donations Guidelines Policy 12-5810-A to increase the Park Bench dedication fee to \$5,000 and establish a “Dedication Care Fund” with no renewal fee for the maintenance and care of all dedication amenities.

Motion Defeated

OPPOSED: Councillor Jacobson, Councillor Virtanen, Councillor McKay and Mayor Stone

CW 2020-042

That the Committee refer Park Bench Donations Guidelines Policy 12-5810-A back to staff to prepare a report for a future Committee of the Whole meeting that includes the following provisions:

1. The Town maintain the status quo for the donors to date;
2. Future donors as long as possible for the benches;

3. Investigate other options for memorializing loved ones as well as options for alternate materials for memorialization.

Motion Carried

5. COUNCIL SUBMISSIONS

5.1 Protection and Dedication of Park Lands

CW 2020-042

That the Committee direct staff to prepare a report for a future Committee of the Whole meeting with a list of properties that could be considered for parkland dedication to a future Committee of the Whole Meeting.

Motion Carried

5.2 Lifeguards at Transfer Beach

CW 2020-043

That the Committee direct staff to prepare a report for a future Committee of the Whole meeting to include a breakdown of capital costs, Human Resource considerations and insurance costs related to the provision of lifeguards at Transfer Beach.

Motion Carried

5.3 Downtown Public Washroom

The Committee discussed the provision of a permanent public washroom in the downtown and the potential relocation of the temporary washroom during construction.

6. CORRESPONDENCE

6.1 Letter dated August 16, 2020 from Jane Kilthei, One Cowichan regarding Climate Action Request

CW 2020-044

That the Committee receive for information the correspondence dated August 16, 2020 from Jane Kilthei, One Cowichan, regarding the Town of Ladysmith's climate action plan.

Motion Carried

7. ADJOURNMENT

CW 2020-045

That this meeting of the Committee of the Whole adjourn at 9:45 p.m.

Motion Carried

Chair (Councillor J.Virtanen)

Corporate Officer (D.Smith)

Subject to Adoption

STAFF REPORT TO THE COMMITTEE OF THE WHOLE

Report Prepared By: Jake Belobaba
 Date: September 8, 2020
 Meeting Date: September 8, 2020
 File No: 6480-20
 RE: OCP UPDATE

RECOMMENDATION:

That the Committee:

1. Recommend that Council confirm a kick off date of February 2021 to commence community engagement for the new Official Community Plan;
2. Define the scope for the Official Community Plan review; and
3. Recommend that Council approve the scope of the Official Community Plan review as defined by the Committee of the Whole.

EXECUTIVE SUMMARY:

This report provides a recommendation for a kickoff date of February 2021 to commence community engagement for the new Official Community Plan (OCP). The Committee is also requested to define the scope it wishes the OCP review to follow (e.g. housekeeping, overhaul, rewrite, comprehensive/new).

PREVIOUS COUNCIL DIRECTION:

Resolution Date	Resolution Number	Resolution
11/04/2019	CS 2019-351	That Council adopt the 2020-2023 Strategic Plan and direct staff to publish the plan online and in hard copy.

DISCUSSION:

In November of 2019, Council adopted a new Strategic Plan. One of the strategic priorities of the plan is to "Update the Official Community Plan (adopted in 2003) to set the vision and a road map to build the community we want over the next quarter-century".

The Director of Development Services will provide a PowerPoint presentation outlining OCPs and OCP processes and seeking direction, as outlined in the above Recommendation No. 2, related to the project scope and timeline. For the Committee's reference, the attached Appendix A shows OCP reviews underway or recently completed in other BC communities.

I approve the report and recommendation(s).

Erin Anderson, Acting Chief Administrative Officer

ATTACHMENT(S):

- Appendix A: Summary of other OCP Processes

Previously Reviewed

APPENDIX A

Community	Relevance/Highlights	Status	Link(s)
Colwood	Local. Comprehensive Review. “bold new official community plan”	Completed Aug 2019	https://www.colwood.ca/city-hall/plans-reports/official-community-plan/colwood-draft-ocp-overview https://colwood.civicweb.net/document/131567
Lantzville	Local. Used 2005 OCP as “starting point”	Completed June 2019	https://www.lantzville.ca/cms/wpattachments/wpID724atID4801.pdf
Trail	Similar Community Size. “comprehensive revision”	Underway	https://www.trail.ca/en/inside-city-hall/official-community-plan.asp?_mid_=14495
Qualicum	Similar Community Size. Review and update of 2011 OCP	Completed June 2018	https://www.qualicumbeach.com/ocp
Quesnel	Similar Community Size	Completed Dec. 2019	https://www.quesnel.ca/sites/default/files/city-hall/bylaws-policies/bylaws/final_quesnel_ocp_master.pdf
Squamish	Award Winning. Comprehensive review. Strong First Nations Component	Complete June 2018	https://squamish.ca/yourgovernment/official-community-plan/
Whistler	“Update” of existing OCP. Outstanding Wildfire DP Guidelines	Completed June 2020	https://www.whistler.ca/ocp
North Cowichan	Local. “Rewrite”	Underway	https://www.northcowichan.ca/EN/main/departments/planning-development/official-community-plan.html

STAFF REPORT TO THE COMMITTEE OF THE WHOLE

Report Prepared By: Erin Anderson, Director of Financial Services
 Meeting Date: September 8, 2020
 File No:
 RE: PURCHASING POLICY UPDATE – SEPTEMBER 2020

RECOMMENDATION:

That the Committee recommend that Council approve the amended Purchasing Policy 05-1790-D as presented by the Director of Financial Services.

EXECUTIVE SUMMARY:

The proposed amendment to the Purchasing Policy is an increase of the formal bidding process from \$25,000 to \$75,000 and informal bidding from \$3,000 to \$5,000.

PREVIOUS COUNCIL DIRECTION

CS 2017-278	09/18/2017	That Council approve the amended purchasing policy, which includes a provision for Social Procurement.
CS 2013-118	04/08/2013	It was moved, seconded and carried that the amended Purchasing Policy be adopted as presented.

INTRODUCTION/BACKGROUND:

The current Purchasing Policy requires Staff to obtain formal bids for values over \$25,000. There is work required by both Staff and bidders to create a robust Request for Proposal (RFP), Tender, or Request for Quotation (RFQ) as well as reviewing the submissions. The proposed policy change will increase the limit from \$25,000 to \$75,000.

For smaller purchases, the current policy allows up to \$3,000 to be made based on informal quotes. The proposed policy change will increase the limit from \$3,000 to \$5,000.

The policy does permit waiving the Purchasing Policy for emergencies, though on occasion Council is asked to waive the Policy in order to ensure the work can be completed in a timely manner. Projects over \$75,000 will still require the approval of Council to waive the purchasing policy.

The last amendment to the Purchasing Policy was in September of 2017 to add a provision of Social Procurement. The threshold values have been in place since 2013.

Some examples of projects that would not have come before Council if the proposed amendment was in place:

Resolution	Council Decision Date	Project	Amount
CS 2020-184	16-Jun-20	Chicken Ladder Hardening	32,000
CS 2020-193	16-Jun-20	Stocking Lake Access Culvert	50,000
CS 2020-087	03-Mar-20	Poverty Reduction Grant	25,000
CS 2019-420	16-Dec-19	Website upgrade	35,000
CS 2019-203	03-Jun-19	Lot 108 Site Plan	20,000
CS 2019-206	03-Jun-19	FJCC Tile repair (pool)	40,000

ALTERNATIVES:

The Committee may:

- Deny the proposed change
- Provide alternative threshold amounts

FINANCIAL IMPLICATIONS:

All purchases must be approved in the Financial Plan.

LEGAL IMPLICATIONS:

Apart from the Town's Purchasing Policy and procedures, the Town must abide by the Canadian Free Trade Agreement (CFTA) and the New West Partnership Trade Agreement (NWPTA). The CFTA has a \$100,000 threshold for goods or services and \$250,000 threshold for construction; and the NWPTA has a \$75,000 threshold for goods and services and a \$200,000 threshold for construction.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Town operates under a decentralized purchasing model.

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 |

☐ Healthy Community

☐ Local, Diverse Economy

☒ Not Applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

☐ Infrastructure

☐ Economy

☐ Community

☒ Not Applicable

☐ Waterfront

I approve the report and recommendation(s).

Erin Anderson, Acting Chief Administrative Officer

ATTACHMENTS:

- 05 1790 D Purchasing September 2020_red line

Previously Reviewed

TOWN OF LADYSMITH POLICIES AND PROCEDURE MANUAL

TOPIC:	PURCHASING POLICY		
APPROVED BY:	Council	ORIGINAL DATE:	March 5, 2001
		CURRENT AMENDMENT DATE:	September 18, 2017
RESOLUTION #:	CS-2017-278		
Amended: March 26, 2001 & Oct. 30, 2001, Jan 2002, January 2007, April 8, 2013 (replaces Jan 2007 version in its entirety)			

POLICY STATEMENT

Effective procurement is a critical support function for the Town of Ladysmith to responsibly manage the public funds placed in their trust. The procurement system must be responsive, cost effective, socially responsible and as open as possible to public scrutiny.

GUIDING PRINCIPLES

The Town's Procurement Policy is guided by the following principles which set the standard for performance:

1. Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls;
2. Engage in an open bidding process wherever practical;
3. Ensure maximum value is obtained during the acquisition of goods and services. The concept of maximum value includes the value derived from social impacts (See Appendix B for desired Community Benefit Goals). Where applicable, the total cost of the goods and services purchased should be taken into account. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance, social impact and environmental impact;
4. Take into account wherever practical the commitment to social responsibility, protection of the environment, and energy conservation;
5. Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade; and
6. Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.

In addition to the principles outlined above, Town employees will demonstrate ethical purchasing behavior including:

1. Declaration of Interest - An employee who has a direct or indirect pecuniary interest with a supplier must disclose this relationship to his or her superior, and will be excluded from the quote or tender process;
2. Confidentiality and Accuracy of Information - The confidentiality of information received in the course of duty must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead;
3. Competition - While considering the advantages of the Town of Ladysmith maintaining a continuing relationship with a supplier, any arrangement which might prevent the effective operation of fair competition should be

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avoided;

4. Business Gifts and Hospitality - To preserve the image and integrity of the employee, the employer and the profession, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of gifts or hospitality accepted should not be such that the recipient might be or might reasonably be perceived by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts. All gifts should be reported to the City Manager; and,
5. Discrimination and Harassment - No employee shall knowingly participate in acts of discrimination or harassment towards any person that he or she has business relations with.

PROCUREMENT PROCESS:

OVERVIEW

Procurement is the process by which a government acquires goods, services and capital works for its own use. This policy is designed to assist Town staff in meeting the Town's procurement objectives and to protect the Town and its staff against potential litigation and perceived or actual conflicts of interest. The essential elements of the Town's Procurement Policy are outlined below.

AUTHORITY

All staff members undertaking procurement actions must have formal authorization to do so. As outlined in section 149 of the Community Charter, the responsibility for the financial administration of the Municipality resides with the Chief Financial Officer (CFO). These duties include:

- a. receiving all money paid to the municipality;
- b. ensuring the keeping of all funds and securities of the municipality;
- c. investing municipal funds, until required, in authorized investments;
- d. expending municipal money in the manner authorized by the council;
- e. ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe; and
- f. exercising control and supervision over all other financial affairs of the municipality.

Authorization for expenditures is set out in the *Community Charter* Part 6, Division 3, s.173:

- (1) A municipality must not make an expenditure other than one authorized under subsection (2) or (3).
- (2) A municipality may make an expenditure that is included for that year in its financial plan, so long as the expenditure is not expressly prohibited under this or another Act.
- (3) A municipality may make an expenditure for an emergency that was not contemplated for that year in its financial plan, so long as the expenditure is not expressly prohibited under this or another Act.

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(4) The following apply in relation to the authority under subsection (3):

(a) the council must establish procedures to

(i) authorize expenditures under that subsection, and

(ii) provide for such expenditures to be reported to the council at a regular meeting;

(b) if an expenditure is made under that subsection, as soon as practicable, the council must amend the financial plan to include the expenditure and the funding source for the expenditure;

(c) the authority under that subsection does not include the authority to borrow for the purpose of making the expenditure.

Through this Policy, the Director of Financial Services (CFO) authorizes staff to perform and oversee the established processes of the Procurement Policy.

PROCESS:

COMPETITIVE BIDDING

The Town will utilize a competitive bidding process to secure goods and services wherever practical to obtain maximum value for its purchasing dollars.

The level of competition required for Town purposes is based on the dollar value and nature of the purchase ensuring the cost associated with administering a competitive process is proportionate to the benefit received as a result of the competition.

Purchases valued at less than \$53,000 may use the informal methods of verbal or written quotations.

Purchases valued between \$35,000 and \$725,000 must have a minimum of three (3) written quotations.

Purchases of goods and services with a value over \$725,000 must utilize a competitive process, which may be either a Request for Quotations, Request for Proposals, or Request for Tenders. These opportunities are given public notification by way of the internet, advertised on the Town website and on provincial government BC Bid website.

Under certain circumstances, at the discretion of the Director of Financial Services (CFO) together with the City Manager, select bidding may be utilized. Select bidding may be utilized for goods and service if delivery or project deadlines dictate that time is of the essence, or where extraordinary circumstances or market conditions exist. Bid documents would be sent to a minimum of three known suppliers of the required goods or services, thereby ensuring a competitive bid process.

The use of select bidding for projects valued at over \$7505,000 will require the further approval of the Council.

SOLE SOURCING

The requirement for a competitive process may be waived, if negotiating with a single supplier would offer better

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value. Examples of sole source items includes:

- technological advancement;
- standardization;
- compatibility with another item;
- clearly superior product;
- expertise in a specific area or field that cannot be matched by others;
- warranty requirements.

Negotiations for such items will only be permitted:

- in extraordinary circumstances or market conditions;
- if there is only one supplier for the product or service;
- in Emergency situations.

All sole source purchases over \$ ~~7550~~7559,000 require approval of the Council, following a Staff Report to Council from the originating department.

CO-OPERATIVE PURCHASING

Wherever possible, the Town will participate in cooperative purchasing to afford the taxpayers the benefits of both large volume purchases of common municipal requirements and the administrative efficiency in cooperative acquisition ventures.

