

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

Tuesday, November 30, 2021  
City Hall Council Chambers  
410 Esplanade

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**Pages**

**1. CALL TO ORDER AND ACKNOWLEDGEMENT**

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the traditional, unceded territory of the Stz'uminus First Nation.

**1.1. INFORMATION ON HOW TO VIEW / ATTEND THE MEETING**

Members of the public may attend meetings in person in accordance with COVID-19 safety protocols. Masks are mandatory. As space in the Council Chamber is limited, public attendance will be on a first-come, first-served basis as space permits.

View the livestream on

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

**2. AGENDA APPROVAL**

Recommendation

That Council approve the agenda for this Special Meeting of Council for November 30, 2021.

### 3. 2022 FINANCIAL PLAN DISCUSSION

#### 3.1. 2022-2026 Financial Plan Deliberations

5

##### Recommendation

That Council include in the 2022–2026 Financial Plan:

1. Funding to hire a full time Manager of Protective Services/Fire Chief starting July 1, 2022;
2. Funding for a part time contract term Planner and a part time contract term Administrative Assistant in the Development Services area with the funds to come from prior year surplus; and
3. Funding for the early budget approval of the following capital projects:
  - a.) Waterfront Area Plan: Business Plan for \$ 30,000
  - b.) Asbestos Survey for TOL Buildings for \$ 35,000
  - c.) Car Shop Repairs for \$ 20,000
  - d.) Concession Building @ Transfer Beach - Demolition for \$ 40,000
  - e.) Food Bank - Demolition for \$ 45,000
  - f.) Loci Shop Roof for \$ 62,500
  - g.) PW Building Roof - Phase 2 (section 1A & 3B) for \$ 50,000
  - h.) Replace Rolling Doors @ Eco Tourism Bldg for \$ 13,535
  - i.) Photocopier (FJCC) for \$ 15,000
  - j.) Golf Course Netting for \$ 20,000
  - k.) Kay Grouhel Recognition for \$ 8,000
  - l.) Turf Field Crumb Rubber Finish - Forrest Field for \$ 30,000
  - m.) GIS Stage 3 Implementation for \$ 60,000
  - n.) Chicken Ladder Flood Hardening for \$400,000
  - o.) Diamond Meter & Vault Replacement for \$ 125,000
  - p.) Diamond meter replacement for \$ 40,000
  - q.) Edgewood Water Meter Replacement for \$ 76,932
  - r.) Irrigation Upgrades - Highway for \$ 50,000
  - s.) Electric Vehicle Charging Station for \$ 25,000
  - t.) Roundabout - Ludlow & Rocky Cr for \$ 1,600,000
  - u.) Waterfront Phase 2 Remediation for \$ 400,000.

#### 3.2. Public Input and Questions

### 4. BYLAWS

#### 4.1. Bylaw No. 2095 (2022 Revenue Anticipation)

15

##### Recommendation

That Council give first, second and third readings to “2022 Revenue Anticipation Borrowing Bylaw 2021, No. 2095”.

**4.2. Bylaw 2096 (Waterworks Regulation Amendment) 19**

Recommendation

That Council give first, second and third readings to Town of Ladysmith “Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2021, No. 2096”.

**4.3. Bylaw 2094 (Dog Licence Fees) 23**

Recommendation

That Council adopt “Dog Licensing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 2021, No. 2094”.

**5. CORRESPONDENCE**

**5.1. Arts Council of Ladysmith and District 24**

Grant opportunity

Recommendation

That Council provide a letter of support to the Arts Council of Ladysmith and District for their 2022 grant application to the BC Arts Council, as requested in their correspondence dated November 18, 2021.

**6. UNFINISHED BUSINESS**

**6.1. Standing and Community Committee Representatives (Referred from November 16, 2021 Regular Council Meeting)**

- Committee of the Whole
- Waterfront Implementation Committee
- Community Planning Advisory Committee
- Protective Services
- Parks, Recreation & Culture Advisory Committee
- Official Community Plan Steering Committee
- Arts & Heritage Hub Design Steering Committee
- Liquid Waste Management Plan
- Youth Advisory Committee
- Public Art Task Group
- Stocking Lake Advisory Committee

- Celebrations Committee (Ladysmith Days)
- Festival of Lights
- Chamber of Commerce
- Ladysmith Downtown Business Association
- Social Planning Cowichan
- Ladysmith Community Justice Program

## 7. CLOSED MEETING

### Recommendation

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

- labour relations or other employee relations - section 90(1)(c);
- 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); and
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose - section 90(1)(i).

