

**A REGULAR MEETING  
OF THE TOWN OF LADYSMITH COUNCIL  
AGENDA  
6:30 P.M.**

Tuesday, November 3, 2020

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

Pages

**1. CALL TO ORDER**

Call to Order 6:30 p.m. in Open Session, in order to retire immediately into Closed Session.

*Members of the public are welcome to attend all Open Meetings of Council, but may not attend Closed Meetings.*

**2. CLOSED SESSION**

Recommendation

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)
- 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)
- negotiations and related discussions respecting the proposed provision of a municipal service - section 90(1)(k)

**3. OPEN MEETING (7:00 P.M.)**

Please follow this link to view the meeting:

<https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured>

#### **4. AGENDA APPROVAL**

Recommendation

That Council approve the agenda for this Regular Meeting of Council for November 3, 2020.

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

**Item from the Closed Meeting of Council held October 20, 2020**

- **CE 2020-142**
  1. That Council direct the Mayor and Corporate Officer to execute the Partnership Agreement with the Boys & Girls Clubs of Central Vancouver Island for the provision of child care services for a fifteen-year period from October, 2020 until September, 2035;
  2. Direct staff to give notice of the Town's intent to enter into an agreement with the Boys & Girls Clubs of Central Vancouver Island in accordance with the Community Charter; and
  3. Rise and report on this item once the agreement has been signed by both parties.

#### **6. MINUTES**

##### **6.1. Minutes of the Regular Meeting of Council held October 20, 2020**

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Recommendation

That Council approve the minutes of the Regular Meeting of Council held October 20, 2020.

#### **7. PROCLAMATIONS**

##### **7.1. Louis Riel Day**

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Mayor Stone has proclaimed November 16, 2020 as Louis Riel Day in the Town of Ladysmith, recognizing the enormous contribution Louis Riel made to the development of this country and commemorating the 135<sup>th</sup> anniversary of his death.

#### **8. ANNUAL APPOINTMENTS**

##### **8.1. Deputy Mayor**

##### **8.2. Parcel Tax Review Panel**

**8.3. Cowichan Valley Regional District Director**

A Council resolution is required for this appointment.

**8.4. Cowichan Valley Regional District Alternate Director**

A Council resolution is required for this appointment.

**8.5. Vancouver Island Regional Library Board Director**

A Council resolution is required for this appointment.

**8.6. Vancouver Island Regional Library Board Alternate Director**

A Council resolution is required for this appointment.

**8.7. Standing and Community Committee Representatives**

**9. 2021 BUDGET WORKSHOP - PRELIMINARY OPERATING BUDGET**

**9.1. 2021-2025 Preliminary Financial Plan Discussions**

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Recommendation

That Council receive for information the report dated November 3, 2020 regarding the 2021-2025 Preliminary Financial Plan Discussions.

**9.2. Presentation and Council Discussion**

**9.3. Public Input and Questions**

Residents can submit questions to Council via email at [info@ladysmith.ca](mailto:info@ladysmith.ca) during the meeting.

**10. COMMITTEE MINUTES**

**10.1. October 27, 2020 Special Committee of the Whole Recommendations**

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A special meeting of the Committee of the Whole was held on October 27, 2020 to discuss Official Community Plan development.

Recommendation

That Council adopt the following resolutions related to the Official Community Plan Development report presented at the Special Committee of the Whole Meeting held October 27, 2020:

- Resolution CW 2020-048

That Council endorse a comprehensive review of the existing

Official Community Plan using previously completed plans, growth projections and background materials as a foundation with a project budget of \$200,000, excluding legal and incidentals, and an estimated timeline of 18-21 months.

- Resolution CS 2020-049

That Council direct staff to bring the proposed Project Charter and Steering Committee Terms of Reference, including amendments to membership numbers and descriptors, consultant selection process and desired level of engagement to the November 17, 2020 Council meeting for Council consideration.

## 11. REPORTS

### 11.1. Holland Creek Supply Main (Phase 2) Award 25

#### Recommendation

That Council award the contract for the Holland Creek Supply Main (Phase 2) to Don Mann Excavating Ltd. for \$288,298.50 including GST.

### 11.2. In-Channel Spiral Screen – Waste Water Treatment Plant - Award 27

#### Recommendation

That Council direct staff to:

1. Increase the budget for the replacement of In-Channel Spiral Screen for the Waste Water Treatment Plant from \$100,000 to \$165,000;
2. Award the contract for the replacement of In-Channel Spiral Screen for the Waste Water Treatment Plant to West Coast Prefab, for a bid amount of \$163,339.52 including PST; and
3. Amend the 2020-2024 Financial Plan accordingly.

## 12. BYLAWS

### 12.1. Town of Ladysmith Road Closure Bylaw 2020, No. 2055 29

The purpose of Bylaw 2055 is to close part of the unnamed laneway between 531 and 521 1<sup>st</sup> Avenue and part of the unnamed laneway between 431 and 421 1<sup>st</sup> Avenue.

#### Recommendation

That Council adopt "Town of Ladysmith Road Closure Bylaw 2020, No. 2055".

**12.2. Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968, Amendment Bylaw 2020, No. 2056**

The purpose of Bylaw 2056 is to allow for the addition of a registered non-profit youth swim club rate.

Recommendation

That Council adopt "Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968, Amendment Bylaw 2020, No. 2056".

**12.3. Bylaw Status Sheet**

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**13. NEW BUSINESS**

**14. QUESTION PERIOD**

Residents can submit questions to Council via email at [info@ladysmith.ca](mailto: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

**15. ADJOURNMENT**



## MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, October 20, 2020

6:30 P.M.

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

### Council Members Present:

Mayor Aaron Stone

Councillor Amanda Jacobson

Councillor Rob Johnson

Councillor Tricia McKay

Councillor Duck Paterson

Councillor Marsh Stevens

Councillor Jeff Virtanen

### Staff Present:

Allison McCarrick

Erin Anderson

Chris Barfoot

Jake Belobaba

Geoff Goodall

Donna Smith

Mike Gregory

Sue Bouma

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### 1. CALL TO ORDER

Mayor Stone called this Regular Meeting of Council to order at 6:31 p.m., in order to retire immediately into Closed Session.

### 2. CLOSED SESSION

#### CS 2020-296

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)
- negotiations and related discussions respecting the proposed provision of a municipal service - section 90(1)(k)

*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 unceded territory of the Stz'uminus People.

