

**A REGULAR MEETING
OF THE TOWN OF LADYSMITH COUNCIL
AGENDA
6:00 P.M.**

Tuesday, June 7, 2022

This meeting will be held electronically

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

Register to electronically attend the meeting:

https://us06web.zoom.us/webinar/register/WN_ZcCmUCa3S52shRuo5KeEXA

Instructions on how to join the meeting will be sent immediately after you register.

For those unable to participate by electronic means, the meeting will be broadcast in the City Hall Council Chambers at 410 Esplanade.

Participation will be managed electronically via Zoom, operated from Council Chambers.

View the livestream on YouTube:

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

2. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for June 7, 2022.

3. MINUTES

3.1. Minutes of the Regular Meeting of Council held May 17, 2022 6

Recommendation

That Council approve the minutes of the Regular Meeting of Council held May 17, 2022.

4. DELEGATIONS

4.1. Official Community Plan Review Update 12

5. PROCLAMATIONS

5.1. Island Good Days - June 20-26, 2022 148

Mayor Stone has proclaimed the week of June 20-26, 2022 as Island Good Days in the Town of Ladysmith.

6. DEVELOPMENT APPLICATIONS

6.1. Development Permit 3060-22-06 – Coach House at 520 Kitchener St. 149

Recommendation

That Council issue Development Permit 3060-22-06 for a coach house at 520 Kitchener Street (Lot 11, Block 127, Oyster District, Plan 703A).

6.2. Site-Specific Amendments - 606 and 626 Farrell Road 158

Recommendation

That Council:

1. Give first, second and third readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 50) 2022, No. 2114”; and
2. Direct staff to refer Bylaw No. 2114 to the Ministry of Transportation and Infrastructure pursuant to section 52 of the *Transportation Act*.

7. COMMITTEE MINUTES

7.1. Arts & Heritage Hub Steering Committee - March 30, 2022 165

Recommendation

That Council receive the minutes of the Arts & Heritage Hub Steering Committee meeting held March 30, 2022.

7.2.	Public Art Task Group - April 25, 2022	167
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Recommendation

That Council receive the minutes of the Public Art Task Group meeting held April 25, 2022.

7.3.	Parks, Recreation & Culture Advisory Committee - May 4, 2022	170
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Recommendation

That Council receive the minutes of the Parks, Recreation and Culture Advisory Committee meeting held May 4, 2022.

8. REPORTS

8.1.	Town of Ladysmith 2021 Statement of Financial Information	172
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Recommendation

That Council approve the Town of Ladysmith Statement of Financial Information for the fiscal year ended December 31, 2021.

8.2.	Town of Ladysmith 2021 Annual Municipal Report	218
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As per section 99 of the *Community Charter*, members of the public are invited to make submissions or ask questions.

Link: <https://www.ladysmith.ca/city-hall/reports-publications>

Recommendation

That Council approve the Town of Ladysmith 2021 Annual Municipal Report.

8.3.	1260 Churchill Place – Extended Infrastructure	258
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Recommendation

That Council:

1. Pursuant to section 507 of the *Local Government Act*, require the owner of Lot 1 District Lot 97 Oyster District Plan EPP117980 (1260 Churchill Place) to construct, at time of subdivision or development:
 - a. sanitary sewer, storm sewer and water mains, connecting McKinley Road and 4th Avenue; and
 - b. an 'Urban Local' road from the end of McKinley Road to 4th Avenue;
2. Pursuant to subsection 507(3)(b) of the *Local Government Act*, resolve that the cost to the municipality of providing the services

under 1(a) and 1(b) would be excessive and require the developer to pay the full cost of installing these services; and

3. Authorize staff to enter into the required latecomer agreements under section 508 of the *Local Government Act* at time of development.

8.4. Telecommunication Antenna Structures Policy 261

Recommendation

That Council adopt Telecommunication Antenna Structures Policy No. 08-3010-A.

9. BYLAWS

9.1. Bylaw No. 2115 270

(to regulate, prohibit and impose requirements on the sale, possession and discharge of fireworks within the Town of Ladysmith)

Recommendation

That Council give first three readings to "Fireworks Regulation Bylaw 2022, No. 2115".

9.2. Bylaw No. 2116 283

(for the administration of the *Freedom of Information and Protection of Privacy Act*)

Recommendation

That Council give first three readings to "Freedom of Information and Protection of Privacy Bylaw 2022, No. 2116".

9.3. Bylaw No. 2083 288

(to dedicate eight previously undedicated properties as parkland and consolidate existing park dedication bylaws into a single bylaw)

Recommendation

That Council:

1. in accordance with "Bylaw Revision Bylaw 2022, No. 2090" give third reading to "Park Dedication Bylaw 2022, No. 2083" as amended to include the legal description for Queen's Park; and
2. adopt "Park Dedication Bylaw 2022, No. 2083".

**Note: Must be adopted by 2/3 Majority.*

10. CORRESPONDENCE

10.1. Help Ukraine Vancouver Island

294

Request for recreation pass assistance for displaced Ukrainians

Recommendation

That Council consider whether it wishes to assist "Help Ukraine Vancouver Island" by including displaced Ukrainian individuals and families in the Town's Leisure Access Program, as requested in the correspondence dated May 24, 2022.

11. NEW BUSINESS

12. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes. Alternately, questions can be submitted via email at info@ladysmith.ca during the meeting.
- Questions put forth must be on topics which are not normally dealt with by Town staff as a matter of routine.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

13. ADJOURNMENT



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, May 17, 2022

7:00 P.M.

City Hall Council Chambers
410 Esplanade

Council Members Present:

Deputy Mayor Marsh Stevens
Councillor Amanda Jacobson
Councillor Rob Johnson

Councillor Duck Paterson
Councillor Jeff Virtanen

Council Members Absent:

Mayor Aaron Stone

Councillor Tricia McKay

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba

Ryan Bouma
Christina Hovey
Sue Bouma
Andrea Hainrich

1. CALL TO ORDER AND ACKNOWLEDGEMENT

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

Deputy Mayor Stevens expressed condolences to Mayor Stone and his family on the loss of his father.

2. AGENDA APPROVAL

CS 2022-120

That Council approve the agenda for this Regular Meeting of Council for May 17, 2022.

Motion Carried

3. RISE AND REPORT- Items from Closed Session

The following item from the Closed Meeting of Council held April 19, 2022 was reported:

CE 2022-024

That Council:

1. Authorize staff to enter into a one year program administration agreement with the Ladysmith Chamber of Commerce for the promotion of economic development and tourism services on behalf of the Town of Ladysmith ending April 30, 2023; and
2. Rise and report on this item once the agreement has been signed by both parties.

The following items from the Closed Meeting of Council held May 3, 2022 were reported:

CE 2022-031

That Council direct staff to proceed with the sale of 1260 Churchill Place for cash to the highest bidder.

CE 2022-032

That Council rise and report on Resolution CE 2022-031 immediately.

4. MINUTES

4.1 Minutes of the Regular Meeting of Council held May 3, 2022

CS 2022-121

That Council approve the minutes of the Regular Meeting of Council held May 3, 2022.

Motion Carried

5. DELEGATIONS

5.1 Ladysmith Supported Housing - LRCA Affordable Housing Project at 314 Buller Street

Sheila McMillan and Belinda Harrison of the Ladysmith Supportive Housing Committee spoke to Council regarding the need for safe, affordable housing for people in our community with Intellectual and Developmental Disabilities (IDD). Concerns were expressed regarding the number of units that will be available for people with IDD at the LRCA Affordable Housing Project at 314 Buller Street.

CS 2022-122

That Council direct staff to set up a meeting between BC Housing, the Ladysmith Resources Centre Association and Council to discuss tenant selection at the affordable housing project at 314 Buller Street.

Motion Carried

OPPOSED: Councillor Johnson

6. PROCLAMATIONS

6.1 Access Awareness Day

Deputy Mayor Stevens proclaimed June 4, 2022 as Access Awareness Day in the Town of Ladysmith.

6.2 World Oceans Day

Deputy Mayor Stevens proclaimed June 8, 2022 as World Oceans Day in the Town of Ladysmith.

7. DEVELOPMENT APPLICATIONS

7.1 OCP and Zoning Bylaw Amendment Application for 1301 and 1391 Rocky Creek Road (Update Conditions and Schedule Public Hearing)

CS 2022-123

That Council:

1. Direct staff to proceed with scheduling and notification for a Public Hearing for “Official Community Plan 2003, No. 1488, Amendment Bylaw (No. 70) 2022, No. 2102” and “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 47) 2022, No. 2103”; and
2. Require that the developer, at their cost, and in addition to the conditions set by Council Resolution No. CS 2022-028 on February 1, 2022, register on the title of the subject property Lot A, District Lots 81, 86, and 98, Oyster District, Plan EPP87265 (PID: 030-801-460), a covenant or covenants in favour of the Town pursuant to section 219 of the *Land Title Act* to:
 - a. Require that the 5% parkland dedication specified on February 1, 2022 by Resolution CS 2022-028, also meet the criteria outlined in Table 1 of the staff report to Council dated May 17, 2022;
 - b. Prohibit all development on the property until such time as either:
 - i. The sanitary sewer main on Rocky Creek Road has been upgraded to a 300mm main; or

- ii. The developer has entered into an agreement with the Town to upgrade the sanitary sewer main to a 300mm main along Rocky Creek Road from Ludlow Road to the Town's boundary, pursuant to Section 507 of the *Local Government Act*.
- c. Require archaeological protection by:
 - i. Prohibiting the owner from disturbing the land or constructing any buildings on the land without first providing the Town with an Archeological Impact Assessment; and
 - ii. Requiring that the owner only disturb and develop the land in a manner that complies with all the recommendations contained in the Archeological Impact Assessment, unless otherwise approved by the Town.

Motion Carried

8. COMMITTEE MINUTES

8.1 Committee of the Whole Recommendations - May 10, 2022

CS 2022-124

That Council authorize staff to install a crosswalk on Malone Road at a safe location, as identified by staff.

Motion Carried

9. REPORTS

9.1 4th Avenue Reconstruction – Tender Results

CS 2022-125

That Council direct staff to:

1. Cancel Tender 2022-IS-01 for the 4th Avenue Improvement Project; and
2. Issue a new tender for the 4th Avenue Improvement Project with a completion date of late 2023.

Motion Carried

9.2 Organic Infrastructure Program – Compost Facility Addition

CS 2022-126

That Council:

1. Support a grant application to the Organic Infrastructure Program for the purposes of adding capacity to the Town compost facility;
2. Commit to operating and maintaining the facility until at least 2034;
3. Direct staff to include in the 2022-2026 Financial Plan the Composting Facility Upgrade for \$1.5 million in 2023 with the Town's portion of \$500,000 to come from Sewer Capital and Sewer Operating Reserves; and
4. Commit to cover any unexpected ineligible costs and project overruns.

Motion Carried

10. BYLAWS

10.1 Bylaw Status Sheet

11. CORRESPONDENCE

11.1 Ladysmith Chamber of Commerce Annual Golf Tournament Sponsorship

CS 2022-127

That Council:

1. Allocate \$200 to sponsor a hole at the Ladysmith Chamber of Commerce Annual Golf Tournament; and
2. Consider entering a team in the tournament.

Motion Carried

12. NEW BUSINESS

12.1 Municipality of North Cowichan Regional Grant Application to the UBCM Strengthening Communities' Services Fund 2022

CS 2022-128

That Council approve the submission of a regional application by the Municipality of North Cowichan for the UBCM Strengthening Communities Fund 2022.

And further,

That Council approve the Municipality of North Cowichan as the primary applicant to apply for, receive, and manage the grant funding on the Town's behalf.

Motion Carried

13. UNFINISHED BUSINESS

13.1 Councillor Johnson - Motion regarding Lot 4, Plan 45800 (future expansion of Transfer Beach Park)

The motion failed due to lack of a seconder.

14. QUESTION PERIOD

There were no questions submitted by the public.

15. ADJOURNMENT

CS 2022-129

That this Regular Meeting of Council be adjourned at 8:16 p.m.

Motion Carried

CERTIFIED CORRECT

Deputy Mayor (M. Stevens)

Deputy Corporate Officer (S. Bouma)



LADYSMITH

UNPARALLELED

OFFICIAL COMMUNITY PLAN
MAY 2022 | DRAFT

TIME IMMEMORIAL

The Stz'uminus First Nation people are Hul 'qumi 'num speaking people, descendants of the first inhabitants of the lands and waters that encompass Ladysmith. For thousands of years, the Stz'uminus harvested from the harbour, creeks and rivers, surrounding watersheds and forests, the Salish Sea, the Fraser River valley, and beyond.

The Stz'uminus lived in three permanent winter villages in the northern Hul'qumi'num coastal territory, in areas known by the settler names of Sibell Bay, Kulleet Bay, and in the Coffin Point area.

Despite their continuing and irrevocable presence since Time Immemorial, the Stz'uminus people became increasingly alienated from the management of their lands for harvesting, cultural, spiritual, and economic use. This was a result of settlers and colonial processes that divided and sold the land without the input of its original owners, and imposed an oppressive reservation and forced residential school system. Ladysmith sits on unceded lands.

Today Stz'uminus is a rapidly growing Nation, with 1300 members. They are partners with the Town of Ladysmith, and are working collaboratively to restore cultural values, improve ecological health, and create economic opportunity.

(Text adapted from the Ladysmith Waterfront Plan and the Stz'uminus First Nation website).



Canoe Race, 1905 (Ladysmith Archives)

Why do we make land acknowledgements?

Acknowledging human relationships to place is an ancient Indigenous practice that continues today.

In the spirit of reconciliation, the Town of Ladysmith makes this land acknowledgment to raise awareness of ongoing Indigenous presence and land rights in the territory that includes and encompasses Ladysmith. It invites us –a settler government – to reflect on how we might be perpetuating colonial processes that are ongoing and from which we have benefited, as well as the changes we will make to honour the Indigenous peoples and their lands that we inhabit

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Part A



A photograph of two young men in a forest, wearing caps and t-shirts, digging with shovels. The image is overlaid with a semi-transparent blue filter. The man on the left is wearing a blue t-shirt with the number '12' on the back. The man on the right is wearing a grey t-shirt. They are both wearing caps and are focused on their work. The background is a dense forest with many trees and green foliage.

FOUNDATIONS

This Official Community Plan (OCP) is the culmination of more than one year of creative and inspiring visioning with hundreds of residents across Ladysmith.

It describes what an unparalleled Ladysmith will be like in 20 years – and beyond – and the steps that will be taken to get there. It also sets the stage for the continued evolution of Ladysmith beyond that timeframe, recognizing that some of the greatest challenges and opportunities of our time require a commitment to long term action.

1. A VISION FOR LADYSMITH

A plan begins with a vision. The vision of this OCP – and the goals that accompany it – embody the priorities and aspirations of the community. All of the policies and actions in this OCP were developed to bring the vision to life and to realize the goals.



Ladysmith is located in the traditional territory of the Stz'uminus First Nation, who have been stewards of the land since Time Immemorial.

Ladysmith is a big hearted community, and unparalleled in its historic charm and leadership in climate action. Ladysmith is known for its charismatic waterfront and vibrant downtown, surrounded by cherished habitat areas that offer recreation, natural beauty, critical ecological services, and economic prosperity.

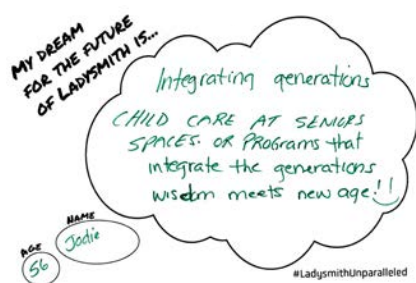
Everyone is welcome here.



LADYSMITH'S GOALS

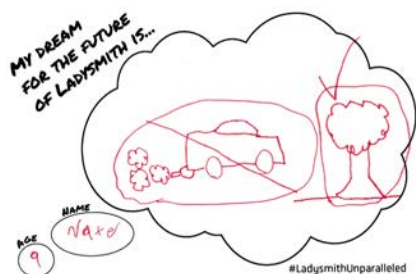
Over the life of this Official Community Plan, Ladysmith will...

- 1. Be a place where people from all walks of life can call home, with access to affordable housing and services that reduce barriers, including by those who face systemic discrimination.**



There is a growing awareness about how the way in which communities are planned can disproportionately benefit or harm entire groups of people due to their income, ethnicity, age, gender, sexual orientation, immigration status, religion, and/or (dis)abilities. Ladysmith accounts for the diverse needs and aspirations of the community in ways that range from designing public spaces for accessibility, to providing affordable housing for all.

- 2. Reduce community greenhouse gas emissions by 45% by 2030 and be on track to reduce emissions by 75% by 2040, and reach net zero emissions by 2049.**



In order to avoid catastrophic effects of climate change, the International Panel on Climate Change indicates that global heating must be limited to no more than 1.5 degrees of pre-industrial levels. This requires that we reach net-zero global carbon dioxide emissions by 2050 at the latest, with deep reductions in other emissions as well, particularly methane. Ladysmith is responding to the call to action in the face of the climate emergency. All facets of the community – from land use and transportation to buildings and infrastructure – will enable these reductions.

3. Adapt to the impacts of climate change.



Flooding, heat waves, and wildfires reveal how the impacts of climate change are already being felt. Other anticipated impacts in Ladysmith include increased drought, more frequent and intense storms, landslide risk, sea level rise, increased coastal erosion, and more. While Ladysmith cannot insulate itself from these impacts, it increases its resilience by preparing for and adapting to – as best as possible – these climate change impacts.

4. Walk the path of reconciliation.



Ladysmith is on unceded lands, and colonization continues to cause harm across Canada. At the same time, the Town of Ladysmith and Stz'uminus First Nation have been building a strong relationship, exemplified by the Naut'Sa Mawt Accord, which means "working together" in the local Hul'qumi'num language. Ladysmith understands and recognizes the common interests and goals of the two communities. It moves beyond positive intent and takes action in walking the path of reconciliation.

5. Prioritize green, safe, and convenient choices for getting around, including walking, cycling, and transit.



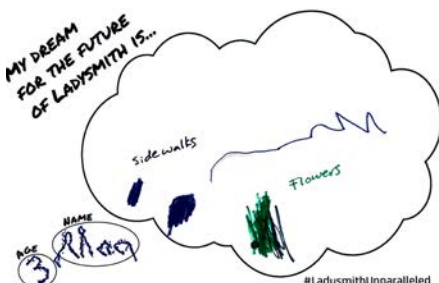
The ways in which people travel in Ladysmith influence community character, health and safety, municipal budgets, accessibility, and greenhouse gas emissions. By prioritizing active modes of transportation, Ladysmith is a community that is best experienced at the pace and scale of a person travelling on their own power. This in turn supports street life, active living, neighbourliness, health, and economic vitality in Ladysmith.

6. Be home to natural assets and thriving ecosystems that are protected and, where needed, regenerated for habitat, recreation, intrinsic value, and vital services that range from climate regulation to cleaning water.



Human-made green spaces, nature areas of all sizes, and the urban forest form important and cherished parts of Ladysmith's urban ecosystems. As Ladysmith expands, pressure is placed on outlying areas. Ladysmith protects these spaces by carefully managing development, and by creating more spaces for nature in parks, streets, and other public spaces.

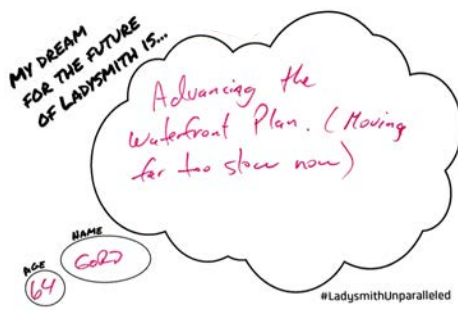
7. Celebrate its unique and vibrant downtown – the heart of the community – where new development complements historic charm and sets it apart from other places.



The Downtown is the centre of cultural, civic, culinary, economic, and public life in Ladysmith. It is strengthened as the primary local destination for civic participation, shopping, conducting business, working, and meeting with others. It is also a neighbourhood, where a growing proportion of residents live and go about their daily lives. Its historic streetscapes remain intact, strengthening local identity and drawing visitors from across Vancouver Island and beyond.

8. Revitalize the waterfront to create community prosperity, more public spaces, and restored habitat while honouring past, present, and future generations.

The waterfront is cherished by all. It brings people together, including Stz'uminus Nation members and other residents in Ladysmith to build a shared legacy in the spirit of mutual respect and benefit. It is a place of enriching life, living, learning, creativity, and economic activity.



9. Be known for its lively arts and culture scene.

Culture is what a community is. It speaks to values, traditions, and expressions. Ladysmith is rich with culture, including the living cultures of the Stz'uminus First Nation, as well as diverse settler cultures. Arts and culture – ranging from food to language – are place-makers (and place-keepers) in Ladysmith, fostering sense of place, cultural dynamism, and economic success. Ladysmith supports local art and culture, with many spaces to celebrate it. It helps build trust and understanding across peoples, and demonstrates how different identities can be expressed and celebrated



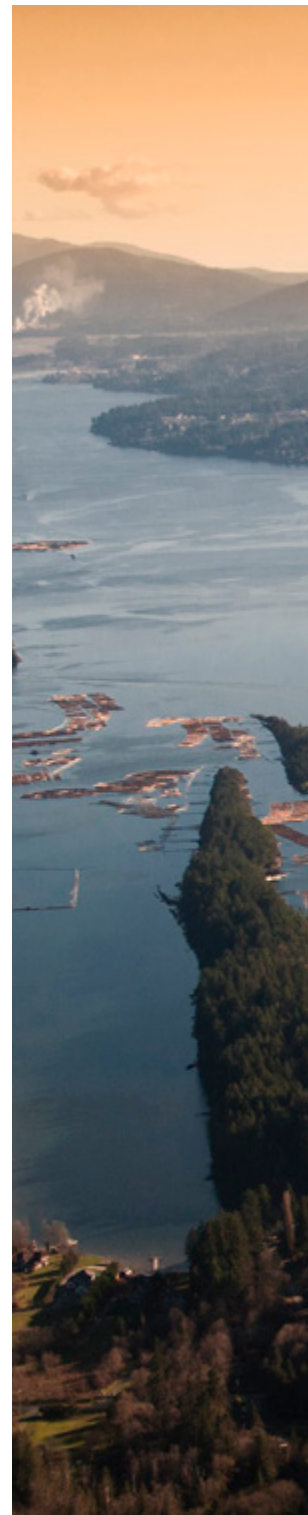
2. OUR TOWN-WIDE PLAN

WHAT IS AN OCP AND WHY IS IT IMPORTANT?

OCPs influences how people live, work, learn, shop, play, access services, and move around the community. At its legislative heart, an OCP is about managing land use and physical growth of the community. This means that this OCP dictates the location, type, and intensity of homes, businesses and industry, agriculture, and parks and other public spaces. As a result, an OCP influences transportation choices, housing affordability and options, community character, protection of ecological and agricultural areas, resource management, economic vitality, and financing municipal infrastructure.