## 8. RISE AND REPORT

## 9. ADJOURNMENT

**STAFF REPORT TO COUNCIL**

**Report Prepared By:** Erin Anderson, Director of Financial Services  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** November 30, 2021  
**Re:** **2022-2026 Financial Plan Deliberations**

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**RECOMMENDATION:**

That Council include in the 2022–2026 Financial Plan:

1. Funding to hire a full time Manager of Protective Services/Fire Chief starting July 1, 2022;
2. Funding for a part time contract term Planner and a part time contract term Administrative Assistant in the Development Services area with the funds to come from prior year surplus; and
3. Funding for the early budget approval of the following capital projects:
  - a) Waterfront Area Plan: Business Plan for \$ 30,000
  - b) Asbestos Survey for TOL Buildings for \$ 35,000
  - c) Car Shop Repairs for \$ 20,000
  - d) Concession Building @ Transfer Beach - Demolition for \$ 40,000
  - e) Food Bank - Demolition for \$ 45,000
  - f) Loci Shop Roof for \$ 62,500
  - g) PW Building Roof - Phase 2 (section 1A & 3B) for \$ 50,000
  - h) Replace Rolling Doors @ Eco Tourism Bldg for \$ 13,535
  - i) Photocopier (FJCC) for \$ 15,000
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  - n) Chicken Ladder Flood Hardening for \$400,000
  - o) Diamond Meter & Vault Replacement for \$ 125,000
  - p) Diamond meter replacement for \$ 40,000
  - q) Edgewood Water Meter Replacement for \$ 76,932
  - r) Irrigation Upgrades - Highway for \$ 50,000
  - s) Electric Vehicle Charging Station for \$ 25,000
  - t) Roundabout - Ludlow & Rocky Cr for \$ 1,600,000
  - u) Waterfront Phase 2 Remediation for \$ 400,000.

**EXECUTIVE SUMMARY:**

As part of the 2022-2026 Financial Plan (budget) discussions, decisions regarding the Higher Service Level Requests for the contract term part-time positions in Development Services as well as the hiring of the Manager of Protective Services/Fire Chief are required to move further through the budget process. Early budget approval is also requested for select capital projects.

**PREVIOUS COUNCIL DIRECTION:**

CS 2021-364	11/16/2021	That Council direct staff to prepare an amendment to "Waterworks Regulation Bylaw 1999, No.1298" to increase each consumption rate by 5%, effective January 1, 2022.
CS 2021-365	11/16/2021	That Council direct staff to prepare the following bylaws: 1. 2022 Sewer Parcel Tax Bylaw at \$350; and 2. 2022 Water Parcel Tax Bylaw at \$459.

**INTRODUCTION/BACKGROUND:**

Financial Plan (Budget) discussions began November 2, 2021. Council was presented with an overview of the 2022 budget, which included:

2021 Municipal Taxation		7,565,288
Increases:		
Inflation	44,119	
Contingency	85,742	
Capital & Capital Reserve	46,229	
Use of COVID funds	193,561	
Election & meetings	29,332	
Reduction in grants	31,020	
Service Agreements	65,794	
Storm Maintenance	47,300	
Re-establish PRC programs	144,069	
Penalty date change	19,640	
Yard Waste Program	19,844	
Total Additions		+ 726,650
Decreases:		
Debt payments on Churchill	(18,000)	
Water & Sewer Admin overhead	(26,054)	
Increased Revenue - PRC	(253,104)	
Increase Revenue - Facilities	(26,529)	
Other Revenues	(15,559)	
Savings in Facilities	(62,248)	
Other Operations Efficiencies	(36,445)	
Total Reductions		(437,939)
2022 Municipal Taxation		7,853,999

The difference of \$288,711 represents a 3.81% budget increase. The property tax impact is not known at this time as the assessment roll for which taxes are applied will be released in early April of 2022.