Mayor Stone advised Council and the public that the Remembrance Day Poppy Campaign will soon be underway, albeit with a slightly modified format this year due to the COVID-19 pandemic. Members of the Legion will still sell poppies directly at various locations throughout Ladysmith, but local businesses will not host poppy boxes. Mayor Stone also suggested that any additional donations to the Legion would be welcome, as they, like many businesses and organizations this year, have suffered financial difficulties due to the pandemic.

Mayor Stone thanked the community for their patience and understanding during the recent filming of "Resident Alien", especially those residents and businesses directly impacted by the filming. He also thanked all the professionals involved in the filming of "Resident Alien", noting that the film industry is a great asset for Ladysmith because it directly impacts the Town's economy and advertising value.

### 4. **AGENDA APPROVAL**

#### **CS 2020-297**

That Council approve the agenda for this Regular Meeting of Council for October 20, 2020 as amended to include the following:

- Item 12.1., "Liquor and Cannabis Regulatory Board Temporary Expanded Service Area Authorization"

*Motion Carried*

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

Council rose from Closed Session at 6:43 p.m. with report on the following item:

- **CE 2020-143**

That Council:

1. Accept the resignation of Lacey McRae Williams from the Community Planning Advisory Committee and that the Mayor send a letter of appreciation for her years of service to the Town;
2. Direct staff to advertise for one community member to fill the vacancy created by Ms. McRae Williams' resignation; and
3. Rise and report on this item.

The following item from the Closed Meeting of Council held October 6, 2020 was reported:

- **CE 2020-137**

That Council:

1. Appoint the following representatives to the Public Art Task Group for a two year term ending September 2022:
  - Lesley Lorenz and Lynda Baker (Parks, Recreation and Culture Advisory Committee)
  - Kathy Holmes and Ora Steyn (Arts Council of Ladysmith and District)
  - Julia Noon (Community Youth Representative)
2. Rise and report on this item once the representatives have been notified.

## 6. MINUTES

### 6.1 Minutes of the Regular Meeting of Council held October 6, 2020

#### **CS 2020-298**

That Council approve the minutes of the Regular Meeting of Council held October 6, 2020.

*Motion Carried*

## 7. PROCLAMATIONS

### 7.1 Adoption Awareness Month

Mayor Stone proclaimed November 2020 as Adoption Awareness Month in the Town of Ladysmith.

## 8. DEVELOPMENT APPLICATIONS

### 8.1 Development Variance Permit Application 3090-20-07 for 373 Chemainus Road

#### **CS 2020-299**

That Council:

1. Approve Development Variance Permit 3090-20-07 to vary the maximum height of a principal building at 373 Chemainus Road from 7.5m to 8.5m; and
2. Authorize the Mayor and Corporate Officer to sign Development Variance Permit 3090-20-07.

*Motion Carried*



Councillor Paterson declared a conflict of interest with agenda item 8.2. due to his association with the Kinsmen organization and recused himself from the meeting at 7:09 p.m.

**8.2 Development Permit Application 3060-20-22 – Public Washroom Facility between 531 & 521 1st Avenue and Road Closure Bylaw for 531 & 521 1st Avenue and 431 & 421 1st Avenue**

**CS 2020-300**

That Council:

1. Approve Development Permit 3060-20-22 to allow for a public washroom facility located between 531 & 521 1<sup>st</sup> Avenue; and
2. Authorize the Mayor and Corporate Officer to sign Development Permit 3060-20-22.
3. Give first three readings to “Town of Ladysmith Road Closure Bylaw 2020, No. 2055”; and
4. Direct staff to proceed with public notice of the road closure of part of the unnamed laneway between 531 and 521 1<sup>st</sup> Avenue and part of the unnamed laneway between 431 and 421 1<sup>st</sup> Avenue.

*Motion Carried*

**CS 2020-301**

That Council direct staff to work with the project stakeholders in order to determine the exterior colours of the public washroom facility located between 531 & 521 1<sup>st</sup> Avenue.

*Motion Carried*

Councillor Paterson returned to the meeting at 7:27 p.m.

**9. COMMITTEE MINUTES**

**9.1 Minutes of the Community Planning Advisory Committee Meeting held August 5, 2020**

**CS 2020-302**

That Council receive for information the minutes of the August 5, 2020 meeting of the Community Planning Advisory Committee.

*Motion Carried*

## 10. REPORTS

### 10.1 Public Works Washroom Facility

#### CS 2020-303

That Council:

1. Approve the construction of a washroom facility, including showers, at the Public Works Yard for a cost of \$45,000 with the funding to be split equally by the Water, Sewer and General Funds; and
2. Amend the 2020-2024 Financial Plan accordingly.

*Motion Carried*

### 10.2 Grant Opportunities Projects

#### CS 2020-304

That Council:

1. Direct staff to submit an application for a grant funding application for Lot 108 Park Plan for \$2,181,250 through the *Investing in Canada Infrastructure Program – Rural and Northern Communities*;
2. Support the project and commits to its share \$218,125 of the project, as well as cost overruns; and
3. Direct staff to amend the 2020-2024 Financial Plan accordingly.

AND

That Council direct staff to submit an application for grant funding to support refurbishment of Town assets on 1st Avenue and wayfinding signs through the Community Economic Recovery Infrastructure Program and amend the 2020-2024 Financial Plan accordingly.

AND

That Council direct staff to submit an application for grant funding to support facility infrastructure upgrades at Transfer Beach through the *Tourism Dependent Communities Grant* and amend the 2020-2024 Financial Plan accordingly.

*Motion Carried*

## 11. BYLAWS

### 11.1 Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968, Amendment Bylaw 2020, No. 2056

#### CS 2020-305

That Council give first three readings to "Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968, Amendment Bylaw 2020, No. 2056".

*Motion Carried*

Councillor Stevens declared a conflict of interest with the Agenda Items 11.2 and 11.3 due to his position with the Ladysmith Resources Centre Association and the proposed tax exemptions for 314 Buller Street, 630 2nd Avenue and 220 High Street, and recused himself from the meeting at 7:53 p.m.

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

#### CS 2020-306

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

*Motion Carried*

### 11.3 Town of Ladysmith Community Services Centre Tax Exemption Bylaw 2020, No. 2053

#### CS 2020-307

That Council adopt "Town of Ladysmith Community Services Centre Tax Exemption Bylaw 2020, No. 2053".

*Motion Carried*

Councillor Stevens returned to the meeting at 7:54 p.m.

### 11.4 Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw #8, 2020, No. 2054

#### CS 2020-308

That Council adopt "Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw #8, 2020, No. 2054".