DISPOSAL OF TOWN ASSETS

Disposal of obsolete or surplus goods, materials and equipment which are not used as trade-ins and RCMP recovered goods shall be through public auction or by way of publicly solicited offers.

Generally, Town employees, through public auction or sealed public bids may purchase Town assets or RCMP recovered goods. Those employees not eligible to purchase surplus assets shall be those employees responsible for declaring those assets surplus to the Town's needs or requirements.

The CFO shall make all final decisions with regard to the disposal of assets.

PURCHASING CARDS

Purchasing Cards are designed to provide a convenient and less burdensome method of procuring and paying for low value goods and services. The cards simplify the procurement process, reduce paperwork, speed up vendor payments and empower department heads and administrators to quickly and easily acquire the goods and services they need to manage their business units. The use of purchasing cards requires compliance with this policy.

The Purchasing Card is designed to replace a variety of payment processes including petty cash and low-value cheque requisitions.

PROHIBITIONS/ RESTRICTIONS

In order to ensure adherence to Purchasing policies, certain activities are prohibited:

- Procurement of goods or services prior to authorization.
- Procurement of goods and services by non-authorized staff, other than the use of purchasing cards, unless so permitted under the Purchasing Policy.
- The division of a single purchase into multiple increments to circumvent policies or levels of authority.
- Purchases of goods or services from any member of Council, appointed officers, employees of the Town or from any other source that would result in a conflict of interest situation.
- The purchase of any surplus goods, materials, or equipment by an employee of the Town responsible for declaring the goods, materials, or equipment surplus to the Town's needs.
- Procurement of land is not covered by this purchasing policy.

DOCUMENTATION

All steps in the procurement process will be documented in writing. The Town is subject to Freedom of Information and Protection of Privacy legislation, therefore purchasing decisions will be subject to public scrutiny from time to time. It is critical that we not only follow our policy but are able to demonstrate compliance.

ROLES AND RESPONSIBILITIES

The Finance Department, under the direction of the CFO, is committed to build a robust purchasing system that enables the user department to implement its purchase plan.

Department Heads are responsible for ensuring the Purchasing Policy is followed within their areas of control. In addition, the user department is the expert in the goods and services it plans to purchase. As such, its role is also to establish and implement its purchasing budget (through the annual operating and capital budget plan), receive and evaluate supplied goods and service, and provide feedback on the purchasing policy.

Council is responsible for ensuring that the principles of this Policy are operationalized. Annually Council will review

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and approve the 5 Year Financial Plan and the purchasing requirements of the Town, as required by the *Community Charter*.

RECOMMENDED METHODS OF PURCHASE

The nature of a purchase, as well as its dollar value, determines the procurement process and tools available. Appendix "A" attached hereto defines the authority of staff to approve the various purchasing thresholds, and outlines the recommended methods of purchase. Nothing in this policy restricts the discretion of responsible staff to require a written contract with a supplier whenever circumstances warrant.

Except where select bidding or sole sourcing is utilized in accordance with this Policy, purchases will be made using the following methods:

- Informal Quotes - for low dollar value or commodity type items employees will typically get quotes from multiple sources.
- Formal Quotes - where higher dollar value or non-routine items are required, employees will endeavor to get written quotes from a minimum of three suppliers
- Request for Quote (RFQ) - where the items required are over \$~~72~~5,000 and are for specific known or identifiable products. A formal quote process including: providing a description of the products or services required, advertising of the opportunity, managing the responses, providing consolidation of the results, review and recommendation by the initiating department for award and the issuance of the PO is required.
- Request for Proposal (RFP) - where the items required are over \$~~72~~5,000, and the Town requires the vendor to propose how to complete a product or service. A formal Proposal process including: providing an overview of the products or services required, advertising of the opportunity, managing the responses, providing consolidation of the results, establishing the evaluation criteria, review and recommendation by the initiating department for award, completing the contract and the issuance of the PO is required.
- Request for Tender (RFT) - where the items required are over \$~~72~~5,000, and the Town requires the vendor to complete a product or service where the project specifications and result are known. A formal tendering process including: providing an overview of the products or services required, advertising of the opportunity, managing the responses, providing consolidation of the results, review and recommendation by the initiating department for award, completing the contract and the issuance of the PO is required.

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Appendix A

Acquisition:	0- 42 ,999	\$ 53 ,000 - 9,999	\$10,000 - 27 4,999	\$ 72 5,000- 250,000	\$250,000+
Authority	Approved Staff	Manager	DH	DH + CM & DOF	DH CM & DOF/ Council
Documents	Informal	Formal	Formal	RFP, RFQ, RFT	RFP, RFQ, RFT
Process	Discretionary	Competitive Bidding	Competitive Bidding	Competitive Bidding	Competitive Bidding
Commitment Documentation	Direct Coding & Signature	PO	PO	PO	PO

RFP = Request for Proposal

RFQ = Request for Quotation

RFT = Request for Tender

PO = Purchase Order

DH = Department Head

DOF = Director of Financial
Services (CFO)

CM = City Manager

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Appendix B – Community Benefit Goals (up to 5% of total points)**Economy**

- Demonstrate job creation within the local area, which is defined as the Cowichan Valley Regional District and the Regional District of Nanaimo.
- Contribute to a stronger local economy (buy local)
- Increase training and apprenticeship opportunities
- Provide work experience and employment opportunities for youth aged 15 to 24
- Ensure that a Living Wage for the local area is paid

Public Spaces

- Enhance community recreation, arts and/or culture infrastructure
- Improve and enhance public spaces
- Improve access to public spaces for people living with disabilities

Environment

- Demonstrate that work undertaken exceeds requirements for environmental standards

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STAFF REPORT TO COUNCIL

Report Prepared By: Jake Belobaba, Director of Development Services
Donna Smith, Manager of Corporate Services

Meeting Date: September 15, 2020

File No:

RE: **RESIDENT ALIEN – STREET AND PARKING CLOSURE REQUESTS FOR SECOND ROUND OF FILMING**

RECOMMENDATION:

That Council approve the following requests from the production company for the second round of filming of the television series *Resident Alien*, subject to negotiation of final schedules between staff and the production company:

1. Intermittent closures of parking spaces between October 1 to 7:
 - On both sides of 1st Avenue from 330 to 610 1st Avenue;
 - On both sides of 1st Avenue from Baden Powell Street to Gatacre Street;
 - On both sides of Roberts Street from the TransCanada Highway to 120 Roberts Street;
 - The south side of Gatacre Street, between the TransCanada Highway and 1st Avenue;
 - On both sides of the “Malone Road Alley” between 1st Avenue and 121 Gatacre Street; and
 - On both sides of High Street, between the alleys to the east and west of 1st Avenue and 11 High Street.
2. Intermittent closures of Roberts Street except for local traffic only between the TransCanada Highway and 1st Avenue on October 4 and 6, on the condition that the company has a traffic management plan and highway use permit in place, with appropriate signage;
3. Intermittent traffic control between October 4 to 6:
 - On the 300 and 400 blocks of 1st Avenue; and
 - On High Street between 1st Avenue and the TransCanada Highway.
4. Use of the Town controlled portion of the Fisherman’s Wharf parking lot at 837 Ludlow Road from October 1 to 8 for a production staging area.
5. Closure of the Town-owned parking lots at:
 - 117 Gatacre Street from October 2 to 7 for truck parking; and
 - 17 and 25 Roberts Street from October 1 to 8 for storage of equipment and tents.
6. Closure of the following areas for from October 4 to 6 for crew parking:
 - parking areas along Oyster Bay Drive, between Ludlow Road and Transfer Beach Boulevard, excluding areas currently in use for construction;
 - the south side of Transfer Beach Boulevard from Oyster Bay Drive to Transfer Beach Park;

- the portion of 610-840 Oyster Bay Drive on the south side of Transfer Beach Boulevard; and
- the gravel parking area north of the Transfer Beach Amphitheatre.

7. Use of:

- the gravel infield and, weather permitting, the outfield at High Street Park from October 3 to 7 for a waiting area for extras and miscellaneous staging;
- the Town-owned lots at 12, 20 and 26 Buller Street on an as-needed basis for vehicle parking, equipment staging or other filming-related uses from October 1 to 8; and
- the alley between 422 and 416 1st Avenue for an equipment cache from October 4 to 6.

EXECUTIVE SUMMARY:

The television series *Resident Alien* originally filmed in Ladysmith in January 2020. The second round of filming was planned for March, however was postponed due to the COVID-19 pandemic.

The television series is ready to begin shooting more episodes between October 1 and 8. These dates incorporate pre- and post-production work, as well as actual filming. The production company has requested use of Town properties, as well as closure of a number of parking spaces and roads as outlined in the recommendation.

The filming proposal is similar to the one approved by Council in March that was cancelled. Some changes have been implemented to accommodate COVID-19 precautions.

PREVIOUS COUNCIL DIRECTION

Resolution	Meeting Date	Resolution Details
CS 2020-085	03/03/2020	That Council approve the following requests from the production company for the second round of filming for the television series <i>Resident Alien</i> , subject to negotiation of final schedules between staff and the production company: <ol style="list-style-type: none"> 1. Intermittent closures of Roberts Street between the Trans Canada Highway and First Avenue on Friday, March 13 and Saturday, March 14 for preparation and on Monday March 16 for shooting, on the condition that the company has a traffic management plan and highway use permit in place, with appropriate signage south of Coronation Square for northbound traffic, and north of 1st Avenue for southbound traffic; 2. Intermittent closures of parking spaces between March 13 and 17 on both sides of: <ul style="list-style-type: none"> o Roberts Street from the Trans Canada Highway to the southwest point of the Credit Union parking lot; o First Avenue between Gatacre Street and Baden Powell Street o High Street between the Trans Canada Highway and 1st Avenue; with the condition that the production company provide staff to assist customers in accessing businesses in these areas, and offer delivery of prescriptions as required; 3. Closure of 1st Avenue between Roberts Street and High Street for filming a stunt scene on Sunday, March 15; 4. Closure of the Town's parking lot at 17 and 25 Roberts Street from March 13 to March 17;

Resolution	Meeting Date	Resolution Details
		<p>5. Closure of the Town parking lot and spaces along the alley between Gatacre Street and Malone Road for work trucks and support vehicles from March 13 to March 17;</p> <p>6. Closure of parking along Oyster Bay Drive north of the Machine Shop from March 13 to 17 for use by production crew;</p> <p>7. Use of the Town's property at the southern half of the parking lot at Fishermen's Wharf and Rotary Boat Launch for the production 'circus';</p> <p>8. Use of the Town's property on Buller Street east of 1st Avenue for overflow parking, on the condition that the company completes and necessary fill or other work required</p>

INTRODUCTION/BACKGROUND:

Resident Alien is a slightly dark yet comedic fish-out-of-water story that follows a crash-landed alien named Dr. Harry, who, after taking on the identity of a small town Colorado doctor, begins to wrestle with the moral dilemma of his secret mission to destroy Earth.

The filming setup will generally be a similar, but slightly expanded version of the January 2020 filming session. Additional areas are being recommended for use by the film company to help meet COVID-19 safety protocols. The High Street ball diamond will be used as a tented assembly area for extras and the ballfield may be available for use if the weather stays dry. Additional crew parking has been requested along Oyster Bay Drive, Transfer Beach Boulevard, at Transfer Beach Park and on a portion of the Town-owned waterfront lands because a shuttle service from Nanaimo does not meet safety requirements. A map of the filming and staging areas requested by the film company is provided as Appendix A. Staff are also recommending that the Town-owned lots on Buller Street be made available for parking or staging use as some of the areas on the waterfront and the High Street ballfield may be impacted by weather or construction activity.

Filming will occur between October 4 and 6 with setup starting October 1 and tear down completed by October 8. Locations will be similar, with most filming occurring near the intersection of Roberts Street and 1st Avenue and along 1st Avenue and High Street.

Some street furnishings and decorations will be temporarily removed for filming. Specifically, several picnic tables on 1st Avenue will be removed and street banners will be removed and replaced for filming and 1st Avenue will be once again renamed "Main Street". Council approval is not required for these changes and the work will be performed by Public Works crews.

The production company has remained in touch with local businesses and residents that will be affected by the parking and street closures. The overall response from the community and those affected by the January filming and closures has been very positive.

COVID-19 Safety Plan

Resident Alien will be following [Worksafe BC](#) and [actsafe](#) guidelines that have been developed to reduce the risk of spreading COVID-19 during filming activities. A synopsis of these precautions is provided in Appendix B.

ALTERNATIVES:

Council can choose to:

- Amend the requests.
- Approve some or none of the requests.
- Amend the fees charged.

FINANCIAL IMPLICATIONS:

Parking lots, other property and parking spaces will be rented at the same day rate as charged for *Resident Alien's* first round of filming in January 2020. Staff have prepared a draft of the new film bylaw and policy which was introduced to Council at the Committee of the Whole on September 8. The proposed regulations have a new fee structure, but will not be in force by October 1 and will not apply to *Resident Alien*.

Item	Cost
Parking stalls	\$2.00/stall/day
Buller Street Vacant Lot	\$750 total rate
Gravel Waterfront Parking (Circus)	\$167.34/day
Gravel Transfer Beach Parking	\$167.34/day
Gated section, Lot 4	\$750 total rate
Policing	Reimbursed at cost
Town staff wages & Fire/Rescue call-out	Reimbursed at cost

LEGAL IMPLICATIONS:

The production company will sign the appropriate film permit and have necessary insurance and liability coverage in place.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is anticipated that the filming will generate considerable excitement in the community, which will be offset by the inconvenience of loss of access to parking and the other disruptions created by a production of this size. The film company will continue to reach out to the community to address concerns and answer questions in advance of, and during, filming.

Staff will approve the film company's communications to residents prior to distribution.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Services takes the lead in film liaison and permit work. Legislative Services has responsibility for street closures and communications. Public Works will provide staff to remove banners, benches and other items as requested by the production company.