This OCP is also a local response to some of the greatest challenges and opportunities of our time, including climate change, housing affordability, inequity, and reconciliation. Provincial legislation requires OCPs to contain greenhouse gas emissions targets – and policies and actions to meet them – as well as directions for affordable, rental, and special needs housins.

The OCP is for everyone with a stake in Ladysmith's future. It's for children and elders, and everyone in between. It's for residents whose ancestors have been here since Time Immemorial, and for residents who have not yet moved here or been born. It's for residents who own homes and those who rent them, as well as residents who do not have homes at all. It's for developers and business owners, and for employers and employees. This document is for everyone because it will shape Ladysmith in a way that touches the lives of all people, as well as the ecosystems of which we are a part.





HOW IS IT ORGANIZED?

This OCP is organized into four parts:

- Part A provides the foundation for the Plan, outlining Ladysmith’s vision and goals, greenhouse gas emission reduction targets, and community context. These elements were used to shape the policies and actions in Parts B and C. Part A also presents the process by which the Plan was developed.
- Part B sets direction for growth management and land use.
- Part C sets direction for other planning elements, including nature and ecological services, housing, streets and transportation, parks and recreation, social infrastructure, food systems, municipal infrastructure, green buildings, economy, and arts, culture, and heritage. It also includes direction for the Waterfront Area, which is drawn directly from the Waterfront Area Plan that was adopted in 2018.
- Part D sets direction for implementation of this Plan, identifying the ways in which the actions and policies in Parts B and C will be effectively realized.



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*Placeholder for diagram illustrating the relationship
between Parts A, B, C, and D.*

WHO USES IT AND HOW?

The OCP is a legally binding bylaw, prepared and adopted in compliance with the Provincial Local Government Act. It is a long-range policy plan that guides the Town's decision-making related to growth and development until 2049, when the Town is expected to be home to approximately 12,700 residents.

It is the umbrella policy document for the Town of Ladysmith, owned and implemented by all departments. It provides the overarching strategic direction for Council and staff, who consider and apply OCP directions and policies to a wide range of municipal decisions such as budgeting, servicing, capital projects, and in the review of land use and development proposals. The OCP is implemented by the Town through ongoing planning, decision-making, on-the-ground action, and partnerships. Its implementation also relies on annual resourcing, monitoring, and reporting on progress.

The OCP is not intended to provide highly detailed policies on topics like parks and infrastructure. Rather those detailed policies are contained within the Town's other plans and bylaws. However, as the Town's umbrella document, all other Town plans, strategies, and bylaws must align with this OCP. Where there are inconsistencies between the OCP and other plans, the former supersedes the latter.

Municipal partners and stakeholders play vital roles in its implementation as well. This includes residents, landowners, and businesses who reference the OCP when making property and investment decisions. School District 68, provincial agencies, and community organizations rely on the OCP to guide facility planning and delivery of programs and services.

This Plan is intended to continue building a culture of holistic community planning. It addresses important cross-sectoral issues in an integrated way and with a shared definition of success, as defined by the vision and goals set out in this Plan.



3. NET ZERO EMISSIONS COMMUNITY

THE CLIMATE EMERGENCY

The [Intergovernmental Panel on Climate Change](#) (IPCC) estimates that average global surface temperature will increase by 1.8 to 4.0°C (best estimate) toward 2050, a substantial increase over the rate of warming (0.6°C), recorded for the last century. In 2018, a special report from the IPCC concluded that warming would reach 1.5°C sometime between 2030 and 2052 in the absence of serious mitigation actions. The IPCC further estimated that a 1.5°C increase is likely to be the point at which some humans and ecosystems reach their maximum capacity to adapt and survive.

During the preparation of this OCP, British Columbia experienced many of the effects of climate change. This included destructive floods, forest fires, and extreme weather like a heat dome that took human lives.



Image credit: Cowichan Valley Citizen



Image credit: The Guardian

LOCAL RESPONSES TO THE CLIMATE EMERGENCY

Human activity in human settlements is responsible for 70% of global greenhouse gas emissions. This means that local governments have an important role to play in controlling or influencing emissions production. Globally, local governments are enacting policy to reduce emissions within their borders, contributing to the worldwide action required to avoid climate catastrophe.

Strategies for achieving net zero emissions in Ladysmith are integrated throughout this OCP in its policies and guidelines. A starting place for creating those strategies is benchmarking our status at the time of creating this OCP.

Figure 1 outlines Ladysmith’s greenhouse emissions profile for the year 2016.

There is international scientific consensus that greenhouse gas emissions must be reduced to zero by 2050 at the latest in order to stabilize global temperatures and avoid catastrophic climate change impacts. Canada committed to this target in the 2015 Paris Agreement, which is a legally binding international treaty on GHG reductions.

WHAT IS NET ZERO?

Net Zero is the target of completely negating the amount of greenhouse gases (GHGs) produced by activity through the reduction of greenhouse gas emissions and absorbing carbon dioxide from the atmosphere.

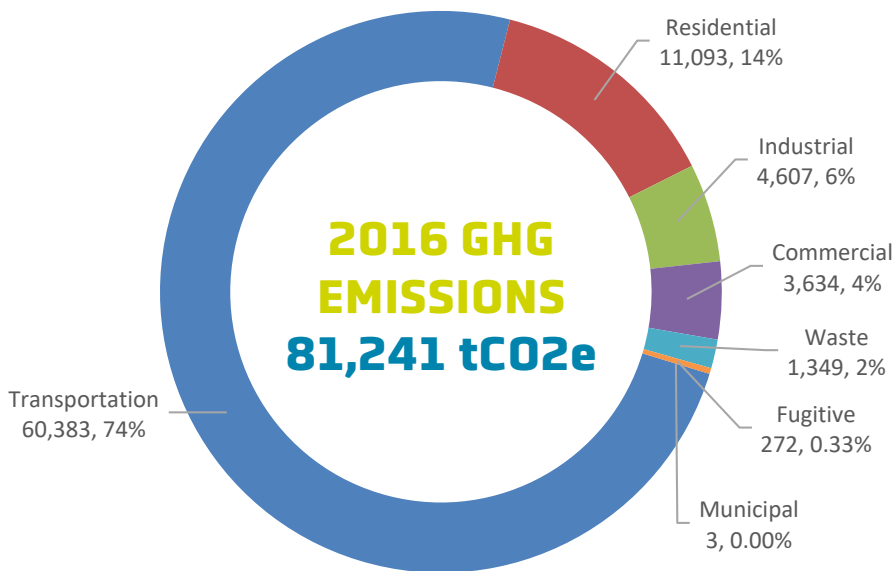
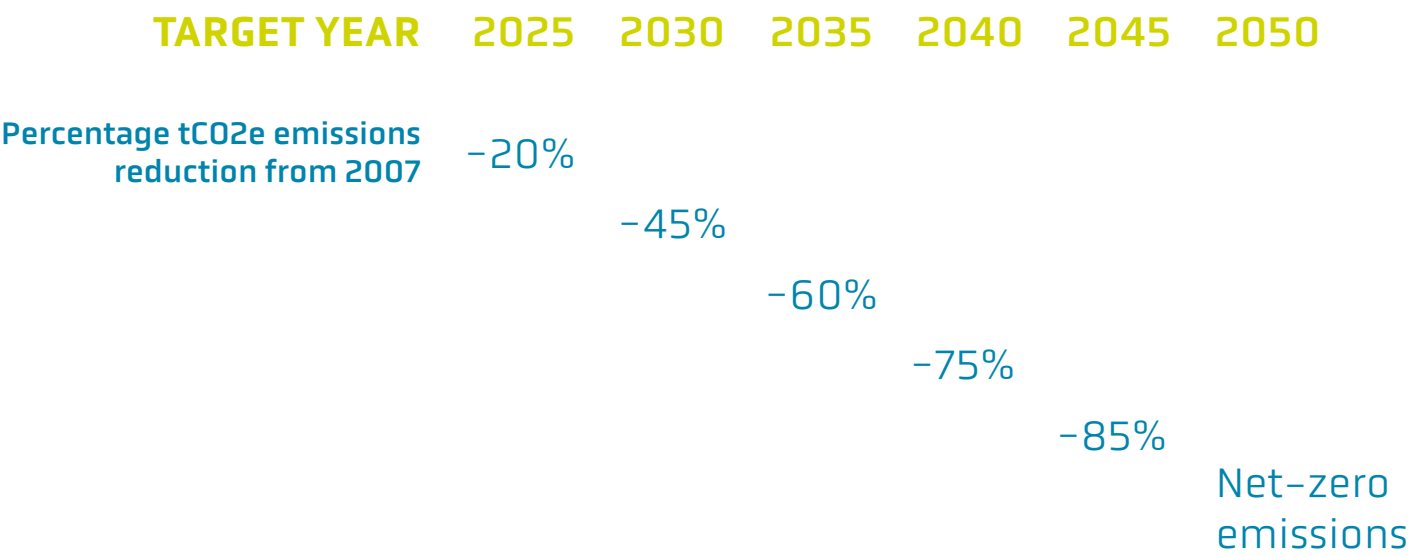


Figure 1: Ladysmith GHG Emissions Profile

5-YEAR GREENHOUSE GAS EMISSIONS REDUCTION TARGETS

The ability of Ladysmith to meet its near net zero emissions target by 2050 hinges on significant efforts and GHG reductions between now and then. In order to meet the 2050 target and follow this OCP’s low-carbon scenario emissions reduction trajectory, the Town of Ladysmith commits to the following 5-year GHG reduction targets.

GHG emissions modelling was undertaken as part of this OCP process to determine which actions are necessary in order to meet these targets. Those actions have been incorporated into the policies and actions throughout this OCP. They include policies for net zero emissions energy systems, buildings, transportation systems, and infrastructure.







4. COMMUNITY CONTEXT

Regional context and demographic trends have helped give shape to many of the policies contained within this OCP. For example, the population and housing projections presented in this section were used in testing land capacity and evaluating the performance of different land use scenarios. This demonstrated that there is sufficient land to accommodate population and residential growth within existing Town boundaries.

REGIONAL CONTEXT

Situated on the Salish Sea, Ladysmith is one of four incorporated municipalities in the Cowichan Valley Regional District (CVRD), which is 3473 square kilometers in size and is bordered by the Regional District of Nanaimo and Alberni-Clayoquot Regional District to the north and northwest, and by the Capital Regional District to the south and east. The other incorporated municipalities are the City of Duncan, Town of Lake Cowichan, and District of North Cowichan. There are also nine electoral areas. The CVRD does not currently have a regional growth strategy in place.

The CVRD is part of the traditional unceded territories of many First Nations, including the Cowichan Tribes, Stz'uminus, Penelakut, Lyackson, Halalt, Malahat, Pauquachin, Lake Cowichan, and Ditidaht First Nations. There are 34 First Nations communities within the boundaries of the Cowichan Valley Regional District.

The CVRD provides regional services including solid waste management, regional parks, watershed protection, environmental services, and more. Its vision for the region is to be “a diverse collection of vibrant, livable, healthy communities, balanced in its pursuit of economic, social, and environmental opportunities” (CVRD Strategic Plan, 2020-2022).

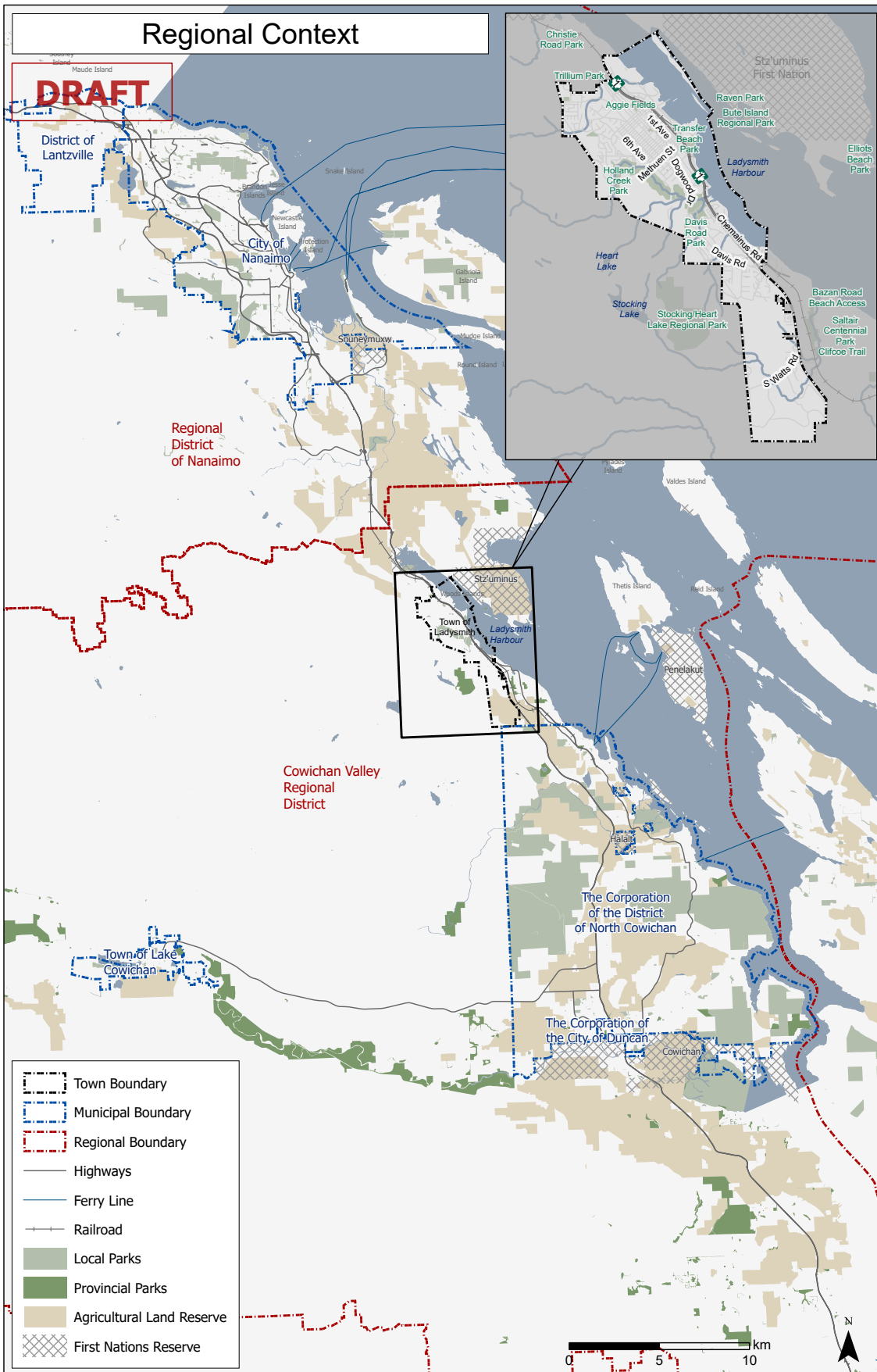


Figure 2: Regional Context

POPULATION

Ladysmith had an estimated population of 9000 people as of the most recent (2021) Statistics Canada Census.

Between 2021 and 2050, the population is expected to grow at an estimated annual rate of 1.2% to reach a total of **10,125 people by 2030, 11,345 by 2040, and 12,712 people by 2050.**

As presented in Figure 3, the population is expected to continue aging, with the fastest growth among those aged over 65. Although the entire provincial population is expected to age during the projection period, it is expected that Ladysmith will continue to have a slightly older average age and decreasing working age population ratio when compared to larger urban centres on Vancouver Island which consistently attract younger demographics due to more employment and education opportunities.

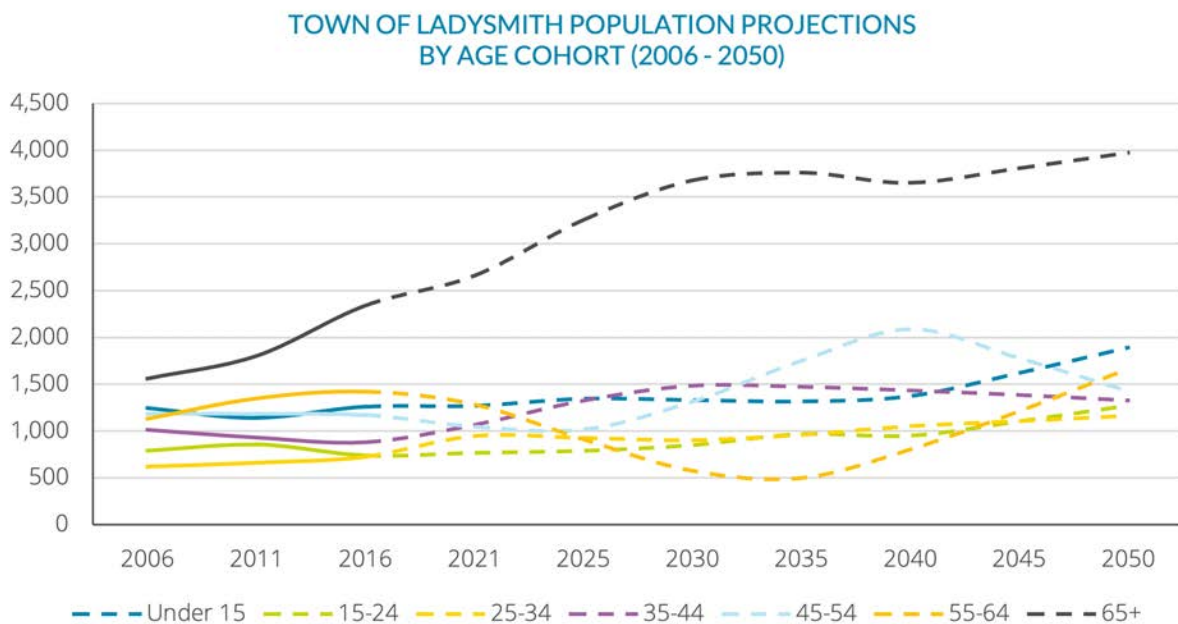


Figure 3: Population Projections by Age Cohort

HOUSING PROJECTIONS

Ladysmith needs **approximately 1,600 additional dwelling units by 2050** to accommodate projected housing needs. This amounts to approximately 53 new residential units per year. However it is worth noting that current approved development – at the time of the writing of this OCP – already accounts for some of this supply.

These projections are based on the CVRD's Housing Needs Assessment and longer term age-specific demand projections, by utilizing a household maintainer rate demand model.

DID YOU KNOW?

The Town of Ladysmith partnered with other member municipalities of the CVRD to produce a regional Housing Needs Assessment. This integrated collaboration enabled stronger housing projections.



EMPLOYMENT PROJECTIONS

Ladysmith is expected to continue being a tertiary employment market, primarily consisting of locally serving industries. This is evident from the high proportion of jobs in the retail trade (13.3%), healthcare and social assistance (12.3%), and public administration employment sectors (8.0%). As such, the expected growth of the working age population within Ladysmith is likely to mirror growth in demand for jobs and related office space within the town. The total working age population is expected to grow from 7,277 in 2016 to 8,794 by 2030, 9,972 by 2040, and 10,819 by 2050.

Under the assumption that the participation rate and unemployment rate will remain relatively steady over the projection period, along with an analysis of the projections provided by Rennie Intelligence and the Town's Housing Needs Assessment, this is expected to result in approximately **58 new jobs per year**. It is estimated that approximately one third of these jobs could be retained within Ladysmith based on observed trends within Ladysmith and comparable Vancouver Island municipalities.

TOWN OF LADYSMITH EMPLOYMENT COMPOSITION AND PROJECTIONS (2016-2020)					
Age	2016	2030	2040	2050	Annual Δ
Working Age Population	7,277	8,794	9,972	10,819	104
In the Labour Force	4,045	4,889	5,544	6,015	58
Employed	3,790	4,606	5,245	5,715	57
Unemployed	250	284	299	301	1
Participation Rate	57.0%	55.6%	55.6%	55.6%	
Employment Rate	93.7%	52.4%	52.6%	52.8%	
Unemployment Rate	6.2%	5.8%	5.4%	5.0%	

Figure 4: Employment Projections





5. CREATING THIS PLAN

This OCP was created with input from partners and hundreds of voices in Ladysmith, bringing together community input, robust analysis, and modelling. The process included:

- Knowledge gathering and analysis of existing conditions;
- Evaluation of different land use scenarios;
- Greenhouse gas emissions inventory and modelling of different scenarios, including both “business as usual” and “low carbon” pathways;
- A detailed exploration into active transportation challenges and opportunities in Ladysmith; and
- Creation of the Plan itself.

Members of Council, staff, and the consulting team also participated in “decolonization in local government workshops” to learn and practice skills in cross-cultural relationship building, and to develop recommendations for the OCP process as well as the Town of Ladysmith’s overall practices.

CO-CREATION OF THIS PLAN WITH THE COMMUNITY

Meaningful, inclusive, and comprehensive engagement helped inform every step of the process. It began with community-wide visioning and co-creation of planning ideas; review of draft vision and goals; and review of the draft Plan.


Activities included: online and hard copy surveys; a geospatial crowdsourcing survey activity; an Ideas Fair on 1st Avenue; walkshops and bikeshops; virtual workshops; and student activities. An appointed Steering Committee comprised of residents provided input and insights throughout the process.

The engagement was undertaken during the COVID-19 pandemic, which meant that in-person activities were most often online or outdoors. Nonetheless, participation levels were strong and much input was received.



Part B





GROWTH MANAGEMENT AND LAND USE

Growth management and land use planning are among the most powerful tools at the disposal of local governments to meet community goals.

The policies in Part B manage growth and development in a way that seek to address Ladysmith's challenges while protecting the attributes it cherishes.



1. GROWTH MANAGEMENT

The physical growth of Ladysmith influences:

- the efficiency of managing infrastructure and services, ranging from roads to sewers to transit;
- municipal finances and taxes, as a result of the cost of providing services;
- community character, whereby infill and development help shape identity and sense of place;
- housing choices overall and within neighbourhoods;
- transportation choices, as the intensity and distribution of buildings impact how people choose to move around; and
- protection of natural areas and other undeveloped areas.