*Motion Carried*

**12. NEW BUSINESS**

**12.1 Liquor and Cannabis Regulatory Board Temporary Expanded Service Area Authorization**

**CS 2020-309**

That Council advise the Liquor and Cannabis Regulation Branch that it supports the extension of Temporary Expanded Service Area authorization until October 31, 2021, pursuant to Liquor and Cannabis Regulation Board Policy Directive 20-26.

*Motion Carried*

**13. UNFINISHED BUSINESS**

**13.1 Streets and Traffic Bylaw Notice of Motion**

**CS 2020-310**

That Council direct staff to:

1. Prepare a report for consideration at a future Committee of the Whole meeting with proposed amendments to “Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309” to ensure it is current and balances best practices with the realities faced in our community; and
2. Proceed with enforcement of the bylaw on a complaint-driven basis until such time as “Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309” is updated.

*Motion Carried*

**14. QUESTION PERIOD**

There were no questions submitted by the public.

**15. ADJOURNMENT**

**CS 2020-311**

That this Council Meeting adjourn at 8:06 p.m.

*Motion Carried*

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Mayor (A. Stone)

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Corporate Officer (D. Smith)



TOWN OF LADYSMITH

## PROCLAMATION

### LOUIS RIEL DAY

- WHEREAS:** *The Metis people are recognized as one of Canada's aboriginal peoples; and*
- WHEREAS:** *the Metis culture, rich in spiritual beliefs and colourful traditions, is an integral part of British Columbia's multicultural character; and*
- WHEREAS:** *throughout history, Metis citizens have made significant contributions to the development and success of our province; and*
- WHEREAS:** *Louis Riel has made an enormous contribution towards the development of this country; and*
- WHEREAS:** *British Columbia recognizes "Louis Riel Day", November 16<sup>th</sup> as a national Metis holiday in commemoration of the 135<sup>th</sup> anniversary of the death of Louis Riel.*
- THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim November 16, 2020 as "Louis Riel Day" in the Town of Ladysmith, British Columbia.*

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**Mayor A. Stone**

November 1, 2020

## INFORMATION REPORT TO COUNCIL

Report Prepared By: Erin Anderson, Director of Financial Services  
 Meeting Date: November 3, 2020  
 File No:  
 Re: 2021-2025 Preliminary Financial Plan Discussions

### **RECOMMENDATION:**

That Council receive for information the report dated November 3, 2020 regarding the 2021-2025 Preliminary Financial Plan Discussions.

### **EXECUTIVE SUMMARY:**

This is the first of a series of Financial Plan (Budget) discussions regarding the 2021-2025 Financial Plan.

### **DISCUSSION:**

At this time, there is a proposed 5.51% increase to the municipal portion of the 2021 Financial Plan. This does not necessarily mean there will be a similar property tax increase as non-market revenue, also known as new construction revenue, is not factored into the property tax calculation. Those discussions take place in April each year when BC Assessment releases the Assessment Roll for which taxes are levied.

Some items affecting the municipal portion of the 2021 financial plan are:

Item	Dollar Value (\$)	
Re-instating the asset renewal allocation from 2.5% to 5%	185,161	2.50%
Full year funding Manager of Facilities (approved in 2020)	91,602	1.24%
Collective Agreement and contract adjustments	134,834	1.82%
Reduction in interest earned on investments	56,600	0.76%
Increase in contracted services	29,794	0.40%
Increase in Tipping Fees (solid waste)	22,072	0.30%
Reduction Penalty & Interest revenue	10,776	0.15%
Increase in Hydro	15,902	0.21%
Increase in Materials & Supplies	11,432	0.15%
Capital allocation	17,490	0.24%
Use of Reserves	24,062	0.32%
Common charges applied to Water & Sewer funds	(28,299)	-0.38%
Recreation & User Fees	(162,984)	-2.20%

The increase to the 2021 Financial Plan to cover the police portion is \$39,375 or 2.99%.

Some items contributing to the increase include:

<b>Item</b>	<b>Dollar Value (\$)</b>	<b>Budget increase (%)</b>
Contract Services - Police (8 members & support workers)	34,985	2.66
Cost for E-Division headquarters (Green Timbers)	11,472	0.87
Contract settlement – RCMP	13,125	1.00
Increase in Traffic Fine Revenue – Based on 2020 Actuals	(4,468)	(0.34)
Increase in rent for Provincial Use of detachment	(19,939)	1.52
Reduction in revenue Permits & Fees – based on 2020 Actuals	4,200	0.32

There are no decisions required at this meeting. Water and Sewer funds will be discussed at the next budget meeting.

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

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT(S):**

- Appendix A – Department Details - Revenues
- Appendix B – Department Details - Expenses

## Appendix A – Department Details - Revenues

The main source of funding is property taxation, including the water and sewer parcel tax. The water parcel tax is proposed to remain at \$459 and the sewer parcel tax is proposed to remain at \$350. Revenues to cover Policing costs are proposed to increase by 2.99%, which includes inflationary increase to wages and the Town’s portion of detachment expenses.

Group	Proposed Budget 2021	Approved Budget 2020	Dollar change (\$)	Percent change (%)
Taxes	7,989,460	7,576,018	413,442	5.46%
Water Services	1,785,280	1,772,383	12,897	0.73%
Sewer Services	1,287,200	1,279,950	7,250	0.57%
Protective Services	1,355,338	1,315,963	39,375	2.99%
	12,417,278	11,944,314	472,964	3.96%

The sale of services, also known as User Fees, makes up another large portion of the taxation. Sewer rates are proposed to remain the same while water rates are proposed to increase 3% to the base rate and each step rate. Solid waste rates are proposed to remain the same.

It is difficult to predict revenues from Recreation Services in 2021. Current COVID-19 restrictions are budgeted to remain until April 1, 2021. Therefore, the proposed revenues are greater than in 2020, though less than 2019’s.

Other revenues reflect the changes based on demand.

Group	Proposed Budget 2021	Approved Budget 2020	Dollar change (\$)	Percent change (%)
Sewer Services	1,630,190	1,606,781	- 23,409	1.46%
Water Services	1,417,546	1,375,779	- 41,767	3.04%
Garbage Services	672,123	669,034	- 3,089	0.46%
Recreation & Cultural Services	645,192	486,992	- 158,200	32.49%
Protective Services	262,451	251,940	- 10,511	4.17%
Development Services	212,500	197,450	- 15,050	7.62%
Transportation Services (Engineering)	86,179	88,646	2,467	-2.78%
General Government Services	27,255	28,150	895	-3.18%
Cemetery Operations	23,530	29,995	6,465	-21.55%
Parks		3,300	3,300	-100.00%

Operating Grants are budgeted to remain consistent with 2020.