There were also three additional requests (Higher Service Level Requests) presented. Two of the requests were for a specific time contract work within the Development Services area to assist in processing applications during this busy time. As these positions are not continuing beyond a few years, it is recommended to minimize any taxation impact and use prior year reserves to fund these positions for 2022.

The last Higher Service Level Request was for funding of a full time Fire Chief that would be encompassed within the position of Manager of Protective Services. The need for this position was identified within the Fire Excellence Review. The expected annual cost of the position would be approximately \$131k including benefits for the year. There would be some savings of approximately \$39k as this position would conduct the fire inspections and the Chief honorarium would be eliminated. The net budget impact would be an additional \$92,381 or 1.22% increase. This position could be phased-in, for example, starting in April for \$69,286 for a 0.92% increase or July for \$46,191 for a 0.61% increase.

Since the first presentation, additional information has been received that will affect the budget. The largest impact is in the WorkSafe BC premium increase that affects the Employee Costs. This increase is approximately \$41,000. The Town is actively implementing programs (e.g. COR certification<sup>1</sup>) to reduce the WorkSafe premiums and expect that a reallocation of some operational costs as well as a use of prior year surplus funds can reduce this expected short-term premium spike.

Additionally, BC Assessment will be providing the Town with a Supplementary Roll for 2021. Preliminary calculations estimate the tax impact is \$4,285 or \$2,670 specifically to the Town.

### **ALTERNATIVES:**

Council can choose to:

1. Direct staff to return with a different budget amount, specifying the target amount.
2. Add/remove projects and request staff to present different options within the same funding amounts.
3. Reduce the amount of funds allocated to capital or reserve which will reduce the overall taxes though project delays will occur.
4. Vary the service level currently provided which will increase/decrease taxation.

### **FINANCIAL IMPLICATIONS:**

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<sup>1</sup> Certificate of Recognition (COR) certification is a voluntary incentive program that recognizes organizations who develop and implement health and safety and injury management systems that meet a high industry standard. The program rewards employers who take a strategic approach to workplace safety and are committed to reducing both the human and financial costs of workplace injuries. COR certification is offered by WorkSafeBC and delivered through certifying partners.

Providing early budget approval of select capital projects limits the ability of Council to reduce the financial plan when the bylaw is presented, though it often results in better pricing for project bidding when projects can be grouped and pre-scheduled.

The early budget approval projects commits \$231,535 from taxation and \$215,000 from water parcel taxes (there are no sewer projects requesting early budget approval).

**LEGAL IMPLICATIONS:**

The Financial Plan must be approved before May 15, 2022.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Property owners are encouraged to attend/watch budget deliberations and provide input.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Each department is responsible for providing budget details for Financial Planning as well as staying within the approved budget during the year.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

*I approve the report and recommendation.*

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT:**

- A. Appendix A – 2022 Early Budget Approval Requests



# Appendix A - 2022 Early Budget Approval Requests

Development Services      Waterfront     

**Waterfront Area Plan: Business Plan** **\$30,000**

*Description*      Jointly prepared business plan with SFN as part of WAP implementation

*Purpose*      Assess costs, revenues of implementing the WAP and business strategy for developing. Costs to be split between SFN and Town

Taxation            Water Utility            Sewer Utility     

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Parks & Rec      Facility Maintenance     

**Asbestos Survey for TOL Buildings** **\$35,000**

*Description*      To meet WorkSafe recommendations to have all buildings pre 1992 complete asbestos survey

*Purpose*      For any future work that is to be done at theses site, we will have the necessary information

Taxation            Water Utility            Sewer Utility     

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Parks & Rec      Facility Maintenance     

**Car Shop Repairs** **\$20,000**

*Description*      Cladding and window Repairs and replacement and doors

*Purpose*      To ensure protection of aging asset.

Taxation            Water Utility            Sewer Utility     

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Parks & Rec      Facility Maintenance     

**Concession Building @ Transfer Beach - Demolition** **\$40,000**

*Description*      Demo of the Concession Building (Transfer Beach)

*Purpose*      To repurpose the concrete slab and have an area with accessibility access for everyone including picnic tables which the area needs more of.

