

**THE COMMITTEE OF THE WHOLE  
AGENDA  
6:30 P.M.**

**Tuesday, May 10, 2022  
City Hall Council Chambers  
410 Esplanade  
Pages**

**1. ACKNOWLEDGEMENT AND CALL TO ORDER**

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

Members of the public may attend the meeting in person at City Hall or view the livestream on YouTube:

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

**2. AGENDA APPROVAL**Recommendation

That the agenda for this May 10, 2022 Committee of the Whole meeting be approved.

**3. MINUTES****3.1. Minutes of the Committee of the Whole Meeting held March 8, 2022****4**Recommendation

That the minutes of the Committee of the Whole meeting held March 8, 2022 be approved.

**4. REPORTS****4.1. Building Inspector's Report for January to April 2022****8**Recommendation

That the Committee receive the Building Inspector's Report for the months January to April 2022.

<b>4.2.</b>	<b>Ladysmith Fire/Rescue Reports for January to April 2022</b>	<b>9</b>
	<u>Recommendation</u>	
	That the Committee receive the Ladysmith Fire/Rescue Reports for the months January to April 2022.	
<b>4.3.</b>	<b>Coastal Animal Control Services Reports for January to March 2022</b>	<b>17</b>
	<u>Recommendation</u>	
	That the Committee receive the Coastal Animal Control Services Reports for the months January to March 2022.	
<b>4.4.</b>	<b>RCMP Reports for October 2021 to March 2022</b>	<b>20</b>
	<u>Recommendation</u>	
	That the Committee receive the RCMP Report for the months October 2021 to March 2022.	
<b>4.5.</b>	<b>2022 Q1 (January to March) Financial Update</b>	<b>26</b>
	<u>Recommendation</u>	
	That the Committee receive the staff report dated May 10, 2022, regarding the 2022 Q1 Financial Update.	
<b>4.6.</b>	<b>Grants-in-Aid Policy and Process</b>	<b>38</b>
	<u>Recommendation</u>	
	That the Committee determine refinements to the Grants-in-Aid Policy.	

**5. COUNCIL SUBMISSIONS**

**5.1. Drought Resistant Plants in Planter Boxes on 1st Avenue**

Councillor Jacobson has requested that the Committee discuss the possibility of replacing the plants in planter boxes on 1st Avenue with drought resistant and sustainable plants for the 2023 planting season.

Recommendation

That the Committee direct staff to prepare a report for consideration at a future Committee of the Whole meeting that outlines the options and budget to replace flowers in planter boxes on 1st Avenue for the 2023 planting season with drought resistant plants and/or vegetables.

**5.2. Adding a Crosswalk on Malone Road Behind the Track at Ladysmith Secondary School**

Councillor Jacobson has requested that the Committee discuss the possibility of adding a crosswalk on Malone Road.

**5.3. Recreational Vehicles as Temporary Housing**

Councillor Stevens has requested that the Committee discuss the possibility of permitting recreational vehicles to be used as temporary housing.

**6. NEW BUSINESS**

**7. ADJOURNMENT**



**COMMITTEE OF THE WHOLE MEETING  
MINUTES**

**Tuesday, March 8, 2022**

**6:30 P.M.**

**This meeting was held electronically**

**Council Members Present:**

Councillor Tricia McKay, Chair  
Councillor Amanda Jacobson  
Councillor Rob Johnson  
Councillor Duck Paterson

Councillor Marsh Stevens  
Mayor Aaron Stone  
Councillor Jeff Virtanen

**Staff Present:**

Allison McCarrick  
Erin Anderson  
Chris Barfoot  
Jake Belobaba  
Ryan Bouma

Donna Smith  
Mike Gregory  
Sue Bouma  
Andrea Hainrich

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**1. CALL TO ORDER AND ACKNOWLEDGEMENT**

Councillor McKay, Chair, called this Committee of the Whole meeting to order at 6:30 p.m., and acknowledged with gratitude that it was being held on the traditional unceded territory of the Stz'uminus First Nation.

**2. AGENDA APPROVAL**

**CW 2022-010**

That the agenda for this March 8, 2022 Committee of the Whole meeting be approved.

*Motion Carried*

**3. MINUTES**

**3.1 Minutes of the Committee of the Whole Meeting held January 18, 2022**

**CW 2022-011**

That the minutes of the Committee of the Whole meeting held January 18, 2022 be approved.

*Motion Carried*

#### 4. REPORTS

##### 4.1 2022 Grant in Aid Requests

###### **CW 2022-012**

That the Committee add to the next Committee of the Whole agenda a discussion regarding refinement of the Grants-in-Aid Policy and process.

*Motion Carried*

Prior to discussion of the Show and Shine Grant-in-Aid allocation, Councillor Paterson declared a conflict of interest due to his membership with the organization and vacated the meeting at 6:46 p.m. He returned to the meeting at 6:48 p.m.

###### **CW 2022-013**

That the Committee recommend the following list of 2022 Grants-in-Aid to Council for approval:

Cowichan Family Caregivers Support Society	1,000
Ladysmith and District Historical Society	7,500
Ladysmith and District Marine Rescue Society	2,500
Ladysmith Celebrations Society	10,000
Ladysmith Downtown Business Association	5,000
Ladysmith Family and Friends Society	2,500
Ladysmith Festival Of Lights	15,000
Ladysmith Little Theater	2,500
Ladysmith Maritime Society	1,500
Nanaimo-Ladysmith Schools Foundation (FJCC Bursary)	1,500
Old English Car Club Central Island Branch	600
Art Council of Ladysmith and District	5,000
Ladysmith Fire Rescue - Santa Parade	1,500
Waiving Fees	1,500
Late Applications/Council discretion	4,070

*Motion Carried*

Prior to the Committee's vote regarding the Show and Shine Grant-in-Aid allocation, Councillor Paterson again declared a conflict of interest due to his membership with the organization and vacated the meeting at 7:10 p.m.

**CW 2022-014**

That the Committee recommend that Council approve the Show and Shine Grant-in-Aid allocation of \$2,000.

*Motion Carried*

Councillor Paterson returned to the meeting at 7:11 p.m.

**4.2 Poverty Reduction Task Group**

**CW 2022-015**

That the Committee recommend that Council:

1. Include \$50,000 in the 2022-2026 Financial Plan to contract with Social Planning Cowichan for the Poverty Reduction Task Force project subject to grant funding received; and
2. Confirm support of staff's application in the amount of \$50,000 to the UBCM Poverty Reduction Planning and Action – Stream 2 grant.

*Motion Carried*

**4.3 Council Remuneration Review**

**CW 2022-016**

That the Committee recommend that Council direct staff to conduct a review of Council remuneration including benefits coverage, based on similar sized communities and report its recommendations to Council prior to September 30, 2022.

*Motion Defeated*

OPPOSED: Councillor McKay, Mayor Stone, and Councillors Jacobson, Johnson, Stevens and Virtanen

**4.4 2020-2023 Strategic Priorities Update**

**CW 2022-017**

That the Committee receive the 2020-2023 Strategic Priorities Update dated March 8, 2022.

*Motion Carried*

**5. COUNCIL SUBMISSIONS**

**5.1 1st Avenue and High Street Intersection**

The Committee discussed the 1st Avenue and High Street intersection and concluded that the traffic issue would be best addressed once the Official Community Plan review is complete.

**6. ADJOURNMENT**

**CW 2022-018**

That this meeting of the Committee of the Whole adjourn at 8:01 p.m.

*Motion Carried*

CERTIFIED CORRECT:

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Chair (Councillor T. McKay)

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Corporate Officer (D. Smith)

Subject to Adoption



TOWN OF LADYSMITH  
Quarterly Building Permit Summary - YTD APRIL 2022

1 BP could = more than 1 dwelling unit (e.g. suite)

	Commercial		Industrial		Institutional		Residential (NEW)		Residential Reno, Add, Suite, CH		Dwelling Units	Total Permits	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2022
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
APR	0	\$0	0	\$0	0	\$0	8	\$3,993,835	2	\$70,000	16	10	\$47,078	\$4,063,835	\$7,412,315

Year to Date	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values	Dwelling Units	Total Permits	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2022
JAN	0	\$0	0	\$0	0	\$0	3	\$1,180,000	1	\$12,000	3	4	\$13,592	\$1,192,000	\$1,192,000
FEB	0	\$0	0	\$0	0	\$0	2	\$570,000	0	\$0	2	2	\$6,558	\$570,000	\$1,762,000
MAR	2	\$91,000	0	\$0	2	\$20,480	3	\$1,450,000	1	\$25,000	5	8	\$18,259	\$1,586,480	\$3,348,480
APR	0	\$0	0	\$0	0	\$0	8	\$3,993,835	2	\$70,000	16	10	\$47,078	\$4,063,835	\$7,412,315
MAY															
JUN															
JUL															
AUG															
SEP															
OCT															
NOV															
DEC															
TOTAL	2	\$91,000		\$0		\$20,480	16	\$7,193,835	4	\$107,000	26	24	\$85,487	\$7,412,315	

Demos Mth	Values	Demos YTD	Values
	0		0

Comparison	#DU	Value	#BP	Value
YTD 2022	26	\$7,193,835	24	\$7,412,315
YTD 2021	165	\$23,627,758	50	\$38,488,953
YTD 2020	16	\$3,452,965	31	\$5,699,365

8 BPs = 16 dwelling units  
 - 2 single family dwellings  
 - 5 single family dwellings + suites (10 units)  
 - 1 four-plex (4 units)  
 = 16 dwelling units