Group	Proposed Budget 2021	Approved Budget 2020	Dollar change (\$)	Percent change (%)
General Government Services	459,947	463,119	3,172	-0.68%
Recreation & Cultural Services	173,861	174,645	784	-0.45%
Protective Services	60,081	55,613	- 4,468	8.03%
Grants	8,400	8,400	-	0.00%

The 2021 Penalty and Interest revenue and the Return on Investment revenue are lower than in previous year, based on actuals.



Group	Proposed Budget 2021	Approved Budget 2020	Dollar change (\$)	Percent change (%)
Penalty & Interest on tax	- 95,600	- 109,500	13,900	-12.69%
Return on Investment	- 210,000	- 266,600	56,600	-21.23%

Reserve accounts continue to fund the Waterfront Implementer position (\$157,337), the Chamber of Commerce Economic & Tourism Pilot Program (\$17,000) and the Board of Variance. Additionally, some one-time software and implementation is proposed to be funded from the General Government Reserves (\$30,500).

Group	Proposed Budget 2021	Approved Budget 2020	Dollar change (\$)	Percent change (%)
General Government Services	- 204,837	- 186,082	- 18,755	10.08%
Development Services	- 5,000	- 5,000	-	0.00%
Recreation & Cultural Services	-	- 7,500	7,500	-100.00%
Transportation Services	-	- 39,000	39,000	-100.00%

## Appendix B – Department Details - Expenses

A breakdown of each department is expenses are as follows.

### **CORPORATE ADMINISTRATION**

Group Name	Proposed Budget 2021	Approved Budget 2020	Dollar change (\$)	Percent change (%)
Finance	824,904	820,578	4,326	0.53%
Corporate Service	584,597	603,770	- 19,173	-3.18%
Administration	317,403	312,185	5,218	1.67%
Information Technology	311,400	288,600	22,800	7.90%
Human Resources	268,506	255,265	13,241	5.19%
Community Contributions (GIA)	192,228	181,415	10,813	5.96%
Mayor & Council	185,356	173,391	11,965	6.90%
Waterfront Project	157,337	145,196	12,141	8.36%
Leases & Debt	24,000	24,000	-	0.00%
Bad Debt	10,000	10,000	-	0.00%
Election	6,250	6,250	-	0.00%
<i>Offsetting Revenue:</i>				
Administration Charge	- 246,942	- 220,993	- 25,949	11.74%

#### *Cost Drivers:*

- WorkSafe review to reduce rate
- IT software to facilitate remote working
- Waterfront position (funded by Reserves)
- Professional Development – Council
- Administration charge to the Water and Sewer fund.

### **PROTECTIVE SERVICES**

Group Name	Proposed Budget 2021	Approved Budget 2020	Dollar change (\$)	Percent change (%)
Police	1,452,257	1,414,465	37,792	2.67%
Fire Department	400,204	393,467	6,737	1.71%
Fire Vehicles	114,532	116,167	- 1,635	-1.41%
Animal Control	36,420	36,414	6	0.02%
Grand Total	2,003,413	1,960,513	42,900	2.19%

#### *Cost Drivers:*

- RCMP – Settlement Agreement
- RCMP – Green Timbers cost (RCMP E-Division Headquarters)

## **PUBLIC WORKS**

Group Name	Proposed Budget 2021	Approved Budget 2020	Dollar change (\$)	Percent change (%)
PW Operations	977,547	965,362	12,185	1.26%
Parks	759,703	732,624	27,079	3.70%
Solid Waste	652,247	619,803	32,444	5.23%
Engineering	271,523	305,442	- 33,919	-11.10%
PW Administration	163,168	162,098	1,070	0.66%
Snow & Ice Removal	75,664	81,637	- 5,973	-7.32%
Cemetery	29,624	37,165	- 7,541	-20.29%
Trolley	-	3,516	- 3,516	-100.00%
Grand Total	2,929,476	2,907,647	21,829	0.75%

### *Cost Drivers:*

- Inflationary increase
- Solid Waste (Garbage, Recycling and Organics) is increasing due to tipping fees.

### *Water & Sewer Services:*

Group Name	Proposed Budget 2021	Approved Budget 2020	Dollar change (\$)	Percent change (%)
Water Services	1,525,308	1,470,690	54,618	3.71%
Sewer Services	1,508,647	1,557,417	- 48,770	-3.13%
Water Interest & Debt	765,691	765,690	1	0.00%
Sewer Debt & Interest	657,500	667,500	- 10,000	-1.50%
Facility Maintenance	133,946	113,796	20,150	17.71%
Grand Total	4,591,092	4,575,093	15,999	0.35%

### *Cost Drivers:*

- Inflationary increase
- Water Filtration Plant active for full year
- Additional Maintenance at new facilities (Filtration Plant, Composting Facility)

## **DEVELOPMENT SERVICES**

Group Name	Proposed Budget 2021	Approved Budget 2020	Dollar change (\$)	Percent change (%)
Planning	413,722	409,081	4,641	1.13%
Building	210,592	225,262	- 14,670	-6.51%
Bylaw Compliance	106,910	105,082	1,828	1.74%
Economic Development	51,558	51,248	310	0.60%
Heritage	7,756	7,756	-	0.00%
Grand Total	790,538	798,429	- 7,891	-0.99%

### *Cost Drivers:*

- Inflationary increase

- Reduction in temporary wages (Building Inspection)

**PARKS, RECREATION & CULTURE**

Group Name	Proposed Budget 2021	Approved Budget 2020	Dollar change (\$)	Percent change (%)
Facility Maintenance	1,211,890	1,092,285	119,605	10.95%
FJCC Administration	755,251	662,916	92,335	13.93%
Aquatics	451,445	432,184	19,261	4.46%
Fitness Studio	304,840	311,162	- 6,322	-2.03%
Recreation Programs	278,899	271,841	7,058	2.60%
Tourism	20,000	20,000	-	0.00%
Grand Total	3,022,325	2,790,388	231,937	8.31%

*Cost Drivers:*

- Inflationary increase
- Facility Manager for full year
- Insurance costs for all the new/newly renovated facilities
- COVID-19 disinfection
- In-house custodian for full year