Taxation            Water Utility            Sewer Utility     

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# Appendix A - 2022 Early Budget Approval Requests

Parks & Rec

Facility Maintenance



## Food Bank - Demolition

\$45,000

*Description* Building is decrepit. Space can be better used. Will need to be demolished for the eventual City Hall.

*Purpose* To demolish the old food bank building on Buller Street

Taxation  Water Utility  Sewer Utility

Parks & Rec

Facility Maintenance



## Loci Shop Roof

\$62,500

*Description* Roof Replacement with localized repairs

*Purpose* To ensure protection of aging asset.

Taxation  Water Utility  Sewer Utility

Parks & Rec

Facility Maintenance



## PW Building Roof - Phase 2 (section 1A & 3B)

\$50,000

*Description* replace roof at PW near end of life

*Purpose* recommended report to replace these roofs at Public Roofs. The reason for phasing these replacements is based on the assessment report.

Taxation  Water Utility  Sewer Utility

Parks & Rec

Facility Maintenance



## Replace Rolling Doors @ Eco Tourism Bldg

\$13,535

*Description* Replace end of life rolling doors

*Purpose* Safety/issues with the locking mechanism creating challenges trying to get to needed equipment in that area as there is no other access point other than the rolling doors.

Taxation  Water Utility  Sewer Utility

# Appendix A - 2022 Early Budget Approval Requests

Parks & Rec

Recreation



## Photocopier (FJCC)

\$15,000

*Description* Replace photocopier at FJCC

*Purpose* Replacement

Taxation

0

Water Utility

0

Sewer Utility

0

Parks & Rec

Parks & Playgrounds



## Golf Course Netting

\$20,000

*Description* Protecting neighbours from golf balls.

*Purpose* Netting along property line protecting homes on Dogwood

Taxation

20,000

Water Utility

0

Sewer Utility

0

Parks & Rec

Parks & Playgrounds



## Kay Grouhel Recognition

\$8,000

*Description* Installation of historical interpretive sign & poem recognizing Kay Grouhel

*Purpose* To recognize former Mayor

Taxation

8,000

Water Utility

0

Sewer Utility

0

Parks & Rec

Parks & Playgrounds



## Turf Field Crumb Rubber Finish - Forrest Field

\$30,000

*Description* Recent testing at Forrest Field identified the field is in need of additional maintenance to ensure safety levels are maintained.

*Purpose* Testing is completed regularly to ensure sports field meets safety standards.

Taxation

30,000

Water Utility

0

Sewer Utility

0

# Appendix A - 2022 Early Budget Approval Requests

Public Works

Engineering



## GIS Stage 3 Implementation

\$60,000

*Description* GIS System construction and Implementation

*Purpose* Continue to build the GIS system, adding additional assets and planning tools. Installation of docking station and remote GIS access for the water/sewer utility vehicle.

Taxation  Water Utility  Sewer Utility

Public Works

Water



## Chicken Ladder Flood Hardening

\$400,000

*Description* During high flood events, water flows over adjacent area of dam and down access road causing erosion.

*Purpose* To repair eroded surface adjacent to the spillway at Chicken Ladder

Taxation  Water Utility  Sewer Utility

Public Works

Water



## Diamond Meter & Vault Replacement

\$125,000

*Description* Remove meter at Rocky Creek from existing chambers and install new meters upstream from existing chambers.

*Purpose* Existing chamber housing the water meters are not Town owned and pose confined space challenges.

Taxation  Water Utility  Sewer Utility

Public Works

Water



## Diamond meter replacement

\$40,000

*Description* Remove meter at Cemetery from existing chambers and install new meters upstream

*Purpose* Existing chamber housing the water meters are not Town owned and pose confined space challenges.

Taxation  Water Utility  Sewer Utility

# Appendix A - 2022 Early Budget Approval Requests

Public Works

Water



## Edgewood Water Meter Replacement

**\$76,932**

*Description* Edgewood water meter is located at Edgewood Estates. Meter to be installed outside of private building in a municipal owned vault.

*Purpose* Currently the water meter and the configuration of water infrastructure for the water meter is not functional, this will need to be upgraded to municipal standards.