NEW D.U. TYPE	SFD	SFD + Suite	Suite added to existing	Coach House	Multi-Family
THIS MONTH	2	5	0	0	4
YTD	9	6	1	0	4





# Ladysmith Fire /Rescue

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



## FIRE CHIEF'S REPORT

**MONTH: January 2022**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Fire Related	10												10
First Responder	5												5
Motor Vehicle Incident	2												2
HazMat/Tech Rescue	1												1
Mutual Aid Provided	3												3
Mutual Aid Received													0
<b>MONTH TOTALS</b> (exc.. Practices)	21	0	0	0	0	0	0	0	0	0	0	0	21
Practices (Totals for each Month )	4												4
Training Hours	203												203

### COMPARISONS:

Year to Date 2022      21 (exc. practices)  
 Year to Date 2021      19 (exc. practices)  
 Year to Date 2020      14 (exc. practices)

### False Alarms

- 512 Jim Cram Dr  
Non-emergency, faulty sensor

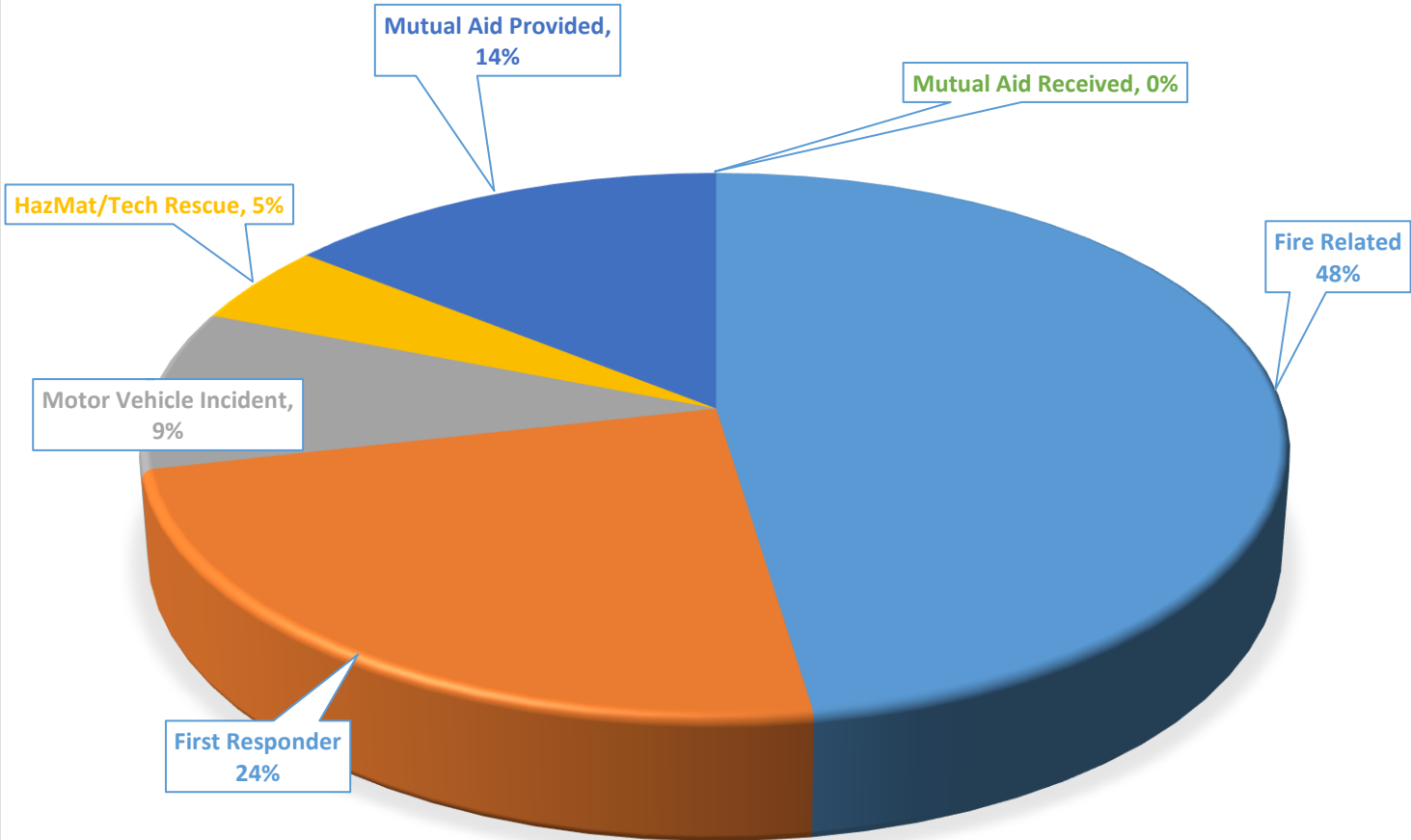
### Motor Vehicle Incident Locations

- 317 French St
- 12483 Rocky Creek Rd

APPROVED:

Fire Chief Chris Geiger

# JANUARY 2022 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ HazMat/Tech Rescue ■ Mutual Aid Provided ■ Mutual Aid Received



# Ladysmith Fire /Rescue

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



## FIRE CHIEF'S REPORT

MONTH: **February 2022**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Fire Related	10	10											20
First Responder	5	9											14
Motor Vehicle Incident	2	2											4
Special Operations/Rescue	1	2											3
Mutual Aid Provided	3	1											4
Mutual Aid Received		3											3
<b>MONTH TOTALS</b> (exc.. Practices)	21	24	0	0	0	0	0	0	0	0	0	0	45
Practices (Totals for each Month )	4	4											8
Training Hours	203	195											398

### False Alarms

1. 1211 Cloke Rd
2. 110 Esplanade Ave
3. 207 Jamison Rd
4. 317 French St

### Motor Vehicle Incident Locations

1. TCH @ Edgelow Rd
2. 10935 TCH

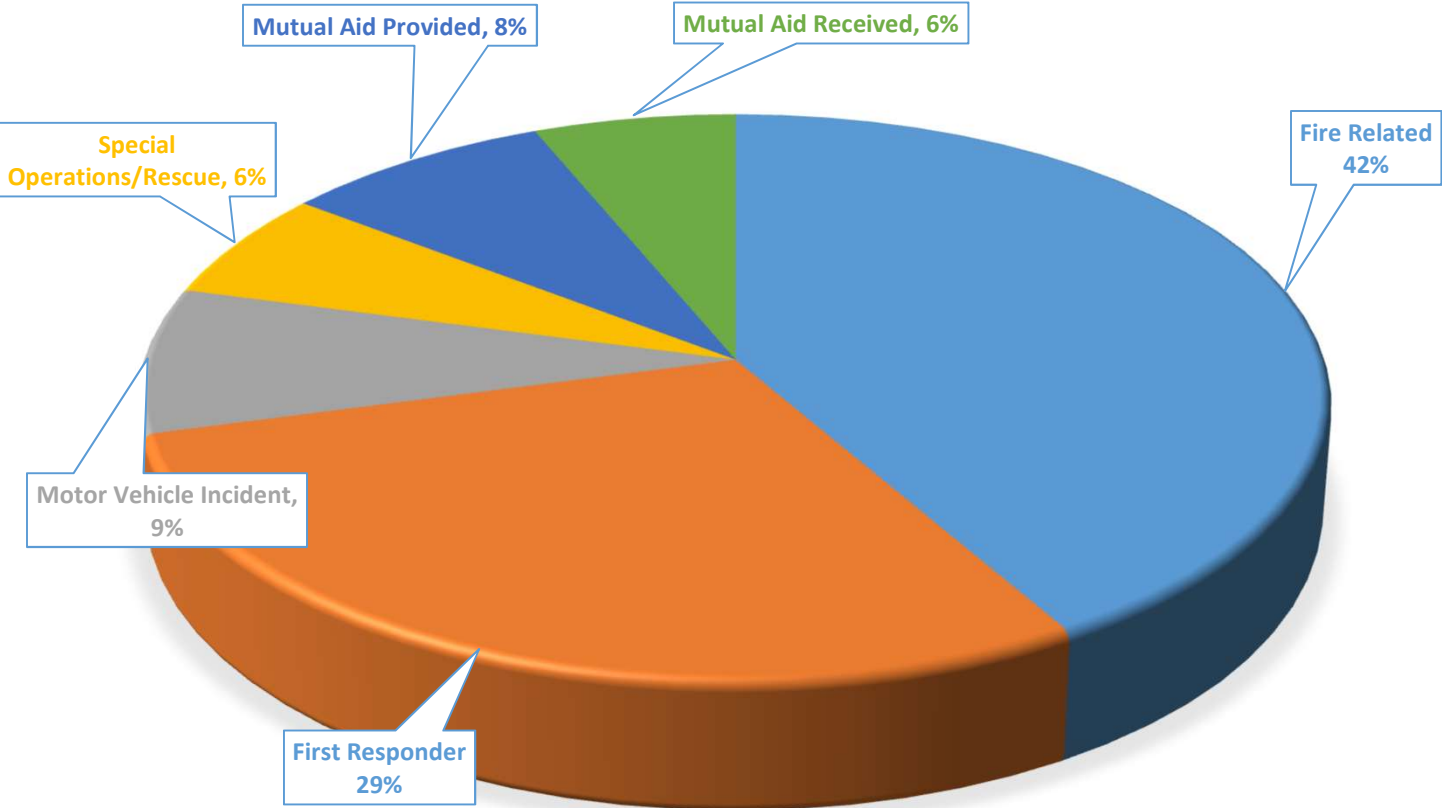
### COMPARISONS:

Year to Date 2022      45 (exc. practices)  
 Year to Date 2021      34 (exc. practices)  
 Year to Date 2020      24 (exc. practices)

APPROVED:

Fire Chief Chris Geiger

# FEBRUARY 2022 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided ■ Mutual Aid Received



# Ladysmith Fire /Rescue

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



## FIRE CHIEF'S REPORT

MONTH: **March 2022**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Fire Related	10	10	14										34
First Responder	5	9	2										16
Motor Vehicle Incident	2	2	4										8
Special Operations/Rescue	1	2											3
Mutual Aid Provided	3	1											4
Mutual Aid Received		3											3
<b>MONTH TOTALS</b> (exc.. Practices)	21	24	20	0	0	0	0	0	0	0	0	0	65
Practices (Totals for each Month )	4	4	5										13
Training Hours	203	195	310										708

### COMPARISONS:

Year to Date 2022      65 (exc. practices)  
 Year to Date 2021      34 (exc. practices)  
 Year to Date 2020      24 (exc. practices)

### False Alarms

1. 11155 N Watts Rd
2. 1127 4th Ave
3. 11155 N Watts Rd
4. 470 Belaire St
5. 1127 4th Ave
6. 110 Esplanade Ave
7. 872 Therres Cresc
8. 1189 Stillin Dr

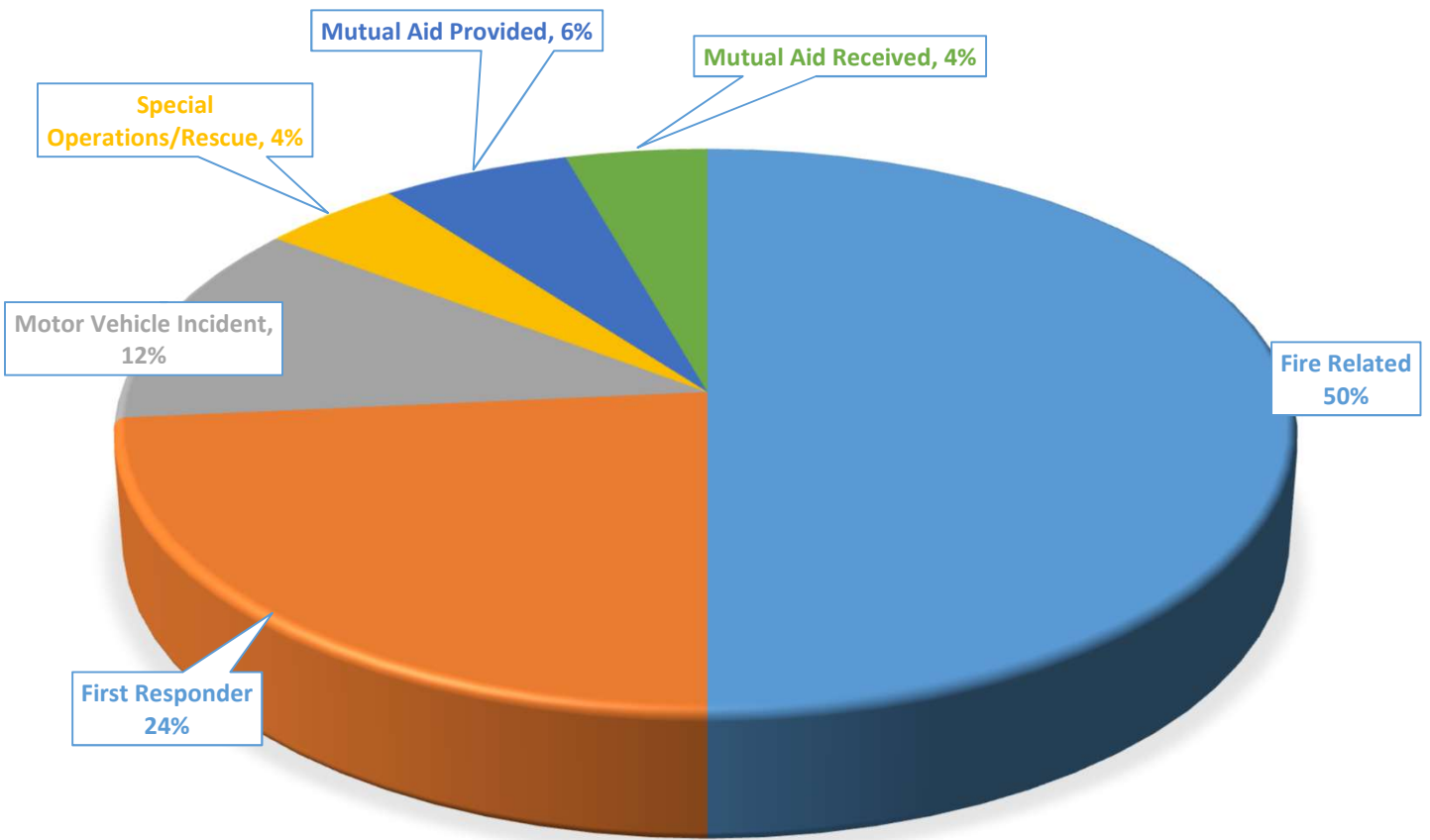
APPROVED:

Fire Chief Chris Geiger

### Motor Vehicle Incident Locations

1. TCH/Transfer Beach Blvd
2. 11000 Chemainus Rd
3. 1st Ave/Methuen
4. 500 Esplanade Ave

# MARCH 2022 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided ■ Mutual Aid Received



# Ladysmith Fire /Rescue

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



## FIRE CHIEF'S REPORT

MONTH: **April 2022**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Fire Related	10	10	14	10									44
First Responder	5	9	2	5									21
Motor Vehicle Incident	2	2	4	7									15
Special Operations/Rescue	1	2											3
Mutual Aid Provided	3	1											4
Mutual Aid Received		3		1									4
<b>MONTH TOTALS</b> (exc.. Practices)	21	24	20	22	0	0	0	0	0	0	0	0	87
Practices (Totals for each Month )	4	4	5	4									17
Training Hours	203	195	310	217									925

### False Alarms

1. 431 First Ave
2. 440 5th Ave
4. 1127 4th Ave

### Motor Vehicle Incident Locations

1. 300 blk TCH
2. 4900 blk Christie Rd
3. 5147 Grouhel Rd
4. 10629 TCH
5. Roberts/TCH
6. 219 Dogwood Dr.
7. 3rd Ave/High St

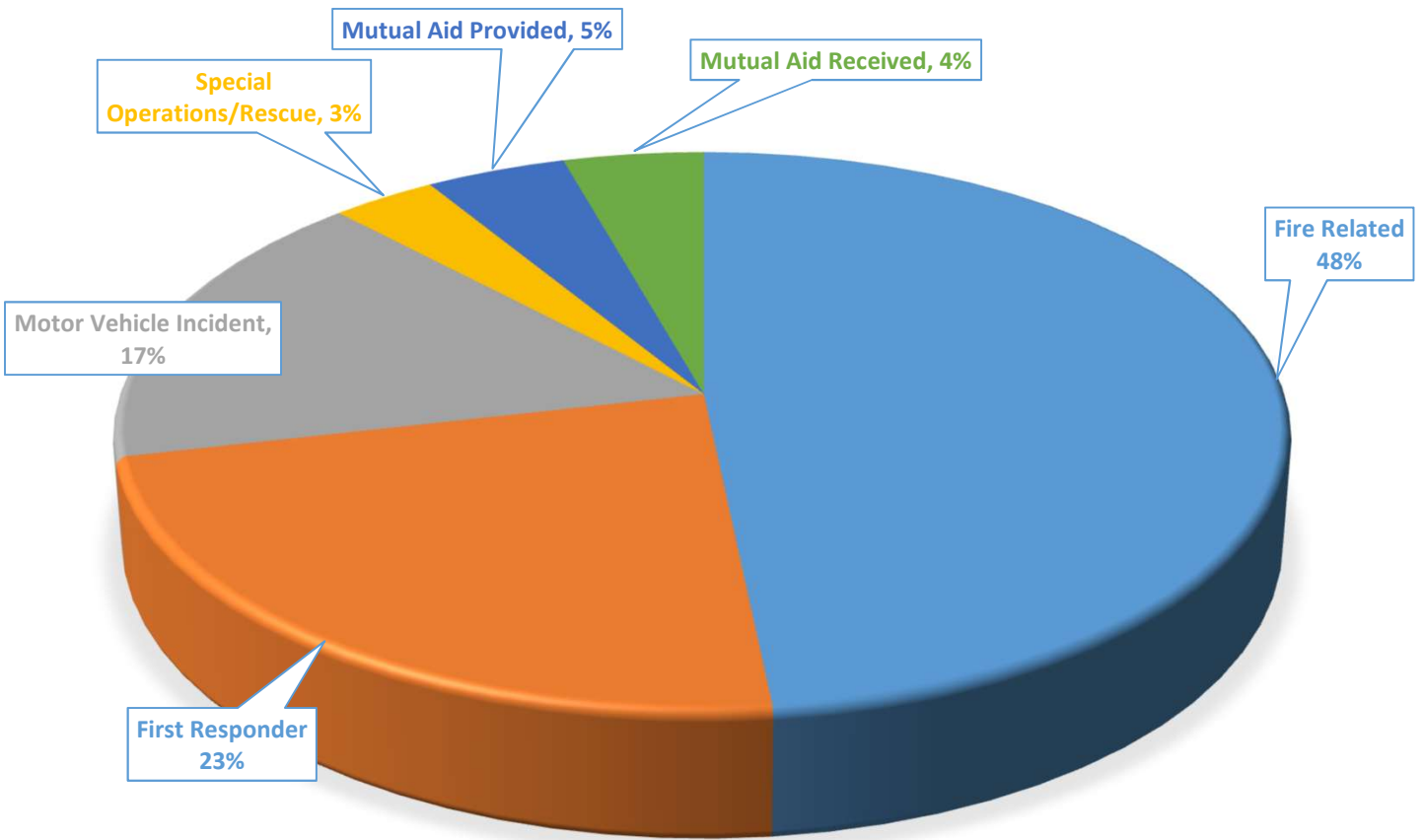
### COMPARISONS:

Year to Date 2022      87 (exc. practices)  
 Year to Date 2021      63 (exc. practices)  
 Year to Date 2020      51 (exc. practices)

APPROVED:

Fire Chief Chris Geiger

# APRIL 2022 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided ■ Mutual Aid Received



# CAS Summary of Service Calls

<b>Total calls by type:</b>	<b>4</b>
At large	1
Noisy	2
Other	1

*01-Jan-22 to 31-Jan-22*

Issue	Call #	Received	Type	Completed
<b>Ladysmith</b>			<b>4 calls</b>	
At large			<b>1</b>	
	2161	20-Jan-22	Dog	24-Jan-22
Noisy			<b>2</b>	
	2162	25-Jan-22	Dog	
	2158	05-Jan-22	Dog	
Other			<b>1</b>	
	2159	07-Jan-22	Dog	28-Jan-22
<b>Total:</b>			<b>4 calls</b>	

# CACS Summary of Service Calls

*Total calls by type:* 3  
Aggressive 1  
Noisy 1  
Other 1

*01-Feb-22 to 28-Feb-22*

Issue	Call #	Received	Type	Completed
			<b>3 calls</b>	
<b>Ladysmith</b>				
Aggressive	2164	11-Feb-22	Dog	15-Feb-22
Noisy	2165	16-Feb-22	Dog	22-Feb-22
Other	2163	02-Feb-22	Dog	
<b>Total:</b>			<b>3 calls</b>	

# CACS Summary of Service Calls

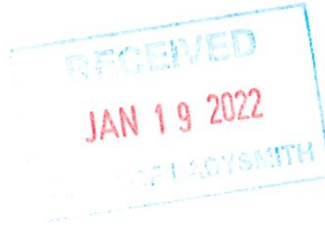
*Total calls by type:* **9**  
 Aggressive 4  
 Noisy 5

*01-Mar-22 to 31-Mar-22*

Issue	Call #	Received	Type	Completed
<b>Ladysmith</b>			<b>9 calls</b>	
Aggressive			<b>4</b>	
	2174	31-Mar-22	Dog	
	2172	24-Mar-22	Dog	
	2170	19-Mar-22	Dog	04-Apr-22
	2167	07-Mar-22	Dog	18-Mar-22
Noisy			<b>5</b>	
	2173	24-Mar-22	Dog	29-Mar-22
	2171	23-Mar-22	Dog	
	2169	15-Mar-22	Dog	28-Mar-22
	2168	08-Mar-22	Dog	18-Mar-22
	2166	03-Mar-22	Dog	
<b>Total:</b>			<b>9 calls</b>	

Ladysmith Detachment  
320 6<sup>th</sup> Ave, P.O. Box 280  
Ladysmith, B.C.  
V9G 1A2

Mayor Aaron Stone  
Town of Ladysmith  
410 Esplanade  
Ladysmith, B.C.  
V9G 1A2



Your File - Votre référence

Our File - Notre référence

302-5

Date

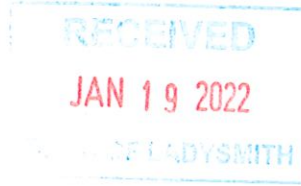
**January 5, 2022**

**4th Quarter Mayor's Report – October, November and December of 2021 with a comparison to the same time frame of 2020. Ladysmith Municipal area only.**

Type of Offence & Occurrences	4th Quarter 2021 Municipal area only	4th Quarter 2020 Municipal area only
Sexual Assaults	2	0
Assaults	17	8
Break & Enter – Business (2120-1)	4	1
Break & Enter – Residence (2120-2 & 2120-4)	4	2
Break & Enter – Other (2120-3)	5	0
Theft of Vehicle (2135-	3	0
Theft fm Vehicle - Over \$5K (2132)	0	0
Theft fm Vehicle - Under \$5K (2142)	11	6
Theft Over \$5K (2130-13/2133-0) (includes shoplifting)	0	0
Theft Under \$5K (2140-13/2143-0) (Includes shoplifting)	14	11
Possession Stolen Property (2153-0/2156-0/2150-10/2150-20)	2	1
Mischief/Property Damage Over \$5K (2170-3)	0	0
Mischief/Property Damage Under \$5K (2170-4)	14	19
Total Calls for Service, Ladysmith	504	487
Total Calls for service, Detachment	972	991

Ladysmith Detachment  
320 6<sup>th</sup> Ave, P.O. Box 280  
Ladysmith, B.C.  
V9G 1A2

Mayor Aaron Stone  
Town of Ladysmith  
410 Esplanade  
Ladysmith, B.C.  
V9G 1A2



Your File - Votre référence

Our File - Notre référence

302-5

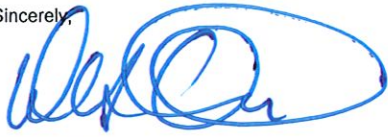
Date

**January 5, 2022**

**4th Quarter Occurrences Report – October, November & December of 2021 with a comparison to 4th Quarter 2020**

Type of Offence & Occurrences	4th Quarter 2021 In Entire Detachment Area	4th Quarter 2020 In Entire Detachment Area
Sexual Assaults	4	3
Assaults	28	20
Break & Enter - Business	8	2
Break & Enter - Residence	4	3
Break & Enter - Other	5	1
Theft of Vehicle (2135-6)	6	1
Theft fm Vehicle - Over \$5K	0	0
Theft fm Vehicle - Under \$5K	15	13
Theft Over \$5K	0	0
Theft Under \$5K	21	16
Possession Stolen Property (2156-0)	4	2
Mischief/Property Damage Over \$5K	0	0
Mischief/Property Damage Under \$5K	24	32
Total Calls for service	972	991

Sincerely,



S/Sgt Wes Olsen

Non Commissioned Officer in Charge

Ladysmith Detachment

(250) 245-2215

wes.olsen@rcmp-grc.gc.ca

Ladysmith Detachment  
320 6<sup>th</sup> Ave, P.O. Box 280  
Ladysmith, B.C.  
V9G 1A2

Your File - Votre référence

Our File - Notre référence

Mayor Aaron Stone  
Town of Ladysmith  
410 Esplanade  
Ladysmith, B.C.  
V9G 1A2

302-5

Date

**April 20, 2022**

**1st Quarter Mayor's Report – January, February, March of 2022 with a comparison to the same time frame of 2021. Ladysmith Municipal area only.**

Type of Offence & Occurrences	1st Quarter 2022 Municipal area only	1st Quarter 2021 Municipal area only
Sexual Assaults	5	1
Assaults	10	8
Break & Enter – Business (2120-1)	6	3
Break & Enter – Residence (2120-2 & 2120-4)	1	2
Break & Enter – Other (2120-3)	5	4
Theft of Vehicle (2135-	2	3
Theft fm Vehicle - Over \$5K (2132)	0	0
Theft fm Vehicle - Under \$5K (2142)	9	8
Theft Over \$5K (2130-13/2133-0) (includes shoplifting)	3	2
Theft Under \$5K (2140-13/2143-0) (Includes shoplifting)	16	12
Possession Stolen Property (2153-0/2156-0/2150-10/2150-20)	5	3
Mischief/Property Damage Over \$5K (2170-3)	0	3
Mischief/Property Damage Under \$5K (2170-4)	22	21
Total Calls for Service, Ladysmith	473	379
Total Calls for service, Detachment	1009	817

Ladysmith Detachment  
320 6<sup>th</sup> Ave, P.O. Box 280  
Ladysmith, B.C.  
V9G 1A2

Your File - Votre référence

Our File - Notre référence

Mayor Aaron Stone  
Town of Ladysmith  
410 Esplanade  
Ladysmith, B.C.  
V9G 1A2

302-5

Date

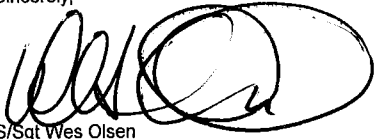
**April 20, 2022**

**1st Quarter Occurrences Report – January, February & March of 2022 with a comparison to 1st Quarter 2021**

Type of Offence & Occurrences	1st Quarter 2022 in Entire Detachment Area	1st Quarter 2021 in Entire Detachment Area
Sexual Assaults	10	1
Assaults	22	14
Break & Enter - Business	7	5
Break & Enter - Residence	2	3
Break & Enter - Other	6	5
Theft of Vehicle (2135-6) Includes recovery/assistance	10	8
Theft fm Vehicle - Over \$5K	0	1
Theft fm Vehicle - Under \$5K	14	14
Theft Over \$5K	5	2
Theft Under \$5K	28	16
Possession Stolen Property (2156-0)	7	6
Mischief/Property Damage Over \$5K	0	3
Mischief/Property Damage Under \$5K	38	27
Total Calls for service	1009	817



Sincerely,



S/Sgt Wes Olsen

Detachment Commander

Ladysmith Detachment

(250) 245-2215

wes.olsen@rcmp-grc.gc.ca

## INFORMATION REPORT TO COMMITTEE OF THE WHOLE

**Report Prepared By:** Erin Anderson, Director of Financial Services  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** May 10, 2022  
**File No:**  
**RE:** 2022 Q1 (January to March) Financial Update

### RECOMMENDATION:

That the Committee receive the staff report dated May 10, 2022, regarding the 2022 Q1 Financial Update.