**Transfers to Capital and Reserves**

In keeping with the existing policy of 10% allocation of prior year municipal taxes and 5% allocation for asset renewal:

Group Name	Proposed Budget 2021	Approved Budget 2020	Dollar change (\$)	Percent change (%)
Transfer to General Capital Fund	740,642	723,050	17,592	2.43%
Transfer to Sewer Capital Fund	575,750	600,000	- 24,250	-4.04%
Transfer to Water Capital Fund	458,000	675,000	- 217,000	-32.15%
Transfer to General Reserve Fund	370,321	183,263	187,058	102.07%
Transfer to Sewer Reserve Fund	147,429	47,261	100,168	211.95%
Transfer to Water Reserve Fund	390,945	180,539	210,406	116.54%
	2,683,087	2,409,113	273,974	11.37%

## **Committee of the Whole Recommendations to Council November 3, 2020**

At the October 27, 2020 Special Meeting, the Committee of the Whole recommended that Council adopt the following resolutions related to the Official Community Plan Development report:

- Resolution CW 2020-048

That Council endorse a comprehensive review of the existing Official Community Plan using previously completed plans, growth projections and background materials as a foundation with a project budget of \$200,000, excluding legal and incidentals, and an estimated timeline of 18-21 months.

- Resolution CS 2020-049

That Council direct staff to bring the proposed Project Charter and Steering Committee Terms of Reference, including amendments to membership numbers and descriptors, consultant selection process and desired level of engagement to the November 17, 2020 Council meeting for Council consideration.



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

**Tuesday, October 27, 2020  
5:30 P.M.**

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

**Council Members Present:**

Councillor Jeff Virtanen, Chair  
Mayor Aaron Stone  
Councillor Amanda Jacobson  
Councillor Rob Johnson

Councillor Tricia McKay  
Councillor Duck Paterson  
Councillor Marsh Stevens

**Staff Present:**

Allison McCarrick  
Jake Belobaba

Donna Smith  
Sue Bouma

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**1. CALL TO ORDER**

Councillor Virtanen called this Special Committee of the Whole Meeting to order at 5:30 p.m., recognizing that it was taking place on the traditional unceded territory of the Stz'uminus First Nation and expressing gratitude to be here.

**2. AGENDA APPROVAL**

**CW 2020-047**

That the agenda for this October 27, 2020 Special Committee of the Whole Meeting be approved with the addition of the following:

- Item 4, "Question Period"

*Motion Carried*

### 3. REPORTS

#### 3.1 Official Community Plan Development

The Committee provided suggested amendments to the OCP Steering Committee Terms of Reference and Project Charter, including the following:

- increase the voting membership to include: two members representing the Community Planning Advisory Committee (CPAC), one seniors representative, and one tourism recreation representative
- broaden the descriptive requirement for representation from the Ladysmith and District Historical Society to “one member representing the historical and heritage sector”
- broaden the descriptive requirement for representation from the LMS to “one member representing the marine sector”
- broaden the descriptive requirement for representation from the business community (Chamber and LDBA) to "two members of the business sector" who own businesses or commercial property in Ladysmith
- increase voting membership to 17
- note preference for local residents and property owners who represent all sectors of the community
- note preference for membership that is diverse across age and gender
- amend the Mandate of the Committee to note that their role in the review of the Requests for Proposal is to provide recommendations to Council for consultant selection
- amend the OCP Project Charter to show the desired level of engagement at the high end of collaboration

#### **CW 2020-048**

That the Committee endorse a comprehensive review of the existing Official Community Plan using previously completed plans, growth projections and background materials as a foundation with a project budget of \$200,000, excluding legal and incidentals, and an estimated timeline of 18-21 months.

*Motion Carried*

**CW 2020-049**

That the Committee recommend that staff bring proposed revisions to the Project Charter and Steering Committee Terms of Reference to the November 17, 2020 Council meeting for Council consideration.

*Motion Carried*

**CW 2020-050**

That the Committee recommend that Council adopt Resolution Nos. CW 2020-048 and CW 2020-049 related to the Official Community Plan Development report presented at the Special Committee of the Whole Meeting held October 27, 2020.

*Motion Carried*

Staff committed to include in the report to Council the approximate costing for the legal and incidental costs that may be attributed to the OCP review process.

**4. QUESTION PERIOD**

A member of the public asked the Committee to consider a moratorium on the Official Community Plan review process in order to redirect the projected budget against the Town's current debt, including water management, and to provide basic Town infrastructure upgrades.

**5. ADJOURNMENT**

**CW 2020-051**

That this Special Committee of the Whole Meeting adjourn at 7:30 p.m.

*Motion Carried*

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Chair (Councillor J.Virtanen)

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Corporate Officer (D. Smith)



## STAFF REPORT TO COUNCIL

**Report Prepared By:** Infrastructure Services  
**Meeting Date:** November 3, 2020  
**File No:**  
**Re:** **Holland Creek Supply Main (Phase 2) Award**

### **RECOMMENDATION:**

That Council award the contract for the Holland Creek Supply Main (Phase 2) to Don Mann Excavating Ltd. for \$288,298.50 including GST.

### **EXECUTIVE SUMMARY:**

Staff have tendered the construction of the Holland Creek Supply Main (Phase 2) and eleven bids were received. The lowest bid was from Don Mann Excavating Ltd., in the amount of \$288,298.50, including GST.

### **PREVIOUS COUNCIL DIRECTION**

1. Amend the 2020-2024 Financial Plan to include \$382,000 for the Holland Creek Water Supply Main (Phase 2) project with the funding to come from the High Street Watermain Project, the remaining funds from Phase 1 of the Holland Creek Water Supply Main project and the remaining \$198,000 to come from the Water Capital Reserve.

### **INTRODUCTION/BACKGROUND:**

Staff have completed the design and tendered the Holland Creek Supply Main (Phase 2) project. The invitation to tender was issued on September 28, 2020, and closed on October 22, 2020. This project is the second phase of the Holland Creek Supply main upgrade which, when all phases are completed, will allow the abandonment of the main that currently runs along the Holland Creek Trail behind Public Works.