Taxation  Water Utility  Sewer Utility

Public Works

Water



## Irrigation Upgrades - Highway

**\$50,000**

*Description* Existing irrigation system requires overhaul to ensure efficient watering

*Purpose* Replace irrigation system on highway islands.

Taxation  Water Utility  Sewer Utility

Public Works

Roads/Sidewalks



## Electric Vehicle Charging Station

**\$25,000**

*Description* can no longer get parts for existing station

*Purpose* Replace Electric Charging Station

Taxation  Water Utility  Sewer Utility

Public Works

Roads/Sidewalks



## Roundabout - Ludlow & Rocky Cr

**\$1,600,000**

*Description* DCC (2019) Project

*Purpose* DCC Project

Taxation  Water Utility  Sewer Utility

# Appendix A - 2022 Early Budget Approval Requests

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Waterfront

Waterfront



**Waterfront Phase 2 Remediation**

**\$400,000**

*Description* Continuation of remediation of waterfront lands

*Purpose*

Taxation

Water Utility

Sewer Utility

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STAFF REPORT TO COUNCIL

**Report Prepared By:** Erin Anderson, Director of Financial Services  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** November 30, 2021  
**File No:**  
**Re:** **2022 Revenue Anticipation Bylaw**

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**RECOMMENDATION:**

That Council give first, second and third readings to “2022 Revenue Anticipation Borrowing Bylaw 2021, No. 2095”.

**EXECUTIVE SUMMARY:**

Each year, Council may grant approval to borrow money to meet budgeted financial obligations prior to the property tax due date in early July. Some of these obligations occur prior to the annual property tax levy. This bylaw allows for short-term borrowing up to 75% of the 2021 property tax levy.

**PREVIOUS COUNCIL DIRECTION:**

This bylaw must be approved by Council on an annual basis.

**INTRODUCTION/BACKGROUND:**

A revenue anticipation bylaw is prepared in advance of the annual property tax levy. This borrowing is permitted in the *Community Charter* under s.177, Revenue Anticipation Borrowing. This borrowing differs from regular borrowing as electoral assent is not required.

The Town has not executed any of the previous revenue anticipation bylaws, though it is wise financial management to have this bylaw in place in case of an emergency.

**ALTERNATIVES:**

Council can choose not to approve the bylaw.

**FINANCIAL IMPLICATIONS:**

The purpose of this bylaw is to ensure adequate cash flows are available in case of an emergency. Until the bylaw is executed, there are no financial implications.

**LEGAL IMPLICATIONS:**

The bylaw is permitted under s.177 of the *Community Charter*.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

N/A

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

*I approve the report and recommendation.*

**Allison McCarrick, Chief Administrative Officer**

**Attachment:**

- A. 2022 Revenue Anticipation Borrowing Bylaw 2021, No. 2095.



**TOWN OF LADYSMITH**

**BYLAW NO. 2095**

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

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

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

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

**AND WHEREAS** the total amount of liability that Council may incur is seven million dollars (\$7,000,000);

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

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

1. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the Town of Ladysmith an amount or amounts not exceeding the sum of seven million dollars (\$7,000,000).
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the officer assigned the responsibility of financial administration of the municipality.
3. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

**Effective Date**

4. This bylaw comes into effect January 1, 2022.

**Citation**

5. This bylaw may be cited for all purposes as “2022 Revenue Anticipation Borrowing Bylaw 2021, No. 2095”.

**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)

## INFORMATION REPORT TO COUNCIL

**Report Prepared By:** Erin Anderson, Director of Financial Services  
**Meeting Date:** November 30, 2021  
**File No:**  
**Re:** Waterworks Amendment Bylaw for 2022

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### **RECOMMENDATION:**

That Council give first three readings to Town of Ladysmith “Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2021, No. 2096”.

### **EXECUTIVE SUMMARY:**

The proposed waterworks amendment bylaw is to increase the water utility rates by 5% to each step amount.