### EXECUTIVE SUMMARY:

Overall the Town is expected to be within budget by the end of the year, though COVID is still affecting operations and recreation revenues. Many capital projects, apart from early budget approvals, are on hold until the budget is approved.

### PREVIOUS DIRECTION:

N/A

### INTRODUCTION/BACKGROUND:

This is the first quarterly financial update report to the Committee. This report was prepared assuming the 2022-2026 Financial Plan is adopted as planned. The format of this report has changed slightly to report based on activities or departments, similar to the way the budget is presented.

Table 1: Actuals for January – March, 2022

	Actuals 2022 Jan - Mar	Actuals 2021 Jan - Mar	Projected to Dec 31, 2022	Budget 2022	Difference	
Taxes & Other Revenues	49,000	50,000	- 8,502,000	-8,489,000	13,000	<i>favourable</i>
General Government Services	623,000	549,000	2,120,000	2,132,000	12,000	<i>favourable</i>
Fire/Rescue	106,000	102,000	548,000	549,000	1,000	<i>favourable</i>
Building & Bylaw	32,000	- 346,000	180,000	195,000	15,000	<i>favourable</i>
Police	53,000	37,000	-134,000	-83,000	51,000	<i>favourable</i>
Public Works & Engineering Services	420,000	226,000	1,508,000	1,517,000	9,000	<i>favourable</i>
Solid Waste Services	-82,000	- 78,000	-6,000	-	6,000	<i>favourable</i>
Cemetery Operations	5,000	-	9,000	3,000	-6,000	<i>unfavourable</i>
Development Services	38,000	43,000	367,000	372,000	5,000	<i>favourable</i>
Parks	198,000	149,000	704,000	704,000	-	<i>unfavourable</i>
Recreation & Cultural Services	291,000	312,000	958,000	906,000	-52,000	<i>unfavourable</i>
Facility Maintenance	438,000	380,000	1,441,000	1,432,000	-9,000	<i>unfavourable</i>
Sewer Services	247,000	200,000	- 1,121,000	-1,070,000	51,000	<i>favourable</i>
Water Services	441,000	364,000	-674,000	-724,000	-50,000	<i>unfavourable</i>

General Revenues – Taxes & Other Revenues

**Projected to be \$13k more in revenue**

Municipal Property Taxation - As of March 31<sup>st</sup>, the assessment-based taxes are expected to be as budgeted.

Other revenues that are not tied to a department are Return on Investment and penalty/interest revenue. Most of the Town's funds are invested with the LDCU. As the Bank of Canada interest rates increase, so does the return on investment. Tax penalty and interest – it is too early in the year to predict the penalty and interest amounts levied on taxation.

General Government

**Projected to be \$13k under budget**

As expected, General Government revenues and expenses are trending higher in 2022 than 2021. Much of this is due to the Information Technology department expenses to secure pricing and purchase annual licenses. Other cost drivers include increased insurance premiums, professional development courses offered (post COVID) and being fully staffed, apart from the Waterfront Implementer position. It is anticipated that this area will be under budget by the end of the year as there will be a temporary vacancy for a portion of the second quarter.

*Fire/Rescue*

**Projected to be on budget**

Overall, the Fire Department expenses are similar to previous years at this time and are expected to be within budget by the end of the year.

The electors approved the borrowing on the new Ladder truck. The debt payments were included in the Financial Plan to start later in the fall.

The Fire/Rescue trucks are financed through the Municipal Finance Authority's Obligations under Equipment Financing program. The loan payments are based on a varying rate, meaning increase in interest rates will affect the payment.

*Building & Bylaw*

**Projected to be \$15k under budget**

Building Inspection revenue is on target at 25% of budget, though it is significantly down from this time last year, which included the anomalies of Westmark and LRCA permit fees. There will be a temporary vacancy in this area resulting in a cost savings.

As stated in their contract, Coastal Animal Control, has been visiting properties, reminding pet dog owners of their obligation to licence their dog. This, along with the \$5 licence increase, has resulted in increased dog licence revenue for the first 3 months of 2022 of over \$9,500. There is an increased cost in the animal control expenses which was included in the budget.

*Policing*

**Projected to be \$51k under budget**

Policing continues to be difficult to predict. To date, the Town has not received the Jan – March billing for the RCMP members so it is assumed that the bill will be for the full 7.5 members budgeted. Included in the budget was \$49,000 for E-Comm charges which, as per the RCMP’s notification, will be the Town’s responsibility starting in 2022. After the budget bylaw received first 3 readings, the Town was informed that this charge would commence in 2025. As the Town will eventually need to pay more than \$175,000 for this service, this levy will be phased in over several years rather than one large tax levy in 2025.

<i>Public Works &amp; Engineering</i>	<b>Projected to be \$9k under budget</b>
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Revenues from subdivision applications are lower than this time in previous years but it is still anticipated to be within budget by the end of the year. The new Engineering position is not filled at the moment which will lead to a slight savings.

Hydro costs are greater than previous years. It is expected that this trend will continue to the end of the year.

Snow and ice removal expenses are greater than in 2021, though still within budget. Depending on the weather in the latter part of the year, funds may need to be withdrawn from the Snow and Ice reserve.

<i>Solid Waste</i>	<b>Projected to be \$6k under budget</b>
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The solid waste revenues are slightly greater than budgeted. The rebate from Recycle BC continues to be received and reserved.

Solid waste expenses are in line with the previous year. The spring cleanup, the yard waste pickups, and the recycling initiative are yet to be invoiced in this quarterly report.

<i>Cemetery Operations</i>	<b>Projected to be \$6k over budget</b>
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Cemetery revenue is similar to this time last year, though the expenses are greater. It is expected that this area will be over budget by \$6k at the end of the year. Staff are reviewing the cemetery fees to ensure there is adequate cost recovery and will be proposing increases at a future meeting of Council.

<i>Development Services</i>	<b>Projected to be \$5k under budget</b>
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Planning permits and Business Licence revenues exceeded last year’s amounts for the same time period. With this trend, it is expected that this area will be under budget at the end of the year.

*Parks*

**Projected to be on budget**

The Parks Department is continuing similarly to previous years and is expected to remain on budget by the end of the year.

*Recreation & Culture Services*

**Projected to be \$52k over budget**

Though the recreation revenues are about \$40k more in 2022 during the same period last year, COVID still continues to restrict revenues. Budgeted revenue projections probably will not be achieved.

The revenues within the aquatics area are approximately 65% of pre-Covid amounts. There is a small corresponding expense savings. The COVID Safe Restart reserve funds will be used to make up any large shortfalls at the end of the year.

The revenues within the fitness and recreation area are approximately 40% of pre-Covid amounts. Again, the COVID Safe Restart reserve will be used to make up any difference at the end of the year. The expenses for fitness and aquatics are roughly the same as 2021, though recreation and administration expenses have increased due to being fully staffed in 2022 compared to 2021.

*Facility Maintenance*

**Projected to be \$9k over budget**

Hydro costs for this quarter were higher than this time last year. Insurance costs were higher in 2022 than 2021 though adjustments were made to the budget.

*Expenses –Sewer & Water Services*

**Projected to be on budget**

The first quarterly utility billing was calculated and mailed. Sewer revenues are on budget at 25% of budget. Water revenues for the first quarter were lower than anticipated. Fortunately, adjustments due to leaks are also lower for this quarter compared to last year.

There are 3,791 sewer parcels and 3,808 water parcels set to be levied parcel taxes in May as part of the annual property tax levy.

The sewer operations are higher than this period last year, though are expected to be within budget. Some of the increases are due to a newly mandated annual reporting for the Waste Water Treatment Plant. This report is a condition of the Plant's Operating Certificate for an externally prepared document to quantify the risk and environmental impact of the plant. There were issues with some of the lift station pumps which has required some additional repair costs. Some of the issues should be resolved with the planned capital works, though sewer utility is trending to be over budget by \$7k by the end of the year.

The materials and supplies, including chemical products, at the Water Filtration Plant are higher than at the same time last year and this trend is expected to continue.

Employment costs for the total utilities are slightly less in 2022 than in 2021. There was a vacancy in this area for a portion of the quarter, though additional overtime was scheduled.

There is still unexecuted debt for the grant dependent water supply projects within the water utility. If the Town is successful with a grant application, the debt servicing amount of \$383,511 will be used. This report assumes the debt will be fully executed in 2022.