Eleven tenders were received as follows:

Tenderer	Total Tender (incl. GST)	Days to Complete
Don Mann Excavating Ltd.	\$288,298.50	140
Coast Utility Contracting Ltd.	\$290,808.00	45
Leuco Construction Inc.	\$290,931.09	45
Copcan Civil Ltd.	\$307,637.72	45
IWC Excavation Ltd.	\$318,131.52	90

Milestone Equipment Contracting Inc.	\$319,783.80	110
Knappett Industries	\$338,147.25	120
Hazelwood Construction Service Inc.	\$343,736.12	50
Stalker Excavating Ltd.	\$351,058.84	61
Jacob Bros. Construction Inc.	\$504,304.50	56
J. Cote & Sons Excavating Ltd.	\$613,247.25	60

**ALTERNATIVES:**

N/A

**FINANCIAL IMPLICATIONS:**

The project budget was estimated at \$382,000 which includes engineering and project management. The low bid meets this budget.

**LEGAL IMPLICATIONS:**

Staff have not identified any legal implications.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

This project will cause disruption to residents on Mackie Rd. Staff will ensure residents are notified of the project and kept up to date on project progress and anticipated interruptions.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Engineering staff will be involved in monitoring this project.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

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

**Allison McCarrick, Chief Administrative Officer**

## STAFF REPORT TO COUNCIL

**Report Prepared By:** Infrastructure Services  
**Meeting Date:** November 3, 2020  
**File No:**  
**Re:** **In-Channel Spiral Screen – Waste Water Treatment Plant - Award**

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### **RECOMMENDATION:**

That Council direct staff to:

1. Increase the budget for the replacement of In-Channel Spiral Screen for the Waste Water Treatment Plant from \$100,000 to \$165,000;
2. Award the contract for the replacement of In-Channel Spiral Screen for the Waste Water Treatment Plant to West Coast Prefab, for a bid amount of \$163,339.52 including PST; and
3. Amend the 2020-2024 Financial Plan accordingly.

### **EXECUTIVE SUMMARY:**

The Town tendered a project to replace one of two In-Channel Spiral Screen at the Waste Water Treatment Plant (WWTP). The original budget for this project was estimated at \$100,000, and two bids were subsequently received, both of which exceeded the budget. The low bid, from West Coast Prefab, is \$163,339.52 including PST. Staff are recommending that the budget for this project be increased and that the tender be awarded to the low bidder.

### **PREVIOUS COUNCIL DIRECTION**

N/A.

### **INTRODUCTION/BACKGROUND:**

There are currently two In-Channel Spiral Screens at the WWTP. One unit was installed during recent upgrades to the WWTP and one was an original unit in the old facility. The older unit has reached end of life and requires replacement. To be consistent and reduce maintenance complications, staff have specified a screen that is the same as the newer unit.

The project tender closed on September 30, 2020. Two tenders were received as follows:

Ridgeline Mechanical	\$171,177.53 (incl PST)
West Coast Prefab	\$163,339.52 (incl PST)

Both bids exceed the project budget of \$100,000. When the original budget was developed,

staff were quoted in US dollars rather than Canadian dollars. Staff do not believe that retendering this project will result in lower costs and are recommending that the budget be increased and the project be awarded to the lowest bidder.

**ALTERNATIVES:**

Council can choose to:

1. Cancel the tender and not proceed with the project at this time. *This is not recommended as the screen is in need of replacement.*
2. Modify the project and retender. *Staff does not think that there is a way to significantly modify the project for retendering.*

**FINANCIAL IMPLICATIONS;**

Funds for this project are budgeted to come from the Sewer Utility Funds. The additional funds can come from the expected savings within the Sewer Utility.

**LEGAL IMPLICATIONS;**

Staff have not identified any legal implications.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

N/A

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

WWTP staff will be involved in this project.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

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

**Allison McCarrick, Chief Administrative Officer**

**TOWN OF LADYSMITH**

**BYLAW NO. 2055**

**A Bylaw to Close a Highway**

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**WHEREAS** the purpose of this Bylaw is to close to traffic:

1. That part of the unnamed laneway between 531 1<sup>st</sup> Avenue and 521 1<sup>st</sup> Avenue, identified as “Closed Area” on the plan attached as Schedule “A”, for the purpose of installing a public washroom; and
2. That part of the unnamed laneway between 431 1<sup>st</sup> Avenue and 421 1<sup>st</sup> Avenue, identified as “Closed Area” on the plan attached as Schedule “B”, for the purpose of installing benches;

**AND WHEREAS** in accordance with sections 40(3) and (4), and 94 of the *Community Charter*, the Town of Ladysmith has published notice of its intention to adopt this Bylaw, has delivered notice to the operators of utilities whose transmission or distribution facilities or works Council considers will be affected, and has provided an opportunity for persons who consider they are affected to make representations to Council.

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

1. That portion of laneways shown as “Closed Area” on the plan attached as Schedule “A”, is closed to all traffic.
2. That portion of laneways shown as “Closed Area” on the plan attached as Schedule “B”, is closed to all traffic.
3. The Mayor and Corporate Officer are hereby authorized to execute all necessary documents as may be required to carry out the purpose of this bylaw.

**Citation**

4. This Bylaw may be cited as “Town of Ladysmith Road Closure Bylaw 2020, No. 2055”.

**READ A FIRST TIME** on the 20<sup>th</sup> day of October, 2020

**READ A SECOND TIME** on the 20<sup>th</sup> day of October, 2020

**READ A THIRD TIME** on the 20<sup>th</sup> day of October, 2020

Notice of intention to proceed with this bylaw was published on the 22<sup>nd</sup> day of October, 2020 and the 29<sup>th</sup> day of October, 2020 in the Ladysmith Chronicle newspaper, circulating in the Town of Ladysmith, pursuant to section 94 of the *Community Charter*.

**APPROVED BY THE MINISTER  
OF TRANSPORTATION &  
INFRASTRUCTURE** on the 28<sup>th</sup>

day of October, 2020

**ADOPTED** on the

day of , 2020

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Mayor (A. Stone)