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 checked="" type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

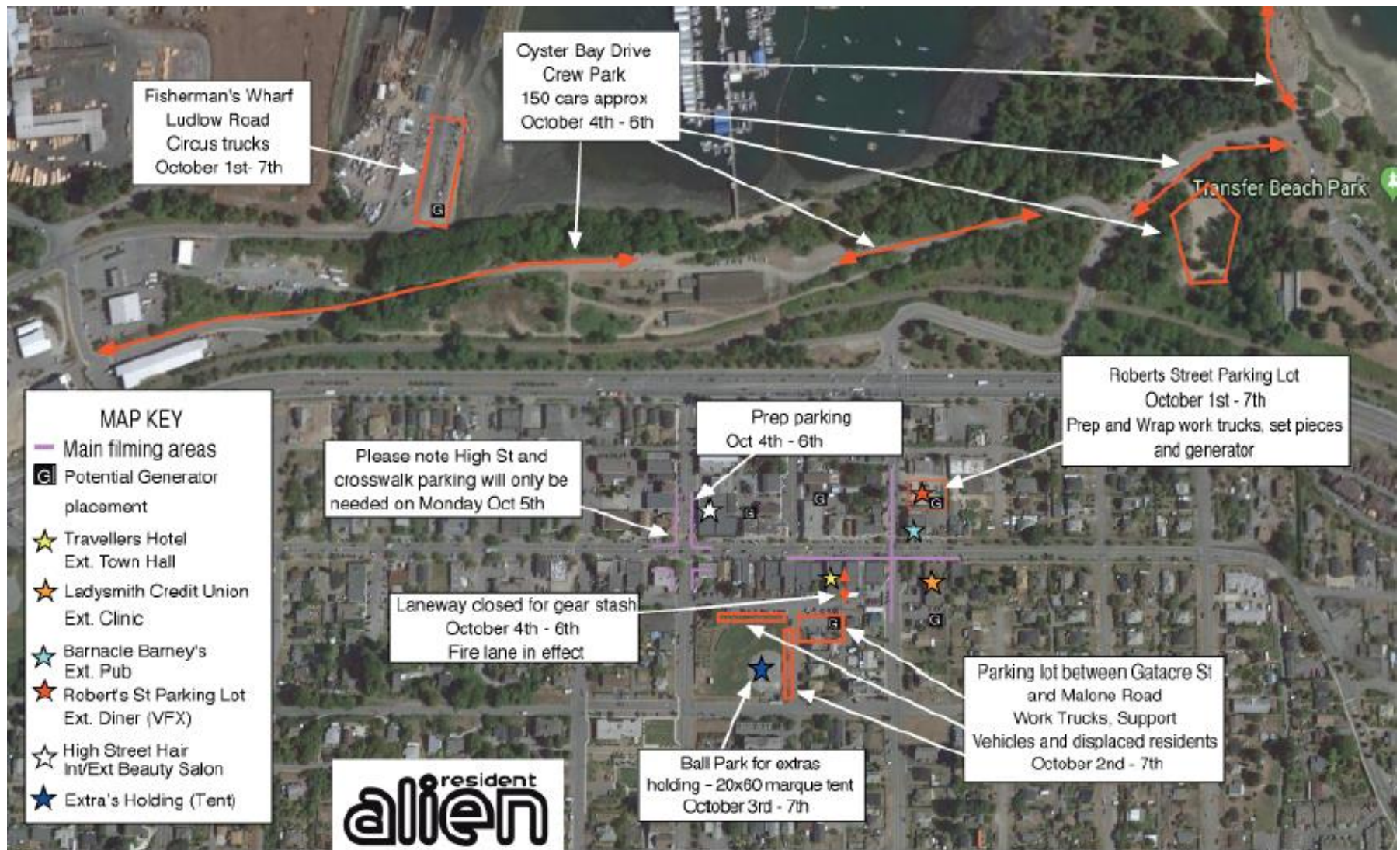
- | | |
|---|---|
| <input type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Economy |
| <input type="checkbox"/> Community | <input type="checkbox"/> Not Applicable |
| <input type="checkbox"/> Waterfront | |

I approve the report and recommendation(s).

Erin Anderson, Acting Chief Administrative Officer

ATTACHMENT(S):

- Appendix A: Site Plan
- Appendix B: COVID-19 Safety Plan



LOCATION FILMING: MANAGING THE PANDEMIC RISK

The COVID-19 pandemic has changed filming on location in British Columbia. This brief and living guide highlights considerations our locations community is making to minimize or eliminate the risks of the spread of COVID-19 while creating a safe and healthy workspace at each of our filming locations, for the staff, patrons and film crew, during all stages of filming activity.



THE LOCATION

- Any location specific concerns will be addressed prior to accessing the location
- Cleaning standards have been updated to account for Covid-19 and all recommended best practices will be followed
- Production equipment/materials are being maintained to an improved cleanliness standard to reduce risks of contamination to the location



YOUR SAFETY

- Only necessary crew will have access to the location during prep/shoot/wrap
- All visits will be discussed in advance to ensure best health and safety standards are in place during the visit
- Essential non-production staff, contractors and liaisons will adhere to the same standards as laid out within this document
- No cast, crew or production representatives who feel unwell will be allowed in the workplace
- To maintain physical distancing guidelines, public access around the film set may be limited for your safety



CREW CONSIDERATIONS

- Crew sizes may be reduced or regulated to allow for a safe work environment in accordance with their production specific protocols and limitations outlined by the governing authorities
- All production crew have received information and training on health and safety requirements
- Reporting procedures will be in place for any crew members who feel unwell
- Production will supply sanitization stations and PPE as appropriate



IMPLEMENT PHYSICAL DISTANCING

- Monitor space usage, ie. spaces that are too small for physical distancing may not be considered
- Health and Safety signage will be displayed on location
- If physical distancing can not be maintained for a specific task/job then the production will mitigate the risks appropriately



REDUCE TOUCH POINTS & ENHANCED CLEANING

- Access to spaces will be controlled to reduce potential impact and exposures at a location
- Unnecessary items should be removed from location to avoid cross-contamination
- Enhanced cleaning protocols specific to Covid-19 will be employed



COMMUNICATION

- Production will maintain an open, consistent and clear line of communication with location owners and the community
- Notification Letters will still be distributed to outline our planned filming activities and reinforce our enhanced safety measures

ADDITIONAL SOURCE INFORMATION, GUIDELINES & BEST PRACTICES:

- [BC Film Industry Coalition Guidelines:](https://www.creativebc.com/database/files/library/BCMPBP_Coalition_Safety_Guidelines_Final_Web_June24_2020(1).pdf) [https://www.creativebc.com/database/files/library/BCMPBP_Coalition_Safety_Guidelines_Final_Web_June24_2020\(1\).pdf](https://www.creativebc.com/database/files/library/BCMPBP_Coalition_Safety_Guidelines_Final_Web_June24_2020(1).pdf)
- [WorkSafeBC Motion Picture & TV: Protocols for returning to operation:](https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/motion-picture-television-production) <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/motion-picture-television-production>
- [Actsafe Safety Association COVID-19 Resources:](https://www.actsafe.ca/covid-19-resources-for-the-arts-and-entertainment-industries/) <https://www.actsafe.ca/covid-19-resources-for-the-arts-and-entertainment-industries/>
- [CreativeBC COVID-19 Information:](https://www.creativebc.com/about-us/news/covid-19/) <https://www.creativebc.com/about-us/news/covid-19/>
- [BC Centre for Disease Control:](http://www.bccdc.ca/health-info/diseases-conditions/covid-19) <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

CONTACT INFORMATION RELEVANT TO THIS SPECIFIC PRODUCTION

Name	Brad Jubenville	Name	Mary Jo Beirnes
Position	Prod. Mgr.	Position	Unit Mgr.
Phone	604-612-7252	Phone	604-202-3873
Email	bjubenville@me.com	Email	maryjo.beirnes@gmail.com

INFORMATION REPORT TO COUNCIL

Report Prepared By: Erin Anderson, Director of Financial Services
 Meeting Date: September 15, 2020
 File No:
 RE: 2021 PERMISSIVE TAX EXEMPTIONS

RECOMMENDATION:

That Council:

1. Give first three readings to "Town of Ladysmith 2021 Permissive Tax Exemptions Bylaw 2020, No. 2052";
2. Give first three readings to "Town of Ladysmith Community Services Centre Tax Exemption Bylaw 2020, No. 2053"; and
3. Direct staff to not include the fully exempt properties on the water parcel tax or the sewer parcel.

EXECUTIVE SUMMARY:

At the Committee of the Whole meeting held September 8, 2020, Staff were directed to prepare the annual Permissive Tax Exemption bylaws based on the properties currently on the 2020 Permissive Tax bylaw. Staff were also directed to prepare a 10 year exemption bylaw for the property at 220 High Street, currently occupied by the Boys & Girls Club of Central Vancouver Island, and 630 2nd Avenue, currently occupied by the Ladysmith Resources Centre Association and the Ladysmith Seniors Centre.

PREVIOUS COUNCIL DIRECTION:

CW 2020-039	<p>That the Committee direct staff to:</p> <ol style="list-style-type: none"> 1. Provide a 1-year Permissive Tax Exemption to all properties currently identified in "2020 Permissive Tax Exemptions Bylaw 2019, No. 2017"; 2. Provide a 10-year Permissive Tax Exemption for 630 2nd Avenue; 3. Provide a 10-year Permissive Tax Exemption for 220 High Street; 4. Not include the fully exempt properties on the water parcel tax or the sewer parcel tax; and 5. Prepare the necessary Permissive Tax Exemption Bylaws for Council consideration.
-------------	--

DISCUSSION:

Under Sections 224 and 225 of the *Community Charter*, Permissive Exemptions are permitted to certain properties providing the property or property owner meets specific conditions. These conditions include ownership, such as not for profit organizations or charitable organizations, and specific use, such as care homes and recreational organizations. Many churches are statutorily exempt for the building and footprint; the permissive tax exemption extends the

exemption to the remaining portion of the property.

The bylaws are on tonight's agenda for first three readings. Two statutory advertisements will be placed in the Chronicle prior to the bylaws being considered for adoption.

I approve the report and recommendation(s).

Erin Anderson, Acting Chief Administrative Officer

ATTACHMENT(S):

- 1) 2021 Permissive Tax Exemptions Bylaw 2020, No. 2052; and
- 2) Community Services Centre Tax Exemption Bylaw 2020, No. 2053.

TOWN OF LADYSMITH

BYLAW NO. 2052

A bylaw to exempt from taxation certain lands and buildings for the year 2021

WHEREAS Section 224 and 225 of the *Community Charter* permits Council, by by-law, to exempt from taxation certain buildings, the lands on which the buildings stand and the lands surrounding certain buildings;

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

Part 1 – Church Properties Tax Exemption

All church halls and lands within the legal boundaries of those properties listed under Part 1 of Schedule ‘A’ are hereby exempted from taxation for the year 2021.

Part 2 – Charitable, Not-for Profit and Recreational Tax Exemption

All lands and improvements within the legal boundaries of those properties listed under and to the extent described under Part 2 of Schedule ‘A’ are hereby exempted from taxation for the year 2021.

Schedules A through H, inclusive, which are attached hereto, form a part of this bylaw.

Citation

This bylaw may be cited as "Town of Ladysmith 2021 Permissive Tax Exemptions Bylaw 2020, No. 2052".

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

Mayor (A. Stone)

Corporate Officer (D. Smith)

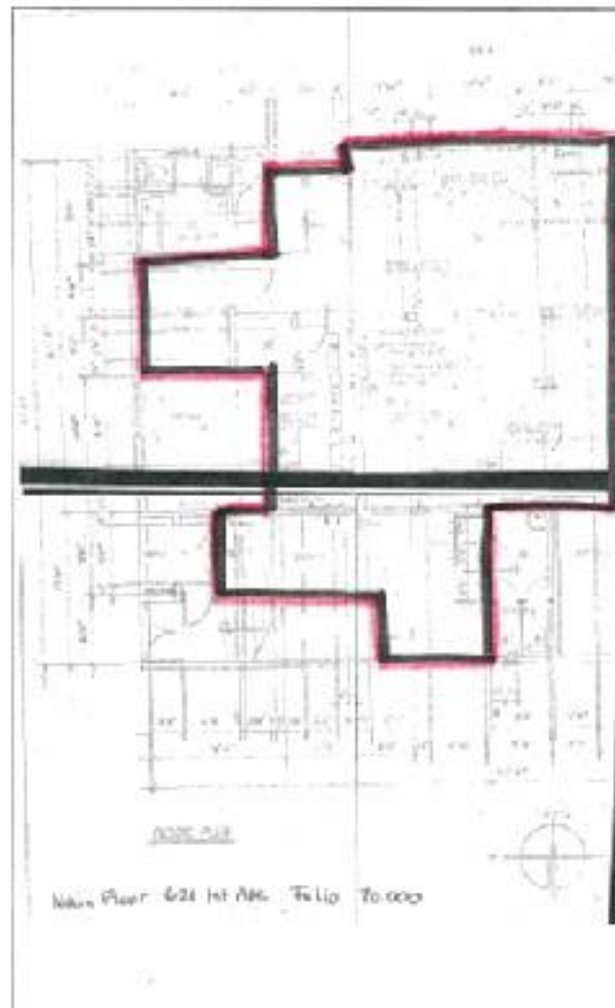
Schedule “A”
"Town of Ladysmith 2021 Permissive Tax Exemptions Bylaw 2020, No. 2052"