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

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENTS:**

- A. Consolidated Statement of Operations March 31, 2022
- B. Consolidated Statement of Financial Position – as of March 31, 2022
- C. Listing of Vendor Payments over \$25,000 January 1 – March 31, 2022
- D. January – March 2022 Capital
- E. Reserves balances and projections to December 31, 2022

**TOWN OF LADYSMITH**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
**AS AT March 31, 2022**

	Actuals 2022	Budget 2022	% of Budget
Revenue			
Taxes:			
Municipal purposes taxation	-	7,994,566	0%
Policing taxation	-	1,456,365	0%
Parcel taxes	18,452	3,167,836	1%
Grants in Lieu	-	177,139	0%
Sale of Services:			
General - other	10,077	26,930	37%
Recreation	78,004	610,674	13%
Protective Services	-	85,475	0%
Cemetery	7,650	22,000	35%
Solid Waste	152,999	681,255	22%
Sewer	414,730	1,640,096	25%
Water	316,831	1,577,881	20%
Investment Income	77,774	242,883	32%
Licence, Permits, Rentals & Penalties	341,816	872,007	39%
Grants	93,358	25,302,100	0%
Donations and contributed property	53,950	3,600,830	1%
Gain (loss) on foreign exchange	-	-	
Gain (loss) on disposal of tangible capital assets	4,250	-	
Development Cost Charges utilized	-	2,879,480	0%
Gas tax funds utilized	8,289	1,429,647	1%
	<u>1,578,179</u>	<u>51,767,164</u>	3%
Expenses: (excluding amortization)			
General government services	631,954	2,945,669	21%
Protective services	155,725	2,196,975	7%
Transportation services	129,156	2,188,862	6%
Garbage services	72,822	597,657	12%
Cemetery services	12,181	27,221	45%
Development services	184,831	1,074,840	17%
Recreation and cultural services	738,044	3,069,483	24%
Parks operation services	205,764	1,255,084	16%
Sewer	500,573	2,053,665	24%
Water	658,913	3,589,970	18%
Operating Expenses	<u>3,289,963</u>	<u>18,999,426</u>	17%
General Capital Projects	168,977	18,994,216	1%
Water Capital Projects	58,112	27,684,307	0%
Sewer Capital Projects	25,852	2,943,170	1%
Proceeds from New debt (capital financing)	-	8,300,000	0%
Principal Payments	521,120	1,966,572	26%
Internal Funding	209,874	10,520,527	-2%
	<u>- 2,695,718.89</u>	<u>-</u>	

ATTACHMENT B - Consolidated Statement of Financial Position

**TOWN OF LADYSMITH  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
AS AT March 31, 2022**

	<b>2022</b>
<b>Financial Assets</b>	
Cash and short term deposits	37,122,812
Accounts receivable:	
Property Taxes	711,139
User Fees	1,015,252
Other	371,467
	<u>39,220,669</u>
<b>Liabilities</b>	
Accounts payable and accrued liabilities	2,197,463
Taxes payable to other agencies	- 221,825
Post-employment benefits	314,600
Deferred revenue	3,737,797
Refundable deposits and other	2,439,195
Restricted reserves - other	500,297
Development cost charge reserve	6,923,285
Federal gas tax reserve	2,117,508
Obligations under capital lease	-
Equipment Financing	775,121
Short term debt (financing)	952,700
Debenture debt	14,834,987
	<u>34,571,129</u>
<b>Net Financial Assets</b>	<b>4,649,540</b>
<b>Non-Financial Assets</b>	
Tangible Capital Assets	113,619,315
Capital Projects in Current Year	252,940
Prepays	40,904
Inventory	78,659
	<u>113,991,818</u>
<b>Accumulated Surplus</b>	<u>118,641,358</u>



ATTACHMENT C - Listing of Vendor Payments  
over \$25,000 Jan 1 - Mar 31, 2022

Supplier Name	Total
BC HYDRO	159,990.02
MINISTER OF FINANCE	49,985.37
MUNICIPAL FINANCE AUTHORITY	26,900.81
MUNICIPAL PENSION FUND	226,087.14
RECEIVER GENERAL (Payroll only)	429,612.03
WORKSAFE BC	53,409.98
ICBC	38,710.00
MUNICIPAL INSURANCE ASSOCIATION OF BC	220,020.00
PACIFIC BLUE CROSS	82,408.80
RECEIVER GENERAL FOR CANADA	312,191.00
COLUMBIA FUELS A DIV OF PARKLAND FUEL CORP	43,708.04
MINISTRY OF SMALL BUSINESS AND REVENUE	300,896.08
BEAVER ELECTRICAL MACHINERY LTD	65,366.91
GOLDER ASSOCIATES LTD	39,694.51
WASTE CONNECTIONS OF CANADA INC	68,788.67
ASSOCIATED ENGINEERING (BC) LTD	71,589.82
US BANK	71,031.13
BC LIFE & CASUALTY COMPANY	45,243.47
ECORA ENGINEERING & RESOURCE GROUP LTD	37,084.22
LAFARGE ASPHALT TEHCNOLOGIES A DIV OF	66,713.30
CHECKWITCH POIRON ARCHITECTS INC	34,747.20
COWICHAN VALLEY REGIONAL DISTRICT	370,366.71
HEROLD ENGINEERING LTD	27,185.73
IWC EXCAVATION LTD	47,291.58
VANCOUVER ISLAND REGIONAL LIBRARY	110,912.50
I & J METAL FABRICATIONS LTD	35,530.95
FALCON EQUIPMENT LTD.	32,675.58

**Attachment D - January to March 2022 Capital**

Status	Project Name	Jan - Mar 2022	Budget
Awaiting Grant Decision			
	Holland Dam - Storage Upgrade (construction)	-	14,807,035
	Water Supply Main Holland to Stocking (Interconnection)	-	6,555,506
	Water Supply Main Stocking Lake (twinning)	-	4,618,483
	TB Spray Park Resurfacing	-	50,000
	Poverty Reduction Planning (#2) Grant	-	50,000
	Dogwood Dr Bike Lanes (pending grant)	-	35,000
	Bike racks & benches (pending grant)	-	23,805
	Conduit Replacement - 1st Ave (pending grant)	-	62,100
	Interlocking Bricks Replacement - Buller to Kitchener (pending grant)	-	64,688
	Interlocking Bricks Replacement - High to Buller (pending grant)	-	65,838
	Interlocking Bricks Replacement - Roberts to High (pending grant)	-	196,363
	Street light tops on old decorative lights replacements (pending grant)	-	12,696
	Wayfinding signs - (pending grant)	-	117,784
Complete			
	HVAC unit (City Hall)	5,034	11,348
	Photocopier (FJCC)	6,599	15,000
	Stocking Lake Dam Study (grant)	35,993	57,537
	High Street Ball Field - infield turf & irrigation	4,838	5,535
	Food Bank - Demolition	15,547	45,000
Delayed			
	AV Equipment at Seniors Centre	73,515	95,752
	Soundproofing interview rooms RCMP	1,400	12,900
	Fire hall vehicle exhaust systems	-	116,800
	Vehicle - Single Axle Dump Plow Truck & snow equipment	247,707	280,895
	Holland Creek Crossing (traffic)	-	3,200,000
	Storm main - French to Kitchener		27,005
	GIS Stage 2 Implementation	11,088	11,088
Not Started			
	Golf Course Netting	-	20,000
	Turf Field Crumb Rubber Finish - Forrest Field	-	30,000
	Bollards - 1st Avenue	-	26,055
	Balancing Water intake dredging	-	50,000
	Flow Monitoring	-	54,937
	Marine Signage for WWTP outfall line	-	30,000
	Sewer Source Control Program (bylaw drafting)		10,000
	Caretaker Building	-	50,000
	Sewer main upgrade Rocky Creek Main - Oyster Bay Rd		80,750
	Sandy Beach Lift Station Generator	-	232,420
	Roundabout - Ludlow & Rocky Cr		1,600,000
	Storm Water Manhole Replacement Program	-	20,000
	Edgewood Water Meter Replacement	-	125,000
	Water main: Oyster Bay Dr Water	-	332,505
	Chicken Ladder Culvert Replacement	-	75,000
	Diamond Meter & Vault Replacement	-	125,000
	Diamond meter replacement	-	40,000
	Irrigation Upgrades - Highway	-	50,000
	Electric Vehicle Charging Station		25,000
	GIS Stage 3 Implementation		60,000
	Car Shop Repairs		20,000

	Loci Shop Roof		62,500
	C2C for 2022	-	10,000
	Kay Grouhel Recognition	-	8,000
	Seniors Strategy		25,000
	Engineering & Construction Stnds Review	7,677	7,710
	Waterfront Zoning Update	-	10,000
	Geotechnical study for road alignment	-	50,000
	Legal survey of development parcels	-	17,934
	Storm drainage relocation	-	15,000
	Waterfront Area Plan: Business Plan	-	30,000
	Concession Building @ Transfer Beach - Demolition	-	40,000
	Stairs - Oyster Bay Rd/Boat Ramp	-	12,000
On track			
	IT Servers	71,385	74,296
	TB Railing	15,456	20,000
	Asbestos Survey for TOL Buildings	1,253	35,000
	Chief's Truck - Command 1 Vehicle	78,874	83,124
	Transfer Beach Canoe Shelter (Salish wind) (grant)	18,431	32,383
	Holland Lake Generator & Controls	-	2,207
	Stocking Lake Supply main PRV Station	43	70,000
	Stocking Lake Main Monitoring System	190,145	211,439
	Chicken Ladder Flood Hardening	859	400,000
	Spirogester Pump Room -Roof Replacement	4,985	10,000
	Storm Water Master Plan	-	300,000
	Transfer Beach Lift Station	16,173	50,000
	Screener Replacement - WWTP	7,086	12,116
	Inflow & Infiltration Connections	-	72,746
	Spirogester Valve Removal	40,684	42,000
	Inflow & Infiltration Connections	30,000	91,110
	Forrest Field Phase 1	-	476,268
	Root Street Kin Park	54,856	65,000
	Transfer Beach Washrooms (grant)	369,225	385,259
	Transfer Beach Shelters (grant)	100,112	130,165
	Fitness equipment - Cardio		70,000
	PW Building Roof - Phase 2 (section 1A & 3B)	42,886	51,760
	Paving: 4th Ave, Methuen to Belaire Incl Roundabout	3,264	1,880,000
	Retaining Wall (LMS Marina) Options	35,095	66,293
	Cemetery - Fence & Gate	4,403	23,050
	Churchill Improvements	5,770	22,906
	Colonia Delcort Active Transportation (grant)	11,524	423,843
	Paved Food Truck Pad & Walkway (Grant)	-	96,360
	Water main - Methuen Loop Connection to 6th Ave	-	32,129
	Water main Replacement - French St	-	176,587
	Water main: Methuen 4th - 5th	551	127,572
	Water main Replacement - Kitchener 1st - TCH	286	152,417
	Water main Replacement - Parkhill Terrace	286	89,633
	Water main Replacement - High St 1st - TCH	-	165,000
	OCP Review Phase I	118,408	241,797
	Score Board for 3 local fields	31,888	50,000
	Art in accordance with Arts Strategy	-	10,000
	Child Care Space Creation (Grant)	85,141	899,658
	Accessibility Audit & Phase 1 Implementation	7,187	24,975
	Roundabout - Ludlow & Rocky Cr (design)	2,590	20,652