### **PREVIOUS COUNCIL DIRECTION:**

CS 2021-364

That Council:

1. Direct staff to prepare an amendment to the Water Rates and Regulations Bylaw 1999, No.1298 to increase each consumption rate by 5%, effective January 1, 2022;
2. Confirm the Sewer Rates remain the same;
3. Direct staff to prepare the 2022 Sewer Parcel Tax Bylaw at \$350; and
4. Direct staff to prepare the 2022 Water Parcel Tax Bylaw at \$459.

### **DISCUSSION:**

The 2022 Financial Plan discussions began in early November. This waterworks amendment bylaw formalizes the discussion. There is a proposed 5% increase to the water rates which amounts to \$6.29 increase per quarter for a single family dwelling using 90 cubic meters in a quarter, effective January 1, 2022.

There are no changes to the sewer rates.

The water and sewer parcel tax bylaws will be presented in April of 2022 along with the 2022-2026 Financial Plan bylaw and 2022 tax rates bylaw.

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

**Allison McCarrick, Chief Administrative Officer**

**TOWN OF LADYSMITH**

**BYLAW NO. 2096**

**A Bylaw to amend the Waterworks Regulations**

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The Council of the Town of Ladysmith in open meeting assembled amends “Waterworks Regulations Bylaw 1999, No. 1298” as follows:

1. Delete Schedule “A” in its entirety and replace with the attached Schedule “A”.

**Effective Date**

2. The provisions of this bylaw shall become effective and be in force as of January 1, 2022.

**Citation**

3. This bylaw may be cited as Town of Ladysmith “Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2021, No. 2096”.

<b>READ A FIRST TIME</b> on the	day of	, 2021
<b>READ A SECOND TIME</b> on the	day of	, 2021
<b>READ A THIRD TIME</b> on the	day of	, 2021
<b>ADOPTED</b> on the	day of	, 2021

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Mayor (A. Stone)

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Corporate Officer (D. Smith)

**SCHEDULE "A"**  
**TOWN OF LADYSMITH**  
**"Waterworks Regulations Bylaw 1999, No. 1298"**

**1. METERED SINGLE UNIT DWELLING**

Per billing period:

Base Rate, including consumption to 25 m <sup>3</sup>	\$ 55.29	
Next 26 m <sup>3</sup> to 50 m <sup>3</sup>	\$ 1.0060	per m <sup>3</sup>
Next 51 m <sup>3</sup> to 75 m <sup>3</sup>	\$ 1.1888	per m <sup>3</sup>
Next 76 m <sup>3</sup> to 100 m <sup>3</sup>	\$ 1.4629	per m <sup>3</sup>
Next 101 m <sup>3</sup> to 125 m <sup>3</sup>	\$ 1.9203	per m <sup>3</sup>
Over 125 m <sup>3</sup>	\$ 2.5604	per m <sup>3</sup>
Over 200 m <sup>3</sup> (April to September only)	\$ 3.3285	per m <sup>3</sup>

**2. METERED SINGLE UNIT DWELLING WITH SUITE**

Per billing period:

Base Rate, including consumption to 37.50 m <sup>3</sup>	\$ 82.94	
Over 37.50 m <sup>3</sup>	\$ 0.9144	per m <sup>3</sup>

**3. METERED SERVICE - all other users**

Per billing period:

Base Rate, including consumption to 25 m <sup>3</sup>	\$ 55.29	
Over 25 m <sup>3</sup>	\$ 0.9144	per m <sup>3</sup>

**4. NON-METER SERVICE**

Per billing period:	\$ 80.17	per unit
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**5. BULK WATER RATE**

\$ 2.30	per m <sup>3</sup>
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**6. 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

**SCHEDULE "A" (cont.)**

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

**7. 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 offence. \$2,000 per offence

**TOWN OF LADYSMITH**

**BYLAW NO. 2094**

**A Bylaw to amend**

**“Dog Licensing, Control and Pound Bylaw 1995, No. 1155”**

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The Council of the Town of Ladysmith in open meeting assembled hereby amends “Dog Licensing, Control and Pound Bylaw 1995, No. 1155”:

**1. Amendments**

Section 4(a) is hereby deleted in its entirety and replaced with the following:

(a) For every dog over the age of six (6) months, whether male or female:

- from January 01 – January 31                      \$49.00
- from February 01 – December 31                \$59.00

**2. Effective Date**

This bylaw comes into effect January 1, 2022.