HOW LADYSMITH WILL GROW

Figure 5 illustrates the growth concept for Ladysmith, which will direct growth over the life of this OCP and accounts for residential and commercial land use demand until 2049. This growth concept is the basis for the land use plan in this OCP, and is based upon the following policy directions:

- **Focus all growth within the Urban Containment Boundary**, and expand this boundary only to support the economic interests of the Stz'uminus First Nation in the spirit of reconciliation.
- **Prioritize infill development before expanding into forests and other natural or undeveloped areas.** This involves focusing new residential and commercial growth on vacant lots and redevelopment sites, and incentivizing development on brownfield sites.
- **Support Stz'uminus First Nation in developing in strategic infill areas** that have cultural and economic benefit to them.
- **Focus mixed-use growth in Priority Growth Areas. Focus predominantly residential growth in Strategic Infill Areas**, while enabling residential growth in General infill Areas.
- **Optimize infill development in the Downtown and surrounding areas in North Ladysmith**, as these areas are already walkable and provide good access to employment opportunities, shops, services, and other amenities. This involves building upon and strengthening existing mixed-use areas.
- **Support new housing choices, shops, and other services in South Ladysmith**, where residents currently have limited access to daily destinations within walking distance of home.
- **Create a new mixed-use hub** in South Ladysmith, prioritizing redevelopment opportunities in the Coronation Mall area.
- **Implement the Waterfront Area Plan to optimize opportunities for new homes and destinations** at the Waterfront, while protecting existing parks, beach areas, and other important public spaces.
- **Enable and encourage intensification of Priority Growth Areas and Strategic Infill Areas** by allowing greater heights and densities, and by creating attractive incentives.
- **Disallow development within Urban Reserve lands** until the growth projections in this OCP are reached, unless development supports the economic interests of the Stz'uminus First Nation in the spirit of reconciliation.
- **Preserve existing industrial lands for employment**, as industrial land is in relatively short supply in the region, and consistent with the Cowichan Industrial Land Use Strategy (2019).
- **Disallow development in Environmentally Sensitive Areas and Hazardous Areas.**

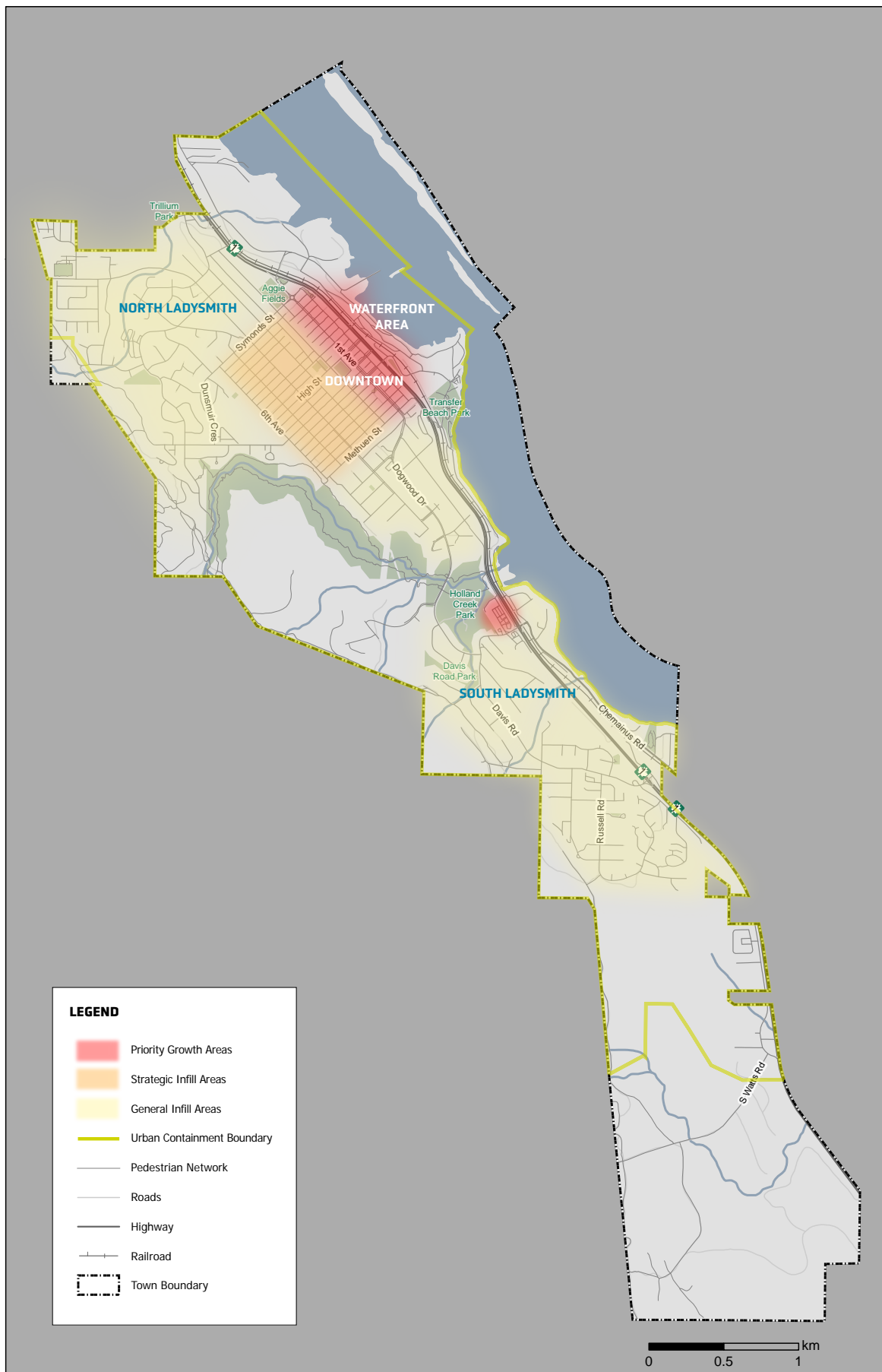


Figure 5: Growth Concept



2. LAND USE AND URBAN FORM

The land use plan is based on the growth concept and growth policy directions. The land use objectives, policies, and designations described in this section provide more detail on how future growth will be directed within Ladysmith.

OBJECTIVES

Land use and urban form policies are intended to:

- Protect environmentally sensitive areas, natural amenities, and areas of carbon sequestration from development.
- Support Stz'uminus First Nation development interests.
- Create 10-minute neighbourhoods.
- Make active forms of transportation the easiest and most enjoyable way to get around. Support transit use.
- Strengthen street life and other forms of public life.
- Create more housing choices and increase housing affordability.
- Protect and strengthen employment lands.
- Protect historic character in balance with other objectives.
- Prioritize multi-unit buildings over single-family houses, for purposes of energy conservation, provision of housing choices, and enabling more compact development. This also recognizes that Ladysmith already has an abundant supply of single-family homes.

“10-Minute neighbourhoods” provide easy access to shops, services, schools, nature, and community within a 10-minute walking radius. Ten minutes of walking generally translates into approximately 800 meters of pedestrian infrastructure, while recognizing that this number would decrease in areas of steep terrain, such as in Old Town.

OVERARCHING DIRECTIONS

The three overarching directions related to land use and urban form are:

INCREASE LAND USE MIX: CREATE MORE DESTINATIONS CLOSE TO HOME.

Land use mix refers to the diversity of land uses within a given area. Higher degrees of land use mixes give residents easy access to a variety of services and amenities within their neighbourhood.

Land use mix is important for creating neighbourhoods that support local businesses, offer housing choices including more affordable homes, and increase transportation choices by enabling residents to live, work, shop, play, and learn within walking or cycling distance from home. Increasing land use mix across Ladysmith also serves to improve equitable access, regardless of the neighbourhood in which people live.

This OCP's land use plan increases the housing mix and land use mix in all neighbourhoods.

DENSIFY: BUILD UP AND IN, NOT OUT.

Density refers to the number of people, homes, or jobs within a certain area. Higher residential density, often in the form of multi-family housing, is associated with: energy savings; lower per capita municipal infrastructure and service costs; greater housing choice and affordability; more vibrant outdoor public life; a larger proportion of trips taken by foot, bike, and transit; and reduced pressure for expansion into greenfield, natural, and other non-urban areas surrounding existing neighbourhoods. It also provides better protection for natural and agricultural areas.

This OCP's land use plan increases residential densities in all neighbourhoods.

INCREASE CONNECTIVITY: CONNECT DESTINATIONS DIRECTLY.

Street connectivity is a measure of travel directness through a transportation network, which influences the real distance traveled between a point of origin (e.g. home) and a destination (e.g. transit stop, retailer, school, place of employment). Connected streets provide multiple route options through a community, while cul-de-sacs and dead-end streets serve adjacent properties only.

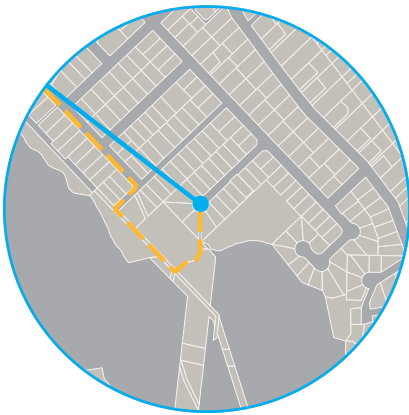
This OCP's land use plan and urban form policies increase network connectivity in existing areas, and establish it in new areas.

Time it Takes to Travel 400 metres



1st Ave

5 MINUTES



Hartley Place
Holland Creek Trail

8 MINUTES



Rothdale Road

16 MINUTES

These are examples of street patterns with varying levels of connectivity. Each circle's radius (in blue) represents a five minute (400 metre) walk between two locations "as the crow flies", while the yellow dashed line shows the actual distance required to travel by foot, based on the street network.

Future growth in Ladysmith will protect traditional small block grid patterns, create new connections in existing low-connectivity areas, and require high connectivity in new areas.

LAND USE DESIGNATION POLICIES

The following section provides general descriptions, permitted land uses, and built form policies for each designation shown on Map 2: Land Use. Map 2 and descriptions of each designation should be read together to identify the location of permitted land uses and built forms.

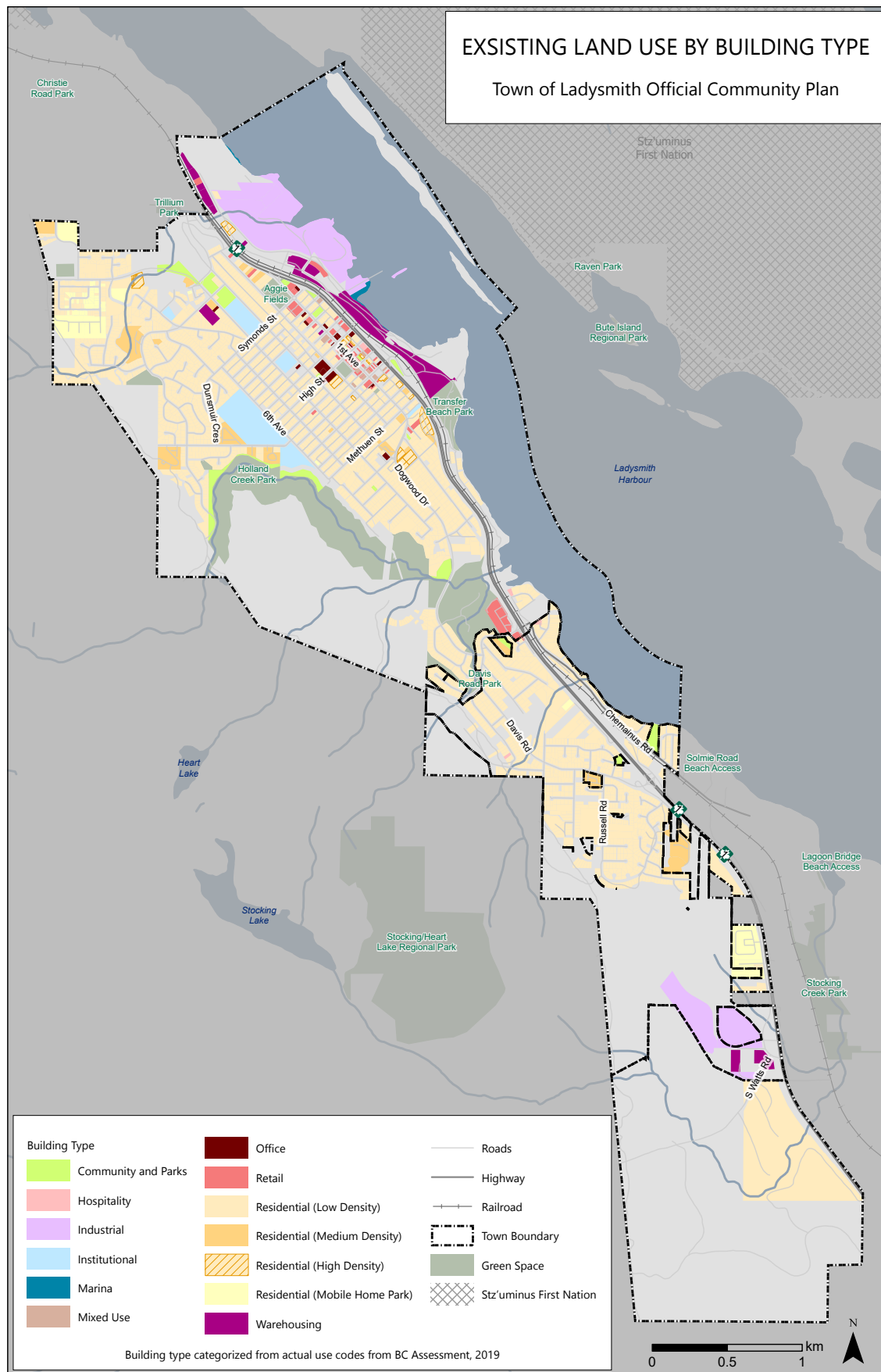
Map 1 presents existing land use, based on existing building type. It reveals how some areas are significantly more mixed use than other areas. It also shows how most of Ladysmith is comprised of low density residential uses.

Future land use seeks to increase land use mix, densify, and increase connectivity across neighbourhoods and Ladysmith as a whole. The future permitted uses in each designation are not a comprehensive list, but rather paint a picture of how a neighbourhood should look, feel, and function. Specific uses as provided in the Ladysmith Zoning Bylaw will determine which zoning regulations apply. Likewise, the Ladysmith Development Permit Area Guidelines provide direction on urban design and other development attributes.

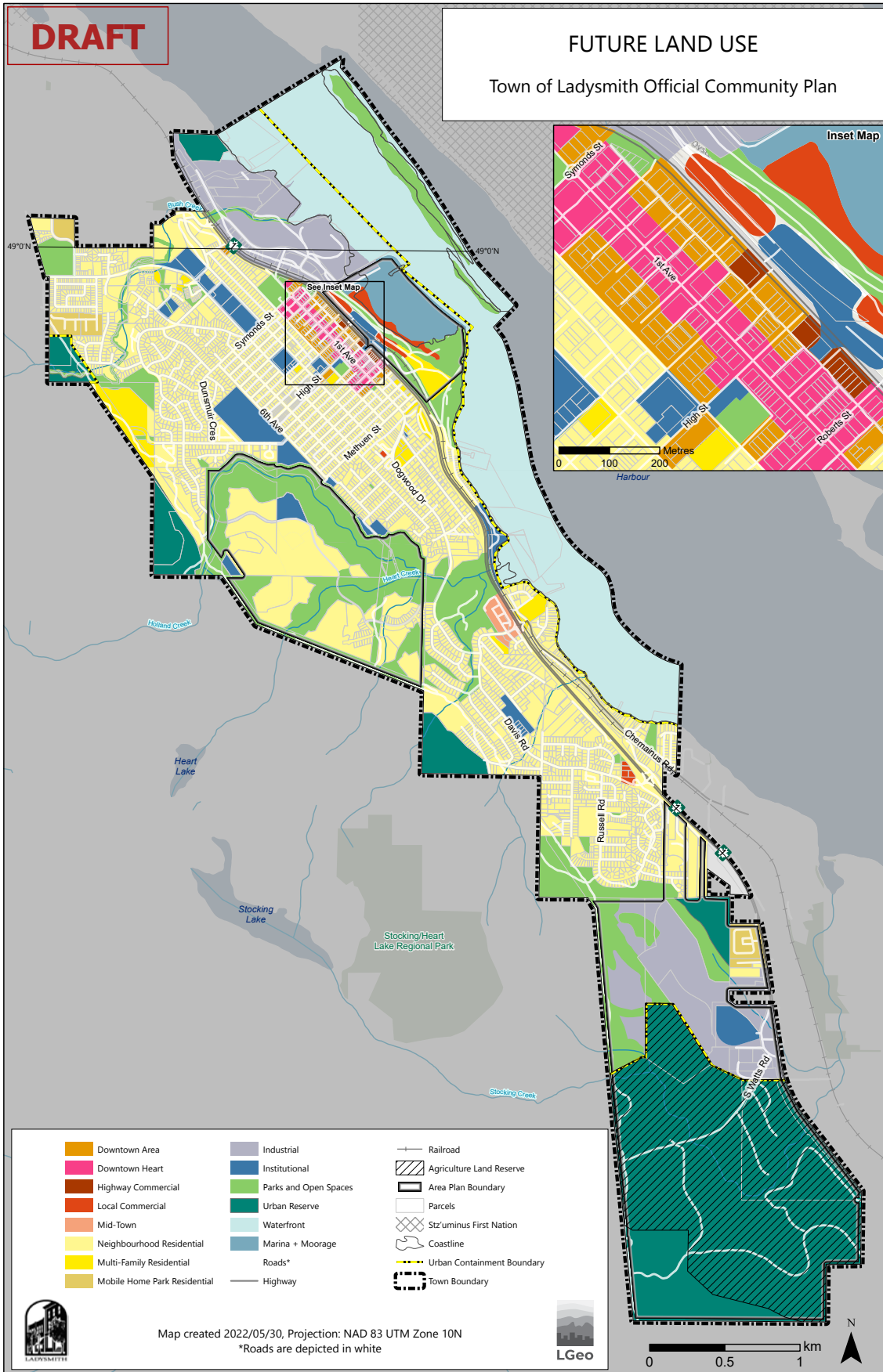
Land use policies protect some cherished elements of the community - such as the historic streetscape on 1st Avenue, shown at right - while addressing challenges such as housing affordability and the climate emergency.







Map 1: Existing Land Use by Building Type



Map 2: Future Land Use

DOWNTOWN HEART

The Downtown Heart is the heart of cultural, civic, culinary, economic, and public life in Ladysmith. It is both a local and regional destination, providing for a range of commercial uses including retail, office, and services, as well as civic and cultural services. The Downtown Heart is also part of a neighbourhood in which people increasingly live in homes above commercial uses in multi-unit buildings. Active, non-residential uses are required at the ground floor along 1st Avenue.

The Downtown Heart and surrounding area is also important to the Waterfront Area, and development in both areas should be mutually reinforcing.

The built form of this designation is: low-rise buildings up to five storeys along 1st Avenue, with the upper two storeys stepped back; and low-rise buildings up to six storeys outside of 1st Avenue, with the upper storeys stepped back.

Careful consideration must be given to compatibility of development with adjacent neighbourhood buildings, providing transitional form and character between different designations and elevations due to significant topographical changes.

View protection from public open spaces such as sidewalks must also be considered. For example, this may require orientation of buildings east of 1st Avenue to be perpendicular to 1st Avenue in order to support views to the waterfront.

The Downtown Heart is a **Priority Growth Area**.



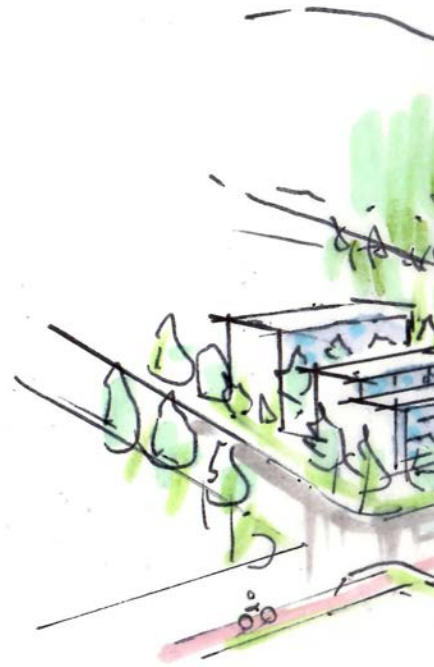


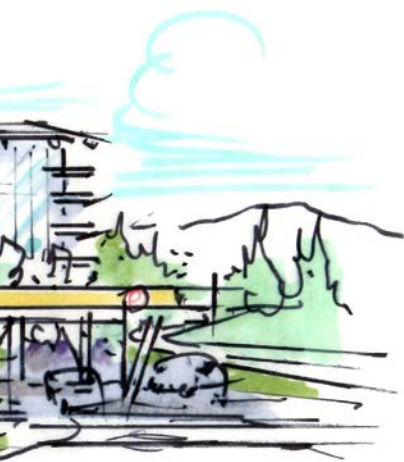
DOWNTOWN AREA

The Downtown Area is part of the broader Downtown neighbourhood, providing multi-unit homes that have easy access to – and support – the commercial and employment uses in the Downtown Heart. Buildings are permitted to have a non-residential use at the ground floor, however it is not required.

The built form of this designation is low-rise buildings up to six storeys, with the upper storeys stepped back.

Like in the Downtown Heart, careful consideration must be given to compatibility of development with adjacent neighbourhood buildings, providing transitional form and character between different designations and elevations due to significant topographical changes.





View protection from public open spaces such as sidewalks must also be considered. For example, this may require orientation of buildings east of 1st Avenue to be perpendicular to 1st Avenue in order to support views to the waterfront.

The Downtown Area is a **Priority Growth Area**.

MIDTOWN

The Midtown area is the primary mixed-use hub south of North Ladysmith, serving the local area as well as the broader Town and beyond. It provides a range of commercial uses including retail, office, and services, as well as civic and cultural services. Midtown is also a neighbourhood unto itself, with residents living in homes above commercial uses in multi-unit buildings. Significant redevelopment of this Coronationl Mall area is supported.

The built form of this designation is low to mid-rise buildings up to eight storeys, with lower or stepped-back storeys adjacent to neighbouring residential buildings of lower heights.

The Midtown area is a **Priority Growth Area**.





NEIGHBOURHOOD RESIDENTIAL

The Neighbourhood Residential designation applies to large, predominantly residential areas situated outside of Priority Growth Areas. These areas provide many housing choices, with diverse residential types, tenures, and densities.

Old Town is a **Strategic Infill Area**, where intensification is enabled and incentivized. Outside of these areas, the Neighbourhood Residential areas are **General Infill Areas**, where intensification is enabled and encouraged.



Small-scale, neighbourhood-serving commercial uses such as cafes, corner stores, and restaurants are permitted on Collector Streets, corner lots, and the Short Term Cycling Network, and adjacent to parks. Institutional uses are also permitted.

The built form of this designation is single-detached dwellings, duplexes, triplexes, fourplexes, and townhouses up to three storeys. Coach houses and secondary suites are also permitted. Priority will be given to multi-family housing on lots that are near parks, transit stops, schools and other public facilities, and shops and services.

For buildings with commercial uses, four storeys with upper storeys stepped back are permitted.



MULTIFAMILY

The multi-family designation provides for areas within Ladysmith that further increase the diversity and density of multi-unit residential types and tenures. Small-scale, neighbourhood-serving commercial uses such as cafes, corner stores, and restaurants are permitted on Collector Streets, corner lots, and the Short Term Cycling Network, and adjacent to parks. Institutional uses are also permitted.