Part 1 224.2 (f) Building for Public Worship		
Organization	Address	Legal Description
United Church of Canada	232 High Street	Lot A, Plan VIP63119, District Lot 56, Oyster Land District
Ladysmith Fellowship Baptist Church	381 Davis Rd	Lot 1, Plan VIP43316, District Lot 43, Oyster Land District, Except Plan VIP66137
St. Mary's Catholic Church	1135 4th Ave	District Lot 145, Oyster Land District, Except Plan 33231 & VIP72186 (Specifically the area of land and buildings outlined in bold on Schedule 'B')
Pentecostal Assemblies of Canada	1149 4th Ave	Lot A, Plan VIP46331, District Lot 146, Oyster Land District (Specifically the area of land and buildings outlined in red on Schedule 'C')
Part 2 224.2 (a) Non-Profit		
Organization	Address	Legal Description
Ladysmith & District Historical Society	721 1st Ave	Lot 11, Block 7, Plan VIP703, Oyster Land District
Canadian Legion Branch #171	621 1st Ave	Lot A, Block 8, Plan VIP703, District Lot 56, Oyster Land District, Portion (DD 65840N), Except Plan SLY 64 FT (Except The Section Outline In Bold On Schedule 'D')
Ladysmith Health Care Auxiliary	910 1st Ave	Block 30, Plan 703A, District Lot 24 (Being a consolidation of lots 1 and 2, see CA7428266), Oyster Land District.
Ladysmith Resources Centre Association	314 Buller St	Lot A, Block 76, Plan VIP703a, District Lot 56, Oyster Land District, Portion (Dd 392367)
Ladysmith Golf Club Society	380 Davis Rd	District Lot 43, Oyster Land District, Except Plan 2478 4670 5873 7527 8922 12027 14051 15693 835r 34197 48247 & VIP57353, Exc E&N Rly R/W Pcl A (Dd 24403n) Pcl C (Dd 34443i), VIP65242
Ladysmith & District Historical Society	614 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131 (PARENT FOLIO 445-1109-300) (Shown In Schedule E)
Ladysmith Maritime Society	616 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith - Car Shop (Parent Folio 445-1109-300)
Ladysmith Maritime Society	Unit C, I & M - 610 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 85, 11G, 24, 56, Oyster Land District, Except Plan VIP64405 VIP71943, That Part Included In Lease From Town Of Ladysmith Unit C, I & M Ladysmith Maritime Society
Ladysmith & District Historical Society	612 Oyster Bay Dr	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith
Arts Council of Ladysmith & District	Units J, K & L - 610 Oyster Bay Rd	Lot 4, Plan VIP45800, District Lot 8G,11G,24,56, Oyster Land District, Except Plan VIP64405 VIP71943 VIP72131, That Part Included In Lease From Town Of Ladysmith Unit J & K
Eco-Tourism Building	200 Capt Dekonick Way	Plan VIP66352, District Lot 56, Oyster Land District (Specifically The Area Of Land And Buildings Outline In Bold On Schedule 'F')
Ladysmith Senior Citizens Housing Society	207 Jamison Rd	Lot 1, Plan VIP21490, District Lot 56, Oyster Land District (Specifically The Area Of Land Surrounding The Building Footprint As Shown On Schedule G)
Ladysmith Senior Citizens Housing Society	101 1st Ave	Lot 1, Plan VIP31443, District Lot 56, Oyster Land District

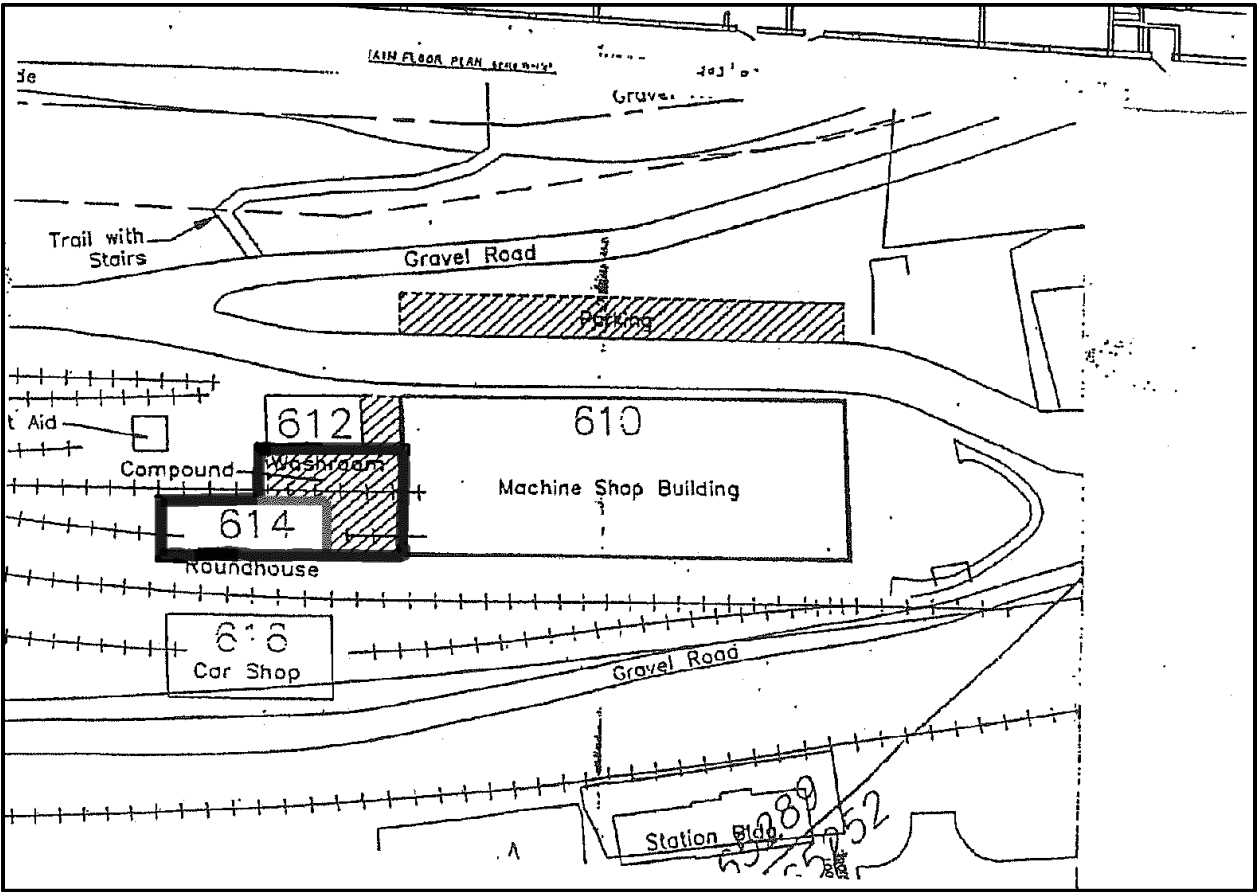
Ladysmith & District Historical Society	1115A - 1st Ave	Strata Lot 1, Plan VIS5873, District Lot 118, Oyster Land District, Together With An Interest In The Common Property In Proportion To The Unit Entitlement Of The Strata Lot As Shown On Form 1 Or V, As Appropriate
Ladysmith Festival of Lights	1163 4th Ave	Lot A, Plan VIP34438, District Lot 146, Oyster Land District, Portion Part Of Fourth Ave
Ladysmith Maritime Society	611 Oyster Bay Dr	Block C, District Lot 2016, Cowichan Land District, Foreshore Lease For Commercial Marina Purposes; That Part Included In Area Leased From Town Of Ladysmith, Lease/Permit/Licence # 106431 (Shown in bold on Schedule 'H', Including The Insert For The Visitors Centre)

Schedule "D"

"Town of Ladysmith 2021 Permissive Tax Exemptions Bylaw 2020, No. 2052"

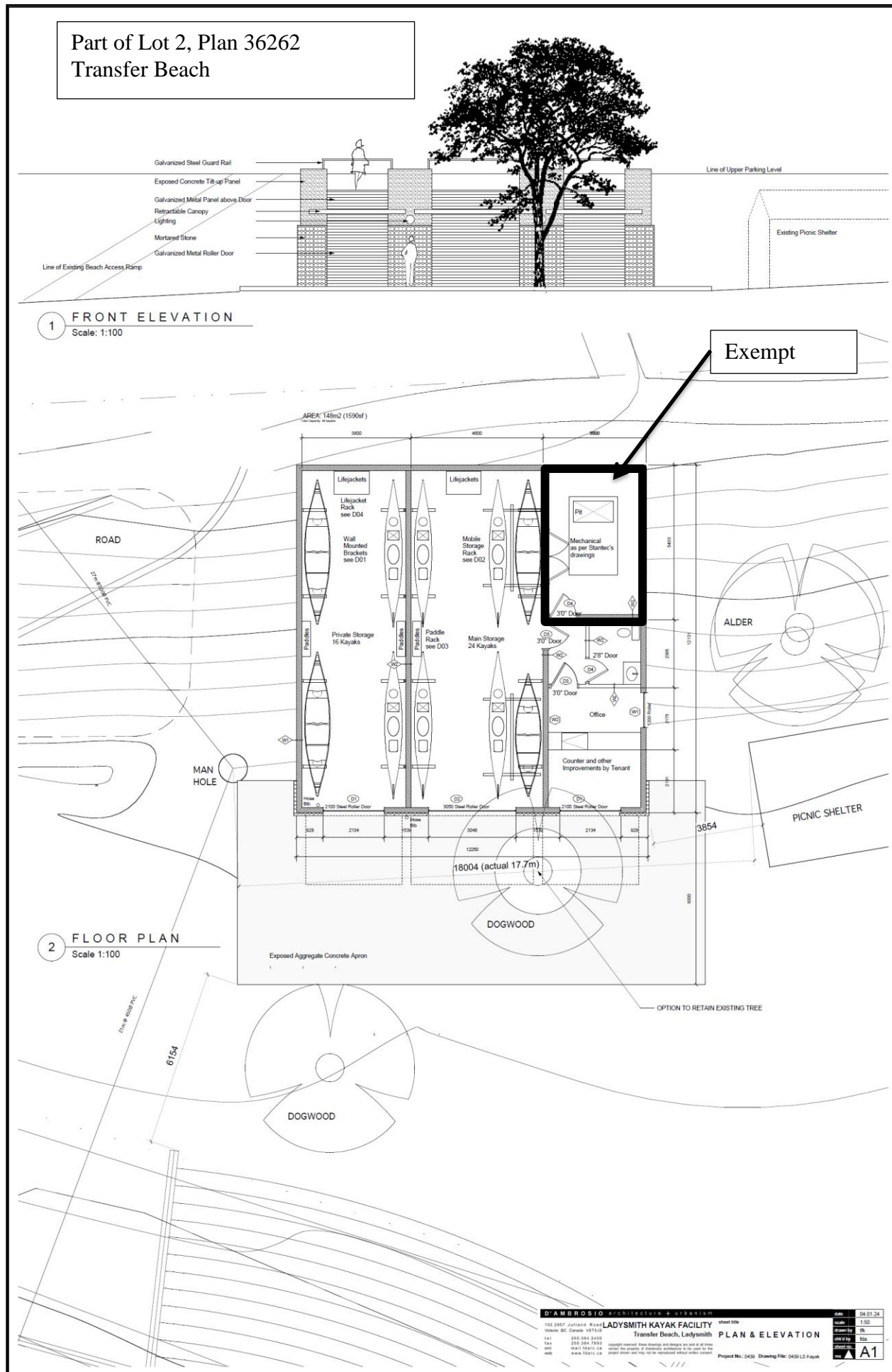


Schedule "E"
"Town of Ladysmith 2021 Permissive Tax Exemptions Bylaw 2020, No. 2052"

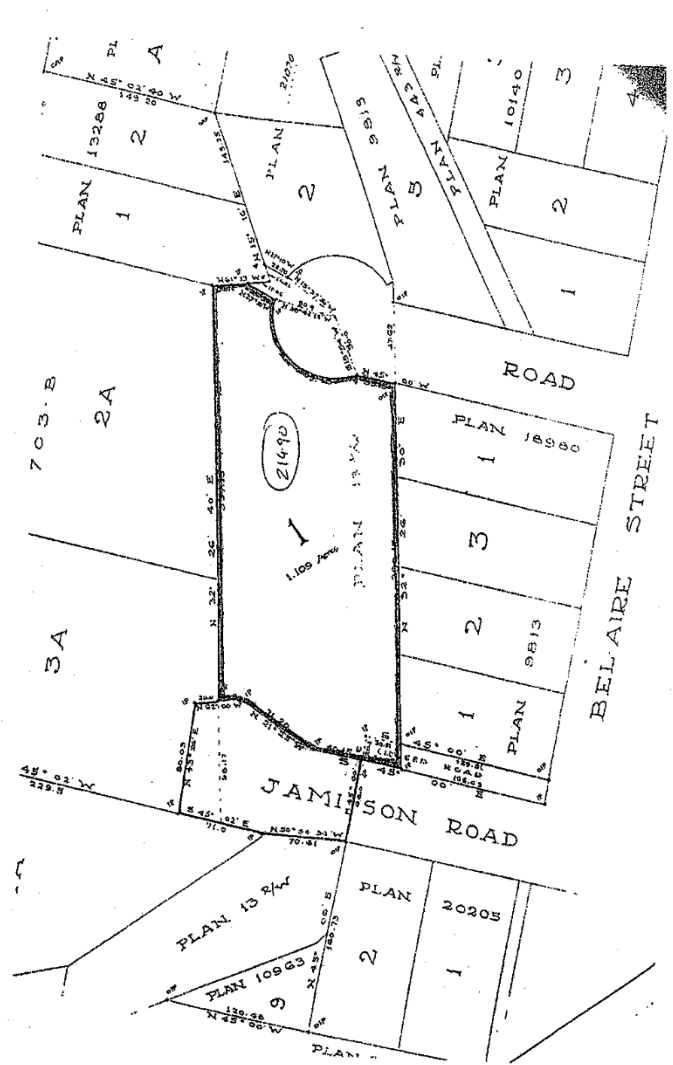


Schedule "F"

"Town of Ladysmith 2021 Permissive Tax Exemptions Bylaw 2020, No. 2052"