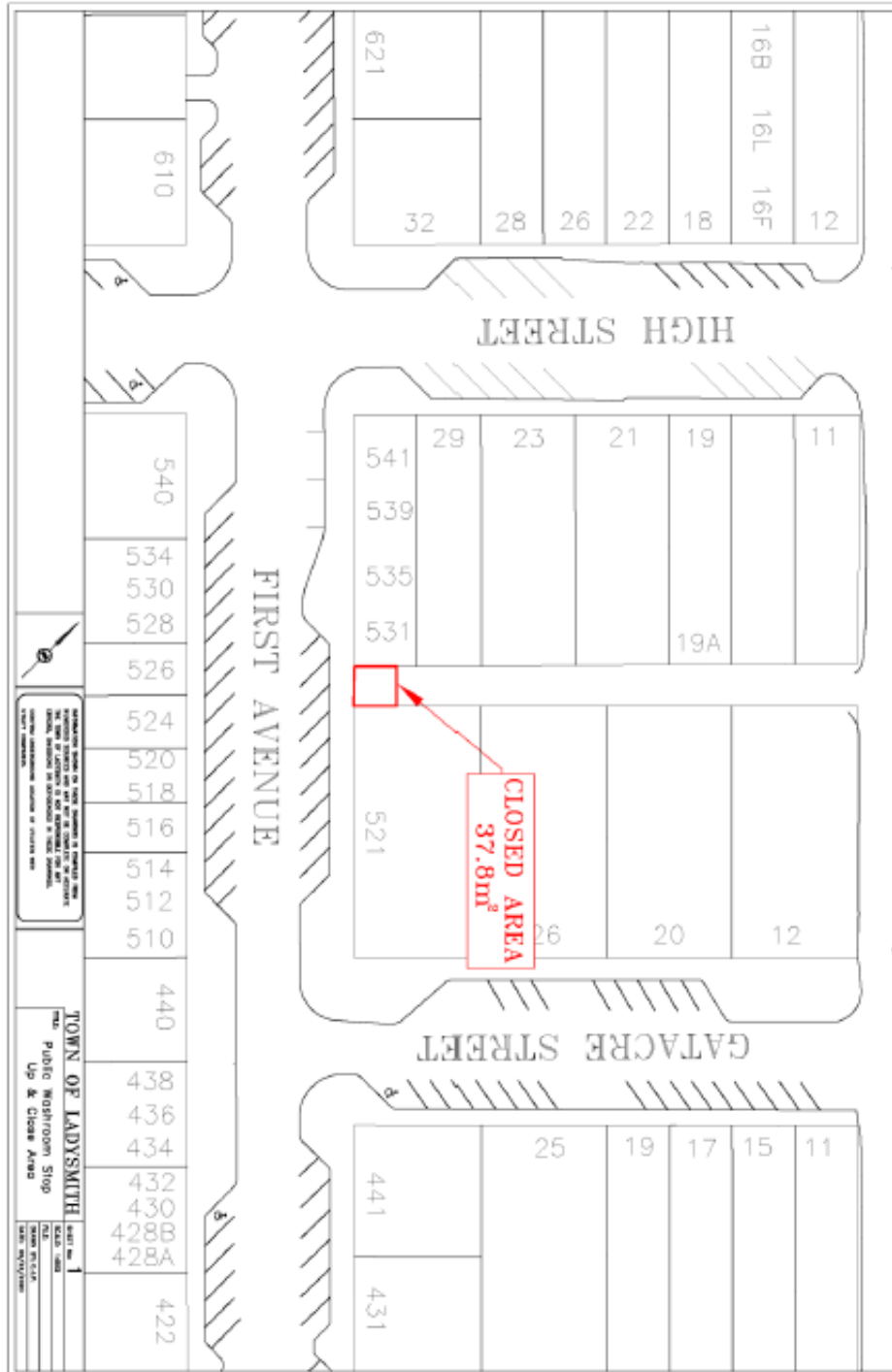
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Corporate Officer (D. Smith)

Schedule "A"

"Town of Ladysmith Road Closure Bylaw 2020, No. 2055"

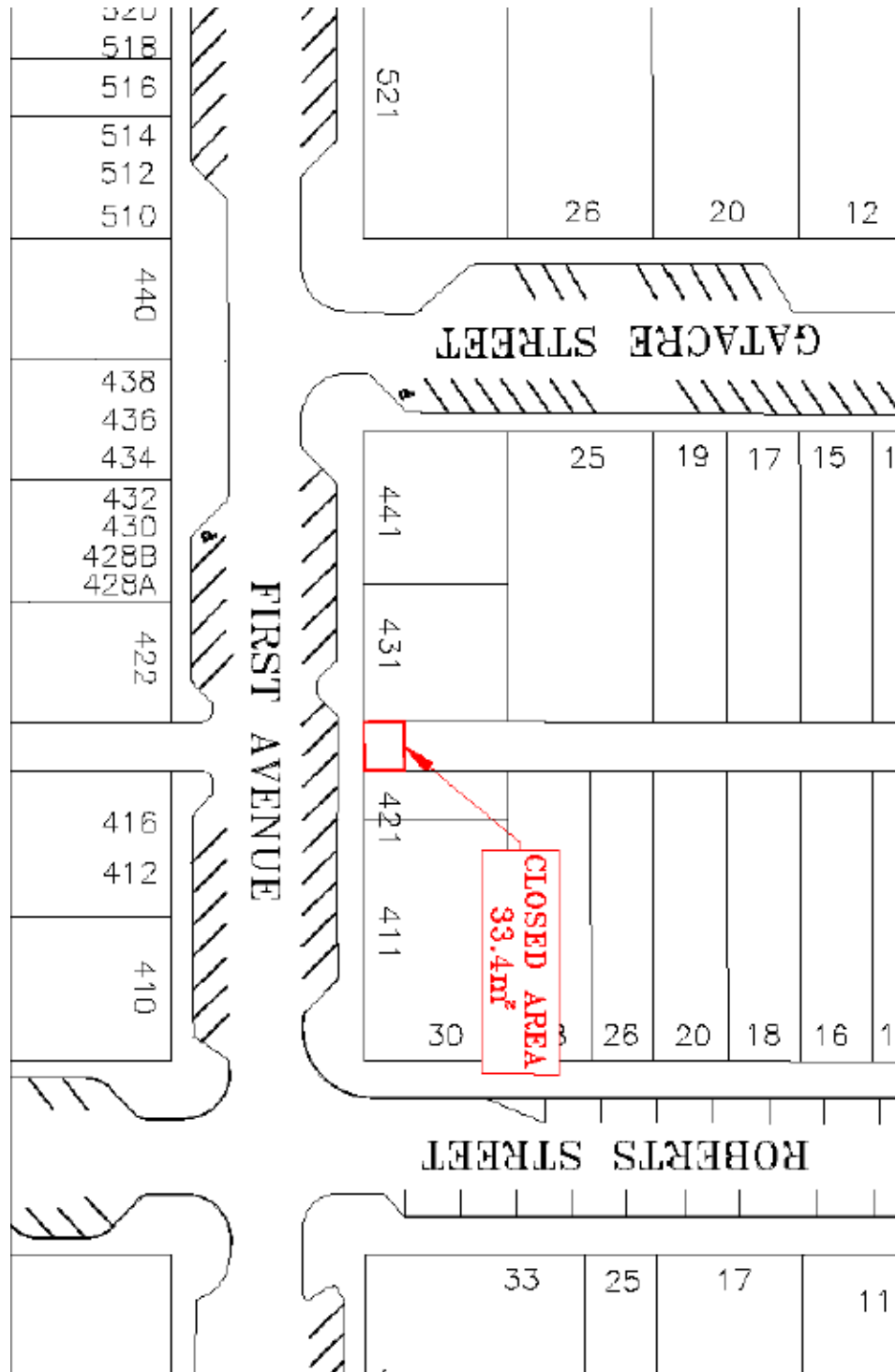
Part of the Unnamed Laneway between 531 1<sup>st</sup> Avenue and 521 1<sup>st</sup> Avenue