The built form of this designation is townhouses and low-rise buildings up to six storeys, with upper storeys stepped back.

MOBILE HOME PARK RESIDENTIAL

The Mobile Home Park Residential designation applies to existing mobile home parks in the community. It provides for a mobile home park use, which includes mobile and manufactured dwellings, as well as single-detached dwelling forms of housing, and complementary recreation and open space uses serving the needs of the park residents.



LOCAL COMMERCIAL

The Local Commercial designations provides for small-scale, neighbourhood-serving commercial uses such as cafes, corner stores, and restaurants are permitted on Collector Streets, corner lots, and the Short Term Cycling Network, and adjacent to parks.

This designation applies to parcels currently designated as such, as well as parcels where mixed-use is required.

HIGHWAY COMMERCIAL

The Highway Commercial designation applies to a limited number of locations along the Island Highway, and serves both locals as well as the travelling public. It provides for a limited range of highway-oriented and service commercial uses, while also providing safe and enjoyable pedestrian access for locals. Buildings with residential units above commercial uses are encouraged.

The built form of this designation is 1-2 storey commercial buildings, and low-rise buildings up to six storeys.

INSTITUTIONAL

The Institutional designation is applied to locations across the community to serve the residents' needs for facilities offering civic, recreation, cultural, education, health, social and protective services. It provides for the range of institutional uses to include civic government facilities, community centres and halls, post office, recreation facilities, branch library, museums, galleries, places of worship, health and social service centres, fire halls, and police stations.

INDUSTRIAL

The Industrial designation is applied to industrial park areas and the industrial waterfront area and is intended to accommodate industrial development and employment centres. It provides for the range of industrial and light industrial uses, and limited commercial uses to support industrial parks.

Live-work and/or live-learn opportunities with residential uses above light industrial and other uses are permitted where appropriate.

URBAN RESERVE

The Urban Reserve designation is intended as a reserve for long term future urban uses, after the growth projections in this OCP have been surpassed or to economic interests of the Stz'uminus First Nation in the spirit of reconciliation.

WATERFRONT

The Waterfront designation is applied to the non-industrial ocean and foreshore areas of the Ladysmith harbour and associated upland. It is intended to provide for a range of marine oriented uses. It provides for marine industrial, marina commercial, recreation to include foreshore public trails/walkways and water recreation uses, and foreshore and estuary conservation uses.

WATERFRONT AREA PLAN

The Waterfront Area Plan designation is applied to the core area of the waterfront as shown on Map 2 – Land Use. The more detailed land use designations and policies that apply to this area can be found in the Waterfront Area Plan (2018).

The Waterfront Area is a **Priority Growth Area**.

PARKS AND OPEN SPACE

The Parks and Open Spaces designation is applied to areas across the community and is intended to serve the residents' needs for parks, open spaces, and recreation uses. It provides for parks uses that include the range of community feature parks, community active parks, neighbourhood parks, special areas, and linear parks, open space uses that include public access and recreation uses (such as trails/walkways), steep slope and environmentally sensitive areas. Parks and Open Space uses are permitted in all land use designations.





GENERAL LAND USE POLICIES

The following policies supplement the land use designation policies and are intended to provide additional guidance for decision-making by the Town of Ladysmith.

Compact and Mixed-Use Development

- Prohibit urban sprawl, which is the low-density, predominantly single-use expansion of urban areas.
- Concentrate new residential development in existing developed areas, with priority given to Priority Growth Areas and Strategic Infill Areas.
- Support mixed-use development in areas that are served well by transit, good pedestrian infrastructure, and trails. Prioritize this development type in particular in the Priority Growth Areas.
- Strongly encourage all commercial uses to have residential uses above the ground floor. Encourage the densification of existing areas with this development form, along with provision of amenities and infrastructure.
- Support small-scale neighbourhood-serving commercial uses such as cafes, corner stores, and grocers on Collector Streets and the Short Term Cycling Network in predominantly residential areas.
- Support home-based businesses to operate from residential homes.
- Support institutional and community service facilities including childcare facilities in all land use designations except for Urban Reserve. In the Industrial land use designation, facilities should be appropriate to the context with consideration given to safety.
- Encourage Urban Reserve lands to return to Forestry zoning, and to avoid upzoning and development in accordance with the Urban Reserve designation in this OCP.
- Support uses and activities that encourage both daytime and nighttime activation in the Downtown Heart, Downtown Area, Mid-Town, and Waterfront Areas. Support these uses and activities to a lesser extent along Collector Streets and and Short Term Cycling Network in Neighbourhood Residential and Local Commercial designations.

Housing Affordability and Diverse Residential Choices

- Provide and encourage a range of housing types, tenures, densities – as well as affordable and attainable housing opportunities – to meet the diverse needs of individuals and families of varying needs and levels of incomes, in all neighbourhoods.
- Encourage secondary suites in new and existing single-detached dwellings. Encourage lock-off suites in new and existing duplexes and townhouses.
- Encourage coach houses on existing single-detached lots.
- Give priority to multi-family housing near parks, schools and other public facilities, shops and services, and transit.
- Support new manufactured home parks as an affordable housing option, in appropriate locations and where there is a demonstrated need. Substandard developments will not be permitted.
- Encourage the development of live-work units.

Integrated Land Use and Transportation Planning

- Apply an integrated approach to all land use and transportation planning. Require that higher intensity development be adequately serviced by active transportation infrastructure and be situated within 800 metres of street network distance
- Require that all uses contribute to a public realm that is safe and enjoyable for pedestrians, cyclists, and others traveling at their own power.
- Require that at-grade uses in commercial and mixed-use areas have a pedestrian-scaled urban form, including frequent entrances, transparent glazing, minimal setbacks, and the absence of surface parking between the building and the street. Require at-grade parking to be concealed from the public street and encourage underground parking for major developments.
- Use redevelopment opportunities to transform vehicle-centric development into pedestrian-priority development.
- Require all new development areas to be highly connected, minimizing the difference between the crow-fly distance and street network distance. (Refer to “Overarching Directions” in Part B).

Ecological and Resource Protection

- Prioritize infill and avoid sprawl to reduce pressures on natural areas. Require new development to protect and enhance natural assets including tree stands, natural features, habitat areas, the Salish Sea and shoreline, streams, and wetlands.
- Generally prohibit development in hazardous land and environmentally sensitive areas. Development may be permitted when foreseeable threats, including those associated with climate change impacts, are not deemed to cause issues for safety or ecological protection.
- Require the use of green infrastructure for rainwater management – including groundwater infiltration, rainwater detention, and rain gardens – in all land uses.
- Encourage food production in public and private lands and buildings. Examples include community gardens, Indigenous harvesting spaces, edible landscaping, and small urban farms. For example, consider the introduction of a “salad walk”, in which edible landscaping is strategically located on public lands throughout Ladysmith, and residents can travel between these locations to compile the components of a fresh salad.

Heritage and Archaeological Protection

- Recognize the importance of archaeological sites.
- Require archaeological impact assessments, and referral to Stz’uminus First Nation, prior to considering major development approvals for shoreline sites and sites as having archaeological potential by the Province of BC.
- Protect the historic, small-scale retail character of 1st Avenue and in other locations in the Downtown Heart and Downtown Area.
- Consider the establishment of heritage protection tools to protect heritage buildings in Ladysmith. Support incentives for the restoration of heritage buildings.
- Incorporate heritage considerations in any design guidelines that are developed for the Downtown Heart, Downtown Area, and surrounding (i.e. Old Town) areas. Require new development to respect the form and character of nearby heritage buildings.
- Provide transitional form, character, and densities between different designations and areas of different elevation.
- Protect views from public open spaces, including streets and sidewalks. For example, orient buildings east of 1st Avenue to be perpendicular to 1st Avenue in order to support views to the waterfront.

Employment Lands

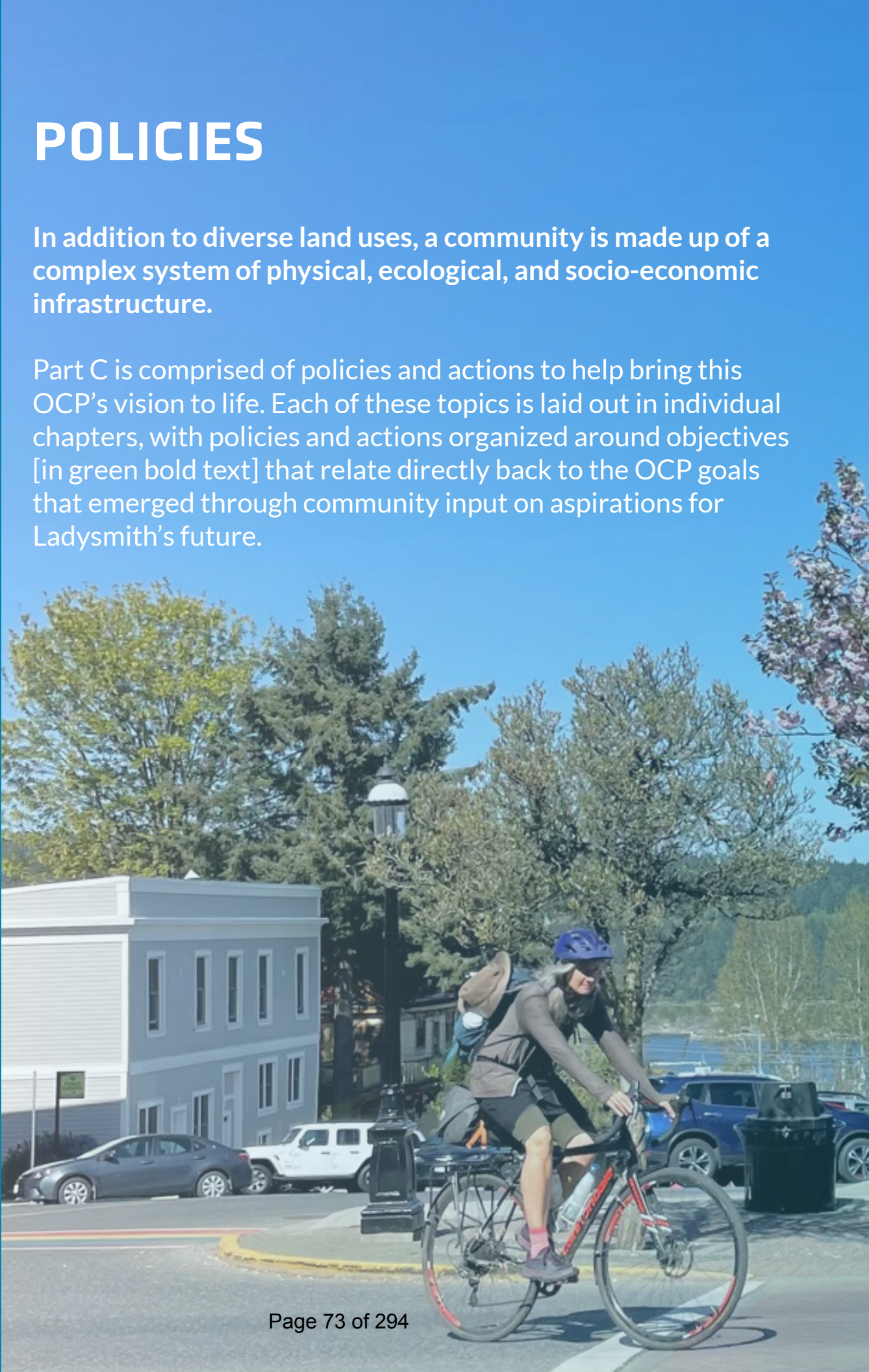
- Prioritize the Downtown Heart and Downtown Area for new government facilities and office uses.
- Protect existing industrial lands, including marine industrial areas, for employment uses.
- Require compatibility between industrial and residential uses that are adjacent to one another.
- Participate in monitoring at a regional scale of readily serviceable industrial land with the objective of maintaining sufficient capacity to meet the needs of the regional economy.



POLICIES

In addition to diverse land uses, a community is made up of a complex system of physical, ecological, and socio-economic infrastructure.

Part C is comprised of policies and actions to help bring this OCP's vision to life. Each of these topics is laid out in individual chapters, with policies and actions organized around objectives [in green bold text] that relate directly back to the OCP goals that emerged through community input on aspirations for Ladysmith's future.







1. RECONCILIATION

As noted in Part A, Ladysmith is on unceded lands, and colonization is an ongoing process that continues to cause harm across Turtle Island.

At the same time, the Town of Ladysmith and Stz'uminus First Nation have been building a strong relationship, exemplified by the Naut'Sa Mawt Accord, which means “working together” in the local Hul'qumi'num language. It provides a framework for: implementing joint initiatives; undertaking joint education and communications; developing further agreements together; and using language that better reflects the respect and ever-growing relationship between the Nation and the Town. An example of this strong relationship and collaboration is the Waterfront Area Plan process, which brought the Nation and Town together to co-create a vision for the waterfront to their mutual benefit and in the spirit of reconciliation.

There is much opportunity to build on these successes to advance reconciliation and Indigenization work in Ladysmith.



***“WE HAVE DESCRIBED FOR YOU A
MOUNTAIN. WE HAVE SHOWN YOU
THE PATH TO THE TOP. WE CALL
UPON YOU TO DO THE CLIMBING.”***

Truth and Reconciliation Commission Chair
Justice Murray Sinclair

The Town of Ladysmith upholds the rights of Indigenous peoples.

- 1.1. Uphold the rights of Indigenous peoples as declared by UNDRIP in matters over which the Town has jurisdiction and influence, including but not limited to:
 - 1.1.1. Recognizing the urgent need to respect and promote the inherent rights of Indigenous peoples which derive from their political, economic, and social structures and from their cultures, spiritual traditions, histories and philosophies, especially their rights to their lands, territories, and resources
 - 1.1.2. Recognizing that control by Indigenous peoples over developments affecting them and their lands, territories, and resources will enable them to maintain and strengthen their institutions, cultures and traditions, and to promote their development in accordance with their aspirations and needs.





Reconciliation work continues to focus on action, as well as intent.

- 1.2. Building on the Naut'Sa Mawt accord, the Town will initiate the co-creation of a Reconciliation Framework that is consistent with UNDRIP, seeking guidance on topics and directions from Stz'uminus First Nation and other First Nations whose traditional territories encompass Ladysmith.
- 1.3. Resource reconciliation efforts as a strategic priority for full integration within municipal processes.
- 1.4. Continue working with Stz'uminus First Nation to understand and support their land interests within and adjacent to the Town boundaries.
- 1.5. Find opportunities where unceded Town-owned land can be repatriated to Stz'uminus First Nation and other First Nations whose traditional territories encompass Ladysmith. Encourage other non-Indigenous public and private land owners to contribute to the reclamation of Indigenous jurisdiction over their uncaded lands.
- 1.6. Support First Nations' ability to organize and protect their rights.

Capacity is built within City Hall as well as the Ladysmith community around reconciliation and Indigenization.

- 1.7. Provide learning and capacity building opportunities for Administration and Council to build awareness, understanding, and accountability for decolonization within Town policies, practices, projects, programs, and services.
- 1.8. Work with School District 68 and Stz'uminus First Nation to host community dialogues and workshops to build awareness and understanding about the truth of our colonial history and the ongoing impacts on Indigenous people.
- 1.9. Work with Stz'uminus First Nation and School District 68 to build and strengthen relationships between Indigenous and non-Indigenous community members through coordinated activities, gatherings and events.
- 1.10. Create learning opportunities in which Indigenous knowledge helps inform planning decisions in Ladysmith.



2. TRANSPORTATION

Transportation is so much more than getting around. The travel choices available to us within our Town impact individual health and safety, accessibility and equity, greenhouse gas emissions, affordability, and more. Likewise, streets are so much more than corridors for movement. They can be destinations unto themselves – places for socializing, shopping, playing, lingering, and more. They have the power of making walking and cycling delightful, or downright unpleasant. In this way, they also can define the look and feel of our community.

Ladysmith's transportation network, much like other communities in the Cowichan Valley, is primarily oriented toward private vehicles. That said, the Town benefits from high walkability in its downtown and other older areas, as well as access to an extensive trail network. However limited transit including between communities in the region, an underdeveloped cycling network, and barriers to pedestrian crossings of Highway #1 are a few of the challenges in Ladysmith's transportation system.

Moving Ladysmith from a car-oriented community toward low-carbon transportation options will require sustained commitments and investments. Reducing greenhouse gas (GHG) emissions by 75% by 2040 and achieving net zero emissions by 2049 is not possible without a major shift in transportation modes. Prioritizing green, safe, and convenient choices for getting around must be reflected in greater transportation investments toward low-carbon options, and in land use and urban form decisions (refer to Part B).

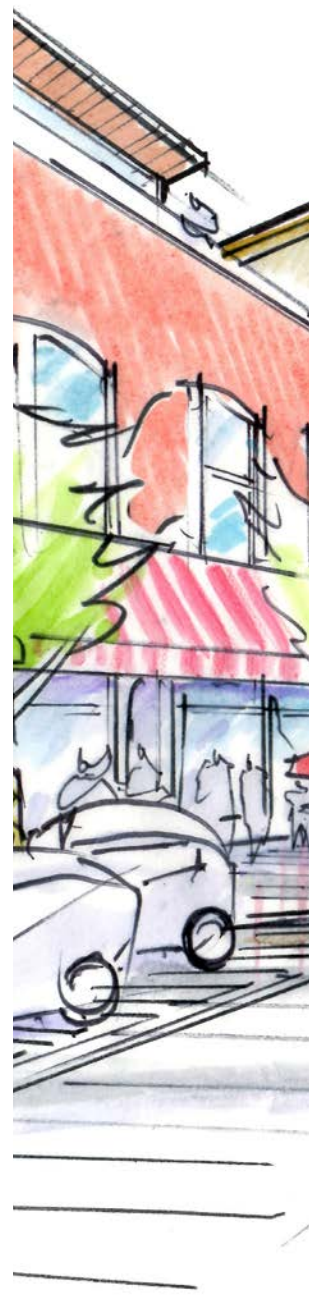




Transportation policy and budget prioritizes investments in walking, cycling, and transit.

Street space is repurposed to better accommodate people walking, rolling, and cycling.

- 2.1. Follow a 'complete streets' approach for all future road upgrades and projects to increase safety for all modes.
- 2.2. Update the street network classifications and definitions to be more inclusive of all travel modes (see Map 3 for Street Classifications).
 - **Arterial** | Arterial streets carry the highest volumes of traffic moving vehicles and people between areas with the highest traffic generation and across town. These streets typically have higher speed limits, which warrant separated infrastructure for people walking and biking on at least one side of the street but preferably both sides. On-street parking is typically not provided.
 - **Collector** | Collector streets carry a moderate volume of vehicles and people between higher order streets and Local Streets in residential areas. These streets typically have posted speed limits not greater than 40km/hr, have sidewalks on at least one side, on-street parking, and dedicated or shared cycling facilities.
 - **Activity Street** | Activity streets carry low to moderate volumes of traffic. They are destination streets for vehicles and people and connect higher and lower order streets. Activity streets accommodate vehicle traffic but have a greater emphasis on moving people who are walking, cycling, rolling while accommodating vehicles and goods movements, and parking / loading. Wider sidewalks are provided along with a furnishing zone that provides space for street trees, landscaping, furniture, and other pedestrian amenities. Parklets and other amenities are also provided if room allows after addressing mobility needs. Cycling facilities are typically separated from vehicles and foot traffic. These streets should have posted speed limits not greater than 30km/hr as they tend to have many destinations.
 - **Local** | Local streets carry the lowest volume of vehicles and people between residential areas and higher order roads that connect to most destinations. These streets typically have posted speed limits not greater than 30km/hr, have sidewalks on at least one side, and on-street parking. People cycling are expected to share a lane with traffic unless a dedicated cycling facility or wide shoulder is provided.

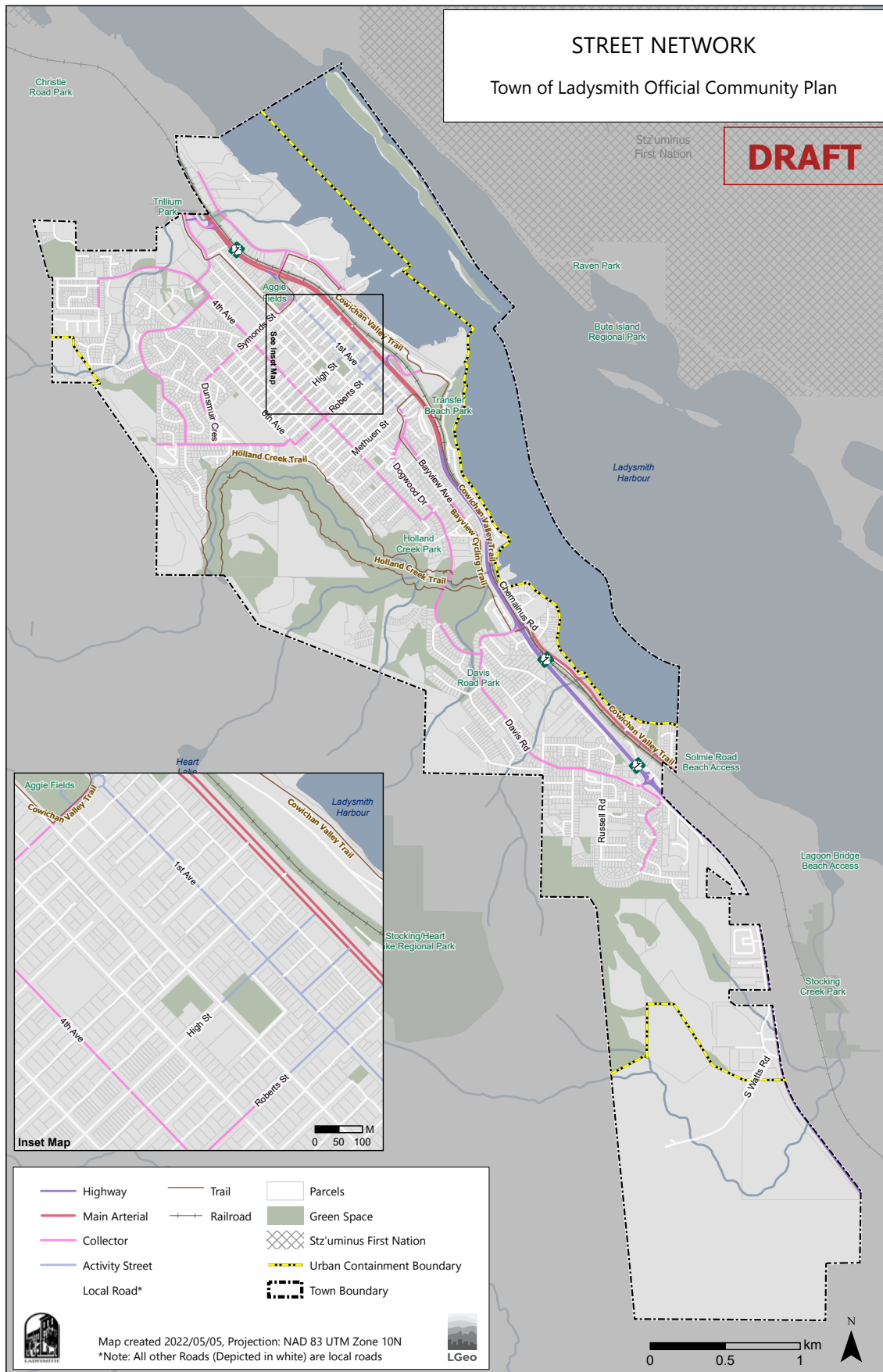


— ● “A Complete Street is designed for all ages, abilities and modes of travel, where safe and comfortable access for pedestrians, cyclists, transit users and people with disabilities is integrated into transportation planning.”