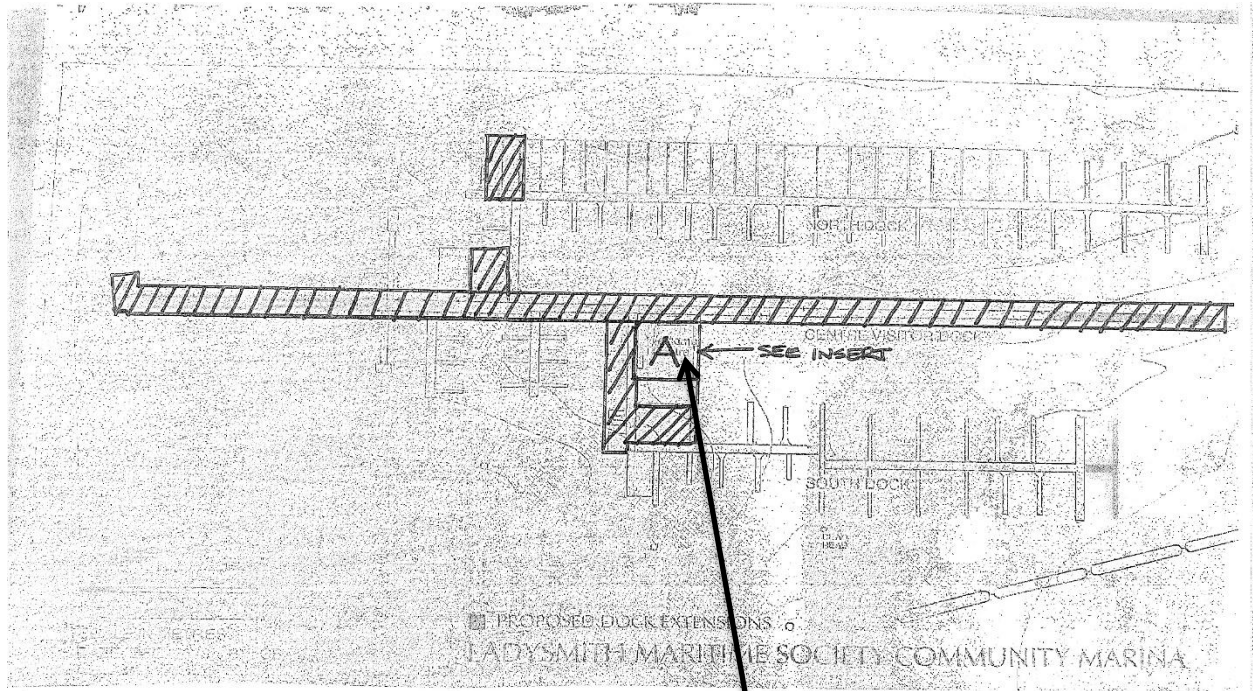


Schedule "G"
"Town of Ladysmith 2021 Permissive Tax Exemptions Bylaw 2020, No. 2052"



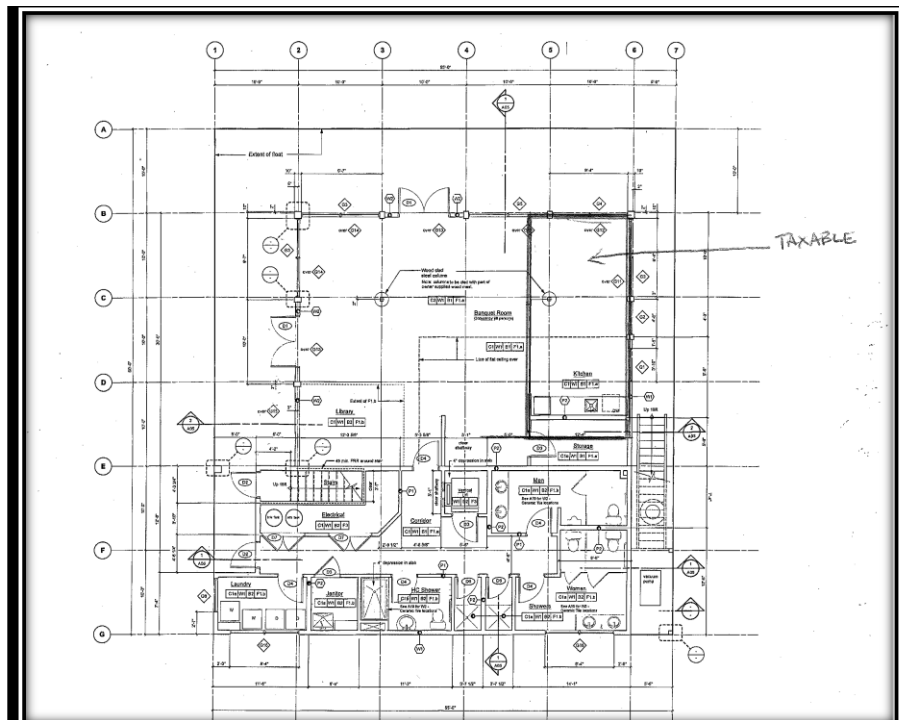
Schedule "H"

"Town of Ladysmith 2021 Permissive Tax Exemptions Bylaw 2020, No. 2052"



Insert:

See insert below



TOWN OF LADYSMITH

BYLAW NO. 2053

A bylaw to exempt from taxation certain lands and buildings for the years 2021 to 2030.

WHEREAS Section 224 and 225 of the *Community Charter* permits Council, by by-law, to exempt from taxation certain buildings, the lands on which the buildings stand and the lands surrounding certain buildings;

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

Charitable, Not-for-Profit and Recreational Tax Exemption

All lands and improvements within the legal boundaries of those properties listed under and to the extent described under Schedule ‘A’ are hereby exempted from taxation for the years 2021 to 2030.

Schedule ‘A’, which is attached hereto, forms part of this bylaw.

Citation

This bylaw may be cited as "Town of Ladysmith Community Services Centre Tax Exemption Bylaw 2020, No. 2053".

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

Mayor (A. Stone)

Corporate Officer (D. Smith)

SCHEDULE "A"
"TOWN OF LADYSMITH COMMUNITY SERVICES CENTRE
TAX EXEMPTION BYLAW 2020, NO. 2053"

Part 2 224.2 (a) Non-Profit		
Organization	Address	Legal Description
Ladysmith Seniors Ladysmith Resource Centre Association	630 2 nd Ave	BLOCK B,PLAN NUMBER VIP6460,DISTRICT LOT 56,LAND DISTRICT 43
Boy's & Girls Club of Central Vancouver Island	220 High St	LOT A,PLAN NUMBER VIP68919,DISTRICT LOT 56,LAND DISTRICT 43

STAFF REPORT TO COUNCIL

Report Prepared By: Chris Barfoot
Meeting Date: September 15, 2020
File No:
RE: **TEMPORARY DOWNTOWN WASHROOM**

RECOMMENDATION:

That Council direct staff to extend the rental of the portable washroom on 1st Avenue until a permanent washroom is constructed on 1st Avenue.

EXECUTIVE SUMMARY:

A portable washroom was placed on 1st Avenue for patrons of the downtown businesses and the general public to have access to during COVID-19 restrictions. The portable washroom was intended to be on site from July to the end of September, 2020. The last meeting of the Committee of the Whole discussed extending the term for the temporary washroom rental contract to the fall and winter months until a permanent washroom could be constructed on the site.

PREVIOUS COUNCIL DIRECTION

CS 2020-190	06/16/2020	That Council authorize staff to spend up to \$15,000 with the funds to come from unspent Grants-in-Aid for: 1. The purchase and installation of outdoor tables to be placed in various locations along 1st Avenue; and 2. The rental of a portable washroom and handwashing station to be placed in a central location on 1st Avenue for the months July to September, 2020
-------------	------------	---

INTRODUCTION/BACKGROUND:

During previous Council meetings in May and June, Council directed staff to purchase patio tables to allow for more seating in the downtown core for the restaurants. A temporary washroom facility was also rented as many businesses downtown were unable to provide patrons the use of their facilities due to concerns of COVID-19.

Though the patio tables have yet to arrive on site, the accessible temporary washroom facility was put in place in early July. One of the neighbouring businesses has expressed their displeasure of the temporary unit, though the majority of other downtown businesses have supported the measure.

At this time, the washroom facility is expected to be removed at the end of September. Council

could choose to extend the rental contract. This extension is expected to cost an additional \$3,200 to the end of December. The costs will continue into 2021 until a permanent facility is constructed at the same location.

There is also staff time involved to open and close the facility daily, however this cost can be absorbed within the current budget.

ALTERNATIVES:

Council can choose to:

- Remove the washroom, though patrons of downtown would be impacted.
- Change the location of the washroom. This will be necessary during the construction of the permanent location.

FINANCIAL IMPLICATIONS:

The cost of rental and weekly cleaning will be paid from the Facilities budget.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Town received a negative response to the current temporary washroom from the Ladysmith Health Food Store.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Public Works will work with Parks, Recreation & Culture to determine another suitable location for the washroom during the construction of the permanent facility.

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 checked="" type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation(s).

Erin Anderson, Acting Chief Administrative Officer

TOWN OF LADYSMITH

BYLAW NO. 2051

A Bylaw to Amend "Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298"

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. "Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298" is amended as follows:

- 1) Add to section 1 "Definitions" the following definition immediately after "Disconnection of Service":

"Grocery Store" – means a retail establishment whose primary business is the sale of food intended for consumption off-premises."

- 2) Delete existing wording under section 5 "Strata Development Connections" and replace with the following:

"A strata development, regardless of the number internal structure may have more than one metered domestic connection to the public water system."

- 3) Delete existing wording under section 15 "Resale" and replace with the following:

"(1) Except as permitted under section 15(2), no property owner or occupier shall sell water obtained from the Public Waterworks System to any other person, house, premise or property.

(2) The owner or occupier of a Grocery Store may sell water from the Public Waterworks System at the Grocery Store, unless the owner or occupier has been notified by the Superintendent of Public Works that the Town's water supply is insufficient to meet the needs of the Town."

- 4) Delete in its entirety section 35 "Invoicing – Other Use" and replace with the following:

"35. SALE OF BULK WATER FROM FILLING STATION

- (1) The Superintendent of Public Works may authorize the sale of bulk water from the Public Waterworks System to a person if satisfied that:

(a) There is sufficient water supply in the Town's reservoir to meet the Town's needs;

- (b) The water will be used within the Town's boundaries; and
 - (c) The person's use of the Town's filling station at the Public Works yard will not interfere with the Town's operations at the Public Works yard.
- (2) Charges or fees for purchasers of bulk water from the Public Waterworks System shall be in accordance with the bulk water rate as set out in Schedule "A" of this bylaw.
- (3) Any purchaser of bulk water from the Public Waterworks System must provide the Town with an indemnity and release in favour of the Town, regarding the purchaser's use of the bulk water.
- (4) Any purchaser of bulk water from the Public Waterworks System must not use the water in contravention of any Town bylaw or any Town watering restrictions."
- 5) Delete Schedule 'A' in its entirety and replace with the attached Schedule 'A'.

Effective Date

2. This Bylaw comes into force upon adoption.

Citation

3. This bylaw may be cited as "Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2020, No. 2051".

READ A FIRST TIME	on the 1 st	day of September	, 2020
READ A SECOND TIME	on the 1 st	day of September	, 2020
READ A THIRD TIME	on the 1 st	day of September	, 2020
ADOPTED	on the	day of September	, 2020

Mayor (A. Stone)

Corporate Officer (D. Smith)

SCHEDULE "A"**TOWN OF LADYSMITH****Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2020, No. 2051****1 METERED SINGLE UNIT DWELLING**

Per billing period:

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

2 METERED SERVICE - all other users

Per billing period:

Base Rate, including consumption to 25 m ³	\$ 51.13	
Over 25 m ³	\$ 0.8456	per m ³

3 NON-METER SERVICE

Per billing period: \$ 74.13 per unit

4 BULK WATER RATE\$ 2.13 per m³**5 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 valves, 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. 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.

\$2,000 per offence

BYLAW STATUS SHEET
September 15, 2020

Bylaw No.	Description	Status
2051	Town of Ladysmith Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2020, No. 2051 (to incorporate wording regarding restricting bulk water sales, resale and to allow strata properties options of multiple water meters)	Three readings on September 1, 2020.

From: Brind, Allison
Sent: September 3, 2020 3:17 PM
Subject: FW: table installation outside RBC

Erin, to recap our conversation today regarding the tables. The one table up on the top level is completely fine. The second table that is set on the next tiered level is a problem. Firstly, this is right in front of our night deposit for clients, thus from a safety issue would be a large concern. Secondly, this would be blocking our stairs. We already have issues with clients navigating these stairs so placing a table in this walkway would be extremely problematic. There is also the issue regarding the garbage! The ashtray and garden area is currently being used as a garbage disposal, are we considering bringing more back to support all the tables now in Town?

I am hoping I can leave this with you Erin to help us!

Sincerely, Allison

From: Brind, Allison
Sent: 2020, September, 03 11:55 AM
To: 'ggoodall@ladysmith.ca'
Subject: table installation outside RBC

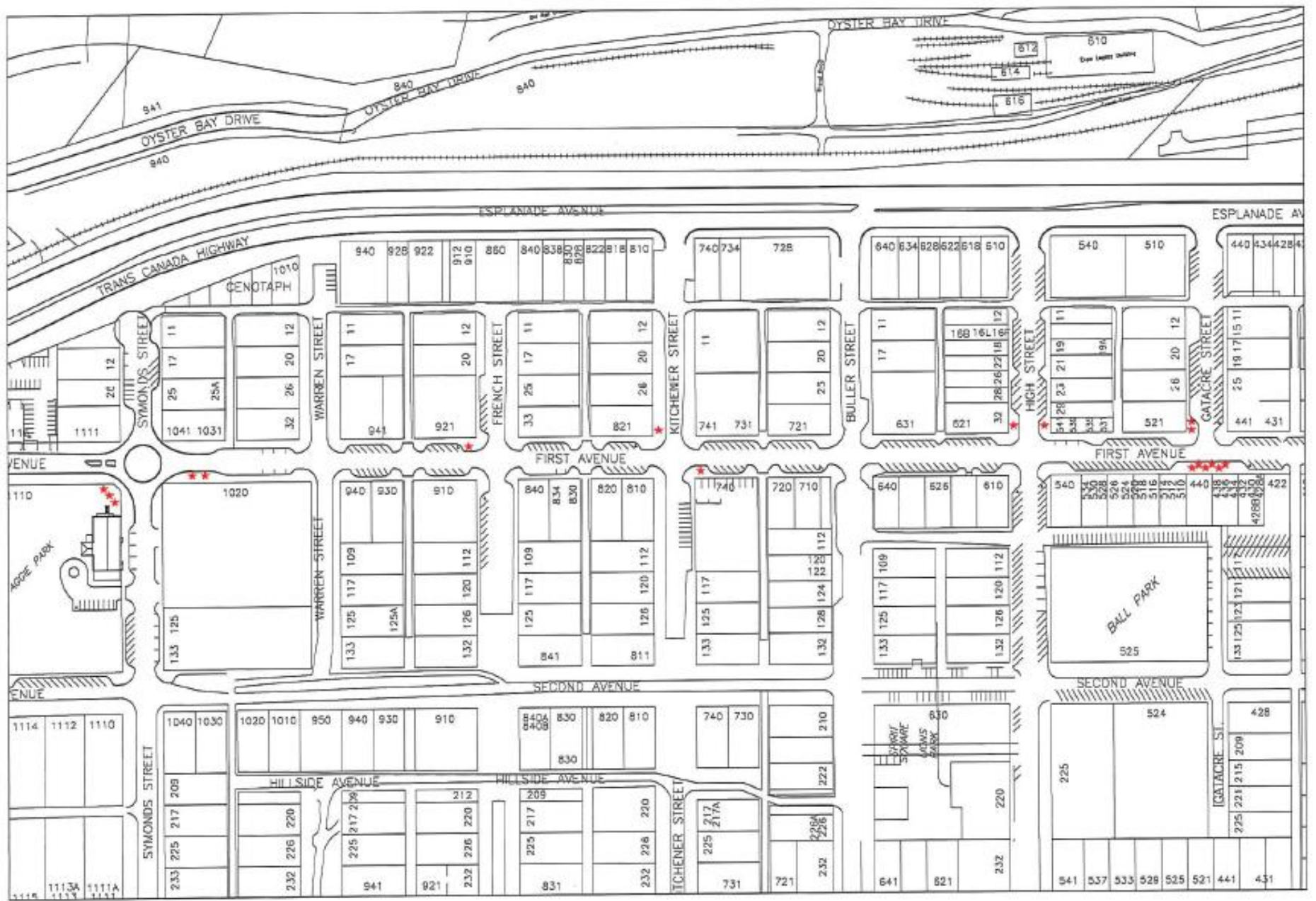
Hello Geoff,

I have been advised by Rob Johnson that the Town is planning on installing two tables outside of the RBC on 1st Avenue. Firstly, could you please confirm where these tables are being installed?? I am under the impression there are two tables going in. I would like to discuss where these tables are being installed. Are they going to impede all our entry points? Are they remaining permanently as this will seriously impact our ability with snow removal? Lastly, there is a serious concern regarding individuals now residing on these benches watching our routines in branch. We already have an ongoing serious issue with our underground parking area so not wanting to add to this current situation.