Schedule "B"

"Town of Ladysmith Road Closure Bylaw 2020, No. 2055"

Part of the Unnamed Laneway between 431 1<sup>st</sup> Avenue and 421 1<sup>st</sup> Avenue





**TOWN OF LADYSMITH**

**BYLAW NO. 2056**

A Bylaw to Amend

“Town of Ladysmith Community Centre Facilities Fees and Charges Bylaw 2018, No. 1968”

The Council of the Town of Ladysmith in open meeting assembled enacts as follows:

1. “Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968” is hereby amended as follows:
  - (a) By replacing Schedule ‘B’ in its entirety and replacing with the attached Schedule ‘B’.

**Citation**

2. This Bylaw may be cited for all purposes as “Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968, Amendment Bylaw No. 2056, 2020”.

<b>READ A FIRST TIME</b>	<b>on the</b>	<b>20<sup>th</sup></b>	<b>day of October</b>	<b>, 2020</b>
<b>READ A SECOND TIME</b>	<b>on the</b>	<b>20<sup>th</sup></b>	<b>day of October</b>	<b>, 2020</b>
<b>READ A THIRD TIME</b>	<b>on the</b>	<b>20<sup>th</sup></b>	<b>day of October</b>	<b>, 2020</b>
<b>ADOPTED</b>	<b>on the</b>		<b>day of</b>	<b>,</b>

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

\_\_\_\_\_  
Corporate Officer (D. Smith)

**Schedule B  
Bylaw No. 1968  
Recreation Facility Rental Fees**

- Commercial bookings.....plus 20%
- Non-profit bookings\*\*.....less 50%  
\*\* does not include specialized facilities such as swimming pool
- Registered non-profit youth swim club(s)....less 15%

<b>Facility Rental Fees 2018-2021 (GST NOT INCLUDED)</b>			
<b>Facility</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>
<b>Frank Jameson Community Centre</b>			
Meeting Room Hourly Rate	23.85	24.33	24.81
Meeting Room Hourly with Pool	21.97	22.41	22.86
Meeting Room Daily Rate	95.28	97.19	99.13
Gymnasium Hourly Rate	42.95	43.81	44.68
Gymnasium Daily Rate	370.09	377.49	385.04
Lower Program Room Hourly Rate	42.34	43.19	44.05
Lower Program Room with Pool	21.97	22.41	22.86
Lower Program Room Daily Rate	169.37	172.75	176.21
Lower Rec Room Hourly Rate	42.95	43.81	44.69
Lower Rec Room Daily Rate	370.09	377.49	385.04
Locker Rental - small	0.25	0.25	0.25
Locker Rental - large	0.50	0.50	0.50
One Pool	80.05	81.65	83.28
Two Pools	117.58	119.94	122.34
<b>Aggie Hall</b>			
Aggie Hall Hourly Rate (no kitchen)	42.95	43.81	44.68
Aggie Hall Hourly Rate (with kitchen)	72.54	73.99	75.47
Aggie Hall Daily Rate (includes kitchen)	197.96	201.92	205.96
Aggie Hall Receptions Party, Dance	389.13	396.92	404.85

<b>Transfer Beach</b>			
Transfer Beach Kin Shelter per Day	53.22	54.28	55.37
Transfer Beach Amphitheatre – Full Day Private Family Function	97.99	99.95	101.95
Transfer Beach Amphitheatre – Half Day Private Family Function	55.98	57.10	58.24
Transfer Beach Amphitheatre – Full Day Public Special Event	377.98	385.54	393.25
Transfer Beach Amphitheatre – Performances per Hour	26.77	27.31	27.86
Park Permit (parking lot, upper beach, or lower beach) Full Day	97.99	99.95	101.95
Park Permit (parking lot, upper beach, or lower beach) Half Day	55.98	57.10	58.24
Park Permit (parking lot, upper beach, or lower beach) per Hour	26.77	27.31	27.86
<b>Sports Fields</b>			
Aggie Ball Diamonds per Hour Youth	NO CHARGE		
Aggie Ball Diamonds per Hour Adult	16.23	16.55	16.88
Aggie Ball Diamonds Tournament per Day	139.45	142.23	145.08
High Street Little League Diamonds per Hour Youth	NO CHARGE		
High Street Little League Diamonds Tournament per Day	139.45	142.23	145.08
Holland Creek Ball Diamonds per Hour Youth	NO CHARGE		
Holland Creek Ball Diamonds per Hour Adult	16.23	16.55	16.88
Holland Creek Ball Diamonds Tournament per Day	139.45	142.23	145.08
Forrest Field per Hour Youth	7.18	7.32	7.47
Forrest Field per Hour Adult	25.67	26.18	26.71
Forrest Field per Day Youth	46.59	47.52	48.47
Forrest Field per Day Adult	173.23	176.69	180.23
<b>Miscellaneous</b>			
Chairs (25)	22.69	23.14	23.61
Forrest Field Half Lights per Hour	12.03	12.28	12.52
Forrest Field Full Lights per Hour	15.62	15.94	16.25
Aggie Field Lights	6.02	6.14	6.26
FJCC Field Lights	6.02	6.14	6.26

**BYLAW STATUS SHEET  
November 3, 2020**

<b>Bylaw No.</b>	<b>Description</b>	<b>Status</b>
2055	Town of Ladysmith Road Closure Bylaw 2020, No. 2055	Three readings October 20, 2020. Advertised in the Chronicle newspaper on October 22 <sup>nd</sup> and 29 <sup>th</sup> . MOTI approval received on October 28 <sup>th</sup> , 2020.
2056	Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968, Amendment Bylaw 2020, No. 2056 (to allow for the addition of a registered non-profit youth swim club rate)	Three readings October 20, 2020.