- Complete Streets of Canada



- 2.3. Dedicate funding to develop Ladysmith's first Mobility Plan to provide design guidance on the new street network classifications and intersections, to identify intersection and corridor improvements, prioritize the pedestrian and cycling infrastructure improvements, and provide a capital and operational budget for short-term and long-term mobility improvements.
- 2.4. Amend the Subdivision and Development Servicing Bylaw to reflect the recommendations in the Mobility Plan including pedestrian and cycling standards.
- 2.5. Undertake intersection and complete street improvements that address operational or safety concerns to facilitate active transportation.
- 2.6. Explore incentive and rebate programs that lower the cost of—and promote—active transportation including electric bikes and electric scooters, particularly for low-income populations.
- 2.7. Ensure that all municipal buildings, parks, surface parking lots, and community centres provide short-term bicycle parking in the form of racks, bicycle corrals, or covered / sheltered parking, and long-term bicycle parking in the form of bicycle lockers, cages, and bike boxes.
- 2.8. Work with the Ladysmith Downtown Business Association, Chamber of Commerce, and local businesses to provide regularly spaced and sheltered on-street bicycle parking in the public right-of-way on all commercial streets and other commercial areas including bicycle corrals and covered parking.
- 2.9. Design and implement pedestrian facilities that are consistent with the standards and terminology in the BC Active Transportation Design Guide.



Map 3: Street Network

Streets and intersections are redesigned to improve safety, connectivity, and accessibility to meet the needs of all ages and abilities

- 2.10. Enhance the accessibility of streets with grades more than 8.3% to mitigate the effect of steep topography including by providing:
- **Rest areas** spaced every block that have benches or other seating
 - **Railings** to provide extra support when navigating steep slopes
 - **Accessible ramps** including the provision of level landing spots, railing, and tactile attention indicators to alert people of an impending change in elevation, conflicts with other transportation modes, and/or personal hazards.
- 2.11. Retrofit intersections on Downtown roads by:
- Providing double curb ramps that meet the standards identified in the BC Active Transportation Guide;
 - Providing curb extensions or bulb-outs to reduce pedestrians crossing distances; and
 - Limiting on-street parking near the crossings and intersections to improve sightlines and minimize conflicts between vehicles and vulnerable road users.
- 2.12. Work with the Ministry of Transportation and Infrastructure to enhance the accessibility of highway intersections to meet the needs of all ages and abilities including marked crossings at all four legs of the intersection, audible pedestrian signals and lengthening of pedestrian crossing time and clearance intervals to allow people more time to safely cross the highway.
- 2.13. Work with the Ministry of Transportation and Infrastructure to ensure there are safe and accessible highway intersection crossings every 500 metres along the highway corridor.
- 2.14. In alignment with the Waterfront Area Plan, work towards developing and implementing an expressive pedestrian / cyclist





overpass extending from Gatacre Street in the downtown to pedestrian spaces east of the Machine Shop within the Arts and Heritage Hub, that includes an elevator and other accessibility features to connect to the waterfront.

2.15. Prioritize improvements to pedestrian infrastructure and the public realm in the following order:

- School areas
- Locations connecting with transit stops
- Downtown
- Other Priority Growth Areas

A network of quick-build cycling facilities are installed to separate people travelling on wheels (e.g. cycling and rolling) from motor vehicles and pedestrians on collector streets.

Quick-build cycling facilities transition to permanent facilities over time and with development.

The trail network surrounding the Town is integrated into the larger active transportation network and supports recreation and economic development.

2.16. Design and implement a continuous, safe, and convenient cycling network throughout Ladysmith that appeals to a range of people cycling of all ages and abilities that meets or exceeds the BC Active Transportation Design Guide. People cycling generally prefer to be separated from faster moving traffic and high volumes of traffic. The following cycling facilities will be considered for the network (see Map 4 for the phasing of the Cycling Network priorities).

- **Multi-use pathway**
- **Protected bike lanes**
- **Bicycle lane**
- **Bicycle boulevard**

2.17. As part of the Town's Mobility Strategy, undertake a cycling network plan to develop the short-term cycling network. The short-term cycling network will be piloted using quick-build cycling facilities, which would involve the reallocation of road space to accommodate the cycling facility.

2.18. Following the implementation of the short-term cycling network, continue to develop and implement cycling facilities in the larger cycling network (as shown in Map 4 – Future Cycling Network).

WHAT IS A QUICK-BUILD CYCLING FACILITY?

These facilities are temporary in nature and can be treated as a pilot. Quick-build materials are flexible and inexpensive, which allow adjustments to be made after implementation if the need arises. This could make it easier for the community to test the infrastructure before it becomes more permanent.



Bicycle lane

A bicycle lane can either be buffered or unbuffered. An unbuffered bike lane only includes a white longitudinal line running parallel to the alignment of the road to visually separate the bicycle lane from the motor vehicle and/or parking lanes. A buffered bike lane is demarcated with a pavement marking such as a hatched striping providing more separation from motor vehicles. These facilities should be considered on arterial and/or collector roads where the posted speed limit is less than 50 km/h and where motor vehicle volumes are lower than 4,000 vehicles per day.

Protected bike lanes

Separate travel lanes designated exclusively for bicycle use and other forms of active transportation that are physically separated from motor vehicles and pedestrians by vertical and/or horizontal elements. They offer users greater comfort, route directness, and easier access to destinations. They should be considered on arterial and/or collector roads where the posted speed limit is above 50 km/h and/or where motor vehicle volumes exceed 4,000 vehicles per day.



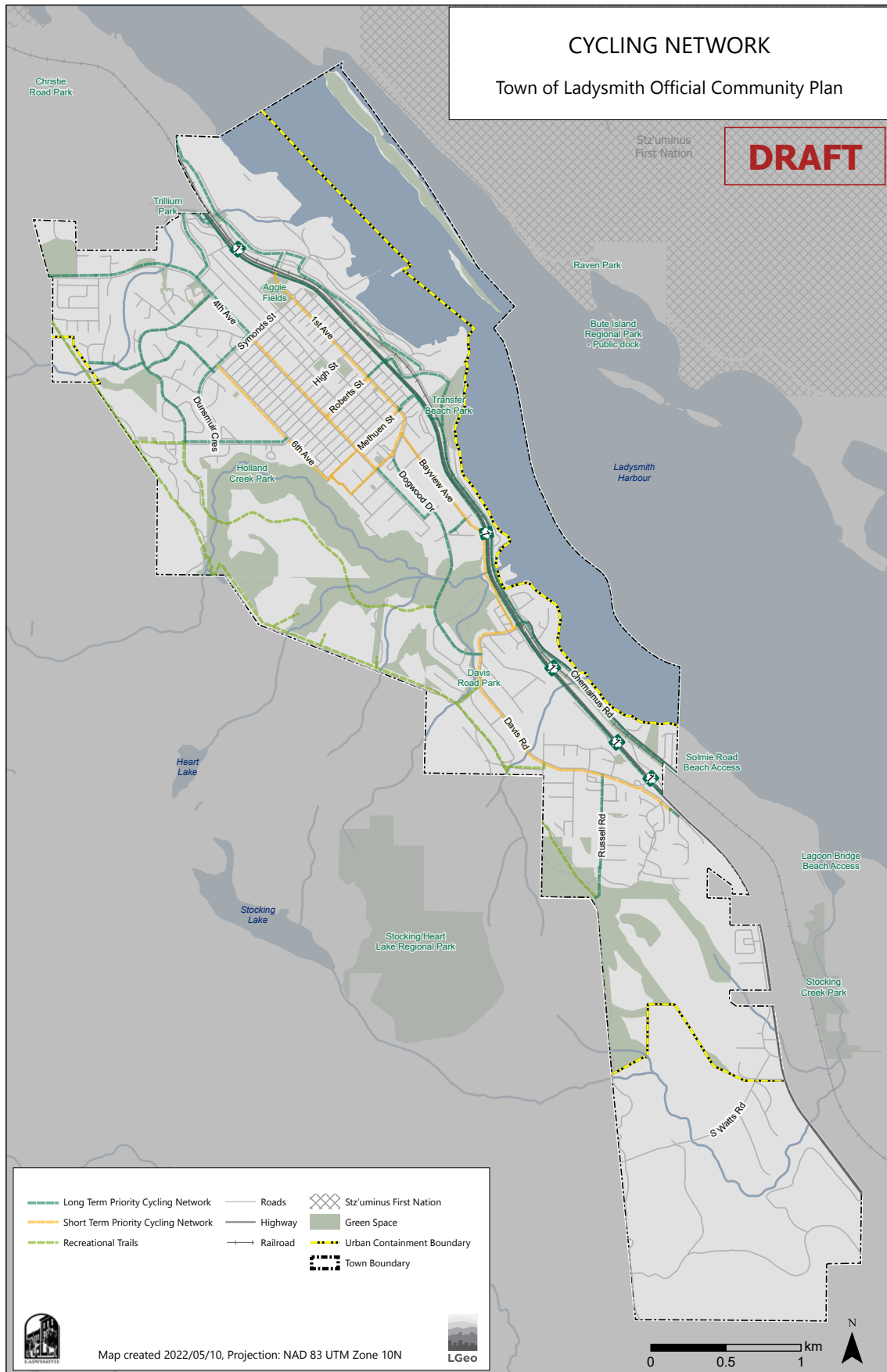
Multi-use pathway

An off-street pathway that is physically separated from motor vehicle traffic and can be used by any non-motorized user. This includes people walking, cycling, and using other forms of active transportation such as skateboarding, kick scootering, and in-line skating.

Bicycle boulevard

Also referred to as neighbourhood bikeways, this facility is a shared roadway that provides a continuous corridor of suitable operating conditions for people cycling, including limiting exposure to motor vehicle traffic and designing for low motor vehicle speeds. Bike boulevards typically include signage and pavement markings and are suitable on local roads with a maximum of 1,000 vehicles per day and posted speed limits and operating motor vehicle speeds of 30 km/h or less. Roads with more than 1,000 vehicles per day could also include a bike boulevard but traffic calming and traffic diversion measures would be required to make the road suitable for all ages and abilities.

- 2.19. Improve connectivity to the regional trail network in the Cowichan Valley including more direct access to the Cowichan Valley Trail.
- 2.20. Improve the safety of all intersections identified in the Short-Term Cycling Network. Provide intersection treatments and improvements that are consistent with the BC Active Transportation Design Guide, which could include signage (e.g. “Turning Vehicles Yield to Bicycles”), cross-ride markings, and conflict zone markers.
- 2.21. Improve connectivity to recreational trails in the cycling network and through new development by including wayfinding and signage.
- 2.22. Work with CVRD and the Stz’uminus First Nation to undertake an assessment of all regional and municipal trails to better understand existing conditions and to establish consistent trail evaluation standards. This could include:
 - Grade
 - Cross slope
 - Width
 - Surface
 - Trail length
- 2.23. Develop a trails signage manual to ensure simple and effective communication of trails information to residents and visitors and to build on the Town’s identity and brand.



Map 4: Cycling Network

Off-street parking requirements are updated to reflect best practices and current trends.

2.24. Amend Section 8.2 of the Zoning Bylaw to modernize the parking pay-in-lieu regulation by:

- Applying the regulation City-wide and not limiting it to the Downtown area.
- Establishing an Alternative Transportation Fund per the Local Government Act, which requires monies to be spent on transportation infrastructure that support walking, cycling, transit including new or upgraded sidewalks, trails, cycling facilities, bicycle parking, electric vehicle charging stations, and bus stops.
- Reviewing the cost per parking space to ensure the dollar amount reflects market rates for parking and constructions costs for new developments.

2.25. Amend Section 8.2 of the Zoning Bylaw to eliminate the off-street parking requirement for all commercial uses within the Downtown Commercial (C-2) zone.

2.26. To support the overall reduction in off-street vehicle parking spaces, adopt a parking variance policy that outlines the conditions for when parking variances will be considered by the Town. Conditions include:

- Housing tenure and affordability where the amount of parking in market rental or affordable housing developments is anticipated to be lower than the requirements for 'Multiple-unit dwelling, townhouse dwelling' in the Zoning Bylaw.
- Shared parking between uses that have complementary parking demand patterns and where the parking will be unassigned.
- Transportation demand management measures provided in perpetuity that are anticipated to reduce the amount of off-street vehicle parking required including carshare programs, transit passes, bicycle parking facilities, shuttle services, or other measures outlined by the applicant.

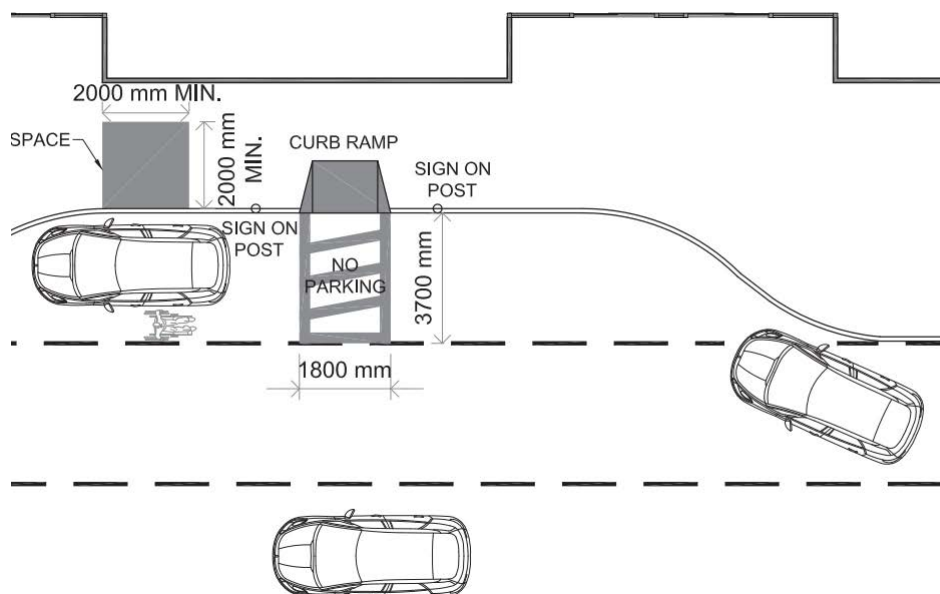
- 2.27. Amend Section 8.3 of the Zoning Bylaw to align the bicycle parking requirements with current trends and best practices.
- Class A parking to be revised to “long-term” bicycle parking, defined as a secure weather protected bicycle parking facility used to accommodate long-term parking, such as for residents or employees, usually within a room or covered, fenced area.
 - Class B parking to be revised to “short-term” bicycle parking, defined as a short-term visitor bicycle parking facility, which may offer some security and be partially protected from the weather.
 - At least 20% of all short-term bicycle parking spaces and 50% of all long-term bicycle parking spaces should have access to a 110V wall receptacle for charging e-bikes.
 - Provide parking requirements for non-standard bicycles, which include bikes with trailers, tricycles, and cargo bikes. Non-standard bicycle parking spaces should have minimum dimensions of 3.0 m long and 0.9 wide and be provided as ground anchored racks.
 - At least 10% of all long-term bicycle parking spaces should be provided for non-standard bicycles.
 - At least 50% of the required non-standard bicycle parking spaces should have access to a 110V wall receptacle for charging.
- 2.28. Amend Section 8.3 of the Zoning Bylaw to include requirements for bicycle end-of-trip facilities including lockers, showers, and change rooms for commercial, office, and institutional uses.
- 2.29. To accommodate persons with mobility impairments, amend the Zoning Bylaw to include parking supply ratios and dimensions for van-accessible parking spaces. Van-accessible spaces will have a minimum length of 5.8m, minimum width of 4.8m (3.3m for parking space and 1.5m for access aisle), and a minimum height of 2.75m.

Public parking is more efficiently managed and prioritizes those who need it most.

- 2.30. Undertake a bi-annual parking study in the Downtown to understand and consider:
- Whether parking occupancy for on-street spaces and off-street lots is meeting or exceeding the threshold of 85%, which is the commonly used number in industry that represents an optimal balance between supply and demand.
 - The parking duration and turnover of on-street spaces and off-street lots to understand how long vehicles are parking for and the overall productivity of the parking spaces.
 - Changes to parking and curbside management practices (block specific time limits, parking permits, paid parking).
- 2.31. Adopt a public parking utilization policy for the Downtown that provides direction on how to manage parking if and when the 85% occupancy threshold is exceeded. This includes:
- Prioritizing investment in active transportation.
 - Establishing time limited parking with shorter term time restrictions (e.g., 15-minutes, 30-minutes) to increase parking turnover.
 - Utilizing real-time parking information displays for off-street lots to indicate overall parking availability.
 - Implementing paid parking on-street and/or in off-street lots to balance demand.
 - If occupancy remains above the 85% target, then invest in new parking facilities.

2.32. To support persons with disabilities, convert all existing accessibility parking spaces on 1st Avenue to van-accessible parking spaces. The design and layout would include:

- A curb ramp that aligns with the access aisle to ensure there is an accessible path of travel from the road to the sidewalk.
- A clear space adjacent to the van-accessible parking space with a minimum of 2 metres in width to make it easier for wheelchair users to enter/exit their vehicle using a side lift ramp.



Van-Accessible Parking Space (Credit: City of Edmonton)

Transit service is more convenient for local and inter-regional travel

- 2.33. Continue to work with BC Transit, the Regional District of Nanaimo, and CVRD to improve the quality of transit services, frequency, operating hours, local and regional connections, and alignment with school, post-secondary, and work commuter schedules.
- 2.34. Establish a focus group with representatives from Stz'uminus First Nation, CVRD, BC Transit, and residents who frequently use transit—including youth and low income residents—to explore solutions to create connectivity between communities.
- 2.35. In lower density areas such as South and North Ladysmith, support the consideration of other transit service delivery models such as Digital On-Demand Transit, as well as continued coverage and service capacity for people with a disability through handyDART.
- 2.36. Identify strategic investments in bus stops to improve accessibility, amenity provision and overall user experience, including maintaining a priority list of desired transit shelter / stop upgrades that can be used to inform participation in BC Transit's cost-shared stop improvement program as well as to leverage any available transit infrastructure funding from other levels of government.

WHAT IS DIGITAL-ON DEMAND TRANSIT?

Digital On-Demand Transit (DODT) has gained popularity in the past few years, across the world. Agencies are using this technology in combination with existing fixed route to expand their network and improve customer experience. On-Demand is an IT-enabled private multi-passenger transportation services that serve passengers using dynamically generated routes and may expect passengers to make their way to and from common pick-up or drop-off points.

Electric transportation becomes the norm and aligns with province's CleanBC plan.

- 2.37. To support the increase in new multi-family residential development envisioned by 2049 (refer to Part B), amend Section 8.2 of the Zoning Bylaw to require that all residential parking in new developments be electric vehicle (EV) ready. This will require each parking stall to have access to an energized electrical outlet capable of providing Level 2 (220-240V) EV charging.
- 2.38. Work with the Cowichan Valley Regional District to expand the public charging network to accelerate EV adoption and make it easier for those who do not have access to charging at home. The Town will add Level 2 and Level 3 (DCFC) charging stations to municipally owned buildings, off-street public parking lots, in on-street locations in the downtown, and in other strategic locations such as the waterfront
- 2.39. Electrify the Town's fleet by:
- Adopting a green procurement policy that considers the full lifecycles costs of an electric vehicle compared to a gas-powered vehicle
 - Replacing all gas-powered vehicles with electric vehicles by 2049
 - Using electric bikes for most trips if feasible
- 2.40. Work with the BC government to remove barriers to using micromobility vehicles such as electric kick scooters, which are not currently permitted to operate on streets and sidewalks.

DID YOU KNOW?

Town of Ladysmith Department Services does not have a car, but rather two e-bikes that are used for nearly all site visits and in-town trips.

Transportation investment decisions are based on the best available data.

The culture around transportation gradually moves away from single-occupancy vehicles to low-carbon transportation options.

- 2.41. Undertake a household travel survey every 5 years to understand how travel trends and mode share is changing in the community. This include vehicle and bicycle ownership, the types of trips, trip purpose, and trip length, and where people are starting and ending their trips.
- 2.42. Monitor and evaluate all new cycling facilities by collecting data on utilization and user experience.
- 2.43. Explore the feasibility of a municipal bike share or e-scooter share program that could be operated by a third-party organization.
- 2.44. Participate in the Nanaimo Ladysmith Public Schools (School District 68) Active & Safe Routes to School program to encourage and support students and families to use active transportation to and from school.
- 2.45. Support programs that educate residents and visitors on mobility options and safety.
- 2.46. Support local advocacy organizations to encourage the use of sustainable and active transportation.





3. DIVERSE AND AFFORDABLE HOUSING

Policies related to the density and location of housing are included in Part B, and have significant influence on the diversity and affordability of housing in Ladysmith.

WHAT IS HOUSING AFFORDABILITY?

One definition of housing affordability is: housing expenses that are equal to or less than 30% of household income.

WHAT IS CORE HOUSING NEED?

Core housing need refers to housing that is inadequate, unaffordable, and/or unsuitable, in which a household spends 30% or more of its total before-tax income to pay rent.

Affordable and appropriate housing is a cornerstone of an equitable community, and remains a growing challenge across British Columbia. Indeed, housing affordability was one of the concerns most often raised by residents during this OCP engagement process.