**3. Citation**

This bylaw may be cited for all purposes as “Dog Licensing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 2021, No. 2094”.

<b>READ A FIRST TIME</b> on the	16 <sup>th</sup>	day of	November,	2021
<b>READ A SECOND TIME</b> on the	16 <sup>th</sup>	day of	November,	2021
<b>READ A THIRD TIME</b> on the	16 <sup>th</sup>	day of	November,	2021
<b>ADOPTED</b> on the		day of	,	

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Mayor (A. Stone)

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Corporate Officer (D. Smith)



**ARTS COUNCIL**  
of LADYSMITH  
and DISTRICT

Box 2370, 444 Parkhill Terrace, Ladysmith BC  
V9G 1B8 [www.ladysmitharts.ca](http://www.ladysmitharts.ca) 250-245-1252

November 18, 2021

Town of Ladysmith  
410 Esplanade, PO Box 220  
Ladysmith, British Columbia  
V9G 1A2

Dear Mayor Stone, Town Council Members, Allison McCarrick

Re: Art Council Grant Opportunity, \$250,000 Available, Deadline January 14, 2022

The Arts Council of Ladysmith and District has the opportunity to apply for a BC Arts Council grant for up to \$250K for a capital project/renovation of a building. We have contacted the program officer at the BC Arts Council, and here is what we found out: There is only 4 million to be distributed to arts organizations; the Arts Council will need a letter stating that we are a tenant of the building; the program officer suggested we apply for only one phase of the project to start, but with a clear vision of next steps so that we can continue applying for future grants. We are requesting the Town's help in securing the required support materials. The deadline to apply for the grant is January 14, 2022, so there is some urgency needed in preparing the grant, getting quotes and determining first steps. We are asking for your direction and help in achieving a successful grant application.

Is the Town willing to assist us? Please let us know which staff member(s) are willing to join an ad-hoc grant committee and attend a planning session on or before November 25, 2021.

Some questions we have include the following:

- Can the Town provide us with written reassurance that we will eventually be able to return to the machine shop? The program officer said the Town cannot be a partner in this grant but can offer a letter of support.
- Can the Town assist us in creating a timeline of the different phases of work, including a planning document and drawings?
- Can Town staff provide us with guidance in meeting the program officer's recommendation to focus on one project phase in our application, such as the HVAC system or creation of office space and storage.



- Is it possible to make changes to the current design (such as office space and storage)? If so, what would that entail?

Once the Town and the Arts Council have agreed on the project, then the Arts Council will seek a quote for the project. Because there is some urgency in getting these quotes, we would like to have a plan by the end of November 2021. The program officer indicated that in a small community a single quote will be sufficient.

Here is a summary of what is needed for the grant application:

- Details outlining the proposed project including a summary and detailed description with long- and short-term milestones.
- Rationale and objectives underlying the project.
- Project timeline and/or work plan with a description of the current project stage and a completion date before December 31, 2024.
- Description of alignment with CleanBC Better Buildings programs as applicable, for example, strategies for achieving greenhouse gas emissions reductions and energy efficiency improvements. After reading CleanBC, we would likely qualify for rebates on both electric and gas if that was the agreed upon project.
- A list of any approvals and permits required to complete work on the project and a description of the phase of approvals the project is at and/or the steps the applicant plans to take to obtain approvals and permits.
- A balanced project budget using the budget table provided in the online application. Notes to the budget will indicate whether revenues are confirmed or pending. Our bookkeeper can prepare and submit this to the Town for review.
- Proof of facility ownership or relevant operational/legal agreements and/or leases between the organization and the facility owners/landlords and other tenants.
- A quote from a prospective vendor or contractor for proposed capital improvement(s).
- For projects over \$75,000, all relevant planning documents (e.g., architectural drawings, feasibility studies, community consultation, accessibility assessments, etc.) are required.

This is an amazing opportunity, and we do not have time to waste. The Arts Council is willing to work with the Town in securing funding, and this funding will not just benefit the Arts Council but the Town of Ladysmith and the community we serve.

Thank you for your continued support,

Kathy Holmes, President, and the Board of Directors  
Arts Council of Ladysmith and District