I am hoping that we could find a time to discuss this further.

Sincerely, Allison

Allison Brind | Branch Manager, RBC Royal Bank | **Royal Bank of Canada** |
Ladysmith, BC, | **Allison Brind** | Mutual Funds Representative | **Royal Mutual Funds**
Inc. | T 250 245-6016



COWICHAN HOUSING ASSOCIATION

ANNUAL REPORT 2020

THANK YOU TO OUR PAST AND PRESENT PARTNERS AND SUPPORTERS



United Way
Central & Northern
Vancouver Island

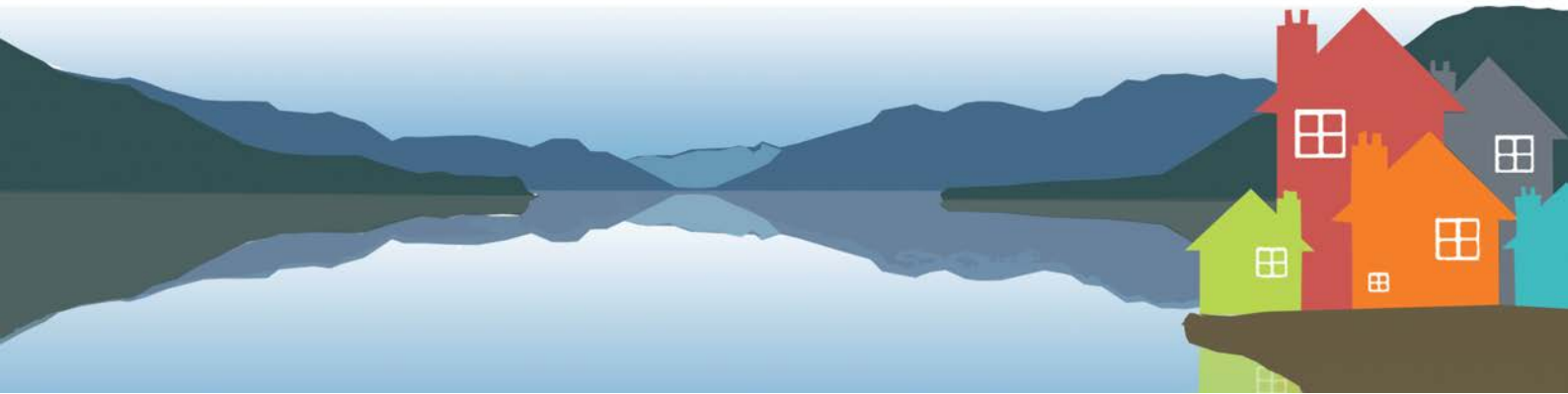
Canada 



BC Housing
Canadian Mental Health Association-
Cowichan Valley Branch
City of Duncan
Clements Centre
Cowichan Valley Division of Family Practice
Cowichan Basket Society
Cowichan Family Life Association
Cowichan Green Community
Cowichan Independent Living Resource Centre
Cowichan Intercultural Society
Cowichan Lake Community Services
Cowichan Neighborhood House Association
Cowichan Tribes
Cowichan Valley Regional District
Cowichan Valley Youth Services
Cowichan Women Against Violence
CVRD Cowichan Community Centre
CVRD, Economic Development
Discovery Youth and Family Substance Use Services
Duncan Community Corrections
Duncan Mental Health
Duncan United Church
First Nations Health Authority
Habitat for Humanity
Halalt First Nation
Hiiye'yu Lelum Society
Hiiye'yu Lelum Society: Healthiest Babies
H'ulh-etun Health Society
Island Health
Ladysmith Resources Centre Association (LRCA)
Literacy Now Cowichan
Lyackson First Nation
M'akola Housing
M'akola Development
Malahat Nation
Meals on the Ground
Ministry of Child and Family Development
Ministry of Social Development
MLA Doug Routley
MLA Sonia Furstenau
MP Alastair MaGregor
Municipality of North Cowichan
Our Cowichan Communities Health Network
RCMP- North Cowichan/Duncan Detachment
School District 79
Cowichan Valley Open Learning Cooperative SD79
Social Planning Cowichan
Town of Ladysmith
Ts'ewulhtun Health Centre
United Way Central & North Vancouver Island

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MESSAGE FROM THE CHAIRS:

This year marked an important transition for Cowichan Housing Association as we embarked on a new Regional Housing Service for the Cowichan Valley Regional District under the authority of CVRD Bylaw No. 4201. Seed and capital funding are critical to affordable housing success in the not for profit sector, and through the creation of the Regional Housing Service that includes a Housing Trust Fund, the CVRD now has access to such funding. As the delivery agents for the Service the CHA is now better able to leverage expert skills, know-how and funding to support the needs of local entities developing affordable housing projects.

We welcomed our new Executive Director, John Horn, an expert advisor on affordable housing to help us chart a course of helping house Cowichan. John has spent this first year meeting with community stakeholders, coordinating and identifying potential partnerships, and assisting organizations interested in building affordable housing to plan projects and navigate various funding streams. So far, we have approved funding for projects that collectively could provide the Cowichan Valley with up to 200 affordable units in Ladysmith, Lake Cowichan and Duncan. We are excited by the community's interest and we look forward to facilitating more conversations that will lead to partnerships and collaborations to increase the affordable housing inventory across the Valley.



Gail Calderwood



Joy Hayden

CHA's work also aims to prevent homelessness and we have continued to support those programs. The COVID 19 pandemic surfaced at the end of our fiscal year. It highlighted the need to respond to those homeless in our community. The pandemic continues and we face uncertainty as to what tomorrow, next month, and next year will look like. Yet we can look ahead to the next fiscal year with optimism on the affordable housing front knowing that we now have a Regional Housing Service and the regional ability to translate BC Housing's call for proposals into local housing for those in need.

CHA is committed to helping to develop housing to address the housing needs of individuals and families across the Cowichan Valley. Still, CHA cannot solve the affordable housing shortage in the valley on its own. It will take the synergies of the CHA, the Housing Trust Fund and the greater community. We look ahead to new partnerships, collaborations, helping to build Cowichan.

Co-Chairs,
Gail Calderwood and Joy Hayden

MESSAGE FROM THE EXECUTIVE DIRECTOR:

The last 12 months have seen a tremendous amount of activity at Cowichan Housing Association; in May of 2019, we entered into a Financial Contribution Agreement with the Cowichan Valley Regional District (CVRD) to provide programs and services related to affordable housing and homelessness prevention. Since then we have been implementing that mandate and working with community partners to facilitate and support affordable housing developments throughout the region. Several projects have asked for and received assistance from the CVRD Housing Trust Fund, CHA was able to create an application process, establish criteria, review and recommend to the CVRD allocations from that fund for Project Development Assistance and for Rental Housing Capital Contributions and disperse those to the successful proponents. We look forward to seeing those projects come out of the ground and provide much needed affordable housing for residents of the Cowichan region.

2020 of course brought with it an unexpected pandemic, and much of March, April, May and June was spent responding to the housing needs of the most vulnerable in our community. CHA took on the role of co-chair of the Covid 19 Vulnerable Populations Cowichan Task Force, and worked closely with our partners on the Task Force to develop a plan. That plan (The Covid 19 Vulnerable Populations Cowichan Task Force Emergency Response Plan) was resourced by both BC Housing and the Victoria Foundation (including the Jawl Foundation and the Times Colonist) and provided "sheltering in place" options for homeless and at risk residents of the region. Within a short period of time the Task Force created and operationalised 5 tenting sites for homeless individuals and women seeking refuge from intimate partner violence. In addition we were able to lease all the rooms in a local hotel for use by vulnerable residents and by the end of May had created a total of 92 temporary dwelling units housing approximately 80 people. We want to thank our partners on the Task Force, the funders and our Cowichan community for their generous support during this time.



"2020 promises to be an exciting year, with several affordable housing projects on the go or in the development stage. I look forward to the next 12 months, and to assisting with the creation of more affordable housing for the region." - JH

BOARD OF DIRECTORS:



Gail Calderwood,
Co-Chair



Joy Hayden, Co-Chair



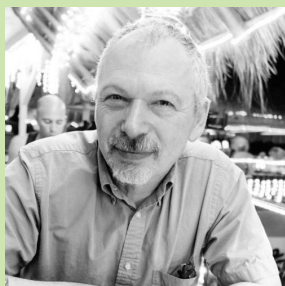
Patricia Gray, Treasurer



Monica Finn, Secretary



Chris Hall, Director



Guido Weisz, Director

STAFF:



John Horn, Executive Director



Morgan Saddington,
Administrative Coordinator



Wendy Montgomery,
Contractor, Housing Loss
Prevention

Thank you to our past Board Members:

**Craig Marchinko, James L. Cosh, Morgan McLeod, Georgina Jackson,
Debbie Williams, Brigid Reynolds, Tina Schoen and Gerry Giles**

WHO WE ARE:

At the Cowichan Housing Association (CHA), we believe that stable, secure, accessible and affordable housing is foundational to healthy individuals, families and communities.

We work to increase affordable housing options and to prevent homelessness in the Cowichan Region through research, community development, homelessness prevention programming and facilitating affordable housing development.

CHA incorporated in January 2015. We have accomplished a great deal in a very short time and have grown into a highly knowledgeable and professional organization.

What is the CHA Annual Financial Contribution Service?

In April 2018, Bylaw 4201 was adopted by the Cowichan Valley Regional District (CVRD) to provide an Annual Financial Contribution Service (\$750,000) to Cowichan Housing Association to assist with providing programs and services related to affordable housing and homelessness prevention in the Cowichan Valley Regional District. The two components of the service are:

The goal of **The Regional Housing Service** is to increase capacity by providing expertise, knowledge and support for local communities to develop affordable housing projects. The Housing Service funding is as follows:



- Planning, research, housing development coordination and housing loss prevention - \$138,000
- Service management and administration - \$112,000

The Housing Trust Fund provides funding support to local organizations for affordable housing projects, from the concept stage to construction or renovation. A key aim of the program is to leverage resources from other funders. The exception is the CHA Emergency Contingency Fund, the purpose of which is to provide the ability to respond to an emergency situation such as loss of housing due to fire, flood, or extreme weather. The Housing Trust Fund programs are as follows:



- CHA Project Development Fund (PDF) - \$65,000
- CHA Rental Housing Capital Contribution Fund (RHCCF)- \$425,000
- CHA Emergency Contingency Fund (ECF) - \$10,000

2019/2020 HIGHLIGHTS:

Our affordable housing initiatives have included:



- Completion of the Cowichan Attainable Housing Strategy
- Establishing the CVRD Regional Housing Service
- Collaborations with the Cowichan Housing and Homelessness Coalition, Community Advisory Committee, Trust Fund Allocations Committee, Covid-19 Task Force for Vulnerable Populations Cowichan
- Development of the Housing Research and Information Hub
- Achieved Designated Community Status under the Federal Government's Reaching Home funding stream

Rental Housing Capital Contribution Fund (RHCCF):

The purpose of the Rental Housing Capital Contribution Fund is 1) to support development of new affordable rental housing stock, shelters and second stage housing by making a contribution to capital costs and 2) to enhance community contributions and partnerships in order to leverage additional funding resources. With a goal of addressing the shortfall in affordable rental housing stock within the Cowichan Region.



In our first year, CHA awarded the Ladysmith Resource Centre (LRCA) with a grant of \$317,000 towards their affordable housing project on Buller Street.

The **Ladysmith Resource Centre Association (LRCA)** plans to create an affordable housing apartment complex on the former St. John the Evangelist Anglican church site. The four-storey building will integrate families, seniors and persons with developmental disabilities all under one roof. 36 apartments will be divided among 4 studio units, 27 single bedroom units and 5 two bedroom units. The rectangular-shaped building will stretch west along Buller with the top three levels averaging over 7,300 sq-ft.

The LRCA is also seeking funding through CMHC's National Housing Co-Investment Fund along with other contributions to the project from BC Housing (\$3.6M), Ladysmith Resources Centre Association (\$370,000 inclusive of land value) and the Town of Ladysmith (\$258,989 in the form of waived Development Cost Charges).



2019/2020 HIGHLIGHTS:

Project Development Fund:

The purpose of the Project Development Fund (PDF) is to address pre-construction 'soft-costs' for proposals that aim to create new affordable housing by way of construction, acquisition and / or conversions. With a goal of supporting non-profit organizations develop affordable housing proposals for projects that are in the pre-construction phase.