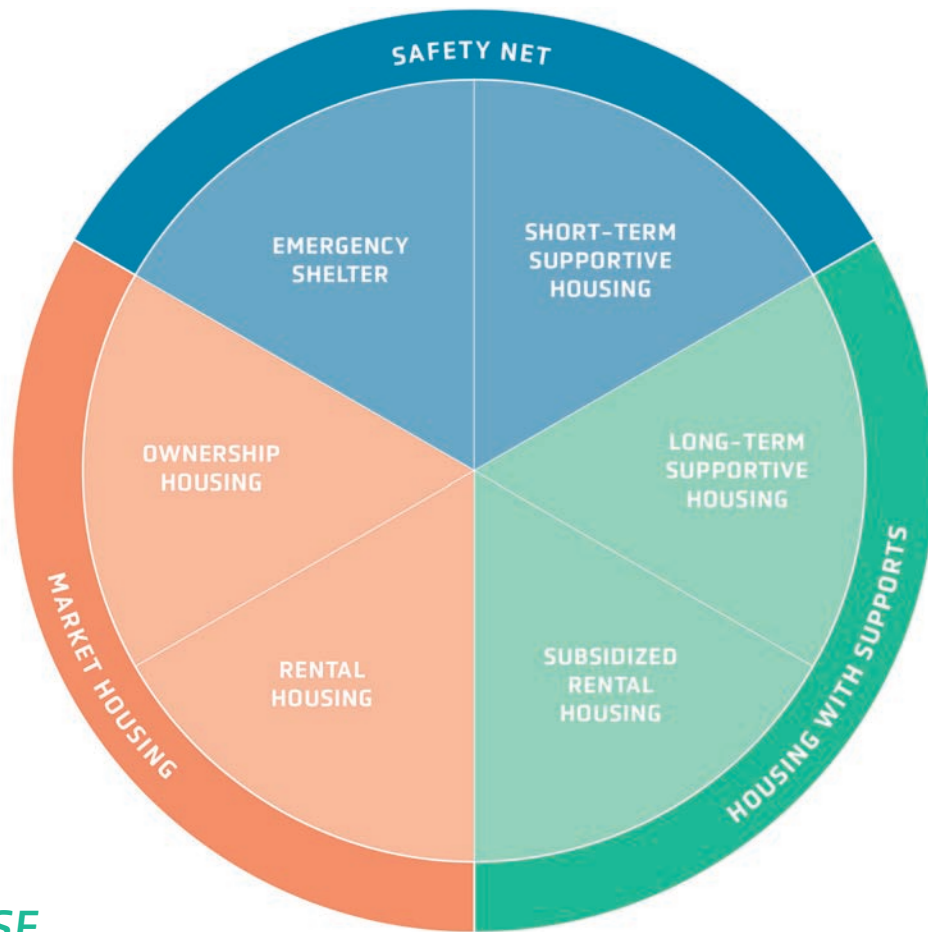
The 2021 CVRD Regional Housing Assessments noted several housing needs, including: an aging population means that proportionally more people will be living on income assistance and will therefore be vulnerable to unstable housing conditions; the share of households falling below the affordability standard in Ladysmith is 18%; there is an acute shortage of rental housing, with 35% of Ladysmith's renters in core housing need; there is a need for more non-marketing housing, including supportive (e.g. assisted living) and emergency housing options; homelessness is a critical issues in the region; and affordable housing for families for rent or purchase is hard to find, with young families, low-income families, and lone-parent families in particular being at risk of housing instability. In terms of size, while the greatest overall demand is for one-bedroom homes, current housing options are not adequately sized or culturally appropriate for many First Nations, with a greater need for homes that can house large multi-generational families.



Local governments like Ladysmith can play important roles in increasing the diversity and affordability of housing. The Town can: incentivize private and non-profit sectors; regulate the provision of affordable housing as part of market developments; partner and provide land; and educate. Local success stories include the regional collaboration on the 2021 CVRD Regional Housing Assessment, Ladysmith Resources Centre Association (LCRA)'s affordable housing project at 314 Buller Street offer examples of local housing success stories, and the establishment of the Town's renovation and affordable housing reserve bylaws.

Every major development and neighbourhood contains a variety of housing types, tenures, and sizes – and accommodates diverse ages, incomes, and abilities.

- 3.1. Use the Wheelhouse Model to guide decision-making related to housing.
- 3.2. Require that a diversity of housing types and unit sizes be provided in new residential subdivisions and rezoning applications.
- 3.3. Support inclusionary zoning in all neighbourhoods that includes housing that is attainable by residents with low incomes and/or special needs not typically met with market housing.
- 3.4. Amend the Zoning Bylaw to reduce minimum lot size requirements to support densification of existing and future neighbourhoods. Consider maximum lot sizes to promote intensification of uses and to prevent consolidation of large single-detached residential lots.
- 3.5. Encourage micro-units and tiny homes where servicing allows. Consider pilot projects to test unit design and livability.
- 3.6. Amend the Zoning Bylaw to allow secondary suites in duplexes and townhouses.
- 3.7. Lobby the Province to revise the Provincial Building Code to permit the use of tiny homes for infill.
- 3.8. For any new design guidelines, incorporate guidelines for Universal Design in all major developments.
- 3.9. Require that a minimum of 10% of new residential units in rezoning applications with 10 units or greater be visitable by those with mobility challenges or visual impairments (e.g. access to front door with no steep grades/changes, wide accessible front door, and accessible washroom).
- 3.10. Continue working regionally to assess regional and local housing needs, in order to update OCP policies and other Town plans as needed.



WHEELHOUSE MODEL

Conventional approaches to understanding housing needs focus on a housing continuum, which follows a single, linear transition from homelessness to homeownership. However some peoples' housing needs can occur in different directions along the continuum. Further, many people do not choose homeownership as their ultimate goal.

The Wheelhouse Model was developed by the City of Kelowna to help local governments understand and address the needs of residents who are housing-vulnerable as they move around or cross the circle between all different types of housing. It reflects the fact that homeownership is not the only end goal, and that a healthy housing stock needs to include a variety of housing forms and tenures in order to meet the diverse needs of residents from different socio-economic backgrounds and at every stage of their lives. (Credit: Canadian Mortgage Housing Corporation and City of Kelowna).

Rental opportunities are available across neighbourhoods and meet the needs of Ladysmith's residents, with vacancy rates that are 3.0% or higher.

- 3.11. Implement Residential Rental Tenure Zoning to protect existing and proposed rental housing stock.
- 3.12. When properties with existing purpose-built rental and mobile home units are redeveloped or renovated, require development applicants to propose a strategy that accommodates displaced tenants. This includes notification and opportunity for input, as well as other measures such as consideration of right to purchase new units, as well as relocation assistance.
- 3.13. Consistent with the Town's Strata Conversion Policy, do not consider the strata conversion of a previously occupied residential rental building of three or more residential units when the relevant rental vacancy rate (townhouse or apartment) for the Duncan-North Cowichan CA has been at or below three percent as reported in the CMHC Rental Market Report – BC Highlights (Fall edition) for the two most recent reporting periods.
- 3.14. Monitor the impact of short-term rental accommodation on long-term rental housing supply.
- 3.15. Monitor construction of purpose-built rental housing to help maintain overall market supply, and focus rental projects in areas close to transit, employment, parks, shops, and services.
- 3.16. Encourage and incentivize “suite ready” construction.

WHAT IS SUITE READY CONSTRUCTION?

Home builders who do not want a suite at the point of construction can still make a home “suite ready” by providing appropriate fire separation, roughing in wiring and plumbing, and taking other measures to prepare for the future addition of a suite.

Increase the availability of affordable, non-market, below-market, and supportive housing.

- 3.17. Building on the success of the Buller Street affordable housing project, advocate for senior government funding for affordable housing projects and initiatives, including through strategic partnerships.
- 3.18. Strengthen local partnerships to deliver more affordable housing, including but not limited to neighbouring jurisdictions, Stz'uminus First Nation, Cowichan Valley Regional District / Cowichan Housing Association, and LCRA.
- 3.19. Identify undeveloped and underdeveloped municipal sites for future affordable housing projects with emphasis on providing a mix of tenures including supportive housing.
- 3.20. Expand on the density bonus policy to further incentivize the creation of affordable housing. The affordable housing incentive policy should be a tiered below-market incentive program in which more incentives are offered to those projects in which more units are offered at deeper levels of below-market affordability.
- 3.21. Seek below-market rental units as priority amenities when negotiating Community Amenity Contributions for affordable housing in rezoning applications for multi-family residential projects.
- 3.22. Employ fee and charge reductions and waivers for affordable housing projects.
- 3.23. Support and work with local agencies in providing housing and wrap-around services to meet local needs for transitional housing for homeless adults, families and youth, supportive housing those with mental health and/or addictions issues, as well as independent or assisted living facilities for people with physical, cognitive and/or developmental disabilities.
- 3.24. Permit transitional and supportive housing in all residential and mixed use areas.



4. PARKS AND OPEN SPACE

Having access to green space is vital to individual health and well-being. Parks and natural areas are cherished by local residents who – during the OCP engagement – shared that they value these spaces for recreation and active living, socialization, community wellbeing, ecological function, and habitat for wildlife.

Ladysmith is home to over 110 hectares of parks and open spaces with diverse offerings, ranging from waterfront recreation and play fields, to passive parks and playgrounds. The Town of Ladysmith's Parks, Recreation and Culture Master Plan (2016) identifies the following “highlights” of the Town's park inventory: Transfer Beach Park; Holland Creek Park; Spirit Square; High Street Ball Field and Community Garden; Forest Field Athletic Park; Gourlay Janes Park; Ladysmith Golf Course and Holland Creek Ball Fields; and Brown Drive / Kinsmen Park and Playground / Aggie Sports Fields. In addition, natural habitat areas – including regional parks situated outside municipal boundaries – provides an abundance of trails and access to nature.

In Ladysmith, 86% of residents live within a 10 minute walk of a park or green space, and 96% live within a 15 minute walk. Overall, North Ladysmith residents have better access than South Ladysmith residents.



According to the Parks, Recreation, and Culture Master Plan, there is growing need for or trend toward: parks programming; ancillary park facilities (e.g. washrooms); sports like skateboarding and rollerblading; nature-based sports tourism; passive park space and naturalized open spaces; multi-use approaches to sport fields; smaller social spaces like village squares or parkettes; and parks that promote walkability.

Parkland acquisitions, additions, and improvements meet the evolving needs of the community.

- 4.1. Consider acquisition and development of active recreation parkland in the Holland Creek Area Plan.
- 4.2. Preserve the exterior lands around the former David Road Elementary School building for public parkland.
- 4.3. Target the enhancement and enlargement of waterfront parkland, consistent with the Waterfront Area Plan.
- 4.4. Explore the feasibility of creating an off-road TransCanada Trail alignment within the Town boundaries, and improve connections to the trail.
- 4.5. Explore the diversification of the Ladysmith Golf Course lands through multi-use programming and develop a plan for the future of the Holland Creek Ball fields.
- 4.6. Expand the existing skate park and add new amenities such as lighting and bike skills.
- 4.7. Develop an outdoor fitness park for adults.
- 4.8. Review priorities for additional sports field and amenities for Lot 108, and develop a once funding is available.

All residents have equitable access to parks, and park design – including their programming, geometries, and functions – that are inclusive of diverse cultures.

- 4.9. Meaningfully involve diverse residents – including youth, seniors, and equity seeking groups including Indigenous and racialized peoples, low income residents, those without homes, single parent households, LGBTQ2S+ residents, and women and girls – in park visioning, planning, and construction stages.

- 4.10. Provide a diversity of park types and amenities to respond to the place-making and place-keeping needs of diverse residents, ranging from plazas and pedestrian streets, to community gardens, dog parks, sports fields, waterfront spaces, and natural spaces.
- 4.11. Apply universal design principles to allow all ages and abilities to access and enjoy parks, and to use their amenities.
- 4.12. Expand the traditional notion of what a park is and can accommodate, allowing for flexible use including support services for marginalized populations. Maximize utilization of park space by accommodating different uses and users throughout the day.
- 4.13. Apply an evidence-based approach for designing for equity-seeking groups and others who are traditionally overlooked in park planning and design.
- 4.14. Allow designs to evolve beyond euro-colonial notions of park space, including the common “trees in a field” approach.
- 4.15. Incorporate Indigenous perspectives and worldviews in the formation of park types, layouts, and purposes. Feature First Nation teachings and cultural landscapes in partnership with Stz’uminus First Nation.
- 4.16. Protect and restore spaces for traditional hunting, fishing, gathering, and cultural practices.
- 4.17. Support the removal of oppressive symbols such as plaques or monuments that pay tribute to figures of colonialism, racism, and other forms of oppression.
- 4.18. Increase the presence of Indigenous history in parks when incorporating new or updated plaques, monuments, and interpretive signage.

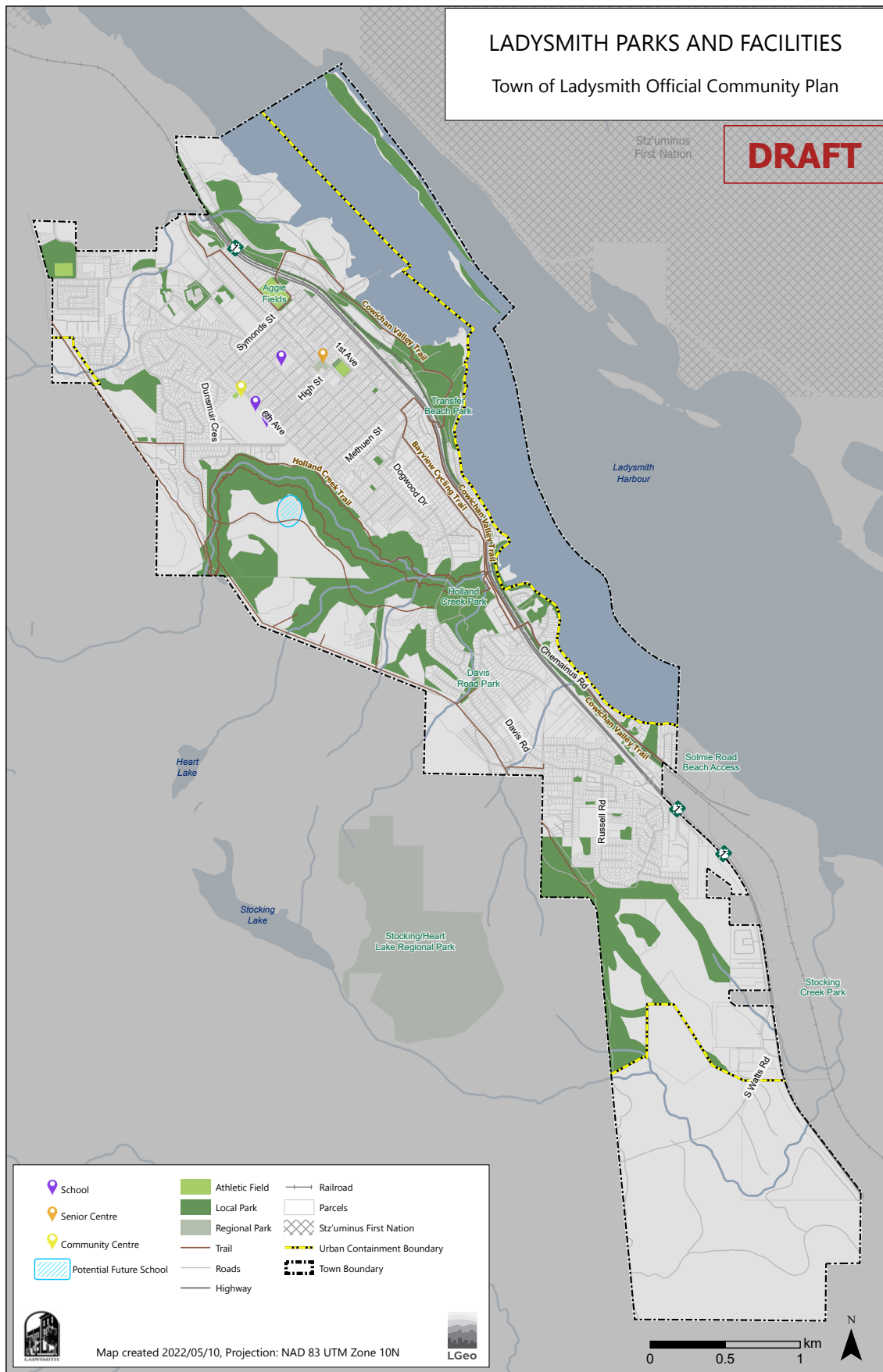
Parks and open spaces demonstrate leadership in climate action and environmental stewardship.

4.19. Consider the following applications in parks:

- Test beds for emerging green infrastructure approaches;
- Water conservation and zero waste management technology and practices;
- New models for promoting and sustaining biodiversity;
- Planting of local and climate-adapted species, and the restoration of habitats;
- Urban forest management and good arboricultural practices;
- Carbon sequestration;
- Education about local ecosystems, and our relationships and responsibilities in the natural world;
- Renewable energy;
- Indigenous food and medicine harvesting; and
- Urban agriculture.

4.20. Protect sensitive ecosystems and ecological functions by developing guidelines to determine compatible and incompatible recreational uses in Environmentally Sensitive Areas.

4.21. Prioritize the acquisition of critical habitat and ecosystems for parks and conservation.



Map 5: Parks and Facilities



5. MUNICIPAL INFRASTRUCTURE

While some of Ladysmith's physical infrastructure – such as underground pipes and treatment facilities – is often hidden from public view, it forms an important part of the Town's urban system. It plays an essential role in the health, sustainability, resilience, and fiscal success of the community. It impacts the Town's ability to ensure that future growth is financially sustainable, since higher density, better-connected neighbourhoods are less costly to service.

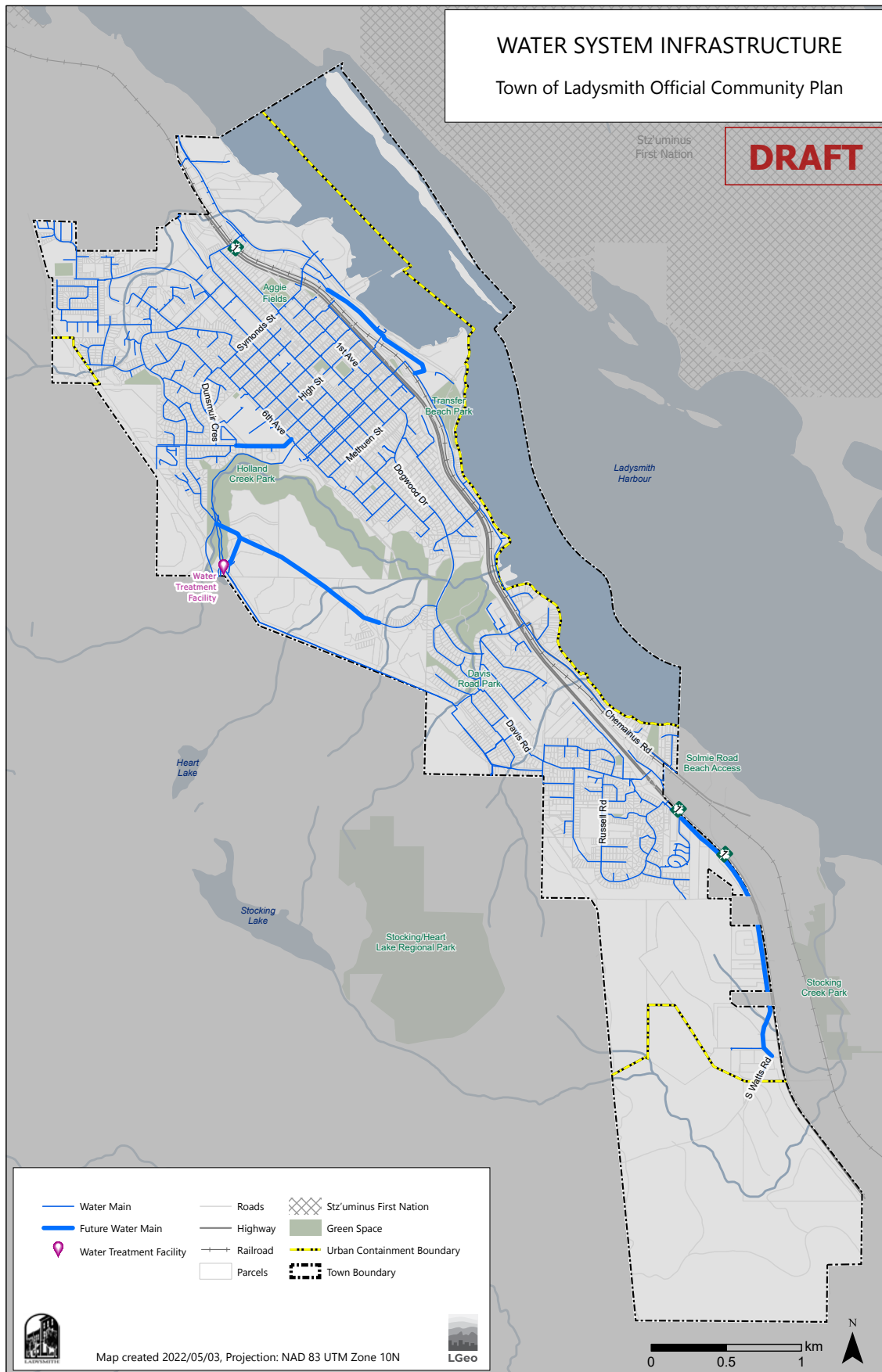
Ladysmith's physical infrastructure includes municipal services related to water, wastewater, and rainwater drainage. Primary and secondary sources of water include Holland Creek and Stocking Lake, with the network of water mains shown on Map 6 – Water System Infrastructure. A new water treatment plant was commissioned in 2020.

Ladysmith's wastewater treatment plant and network of sanitary mains are shown on Map 7 – Sanitary System Infrastructure, along with a proposed lift station for the Waterfront Area. A biosolids compost facility is also situated in South Ladysmith.