	Waterfront Stage 1 Remediation	32,629	32,629
	Waterfront Phase 2 Remediation	432,852	400,000
	Arts & Heritage Hub (Phase 1)	442,187	4,825,050
	Replace Rolling Doors @ Eco Tourism Bldg	-	13,535
	Transfer Beach Park Amenities (grant)	-	17,553
	Trail Kiosk, Maps & Markers	-	15,000
Pending budget approval			
	Security Camera System - FJCC	-	20,000
	Themed Lighting - Aggie & Anchor	-	10,420
	Bollards - 1st Avenue		30,000
	Commercial Rotary Tri-Mower	-	125,000
	FJCC Fence Repairs	-	20,000
	WTP Roof Guards	-	31,000
	Mobile Computer Aided Dispatch	-	60,000
	Turnout Gear Dryer	-	15,000
	Flow Instrumentation - Banon Creek & Holland Dam Ph1		150,000
	Holland Dam Inspection Report	-	40,000
	Holland Creek Development Downstream (offsite improvements)		443,000
	Environmental Impact Study Y1		100,000
	Rocky Creek Sanitary Upgrade - Boundary to Ludlow		675,000
	Compost Curing Building	-	225,000
	Compost Weigh Scales		75,000
	Environmental Impact Study Y2		150,000
	Inflow & Infiltration Connections		60,000
	Ludlow Lift Station - Generator	-	100,000
	Ludlow Pump Station Upgrade		750,000
	Lower Holland Creek Trail Boardwalk Repairs	-	15,000
	Flag Poles	-	35,000
	2nd Ave Slope Stability Study	-	35,000
	Storm main - Kitchener to Gatacre	-	40,000
	Aerial Device - Ladder Truck (1997)		2,100,000
	Waterfront Park Master Plan		75,000
	Waterfront projects	-	250,000
	Marina Access (LMS Wall)	-	350,000
	Blaire Place Ocean Access	-	20,000
	Trail Counters	-	9,000

Attachment E – Reserves balances and projections to December 31, 2022

	Balance as of 31-Mar-22	Contributions	Funding	Projected balance as of December 31, 2022
<b>Development Cost Charges:</b>				
Sewer	1,581,683	depends on growth	887,960	693,723
Water	2,062,093	depends on growth	92,500	1,969,593
Roads	1,480,694	depends on growth	1,849,020	-368,326
Parks	1,308,713	depends on growth	50,000	1,258,713
Storm	490,103	depends on growth		490,103
<b>Restricted</b>				
Gas Tax	2,117,508	433,786	1,429,647	1,121,647
Green Streets	1,558	10		1,568
Parking	110,033	1,170		111,203
Amphitheatre	10,627	113		10,740
630 2nd Ave - capital	82,419	5,751		88,170
220 High Street - capital	63,014	3,798		66,812
LRCA capital contribution	232,645		5,751	226,894
<b>Non Restricted</b>				
Municipal Office Building	535,000	60,000		595,000
Filming	562			562
Covid Safe Restart	1,769,724	197,152		1,966,876
Tax Sale	27,950	298		28,248
Real Property	1,124,926	950,211	1,346,370	728,767
Amenity Fund	118,343	1,400	96,588	23,155
Perpetual Safety Fund	13,908	100		14,008
<b>Appropriated Equity</b>				
Carry Forward - general	2,825,194		2,825,194	0
Carry Forward - water	1,148,647		1,148,647	0
Carry Forward - sewer	764,163		764,163	0
General	1,363,239		281,817	1,081,422
Protective Services	1,443,614	22,400	80,000	1,386,014
Fire Hall Building	185,499	60,000	60,000	185,499
MMBC Rebate (Solid Waste Res)	804,841	92,316		897,157
Public Works	372,137		105,950	266,187
Equipment Reserve	998,444		150,000	848,444
Development	178,356		106,338	72,018
Waterfront Area Plan	63,068		60,000	3,068
Recreation	773,868	73,000	222,500	624,368
Infrastructure Deficit Reserve	663,071	235,864	106,373	792,562
Sewer	1,210,180	254,255	716,275	748,160
Water	2,061,349		1,132,073	929,276

**STAFF REPORT TO COMMITTEE OF THE WHOLE**

**Report Prepared By:** Erin Anderson, Director of Financial Services  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** May 10, 2022  
**File No:**  
**Re:** **Grants-in-Aid Policy and Process**

**RECOMMENDATION:**

That the Committee determine refinements to the Grants-in-Aid Policy.

**EXECUTIVE SUMMARY:**

The Committee requested a discussion regarding the Grants-in-Aid (GIA) Policy and process at the last Committee of the Whole meeting. Staff have included previous GIA staff reports as well as some criteria from other municipalities to assist in the discussion.

**PREVIOUS COUNCIL DIRECTION:**

CW 2022-012	03-08-2022	That the Committee add to the next Committee of the Whole agenda a discussion regarding refinement of the Grants-in-Aid Policy and process.
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**INTRODUCTION/BACKGROUND:**

The 2022 GIAs were deliberated at the March 8, 2022 Committee of the Whole meeting. During that discussion, the Committee requested a refinement to the GIA policy and process.

The current GIA policy (Attachment A) was last updated in 2019. The revisions approved December 31<sup>st</sup> as the application deadline and limited organizations to only one application per year. Prior to that, the Municipal Service Committee in 2016 discussed adding additional criteria to the GIA policy (Attachment B).

Staff reviewed other municipality’s GIA policies. Some of the notable differences are:

- Separate GIA between Tourism, Arts & Culture, Sport Groups, Economic Development;
- Set upper limits on amounts requested (i.e. maximum of \$7,500 per organization);
- Specify that GIA is not intended to provide on-going support;
- Limit applicants to either a service agreement, permissive tax exemption or a GIA; and
- Restrict GIA to only within the Town’s boundary.

**ALTERNATIVES:**



Alternatives are as directed by the Committee. Staff will determine the impact and report back to a future Committee meeting.

**FINANCIAL IMPLICATIONS:**

GIA's are funded through taxation. The GIA budget has varied over the years.

Historically:

Year	GIA Budget	GIA provided
2013	79,100	71,750
2014	79,500	74,156
2015	79,000	76,250
2016	81,900	81,848
2017	57,600*	53,676
2018	58,752	57,967
2019	59,930	57,175
2020	49,129^	41,450
2021	62,550	56,700
2022	63,670	Subject to budget approval

*\*Provided Ladysmith Historical Society and Ladysmith Resources Association servicing agreements*

*^Covid impacts; budget funds transferred to Downtown patio tables*

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Many organizations rely on GIA for funding their operations. Any changes to the policy will be communicated to existing GIA recipients for future year applications.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

- Complete Community Land Use
- Green Buildings
- Innovative Infrastructure
- Healthy Community
- Not Applicable
- Low Impact Transportation
- Multi-Use Landscapes
- Local Food Systems
- Local, Diverse Economy

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- Infrastructure
- Community
- Waterfront
- Economy
- Not Applicable

*I approve the report and recommendation.*

Allison McCarrick, Chief Administrative Officer

**ATTACHMENTS:**

- A. Current Grant-in-Aid Policy 05-1850-A
- B. Previous Staff Report (2016)





TOWN OF LADYSMITH

POLICIES AND PROCEDURE MANUAL

<b>TOPIC: Grants-in-Aid</b>		
<b>APPROVED BY:</b>	<b>Council</b>	<b>DATE: May 6, 2019</b>
<b>RESOLUTION #: CS 2019-170</b>		
<i>Previous Version: 2013-266, 2016-371</i>		
<b>Purpose:</b> To establish a policy for Council of the Town of Ladysmith that is designed to assist organizations with projects or special activities, or to allow them to take advantage of development opportunities and events.		
<b>Policy:</b> In granting financial assistance to an organization for a discretionary Grant-in-Aid, the Council of the Town of Ladysmith will take into account the following objectives: <ol style="list-style-type: none"><li>1. The primary purpose of a grant in aid is to provide financial assistance to an organization for a specific project or event or service that benefits the residents of the Town of Ladysmith. The organization should be registered as, or belong to a parent Society under the laws of British Columbia and/or Canada.</li><li>2. Preference will be given to organizations that are locally based and whose efforts are community based in nature.</li><li>3. The Council of the Town of Ladysmith will not grant monies for a 'for profit' organization.</li></ol>		
<b>Procedure:</b> <ol style="list-style-type: none"><li>1. An organization applying for a grant in aid must provide the following information in order to have its application considered by Council:<ul style="list-style-type: none"><li>• Name of the organization</li><li>• Name of the individual making the application</li><li>• Description of the project or event for which funding is requested</li><li>• Indicate whether or not the project or event or service is already provided in the community</li><li>• Identify the beneficiaries of the project or event or service</li><li>• Indicate the total cost of the project or event or service</li><li>• Indicate other sources of funding for the project or event or service</li><li>• Indicate whether the application to other local governments has been made</li><li>• Indicate the volunteer labor and in-kind donations to be contributed towards the project or event or service by the members of the organization</li><li>• Specify the amount of financial assistance required; and</li><li>• Provide the organization's current annual budget and previous year's financial statements as presented at the last Annual General Meeting.</li></ul></li></ol>		