To date, CHA has provided advise and support to 20 groups, individuals and organizations for affordable housing project ideas across the Cowichan Region.



In early 2020, CHA awarded two successful PDF applicants with \$25,000 each to further develop their proposed projects in Lake Cowichan and the Duncan area.

Collaborations:



CHA believes community collaborations play a big part in addressing the affordable housing needs in our region. This year's partnerships included Vancity Impact Real Estate Team, Community Action Team (CAT), Our Cowichan Health Network, Hiiye'ye Lelum - House of Friendship, Cowichan Highway Corridor Business Council, and the many Cowichan Valley Service Providers who assisted with the 2020 Point-in-Time Homeless Count.

Facilitating increased funding for Regional housing activities:

CHA assisted in leveraging the following funds to facilitate affordable housing and homelessness initiatives;



- \$4.2 million for LRCA's affordable housing apartment complex
- \$240,000 per year for 5 years for Designated Community Status
- \$392,000 to support the Covid-19 Vulnerable Populations Cowichan Response Plan

A New Look:

The 2019-2020 year saw a re-branding of both the Cowichan Housing Association logo and website. Collaborating with a local company, we developed an updated look and tagline to reflect CHA's new direction.



CHA website users in the 2019-2020 year.



www.cowichanhousing.com

2019/2020 PROGRAMS

Housing Loss Prevention:

CHA works to prevent housing loss and homelessness through education and training to assist tenants and landlords by providing tenancy information, referral to resources and shelter, and through emergency housing assistance to families at imminent risk of losing their home.

Tenant and Landlord Education:

The Ready to Rent model is grounded in a housing stability and homelessness prevention framework. RentSmart - Ready to Rent's housing stability model has three main goals: 1) assist people to find and /or maintain good housing, 2) reduce conflict, damages and evictions, 3) increase housing stability.

42

Individuals completed RentSmart / Ready to Rent training courses and workshops to help them maintain housing, for a total of 437 since 2015.

50

Individuals attended a successful Landlord Information Session hosted by Russ Godfrey, legal advocate with over 30 years experience in residential tenancy law and housing policy.

Information and Referral:

113

Individuals and families were supported with tenancy information and referrals to resources and shelter, for a total of 412 since 2015. **21% increase from our previous year.**

Emergency Assistance:

56

Individuals and families, many of whom have children, were assisted through emergency financial assistance, for a total of 144 since 2015. **49% increase from our previous year.**

Liaison and coordination with over 50 service providers helped to better coordinate information and services.

"The financial assistance was so helpful, we are now back on track. Thank you."

.....

"I so appreciate the help. I was scammed on a rental, I have learned my lesson, and I really want to thank you from the bottom of my heart."

.....

"The assistance I received was so helpful. My boys were laid off and we really needed the help. I don't know what we would have done without the help, there is no where affordable to rent."

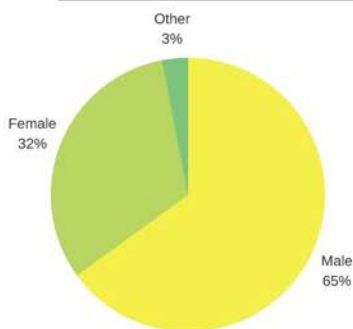
2019/2020 PROGRAMS:

2020 Homeless Count: Cowichan Valley:

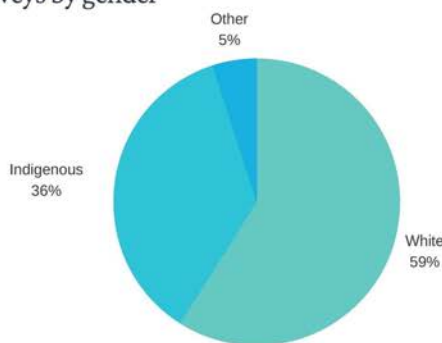
Cowichan Housing Association took the lead this March in organizing the Provincial Homelessness Count for the Cowichan Region. Night surveys were conducted at the local shelters. The following day, a magnet event for participants provided food, services and a chance for their voices to be heard, by completing a street survey. During the event **139 individuals were counted**, and **119 surveys were completed**.

Cowichan Region 2020 Point-In-Time Homelessness Count

March 11 & 12, 2020 - 119 Completed Surveys

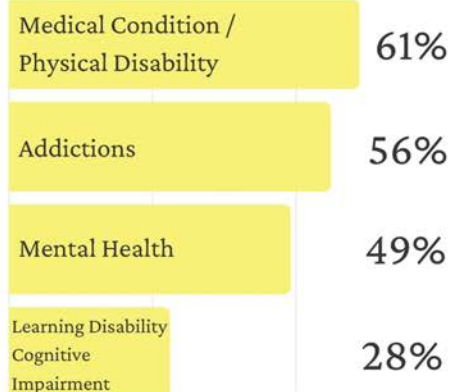


Completed surveys by gender



Completed surveys by identity

Individuals experiencing homelessness face many **health related challenges**. From the completed surveys, participants identified as having **1 or more** of the following challenges:



Average age of individuals experiencing homelessness



3 years is the average for an individual to be without a home

WWW.COWICHANHOUSING.COM



Identified reasons for homelessness

2020/2021 WORKPLAN:

For the upcoming 2020 / 2021 year, CHA will continue to develop the Regional Housing Service and initiatives to support affordable housing in the Cowichan Region.

CHA Services:

- Establish the Housing Research and Information Hub online database
- Prevent homelessness; emergency assistance program, Covid-19 Vulnerable Populations Cowichan Response Plan
- Continued community collaborations, information sessions and forums to address housing and homelessness



Housing Trust Fund:

- Provide housing project development assistance
- Build community capacity to implement / operate affordable housing
- Develop criteria for CHA Emergency Contingency Fund
- Communication to ensure continued community-wide awareness of the Capital Contribution and Project Development Funds



Management and Administration:

- Develop a comprehensive communications plan for all media platforms
- Update and/or develop new policy, procedures and best practices guidelines
- Increase CHA's internal capacity
- Short and long term resource development
- Continued strategic planning and assessment of governance structure
- Provide transparent and effective use of community dollars



2019/2020 FINANCIALS:

In 2019, the Cowichan Valley Regional District (CVRD) entered into an agreement with Cowichan Housing Association (CHA) to develop and implement the Regional Housing Trust Fund. The purpose of the fund is to increase local funds for affordable housing, to leverage funds from other sources and to incentivise the development of affordable and attainable housing options in the Cowichan Region. As well as, to provide the expertise, knowledge and support to local communities to develop affordable housing projects.

CHA also seeks grant funding to support homelessness prevention programming and special initiatives. In 2019-2020, we received \$56,541 from the Reaching Home - Homelessness Partnering Strategy to support our programs as well as \$9969 to conduct the 2020 Homelessness Count in collaboration with HSABC (Homelessness Services Association of BC).

Year	Funding Source	Amount
2015-2016	Homelessness Partnering Strategy Real Estate Foundation (Housing Trust Fund Business Case)	30,338 10,000
2016-2017	Homelessness Partnering Strategy	35,011
2017-2018	Homelessness Partnering Strategy Homelessness Partnering Strategy (Close to Home Project)	67,260 156,460
2018-2019	Homelessness Partnering Strategy CVRD (Attainable Housing Strategy) Vancity (Attainable Housing Strategy)	\$77,000 \$10,000 \$10,000
2019-2020	CVRD Regional Housing Service Homelessness Partnering Strategy HSABC	\$250,000 \$56,541 \$9969

The Annual Financial Statements for Cowichan Housing Association for the 2019-2020 fiscal year are attached as Appendix A.

This year, CHA's budget for all our activities and initiatives was \$316,510, over 4 spending categories. The following outlines activities within each of those categories and provides a percentage of total budget devoted to each.

2019/2020 FINANCIALS:

Operation:

CVRD funding of \$112,000 for affordable housing support, administration and overhead. **35%**

Services:

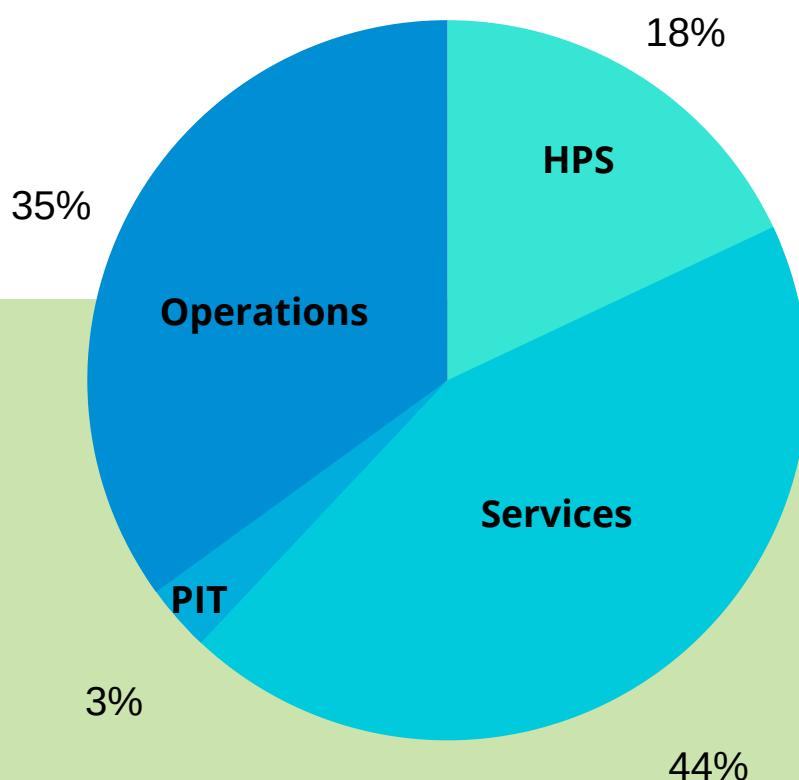
CVRD funding of \$138,000 for Regional Housing Service / Trust Fund development, affordable housing research, data collection, community education and collaboration. **44%**

Homelessness Prevention Services:

HPS funding \$56,541 for Ready to Rent courses and workshops, housing and tenancy information and referrals, emergency assistance, service provider liaison, facilitation of the Cowichan Coalition. **18%**

Homelessness Count - Point in Time:

HSABC / United Way funding of \$9969 for organization and facilitation of the point in time homelessness count, administration, expenses, overhead. **3%**



2019/2020 FINANCIALS:

Appendix A:

COWICHAN HOUSING ASSOCIATION

Financial Statements

Year Ended March 31, 2020

(Unaudited - See Notice To Reader)

Palmer Leslie
Chartered Professional Accountants

COWICHAN HOUSING ASSOCIATION

Index to Financial Statements

Year Ended March 31, 2020

(Unaudited - See Notice To Reader)

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Statement of Financial Position	2
Statement of Revenues and Expenditures and Changes in Net Assets	3 - 4
Notes to Financial Statements	5 - 8



Alex E. Palmer, C.P.A., C.A.*
Tammy Leslie, C.P.A., C.G.A., C.A.*
Tavish Annis, C.P.A., C.G.A.*

*A Professional Corporation

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Cowichan Housing Association as at March 31, 2020 and the statement of revenues and expenditures and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Duncan, British Columbia
June 26, 2020

CHARTERED PROFESSIONAL
ACCOUNTANTS

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COWICHAN HOUSING ASSOCIATION

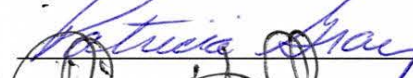
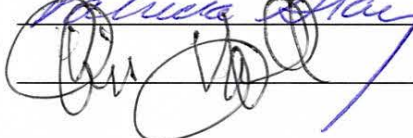
Statement of Financial Position

March 31, 2020

(Unaudited - See Notice To Reader)

	Total 2020	Total 2019
ASSETS		
CURRENT		
Cash	\$ 331,698	\$ 21,851
Term deposits	35,086	-
Accounts receivable (Note 5)	18,920	7,763
Prepaid expenses (Note 6)	-	1,500
	<u>385,704</u>	<u>31,114</u>
TANGIBLE CAPITAL ASSETS (Note 7)	<u>2,220</u>	<u>2,972</u>
	<u>\$ 387,924</u>	<u>\$ 34,086</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 2,662	\$ 2,345
Wages payable	407	2,779
Employee deductions payable	2,617	2,171
Deferred revenue (Note 8)	<u>379,384</u>	<u>26,750</u>
	<u>385,070</u>	<u>34,045</u>
NET ASSETS	<u>2,854</u>	<u>41</u>
	<u>\$ 387,924</u>	<u>\$ 34,086</u>

APPROVED BY THE DIRECTORS

 Director
 Director

The accompanying notes form an integral part of these financial statements

Palmer Leslie
Chartered Professional Accountants

COWICHAN HOUSING ASSOCIATION
Statement of Revenues and Expenditures and Changes in Net Assets
Year Ended March 31, 2020
(Unaudited - See Notice To Reader)

	Regional Housing Service Admin/ Operations 2020	Regional Housing Service 2020	Housing Loss Prevention 2020	PIT 2020	Attainable Housing Strategy 2020	Total 2020	Total 2019
REVENUES							
Grant Income	\$ 78,194	\$ 69,362	\$ 54,945	\$ 9,969	\$ 1,110	\$ 213,580	\$ 243,555
Interest	842	-	-	-	-	842	572
Other income	2,527	-	657	-	-	3,184	1,417
	81,563	69,362	55,602	9,969	1,110	217,606	245,544
EXPENSES							
Accounting and bookkeeping	4,513	-	-	-	-	4,513	1,253
Advertising and promotion	1,016	1,646	328	-	-	2,990	1,009
Amortization	753	-	-	-	-	753	1,026
Business taxes, licenses and memberships	906	-	-	-	-	906	440
Insurance	1,251	-	250	-	-	1,501	1,501
Interest and bank charges	102	-	-	-	1	103	72
Meals	48	258	150	-	-	456	1,493
Office supplies and administration	2,958	4,436	-	-	-	7,394	1,560
Program supplies and fees	-	759	2,048	830	-	3,637	5,238
Non-recoverable goods and services tax	19	764	60	10	36	889	2,534
Honorariums	-	-	150	-	50	200	3,722
Rental assistance	-	-	20,556	-	-	20,556	12,392
Professional development	2,286	-	-	-	-	2,286	700
Meeting expenses	-	553	-	-	476	1,029	2,549
Printing	-	1,129	584	-	256	1,969	3,742
Rent	3,501	5,424	2,700	-	-	11,625	9,000
Salaries and benefits	63,562	29,282	21,551	2,300	291	116,986	111,072
Subcontractors	-	24,121	8,100	2,500	-	34,721	83,327
Telephone	689	334	600	-	-	1,623	904
Travel	-	656	-	-	-	656	1,969

(continues)

The accompanying notes form an integral part of these financial statements

Palmer Leslie
Chartered Professional Accountants

COWICHAN HOUSING ASSOCIATION

Statement of Revenues and Expenditures and Changes in Net Assets (continued)

Year Ended March 31, 2020

(Unaudited - See Notice To Reader)

	Regional Housing Service Admin/ Operations 2020	Regional Housing Service 2020	Housing Loss Prevention 2020	PIT 2020	Attainable Housing Strategy 2020	Total 2020	Total 2019
	81,604	69,362	57,077	5,640	1,110	214,793	245,503
NET EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(41)	-	(1,475)	4,329	-	2,813	41
NET ASSETS - BEGINNING OF YEAR	41	-	-	-	-	41	-
NET ASSETS - END OF YEAR	\$ -	\$ -	\$ (1,475)	\$ 4,329	\$ -	\$ 2,854	\$ 41

The accompanying notes form an integral part of these financial statements

COWICHAN HOUSING ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2020

Unaudited - See "NOTICE TO READER" dated June 26, 2020.