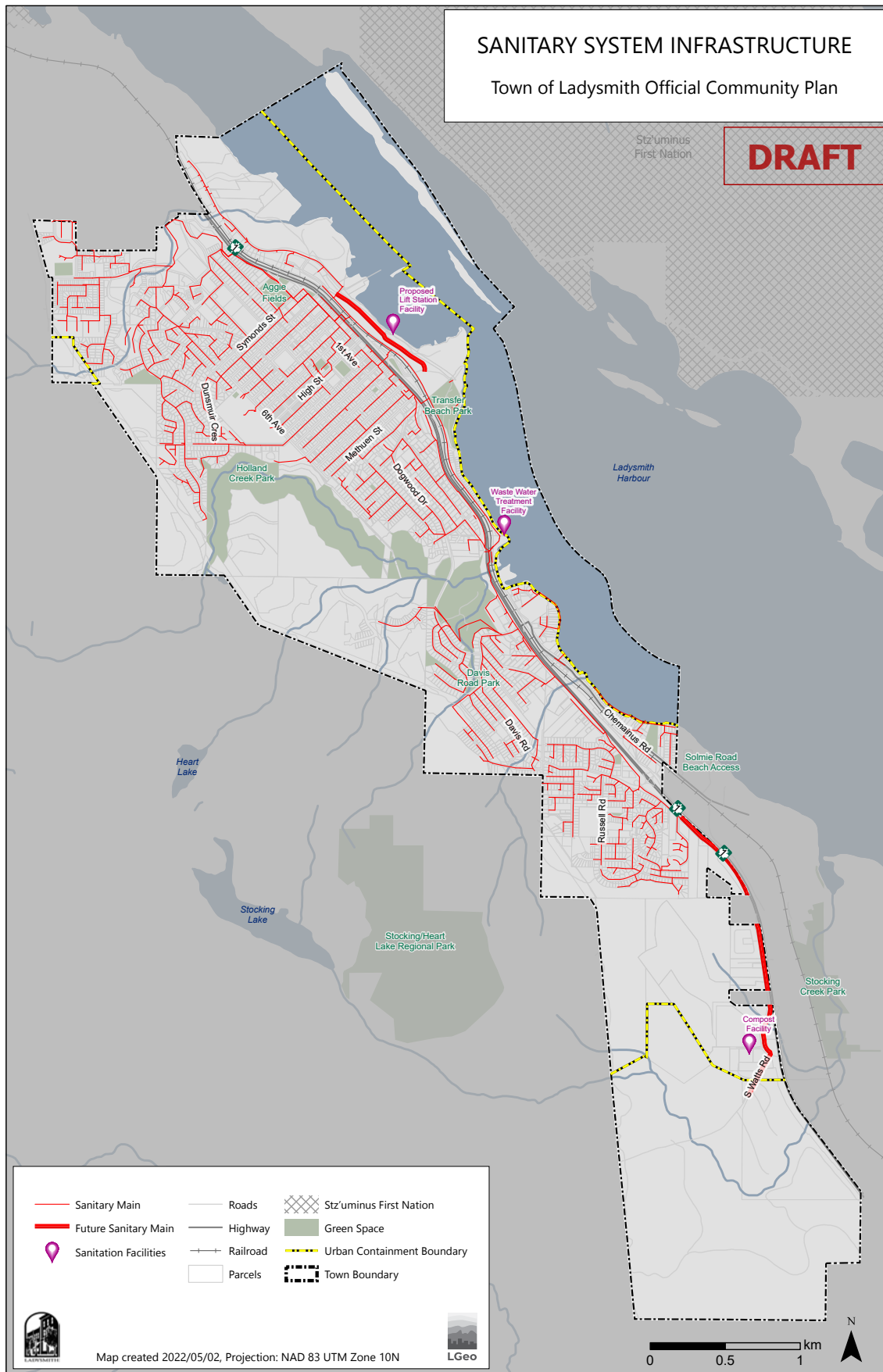


The network of storm mains are shown on Map 8 – Storm System Infrastructure, and creation of a new stormwater master plan is planned for 2022.

In order to address imperatives related to climate action and habitat protection, municipalities are adopting different ways of managing infrastructure. These shifts range from increased adoption of renewable energy systems and waste diversion measures, to the growing use of green and integrated infrastructure to manage rainwater. They provide an opportunity to take a more holistic, full-cost accounting approach with developing and managing important community assets.



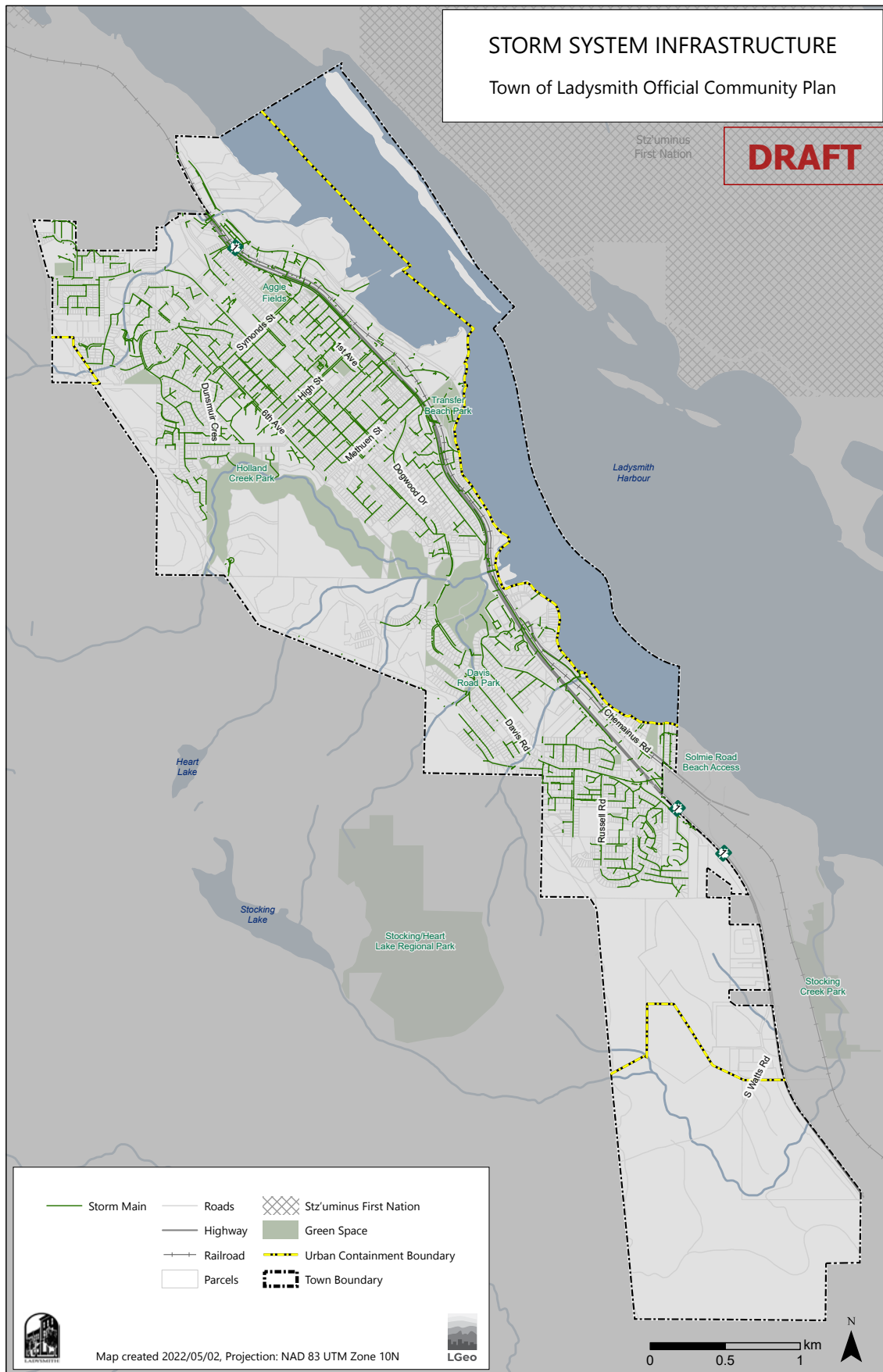
Map 6: Water System Infrastructure



Map 7: Sanitary System Infrastructure

Infrastructure planning and investments align with the OCP's growth concept.

- 5.1. Align investment decisions about future streets, public realm infrastructure, and infrastructure for water, rainwater, and sanitary sewer with growth management policies contained in Part B, recognizing that one of the most effective tools in minimizing infrastructure costs is through compact urban form.
- 5.2. Phase and develop municipal water and sanitary sewer trunk lines and infrastructure as shown in Maps 4 and 5, and in accordance with the latest servicing master plan.
- 5.3. Support variances to development and servicing specifications to permit green infrastructure, public amenity or active transportation infrastructure on public land where such opportunities are technically feasible, where operations and maintenance considerations have been identified and are supported, and where such infrastructure is in accordance with the vision and goals of the OCP.



Map 8: Storm System Infrastructure

Infrastructure decisions are based on a holistic approach to planning and asset management.

- 5.4. Take an asset management approach that accounts for the relationship between traditional “hard” assets (e.g. road and pipes) and “soft” assets (e.g. human well-being and ecological health).
- 5.5. Consider the full costs associated with development in decision making. Use tools such as the Province of British Columbia’s Lifecycle Infrastructure Costing Tool (CLIC) which accounts for: local and regional capital costs for roads, water and sanitary infrastructure, waste management, transit, and other community services such as schools and emergency services; and external costs associated with climate change, air pollution, and motor vehicle collisions.
- 5.6. Establish a target ratio for road length per resident of 6-7 meters or less, which is the threshold shown to support higher active transportation modes and reduces municipal infrastructure costs.

Natural assets are protected and form an important part of the Town’s infrastructure systems

- 5.7. Create an inventory of existing natural assets and infrastructure that provides services like rainwater management.
- 5.8. Protect the functioning of natural assets during the development of new assets and infrastructure, and designed in conjunction with existing conventional infrastructure systems.

Rain and stormwater management planning and infrastructure support both watershed health and public safety.

- 5.9. Design new rainwater infrastructure to manage flows to pre-development rates including future climate change projections. This includes preventing frequently occurring small rainfall events from becoming surface run-off and ensuring the maintenance of minimum base flows, and in some instances augmented base flows, in water bodies.
- 5.10. Return water collected in drainage networks to the natural waterbody it belongs in as close to source as possible. This includes exploring the opportunity for multiple small outfalls throughout the watershed to maintain adequate stream flow.
- 5.11. Support the integration of rainwater detention, infiltration, and conveyance systems with community or natural amenity space where possible. Promote park and streetscape designs that serve as temporary rainwater detention, while recognizing that new development must implement their own sustainable rainwater management infrastructure.
- 5.12. Mimic natural ecosystem processes in rainwater system design and construction as much as possible. This includes minimizing runoff, maximizing infiltration, preserving and protecting the water absorbing capabilities of soil, vegetation and trees particularly along riparian corridors, and minimizing impervious surfaces on both private and public lands.
- 5.13. Encourage the capturing of rainwater and discharging to ground where appropriate on public and private properties, while reducing impact to downslope properties.
- 5.14. Ensure stormwater meets applicable standards from the BC Stormwater Planning Guidebook at the time it is discharged into receiving waterbodies.
- 5.15. Require best management practices during construction to prevent erosion and sedimentation.

Waste diversion is optimized.

- 5.16. Work with CVRD to significantly decrease the amount of waste being generated, and increase waste diversion and recycling. This includes, but is not limited to, demand-side management measures.
- 5.17. Enhance collection programs to divert 95% of organic waste by 2030, as per CleanBC.
- 5.18. Increase diversion of construction waste to at least 50% by 2025, including for building demolitions.

Resource conservation is optimized.

- 5.19. Ensure that water and wastewater pumps replaced at their end of life are at least 50% more efficient than existing pumps and that high-efficiency improvements are applied to: streetlights and other public realm lighting; potable water and sewage treatment and conveyance; and solid waste transportation and treatment.
- 5.20. Investigate infrastructure systems and technologies to improve energy efficiency and resource reuse. Look for opportunities for capturing waste heat, heat exchange, energy generation, and rainwater reuse.
- 5.21. Explore the implementation of a range of demand-side management measures to reduce community water consumption including outdoor water use restrictions, new standards in the subdivision & development servicing and building bylaws, universal water metering, rainwater harvesting and conservation-oriented water rates.

Energy procurement supports GHG emissions reductions targets.

- 5.22. Work with CVRD to install a regional anaerobic digester to treat organic materials and wastewater. Sell the facility's renewable natural gas to natural gas suppliers.
- 5.23. Be aware of the provincial hydrogen strategy and be prepared to adopt and support the necessary local infrastructure to supply and store hydrogen.

Infrastructure and services prepare for the impacts of climate change.

- 5.24. Conduct a high-level risk assessment (HLRA) with internal and external stakeholders for neighbouring municipalities, the CVRD, and service providers of transportation, water, energy, health facilities, telecommunications, and critical services to: determine critical risks to Ladysmith's infrastructure; and identify priority areas for adaptation interventions.
- 5.25. Conduct a detailed, spatially-based risk and vulnerability analysis of municipally-owned and operated critical infrastructure at the asset class and system level to determine the climate change impact vulnerability of municipal infrastructure and identify priority assets for adaptation interventions.
- 5.26. Establish a time-bound program of climate change adaptation measures to implement on local and regional infrastructure, according to the prioritized assessments. Ensure that the program has a full suite of "green infrastructure" interventions.
- 5.27. Install zero-emissions back-up power in critical infrastructure (e.g. battery electric storage, hydrogen, RNG).
- 5.28. Develop or update codes and design standards for new municipal and private infrastructure that reflect anticipated climate impacts.



6. SOCIAL INFRASTRUCTURE

Equity is woven throughout this OCP as it affects everything from transportation to public spaces. This policy chapter focuses on Ladysmith's social infrastructure, which are those facets of the town that are often intangible but greatly influence equity as well as the resilience and well-being of its communities. It includes the services as well as the conditions that provide supports to people.

Social infrastructure also addresses structural inequities that can be addressed through affordable housing, safe and accessible public spaces and services for all, social supports, poverty reduction measures, representation in civic decision-making, and more. For people who identify with equity priority groups (such as women, seniors, youth, Black, First Nations, Inuit, Metis, people of colour, LGBTQ2S+ and people with physical and/or developmental disabilities) barriers to social and economic participation are often higher due to systemic practices and processes that do not consider or provide for the needs and experiences of all people.

The most important actions identified in the Ladysmith/Stz'uminus Poverty Reduction Strategy (2022) fall under the following themes: affordable housing and adequate living conditions; public transportation; addressing stigma, racism, and discrimination; food security; access to education and employment options; access to mental health services, including for addictions; access to health care services; physical health and wellness; adequate income supports and the means to make ends meet; and mental discomfort and stress.



The vision for the Ladysmith/Stz'uminus Poverty Reduction Strategy is that all decisions acknowledge that everyone: has equal value; has something to contribute; and deserves a happy and healthy life.

POVERTY REDUCTION IS MULTI-FACETED

Many of the themes in the Ladysmith/Stz'uminus Poverty Reduction Strategy (2022) are addressed comprehensively in different policy chapters, as some of the strongest tools readily available to municipalities for poverty reduction, such as affordable housing, transportation, food security, support services, and more.

Reduce poverty.

- 6.1. Work regionally to reduce poverty in the Cowichan Valley, to address the poverty themes identified in the Ladysmith/Stz'uminus Poverty Reduction Strategy (2022).
- 6.2. Through the Federation of Canadian Municipalities (FCM) and the Union of BC Municipalities (UBCM), advocate to senior governments for action, funding, support, and coordination in addressing social infrastructure needs to reduce poverty.

Public facilities and programs are safe and inclusive of all people.

- 6.3. Undertake a Town-wide equity analysis to identify social inequities and barriers to accessing municipal service delivery, and develop a strategy to ensure equitable access to all Town services.
- 6.4. Ensure that anti-discrimination, diversity, and inclusion form part of any new policies, programs, and services.
- 6.5. Include equity-seeking voices in the creation, delivery, and evaluation of services.
- 6.6. Apply universal design principles in the review of development applications and in the design of new or retrofitted public facilities and infrastructure early in design and evaluation.
- 6.7. Apply both first- and second-generation Crime Prevention Through Environmental Design (CPTED) principles in supporting community safety. This focus includes physical aspects such as street lighting and building orientation (first generation) and social aspects such as community connections and behaviour (second generation). Ensure consideration is given to unintended consequences associated with discriminatory surveillance practices that can target racialized and equity-seeking groups.

- 6.8. Build on the success of the public washroom on 1st Avenue by striving for public washrooms in all community parks, and include access to secure potable water.
- 6.9. Consider the needs of parents and babies in public spaces by providing amenities like change tables, weather-protected sitting spaces, and washrooms.
- 6.10. Enhance and expand the Town of Ladysmith's Leisure Access Program to make it more accessible for low income community members.
- 6.11. Develop new programs for families and people of all ages, consistent with the Ladysmith Parks, Recreation, and Culture Master Plan (2016).
- 6.12. Work with Stz'uminus First Nation and School District 68 to coordinate a collaborative communications network for sharing community news, events, resources, and services that are available in print and online. Organize free, regularly scheduled community social gatherings for a range of ages.

High quality, affordable, and accessible child care spaces meet the needs of local families.

- 6.13. Monitor the availability of child care spaces in Ladysmith.
- 6.14. Permit child care facilities in all land use designations. Ideal locations are near parks, schools, employment areas, and in neighbourhoods with a higher proportion of lower income residents, including in the Downtown and Old Town areas.
- 6.15. Encourage new child care facilities through incentives like community amenity contributions, and revitalization and permissive tax exemptions.
- 6.16. Streamline business licensing and application processes for new child care facilities.

Residents have improved access to medical services.

- 6.17. Work with Island Health, First Nations Health Authority, and Stz'uminus First Nation to develop a needs assessment on the gaps in localized medical services, such as emergency dental health and eye care.
- 6.18. Work with CVRD and Stz'uminus First Nation to develop a comprehensive transportation plan on how to connect residents to regionally available medical services in a timely manner.

Harm reduction measures are in place to protect people with addictions.

- 6.19. Support partners and regional initiatives in the provision of addiction recovery centres, including those that provide on-site residential facilities. Permit these centres in all residential and mixed use land designations.
- 6.20. Encourage the establishment of an overdose prevention site and harm reduction drop in spaces.

The community's capacity in addressing social needs is strengthened.

- 6.21. Support volunteers and local organizations to continue undertaking their work in the community, strengthening Ladysmith's strong base of volunteers and community organizations that range from local service clubs to Ladysmith Resources Centre Association and Ladysmith Family and Friends.
- 6.22. Support neighbourhood capacity in strengthening social connections, climate action, and community resilience through neighbourhood-driven initiatives.

All residents have equitable access to and can meaningfully participate in civic decision making processes.

- 6.23. Provide engagement opportunities for all major projects unless unnecessary and public input cannot influence outcomes.
- 6.24. Align engagement practices with the International Association of Public Participation (IAP2)'s values for public participation.
- 6.25. Prioritize equity and inclusiveness within community participation processes by:
 - Building awareness of systems of oppression to avoid doing further harm;
 - Requiring that advisory committees be representative of the community, including youth and elders, as well as equity seeking groups such as but not limited to: Indigenous peoples; racialized people; persons with disabilities; LGBTQ2S+ people; low income people; and residents without homes;
 - Exploring the option of establishing a compensated "Lived Experience Committee" that includes members from equity-seeking groups who can be called upon to regularly offer insight and expertise;
 - Asking people from equity seeking groups how they would like to be safely and comfortably engaged; and
 - Ensuring reciprocity in engagement processes, whereby participants – as well as the Town – benefit from participation. This may include compensation of equity-seeking groups for their time and expertise, recognizing that they often face additional barriers to participation.
- 6.26. Make decisions of Council and staff open to the public unless there is a clear legal reason they should not be.

IAP2 VALUES FOR PUBLIC PARTICIPATION ARE:

- *That those affected by a decision have a right to be involved in the decision making process.*
- *That the public's input will influence the decision.*
- *That the needs and interests of all participants are recognized and communicated.*
- *That those potentially affected by or interested in the decision are sought out and invited for involvement.*
- *That input be sought by participants on how they participate.*
- *That participants be provided with the information necessary to participate in a meaningful way.*
- *That communication will be offered to participants about how their input affected the decision.*



7. LOCAL ECONOMY

Economies help meet communities' social and ecological goals. They are a means to these ends, and are thus best viewed as successful when they help advance community goals for all.

Ladysmith is expected to continue being a tertiary employment market, primarily consisting of locally serving industries. Between now and 2050, 58 new jobs per year are projected, in line with the growing total working age population.

The Ladysmith Economic Development Strategy (2018) – developed in collaboration with Stz'uminus First Nation and local and regional agencies – notes that the Ladysmith area has many advantages for building and sustaining economic activity. While new industries are emerging, traditional industries like forestry and manufacturing continue to be important to the local economy. Ladysmith contains 6% of the region's total supply of industrial lands, while regional trends include the need for more zoned and serviced land in desirable locations.



Natural assets include the waterfront, natural harbour with marine resources, extensive recreation options ranging from mountain biking to kayaking, and a central location on Vancouver Island. Along with built assets like the historic downtown, these characteristics contribute to local tourism, and also create a draw for future residents, businesses, and industries.

At the same time, challenges exist. Regionally, business leaders have identified skills shortages or labour shortages, in part due to lack of affordable housing and public transit. Inequitable employment trends also exist, with First Nations peoples' unemployment rates being double the regional average, and with median earning gaps between women and men being one of the largest in BC. Women earn only 66% of what men earn.

Implementation of Ladysmith's Economic Development Strategy (2018) is further advanced.

- 7.1. Support implementation of the economic development projects identified in the Ladysmith Economic Development Strategy, including those listed below in order of prioritization:
- Arts and Heritage Hub development
 - Marina expansion and fuel dock development
 - Mountain bike trail development
 - Residential attraction
 - Festival expansion and promotion
 - General tourism marketing
 - Walking tour app development
 - Downtown shopping promotion
 - New visitor centre

Employment opportunities and work places are accessible and equitable to all people.

- 7.2. Conduct a job market analysis for Ladysmith and Stz'uminus employment outlooks.
- 7.3. Develop cultural safety training and protocols for employers to create a work culture that supports First Nations employees to thrive. This training could be undertaken by the Stz'uminus First Nation or others.
- 7.4. Undertake employer training, education, and support to reduce barriers to recruit, hire, and retain equity-seeking people seeking employment, including but not limited to women, persons with disabilities, racialized people, and low income people.
- 7.5. While recognizing the importance of the Downtown as being the largest employment hub, support the retention of – and multi-modal access to – employment lands in other commercial and industrial areas including in the Waterfront Area, Midtown, and South Ladysmith.

Stz'uminus First Nation's economic development interests are recognized and supported.

- 7.6. Support Stz'uminus First Nation in their economic development endeavors, including plans for aquaculture production and the establishment of a seafood processing facility.
- 7.7. Support Stz'uminus First Nation's development interests through supportive land use decisions, such as providing flexibility in the Urban Reserve land use designations, and by encouraging creative solutions such as land swaps that enable the Nation to undertake development within Priority Growth Areas (refer to Part B, Land Use).

Economic development contributes to Ladysmith's greenhouse gas emissions reduction targets, and the green economy overall.

- 7.8. Prioritize economic development activities that move Ladysmith toward its net zero emissions targets through investments, partnerships, incentives, and other initiatives and decision-making.
- 7.9. Support green economic development activities, which range from local agriculture and food processing, to green businesses and green jobs supporting building retrofits, heat pump installations, and other means to move Ladysmith's buildings and infrastructure to net zero emissions.
- 7.10. Work with the CVRD to support the island-wide pilot project that supports local businesses to include circular economy concepts in their operations, products, and services. The pilot project targets existing construction, tourism, agriculture, manufacturing, and forestry companies with 25 to 200 employees.

Local business sectors are better prepared for the impacts of climate change.

- 7.11. Undertake research to explore how the impacts of climate change will affect business in Ladysmith, including changes in recreation and tourism activities that rely heavily on specific weather conditions.
- 7.12. Consider development proposals' impacts on and resilience to climate change during the approvals process.

Industrial land supply is protected and expanded.