**05 – 1850 - A**

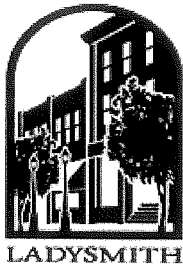
**ATTACHMENT A - CURRENT POLICY**

<b>TOPIC: Grants-in-Aid</b>		
<b>APPROVED BY:</b>	<b>Council</b>	<b>DATE:</b> May 6, 2019
<b>RESOLUTION #:</b> CS 2019-170		
<i>Previous Version: 2013-266, 2016-371</i>		
<ol style="list-style-type: none"><li>2. All Grant in Aid applications must be submitted, in writing, to the Finance Department by December 31<sup>st</sup> in order to be considered by the Council of the Town of Ladysmith for funding in the following year.</li><li>3. Grant in Aid applications received after December 31<sup>st</sup> may not be considered for funding in the following year. Further, the organization applying for the Grant in Aid must re-submit their application should they still be requesting financial assistance for the subsequent year.</li><li>4. Organizations submitting an application for a Grant in Aid must complete the prescribed application.</li><li>5. Council will consider only one (1) application per Organization per year.</li><li>6. Applications for funding will be considered at an open Council Meeting prior to the adoption of the Financial Plan. All decisions are final following ratification at the next Regular Meeting of Council.</li><li>7. An organization must, using the form provided, report back to Council by December 31<sup>st</sup> of the same year funding was received regarding how the monies were spent, including a budget sheet and pictures, if available.</li></ol>		
<b>Conditions of Funding:</b>		
<ol style="list-style-type: none"><li>1. If applicable, the applicant must acknowledge the support of the Town of Ladysmith in all print and publicity material related to the project including banners and signs on site during the event.</li><li>2. Funds must be used for the purpose for which they were requested.</li><li>3. In the event that the project is not completed, the Town of Ladysmith reserves the right to request the return of the grant.</li><li>4. An organization must prepare, using the form provided, a report regarding how the monies were spent, including a budget sheet and pictures, if available. If a report is not received by the Town on or before December 31<sup>st</sup>, the organization shall be notified that they may be ineligible for further grant funding for a period of 3 years from the year the grant was received.</li></ol>		
Applications may be mailed to the following address:		
<b>Town of Ladysmith PO Box 220 Ladysmith, BC V9G 1A2</b>		
Or dropped off at City Hall:		
<b>410 Esplanade Ladysmith, BC</b>		

**05 – 1850 - A**

Town of Ladysmith

**STAFF REPORT**



To: Ruth Malli, City Manager  
From: Erin Anderson, Director of Financial Services  
Date: March 15, 2016  
File No: 1850-01

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RE: Grants in Aid Policy

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**RECOMMENDATION(S):**

That the Committee request staff to amend the Grants in Aid Policy to include the options outlined below and present an amended Policy for Council's consideration.

**PURPOSE:**

To seek the Committee's direction on Grants in Aid allocation.

**INTRODUCTION/BACKGROUND:**

The 2016 Grants-in-Aid deliberations led to an overall increase to the Financial Plan. Coordination between the Financial Plan and the Grants in Aid must be established to ensure that proper funding is allocated in the Financial Plan.

Council adopted a Grants-in-Aid policy in 2013. In 2016, parts of that policy were waived in order to ensure the applying agencies received funding. Staff are requesting direction on a number of items to include in a revised Grants-in-Aid Policy.

**#1 - Requirement to report how the current year funds were spent**

Current Policy:

*If a report is not received by the Town on or before December 1<sup>st</sup>, the organization shall be notified that they may be ineligible for further grant funding for a 3 year period from the year the grant was received.*

Rationale:

This requirement is to ensure the funds were spent in accordance with the request that was made to Council earlier in the year. In 2015, nearly half of the agencies failed to submit their one page report by the December 1<sup>st</sup> deadline, although every agency in 2014 met the deadline. This requirement is consistent with other municipalities and is strictly enforced.

Options:

- A. Remove the reporting requirement.
- B. Permit a grace period of 1 week.
- C. Change the reporting date to the end of the year.
- D. Starting for 2016, permit one late application per agency in a 5 year period.
- E. Direct staff to contact each agency to request the information on how that agency benefited from the funding. With approximately 26 agencies, this would require additional staff time.

**#2 – No funding for operations**

Current Policy:

*The primary purpose of a grant in aid is to provide financial assistance to an organization for a specific project or event that benefits the residents of the Town of Ladysmith.*

Rationale:

Organizations that rely on Grants-in-Aid funding from the Town are not financially sustainable.

Options:

- A. Status Quo of funding core operational expenses.
- B. For 2016, implement a consecutive 3-year maximum term for any agency to receive a grant, every 5 years. For example, an agency could receive a grant in 2016, 2017, and 2018. The next opportunity for grant funding would be 2021. This would be for the entire agency or society so special projects within that 5 year window would also be ineligible.

**#3 – Allocate a set percentage of taxes for Grant in Aid**

Current Policy:

*Nothing stated*

Rationale:

In 2016, much of the 2016-2020 Financial Plan work was completed before the Grants-in-Aid deliberations. The final GIA amount exceeded the budgeted amount by \$2,400.

Options:

- A. Status quo of increasing the budget based on increasing demand for Grants-in-Aid.
- B. The current Grant-in-Aid budget, at \$114,400 is 1.8% of the prior year municipal taxation budget. Similar to the Capital Reserve Funding of 5% of prior year capital projects, Council could allocate a set percentage of 1.8% of prior year municipal taxes towards Grants-in-Aid.

**#4 – Timing of the Grants-in-Aid deliberations and Reporting**

Current Policy:

*All Grant in Aid applications must be submitted, in writing, to the Finance Department by February 28<sup>th</sup> in order to be considered by the Council of the Town of Ladysmith for funding in the current year.*

*Applications for funding will be considered at an open Council meeting during the budget process.*

Rationale:

A deadline to submit an application is necessary to ensure the applications can be collected, analyzed and reviewed by Council. If a maximum Grant-in-Aid (GIA) budget is not established, the deadline to review the application must be during the budget process.

Options:

- A. Confirm the last day in February as the deadline to receive applications with no grace period.
- B. Establish a maximum GIA budget, remove the application deadline and permit applications to be received throughout the fiscal year on a first come, first served basis.
- C. Confirm a maximum GIA budget and establish a Grants-in-Aid Committee made up of Council members and Community Representatives.

#5 – Remove the requirement of audited financial statements/engagement review

Current Policy:

*Audited Financial Statements or Engagement Review to be submitted with application.*

Rationale:

To ensure that the financial records submitted are accurate and reviewed by an external party.

Options:

- A. Remove the requirement.
- B. Require the Societies to submit their Annual General Meeting (AGM) minutes and agenda as it should include financial information.
- C. Insist on audits or engagement reviews.

#6 – Other benefits received from the Town

Current Policy:

*None in GIA Policy.*

Rationale:

There are other benefits that some agencies receive, such as reduced Permissive Tax Exemptions, reduced rent, reduce utilities etc. Grants-in-Aid funding comes directly from property taxation. Organizations that receive a Permissive Tax Exemption do not contribute towards property taxation. Essentially, the remaining tax payers pay for the tax exemption as well as the grant in aid.

Options:

- A. Status Quo, allowing organizations that receive a Permissive Tax Exemption to also receive Grants in Aid funding.
- B. Limit the receiving organization to either a Permissive Tax Exemption or a Grant-in-Aid.

**SCOPE OF WORK:**

Depending on the Committee's direction, a revised policy will be created and presented to Council for approval for the 2017 Grants- in-Aid deliberations.

**ALTERNATIVES:**

Alternatives are listed above.

**FINANCIAL IMPLICATIONS:**

Grants-in-Aid made up 1.8% of the municipal taxation for 2016. Any increase to the Grants-in-Aid budget is directly linked to an increase in taxation.

**LEGAL IMPLICATIONS:**

n/a

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Many of the agencies rely heavily on the funding from the Town of Ladysmith to operate. Any changes to the policy will be communicated to the receiving agencies as early as possible to minimize any disruptions to service.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

n/a

**RESOURCE IMPLICATIONS:**

The Financial Services Department coordinates the Grants-in-Aid program.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

n/a

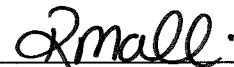
**ALIGNMENT WITH STRATEGIC PRIORITIES:**

This aligns with Supportive Corporate Governance.

**SUMMARY:**

Council requested changes to the current Grants-in-Aid policy. This report provides rationale to the policy statements and suggests alternatives for Council's consideration.

I concur with the recommendation.



Ruth Malli, City Manager

**ATTACHMENT:**

Current Grants-in-Aid Policy