1. OPERATIONS

Cowichan Housing Association ("the Association") is a Not-for-Profit Association working to increase affordable housing options and to prevent homelessness in the Cowichan Region. The Society was incorporated under the Society Act of British Columbia January 14, 2015.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounting standards

These financial statements have been prepared in accordance with standards for Not-for-Profit Organizations which is one of the financial reporting frameworks included in Canadian Generally Accepted Accounting Standards.

Fund accounting

The Association follows the deferral method of accounting for contributions. The Operating Fund reports unrestricted and restricted assets, liabilities, revenues and expenses related to the Association's housing. The Capital Fund reports the ownership, liabilities and equity related to the Association's property and equipment. Other funds reflect ongoing programs the Association is running.

Tangible capital assets

Tangible capital assets are stated at cost less accumulated amortization. Property and equipment are amortized over their estimated useful lives at the following rates and methods:

Equipment	20%	declining balance method
Computer equipment	50%	declining balance method

It is the Association's policy to expense any capital item with a total cost under \$500.

Income taxes

The Association is a Not-for-Profit Association and therefore considers itself tax-exempt under the Income Tax Act paragraph 149(1)(L).

Cash

Cash includes cash on hand and balances with banks net of bank overdrafts.

(continues)

Palmer Leslie
Chartered Professional Accountants

COWICHAN HOUSING ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2020

Unaudited - See "NOTICE TO READER" dated June 26, 2020.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue recognition

Revenue consists of program funding from government agencies and interest from savings.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Estimates

The preparation of these financial statements in conformity with Canadian Accounting Standards for Not-for-Profit Organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the current period. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become known.

3. FINANCIAL INSTRUMENTS

The Association's financial instruments consist of cash, accounts receivable, term deposits, accounts payable and accrued, and security deposits. It is the board's opinion that the Association is not exposed to significant credit risk, market risk or currency risk arising from these financial instruments as of March 31, 2020.

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The association is exposed to this risk mainly in respect of its receipt of funds from its tenants and long-term debt.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the association manages exposure through its normal operating and financing activities. The Association is exposed to interest rate risk primarily through its bank indebtedness.

Palmer Leslie
Chartered Professional Accountants

COWICHAN HOUSING ASSOCIATION**Notes to Financial Statements****Year Ended March 31, 2020***Unaudited - See "NOTICE TO READER" dated June 26, 2020.***4. TERM DEPOSITS**

Current period amounts are internally restricted by the Association for the repair and replacement of property and are represented by term deposits/GIC's held by financial institutions as follows:

	<u>2020</u>	<u>2019</u>
Term deposit @1.75% to mature November 21, 2015	\$ -	\$ 50,625
Term deposit @ 1% to mature April 15, 2020	35,086	-

5. ACCOUNTS RECEIVABLE

	<u>2020</u>	<u>2019</u>
GST recoverable	\$ 410	\$ 796
Service Canada	18,510	6,967
	\$ 18,920	\$ 7,763

6. PREPAID EXPENSES

	<u>2020</u>	<u>2019</u>
Rent deposit	\$ -	\$ 1,500

7. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Computer equipment	\$ 3,689	\$ 2,582	\$ 1,107	\$ 1,581
Furniture and fixtures	2,007	894	1,113	1,391
	\$ 5,696	\$ 3,476	\$ 2,220	\$ 2,972

The Association recorded amortization of \$753 in the current year (2018 - \$1,026).

Palmer Leslie
Chartered Professional Accountants

COWICHAN HOUSING ASSOCIATION

Notes to Financial Statements

Year Ended March 31, 2020

Unaudited - See "NOTICE TO READER" dated June 26, 2020.

8. DEFERRED REVENUE

Deferred contributions represent government funding received that remain unspent. Changes in the deferred contributions balance are as follows:

	2020	2019
Balance, beginning of year	\$ 26,750	\$ 149,972
CVRD Grant revenue received 2018/2019	-	100,623
CVRD Grant revenue received 2019/2020	250,000	-
CVRD Grant revenue received 2020/2021	250,000	-
Amount recognized as revenue in the year	(147,366)	(223,845)
Balance, end of year	\$ 379,384	\$ 26,750

9. ECONOMIC DEPENDENCY AND GOING CONCERN

The Association derives most of its funding from government agencies. In the event that such funding is not available, the Association would require alternate funding sources in order to meet its financial obligations.

10. UNALTERABLE CLAUSE

In the event of dissolution, any remaining assets of the Association are to be distributed to a recognized charitable organization in British Columbia, Canada with similar objectives or to a suitable level of government.

Palmer Leslie
Chartered Professional Accountants



June 2020

August 30th, 2020

In recent days, Parks and Rec Staff contacted Tony Brunet (President Air Cadets Sponsoring Committee President) to inform him that the Cadets were about to be “bumped” from their long-standing schedule of Tuesday and Thursday evenings. With scant details on offer, you can imagine our dismay to learn that this matter would be up for a decision, as a Council Agenda item, in just a few days. I hope that you will take a few moments to consider the following:

- Changing the schedule for our Training program is no simple matter. Any proposed changes must be authorized by several governing bodies, including the Department of National Defence and the Air Cadet League of Canada.
- The safety and security of Cadets is the priority. We are accountable for their time/date/location at all times. We cannot change the schedule without due consultation and approval.
- Training Staff are members of the Canadian Forces. They work part-time as Cadet Training Officers. They commit to the schedule, as presented, when they sign on. They all have other full-time jobs. Are Training Staff available other than Tuesday/Thursday evenings? We don't know.
- Members of the Volunteer Sponsoring Committee (largely parents and community members) agree to availability according to the Cadet schedule. Are Sponsor Volunteers available other than Tuesday/Thursday evenings? We don't know.
- Cadets sign up for the Program based on the Mandatory Program schedule. Cadets often have many other activities, and part time jobs. Are returning Cadets available other than Tuesday/Thursday evenings? We don't know.
- In the past, we have always supported the use of the Aggie for Special Events such Town Hall meetings, Light Up, LRCA Hampers etc. Typically, Cadets would volunteer at these events, or, in lieu of Training at the Aggie, relocate to the FJCC for Sports Night. Due to the required interaction between the Upper Hall/Parade Drill Hall and the Lower Cadet Hall (offices, training classrooms and equipment, canteen, and washrooms) relocating to another venue is not an option.
- As we prepare for our return to Programming under COVID19 Health and Safety Planning, it is essential that we have certainty. All paperwork, approvals and inspections must reference the exact time/date and location of the Cadets and their activities.

I am asking, with great respect, that the Mayor and Council, please, carefully consider this matter, and please take the time to understand that a major change of schedule to the Program will negatively impact our ability to provide this historic, and well respected program for deserving youth.

Thank you, I very much appreciate your time and consideration of this matter.

Cathy Gilroy/Member 257 RCACS Sponsoring Committee

220 3rd Avenue Ladysmith B.C.

Attached for your interest:

1. A Brief Overview of the long-standing agreement between the Town of Ladysmith and 257 Squadron.
2. 257 Squadron General Program Details



257 RCACS Sponsoring Committee
Squadron #257 Parallel Ladysmith
P.O. Box 1253
Ladysmith B.C. V9G 1A8



August 28th, 2020

Town of Ladysmith
Mayor and Council
P.O. Box 220
Ladysmith B.C. V9G 1A2

Dear Mayor Stone and Members of Town Council,

Re: Air Cadets/Return to Program

We write to seek permission to resume our Regular Program activities at the Agricultural Hall, pending approval of our comprehensive COVID19 Safety Action Plan. This Plan will be reviewed by the Town of Ladysmith/Parks Recreation and Culture, the Department of National Defence, The Air Cadet League of Canada and Vancouver Island Health.

Under COVID19 Safety Protocols, we will be limiting the numbers of Cadets, Training Staff and Volunteers on site, as dictated under the Protocols.

Our projected start back date is October 1st, 2020. We will be conducting Regular Program activities on our usual evenings: Tuesdays 6-9 p.m. and Thursdays 6-9 p.m. until June 2021.

During the month of September, we will be working in the Lower Cadet Hall (lower hall of the Agricultural Hall) to prepare for a return to Regular Programming by cleaning, installing sanitation stations, posting directional, and instructional, signage etc. This work will be conducted by only one or two of our Officers and/or Volunteers at any given time and will respect distancing and mask protocols.

We look forward to hearing from you soon.

Sincerely,

Tony Brunet/President/257 RCACS Parent Sponsoring Committee
ladysmithaircadets@yahoo.ca
250-668-2838

Overview of the Long Standing Agreement for the use of the Aggie Hall with the Town of Ladysmith

- 257 Squadron has been “On Parade” at the Ladysmith Agricultural Hall since 1943
- Following WW2 the Squadron continued to meet at the Agricultural hall, typically on Tuesday evenings, other evenings and weekends for Regular Training exercises.

The Agreement:

- In 1970 The Town of Ladysmith approached the owners of the Agricultural Hall, the Agricultural Society, to begin the process of transferring ownership of the Hall from the Agricultural Society to the Town of Ladysmith. The Society showed interest, but with the caveat that the Air Cadets would be accommodated, **“as long as they continued to operate.”** The transfer of the Agricultural Hall and its grounds were negotiated in 1971. It was expressed that the Air Cadets would maintain their activities at the Aggie Hall, as they had done in the past.
- In 1990 the Agricultural Hall was deemed unsafe. In order to save the building, and protect the Squadron from dissolution, the Sponsor at the time, 808 Air Force Wing Nanaimo, provided funds for seismic and structural upgrades.
- In early September of each training year, our C.O. files a Use Agreement with Parks and Rec to book the Aggie Hall for Squadron Activities for the upcoming Training year of September through June. This includes Tuesday/Thursday evenings and several Training Weekends. In some cases, Training Weekends are provided at no charge, for those other bookings, the Sponsoring Committee arranges payment.
- A Tenants Agreement is on file, dated 1995 – 2000, however, since expiry of this Agreement there has never been a single overture from the Town of Ladysmith to update or renegotiate this contract.
- We pay for our heat (Fortis), phone and internet connection (DND) and require no janitorial or maintenance services (apart from Emergencies).

Royal Canadian Air Cadets Squadron 257 Parallel Ladysmith

Program information:

- **257 Squadron has been "On Parade" since 1943**
- **257 Squadron has called the Agricultural Hall "home" since 1944/45**
- The program is administered by the Department of National Defence (DND) in partnership with the civilian Air Cadet League of Canada/BC Provincial Committee and locally, **the 257 RCACS Parent Committee "The Sponsor (SC)"**.
- The SC (Sponsoring Committee) is in Good Standing as a Registered Charity with Revenue Canada, and a Registered Society in the Province of B.C. The SC is a Member of the Air Cadet League of Canada and the Air Cadet League of British Columbia. The SC is 100% volunteer. The role of the SC is to raise and administer funds, to maintain quarters, purchase required training equipment, and to maintain all levels of compliance. Some training equipment and funding is provided by DND. Parents/Guardians are called upon to assist with occasional transportation, meal preparation and organizing events.
- We are extremely grateful to the generous support of the Province of British Columbia, the Town of Ladysmith, the many local Service Groups, businesses, and the Vancouver Foundation/Kelt Family Fund.
- **257 Squadron is "barrier free"**. There is an annual fee of \$125.00 per Cadet (which is transferred to the Air Cadet League for insurance, administration, legal fees and filing) however, this fee is easily waived through a confidential conversation between the Parent/Guardian and the SC Chair. No Cadet is ever denied enrollment for financial circumstances. All uniforms, training, transportation, meals, Summer Training, and most activities are provided at no cost to the Cadet or their family.
- There are paid positions and volunteers within the corps of Training Staff. Paid staff are employees of the Canadian Forces. We currently have 3 paid positions and 2 Civilian Instructors.
- We currently have 27 Cadets enrolled, between the ages of 12-18
- 257 Squadron welcomes area youth from Nanaimo through to Chemainus and the Gulf Islands
- 257 Squadron is proud to be of service to the Royal Canadian Legion Branches #171 Ladysmith, #191 Chemainus, the Festival of Lights Society, the Ladysmith Lions Club, the Ladysmith Resources Centre and other Service Groups and Organizations when called upon.
- 257 Cadets engage in a wide variety of activities including Flight Training, Flight Simulator Training, Leadership Training, Sports and Physical Activities, Effective Speaking, First Aid Training, Range, Drill, Honour Guard Training, Survival Camping (FTX) and Citizenship Trips. We offer opportunities for Summer Training Camps within B.C. and nationally (1-6 weeks) and amazing Summer Staff jobs. Cadets can qualify for High School Credits through the program. We are proud to be associated with the Duke of Edinburgh Award Program.