- 7.13. Protect existing industrial lands, both in terms of lands that are designated for industrial uses and lands that are currently being used for industrial uses.
- 7.14. Partner with Stz'uminus First Nation in bringing new industrial land to market, including zoned and serviced lands in the half acre to 5-acre range that can support smaller to mid-sized business types that are vital to providing employment.



8. GREEN BUILDINGS

Buildings are spaces for public life, private life, and everything in between. They tell a story about a community's values as well as its sustainability and resilience. For example, buildings comprise a major part of Ladysmith's greenhouse gas emissions picture. The energy used to power buildings is currently responsible for 24% of Ladysmith's total annual emissions. Most of the energy is used for space and water heating – usually the biggest items contributing to energy bills. Reducing building emissions is a critically important part of meeting Ladysmith's GHG emissions reduction targets.

The OCP can reduce building emissions and energy bills by encouraging well-considered development, better energy efficiency standards for new buildings, and energy efficiency retrofits for existing buildings, including their heating systems. These efforts will reduce buildings' greenhouse gas emissions to net zero emissions by 2050, while making buildings more comfortable, providing better air quality, and lowering energy costs. In this way, greener buildings can influence human health and long term affordability. Likewise, retrofitting buildings for improved energy efficiency and updated energy systems provides economic opportunities including new green jobs and businesses.



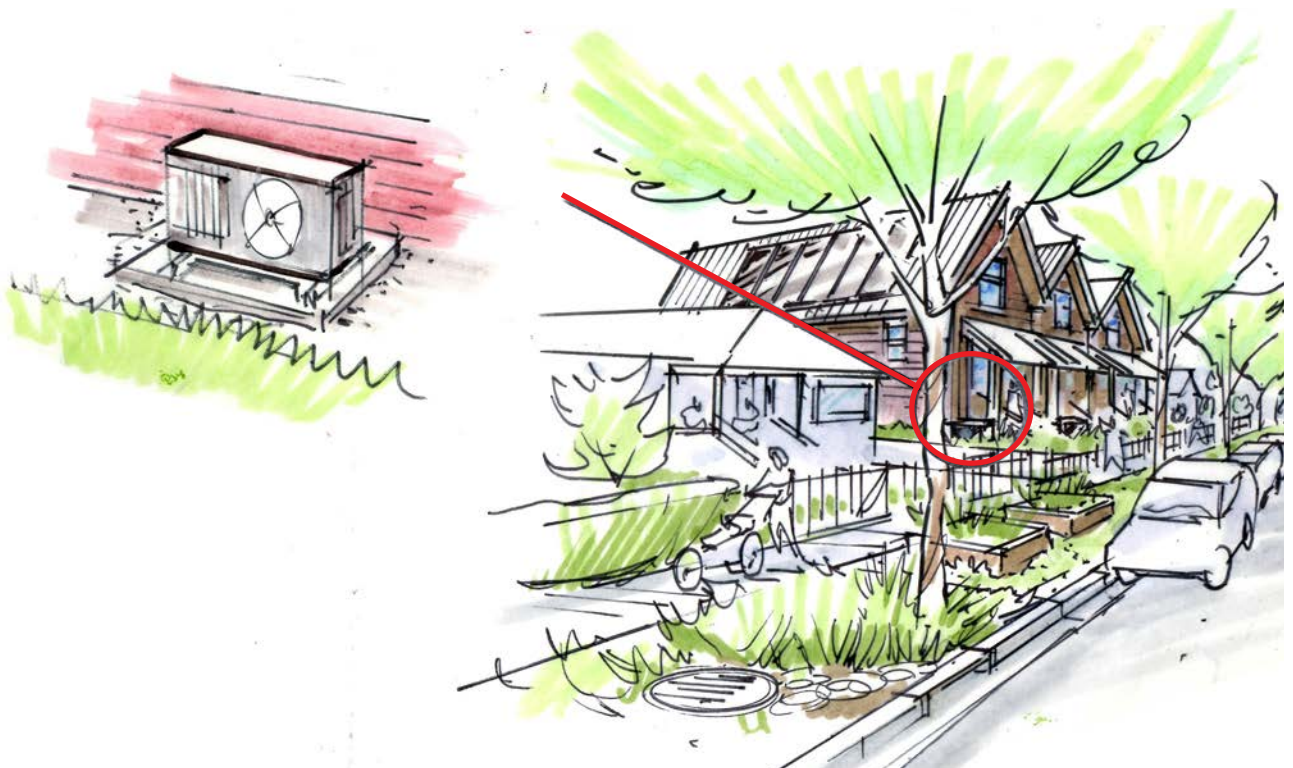


Municipal buildings demonstrate high energy efficiency, net-zero emissions, and renewable energy production.

- 8.1. Build all new municipal buildings to high energy and water efficiency and net-zero emissions standards, to BC Energy Step Code Level 4 by 2028. This means that 100% of energy demand will be met by using electricity.
- 8.2. Retrofit 100% of non-heritage Town-owned buildings to net zero emissions standards by 2035, and retrofit 100% of Town-owned heritage buildings to the highest possible emission standards by 2040.
- 8.3. Ensure that 100% of energy use in Town-owned buildings is non-emitting by 2030.
- 8.4. Opportunities to include green roofs, renewable energy generation, low-impact rainwater management and biodiverse landscaping will also be prioritized in design options for Town buildings and properties.
- 8.5. Undertake a lifecycle cost analysis during capital planning for new buildings.

New private buildings are highly energy and water efficient, perform at net-zero emissions standard, and produce energy.

- 8.6. Require all new buildings subject to rezoning achieve net zero emissions as a condition of rezoning. This means that 100% of new buildings' space and water heating and cooling needs are met by zero emissions systems starting immediately.
- 8.7. Amend the Building Bylaw to accelerate adoption of the BC Energy Step Code for all new buildings, requiring the following standards. Undertake this in tandem with CVRD and member municipalities to achieve consistency across the region.
 - 8.7.1. New residential buildings are built to Step Code Level 5 by 2028 (i.e. net zero); and
 - 8.7.2. New non-residential buildings are built to Step Code Level 4 by 2028 (i.e. net zero).
- 8.8. Support the Province in regulating carbon pollution for new buildings as soon as possible and no later than 2030 in relation to decarbonizing heat and energy sources.



Existing buildings are upgraded for high energy and water efficiency, net-zero emissions, and renewable energy production.

- 8.9. Work toward achieving 100% of existing buildings' space and water heating and cooling needs being met by zero emissions systems by 2050:
 - 8.9.1. Through building envelope upgrades and energy system switching (e.g. natural gas heating to electrical heat pump heating), achieve 30% thermal savings and 12% electrical savings in 95% of existing residential dwellings by 2050. Prioritize buildings constructed before 1980, followed by 1980-2000, and then post-2000.
 - 8.9.2. Through building envelop upgrades and energy system switching, achieve 30% thermal savings and 12% electrical savings in 95% of all existing institutional, commercial, and industrial buildings by 2040.
- 8.10. Establish and promote incentive programs such as rebates or financing mechanisms (e.g. PACE – property-assessed clean energy) to support decarbonization and energy and water efficiency in existing buildings.
- 8.11. Give priority to building permits for renovations that result in higher energy and emissions performance compared to minimum standards.





9. ARTS, CULTURE, AND HERITAGE

Ladysmith has a rich history that begins with the Hul'qumi'num-speaking people who have lived and stewarded the lands and waters since Time Immemorial.

The continued presence and living culture of the Stz'uminus First Nation is visually evident within the town in public art such as street banners, Coast Salish carving at Ladysmith Secondary School, the carving studio in the Machine Shop, community events that celebrate Hul'qumi'num culture, and more. At the same time, there has been an expressed desire for better representation and inclusion.

The more recent settler history is reflected in Ladysmith's built environment, particularly in historic downtown and surrounding area, and at the waterfront, and plays an important and valued role in the distinct character of the town.

Ladysmith is also rich with arts and culture, including venues for art and artists (e.g. Ladysmith Art Gallery), dynamic and well-loved annual events (e.g. Festival of Lights), and organizations who provide programming (e.g. Ladysmith Arts Council).



Ladysmith's thriving cultural climate is a sign of its community vitality. It builds identity and pride, contributes to place-making, and contributes to economic success. It helps Ladysmith embrace diversity, demonstrating how different identities can be expressed and celebrated, and building understanding and respect among different peoples.

Public art is strengthened and expanded.

- 9.1. Support the growth of both formal and informal public art and artistic expression in buildings, streets, parks and other areas of the public realm, giving preference to local and diverse artists.
- 9.2. Support implementation of the Ladysmith Public Art Strategy (2019) including through:
 - Creation of a Public Art Fund;
 - Creation of a walking/rolling/cycling tour and brochure of public art Icons in Ladysmith and area;
 - Selection of members to a Public Art Task Force;
 - Creation of a Public Art FAQ sheet and toolkit tailored to key stakeholder groups, to be available on the Town's website;
 - Review of funding options to hire an arts and culture coordinator;
 - Creation of a Community Public Art Policy based on character areas and local area plans to direct and guide implementation;
 - Maintenance and strengthening of partnerships to build on existing community events such as Light Up, Arts on the Avenue, Student Art Show, Spring Art Tour, and Little Theatre events;
 - Showcasing of existing community projects in the public realm, such as the Hul'qumi'num Signage Project, Project Reel Life, and youth and community projects;
 - Development of a maintenance plan for community art projects in the public realm (e.g. street banners rotated seasonally, murals changed annually); and
 - Monitoring the ongoing achievements of the program.

Indigenous history, culture, and ways of knowing are honoured and celebrated in Ladysmith.

- 9.3. In collaboration with Stz'uminus First Nation, protect, conserve, honour, and build appreciation for local Indigenous archaeological sites, heritage, and culture. Non-Indigenous partners and other stakeholders will be encouraged and supported in doing the same.
- 9.4. In collaboration with Stz'uminus First Nation, integrate local Indigenous culture – including traditional knowledge and ways of knowing – into municipal planning, urban design, ecological protection and management, communications, signage, and mapping. Indigenous knowledge keepers will be fairly compensated for their time and expertise.



Art and culture reflect and serve the diversity of residents who live in Ladysmith and area.

- 9.5. In investments and in the expression of arts and culture in the public realm, reflect diverse identities and contributions, including those from equity-seeking groups. These groups can be under-represented in public art, monuments, and place names.
- 9.6. Continue to support a diversity of arts and culture programming for youth, adults, and seniors in the Frank Jameson Community Centre, Aggie Hall, and other community facilities. Cultural resources and activities will be made to be inclusive of diverse cultural needs and expressions through culturally relevant programs, services, and facilities.
- 9.7. Support local arts and culture organizations in their programming, events, and venues.
- 9.8. Support the completion of the Arts and Heritage Hub in the Waterfront Area, including the re-establishment of organizations such as the Ladysmith Waterfront Gallery.

Protect and celebrate heritage and historic assets.

- 9.9. Require that new development is compatible with the historic streetscapes on 1st Avenue and elsewhere in the Downtown Heart land use designation (refer to Part C, Land Use).

- 9.10. Maintain the Ladysmith Community Heritage Register of historic buildings and places to identify the significance of historic places, monitor heritage properties for proposed changes, and integrate heritage conservation activities into land use planning processes. These places range from churches and commercial buildings (e.g. Jessup's Drug Store), to industrial and community (e.g. Eagles Hall) buildings, to assets like the Dragon City Restaurant Sign and Ladysmith Arboretum.
- 9.11. Support local organizations and facilities that promote awareness and preserve Ladysmith's heritage, such as the Ladysmith and District Historical Society, Ladysmith Maritime Society, and Tourism Ladysmith.



Part D



IMPLEMENTATION

Part D identifies OCP-related tools to support the implementation process. It will occur through many municipal, partner, stakeholder, and individual actions undertaken over the next decade and beyond.

Since many actions will require further investigation, engagement, and resourcing, implementation is an ongoing and incremental decision-making process that upholds this OCP's vision, goals, objectives, and policies.

< Part D will be completed following public engagement on the vision, goals, and policy directions contained in Parts A, B, and C of this Draft OCP. >





LADYSMITH

TOWN OF LADYSMITH

PROCLAMATION

Island Good Days 2022

WHEREAS: *the Vancouver Island Economic Alliance, a non-government, non-profit organization, created and launched the Island Good product brand in 2018 to make it easy for shoppers to find local products so that increasing sales of local products would improve the sustainability and resiliency of the Island region economy; and*

WHEREAS: *the Island Good brand continues as a social enterprise of VIEA to benefit Island goods producers and manufacturers by helping increase sales and market share; and*

WHEREAS: *7 of 230 Island Good licensed companies operate in the Town of Ladysmith and Island Good food and beverage products will be especially featured and celebrated in a major grocery store in the Town of Ladysmith during the week of June 20-26, 2022.*

THEREFORE, *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim the week of June 20-26, 2022 as "Island Good Days" in the Town of Ladysmith, British Columbia.*

Mayor A. Stone

May 31, 2022

STAFF REPORT TO COUNCIL

Report Prepared By: Julie Thompson, Planner
Reviewed By: Jake Belobaba, RPP, MCIP, Director of Development Services
Meeting Date: June 7, 2022
File No: DP 3060-22-06
Re: Development Permit 3060-22-06 – Coach House at 520 Kitchener St.

RECOMMENDATION:

That Council issue Development Permit 3060-22-06 for a coach house at 520 Kitchener Street (Lot 11, Block 127, Oyster District, Plan 703A).

EXECUTIVE SUMMARY:

A Development Permit (DP) application has been received for a single storey coach house at 520 Kitchener Street. Staff recommend that DP 22-06 be issued since the proposed coach house complies with the Zoning Bylaw and is generally consistent with the Development Permit Area 10 – Coach House Intensive Residential guidelines.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

The applicant has applied for a DP for a single storey, 60m² coach house along the rear laneway at 520 Kitchener Street.

There is an existing single family dwelling on the property as well as two existing sheds, one of which will need to be removed before the coach house can be constructed.

The subject property is in a residential area, half a block from Ladysmith Secondary School. There is a coach house under construction across the street at 509 Kitchener Street, as well as a coach house next door at 512 Kitchener Street and one at 533 Kitchener Street.



Figure 1 - Subject property. Large accessory building along the laneway has been removed.

ANALYSIS:

The subject property is designated Single Family Residential in “Official Community Plan Bylaw 2003, No. 1488” (OCP) and is within the Old Town Residential (R-2) zone in “Town of Ladysmith Zoning Bylaw 2014, No. 1860”. The proposal is consistent with the OCP and complies with the Zoning Bylaw regulations. The subject property is within Development Permit Area 10 – Coach House Intensive Residential (DPA 10), therefore a DP is required to authorize the proposed coach house.

The purpose of DPA 10 is to provide guidance for the design and placement of coach houses on residential parcels. The proposed development has been reviewed for consistency with the DPA 10 guidelines and is generally consistent with the guidelines. Table 1 summarizes the proposal’s consistency with the guidelines.

Table 1: Summary of Proposal’s Consistency with DPA 10 Guidelines

Guidelines Summary	Staff Observations
Building character & design	<ul style="list-style-type: none">• The coach house is single storey and does not overpower the principal residence.• The exterior cladding is horizontal fibre-cement board, complementing the principal residence which also has horizontal siding.• The roof pitch is a 3:12 shed roof. While the guidelines encourage a 6:12 pitch, the roof pitch fits with the character of the coach house.• The coach house is single storey, respecting views of neighbouring properties and has no overlook into the yards of neighbouring properties.
Accessibility & livability	<ul style="list-style-type: none">• An existing pathway to the rear yard will be used to access the coach house from Kitchener Street. A street address sign will be placed next to the entrance of the pathway.• The coach house is sited to be partially visible from Kitchener Street.• The coach house fronts onto the amenity space, between the coach house and the principal residence, rather than fronting onto the laneway as encouraged by the DPA 10 guidelines. However, a side entry is provided next to the laneway, and windows are provided at the rear elevation along the laneway.• Lighting is provided adjacent to the side entry, next to the laneway.• The space between the coach house and the laneway will be permeable and landscaped with shrubs.

Landscaping	<ul style="list-style-type: none"> • Several existing trees and shrubs are proposed to be retained. • Native, drought tolerant shrubs are proposed between the coach house and the laneway. • Garbage and recycling are provided next to the coach house parking area and will be screened from view. • The parking area at the laneway is existing and consists of gravel. • A permeable, at-grade, outdoor amenity space is proposed between the coach house and the principal residence. The amenity space will be screened to provide privacy.
Energy conservation, rainwater management & water conservation	<ul style="list-style-type: none"> • A rain barrel is proposed to capture surface water from the coach house roof.

ALTERNATIVES:

Council can choose not to issue DP 3060-22-06 where refusal is based upon determination that the application does not meet the DPA 10 guidelines.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

The subject property is within DPA 10, therefore a DP is required prior to issuance of a building permit.

If the DP is refused, reasons must be given based on the DPA 10 guidelines since issuance of a DP is not a completely discretionary decision of Council.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application was referred to the Engineering and Building Inspection departments. No concerns with the proposal were noted.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

☐ Infrastructure

☒ Community

☐ Waterfront

☐ Economy

☐ Not Applicable

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

A. Draft DP 3060-22-06



TOWN OF LADYSMITH DEVELOPMENT PERMIT

(Section 489 Local Government Act)

FILE NO: 3060-22-06

DATE: June 7, 2022

Name of Owner(s) of Land (Permittee): Erin Elizabeth Nyhan

Applicant: 1226010 BC Ltd.

Subject Property (Civic Address): 520 Kitchener Street

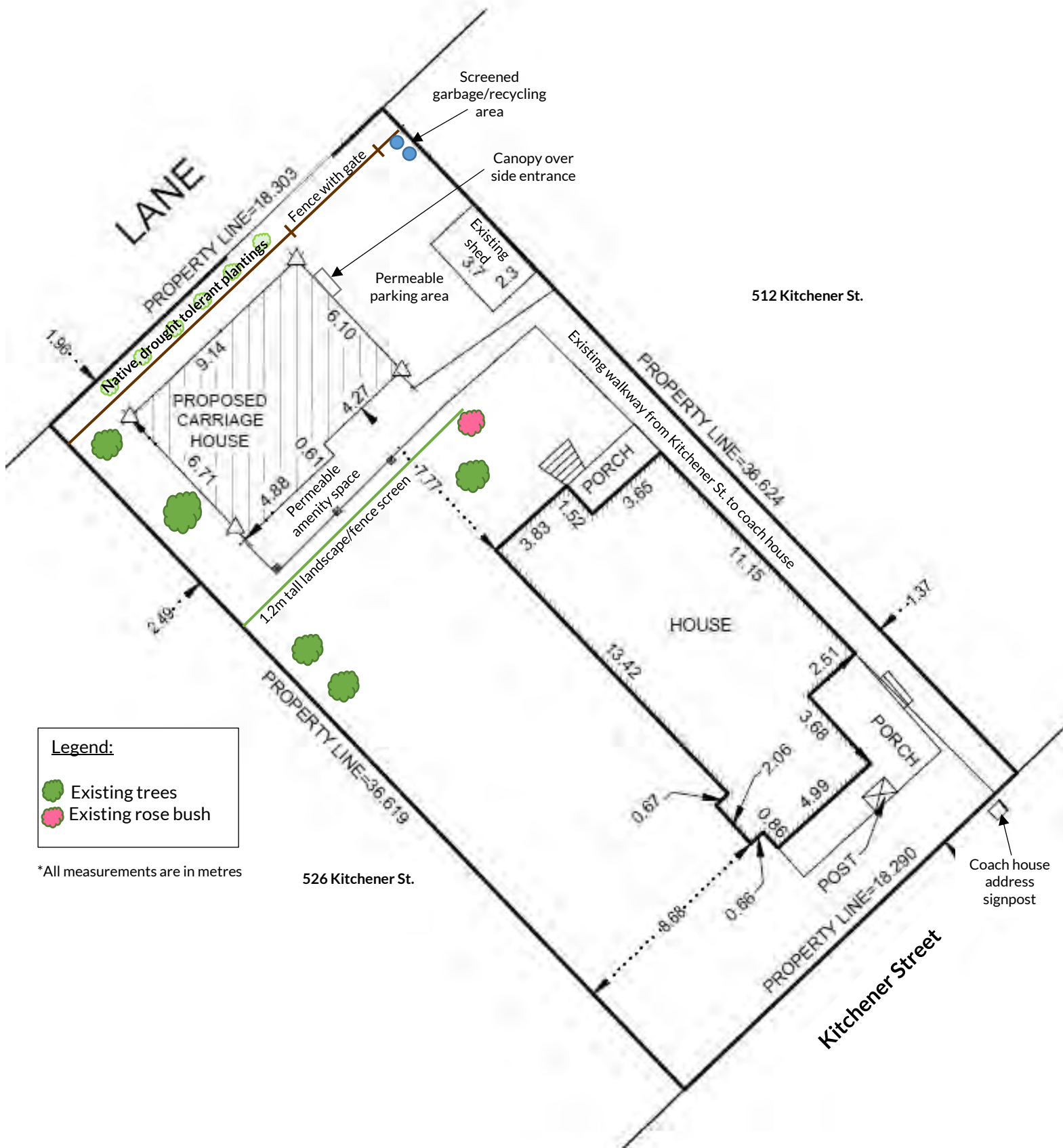
1. This Development Permit is subject to compliance with all of the bylaws of the Town of Ladysmith applicable thereto, except as specifically varied by this Permit.
2. This Permit applies to and only to those lands within the Town of Ladysmith described below, and any and all buildings structures and other development thereon:

Lot 11, Block 127, Oyster District, Plan 703A
PID: 008-558-591
(referred to as the "Land")
3. This Permit has the effect of authorizing the issuance of a building permit for the construction of a coach house on the Land in accordance with the plans and specifications attached to this Permit, and subject to all applicable laws except as varied by this Permit, subject to the conditions, requirements and standards imposed and agreed to in section 5 of this Permit.
4. This Permit does not have the effect of varying the use or density of the Land specified in Zoning Bylaw 2014, No. 1860.
5. The Permittee, as a condition of the issuance of this Permit, agrees to:
 - (a) Construct a single storey coach house dwelling with a maximum gross floor area of 60m² in accordance with **Schedule A – Site Plan** and **Schedule B – Building Elevations**.
 - (b) Develop the Land as shown in **Schedule A – Site Plan**, including:
 - i. Placing a rain barrel on the Land such that it collects surface water from the roof of the coach house or the single unit dwelling.

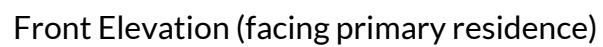
6. If the Permittee does not substantially start any construction permitted by this Permit within **two years** of the date of this Permit as established by the authorizing resolution date, this Permit shall lapse.
7. The plans and specifications attached to this Permit are an integral part of this Permit.
8. Notice of this Permit shall be filed in the Land Title Office at Victoria under s.503 of the *Local Government Act*, and upon such filing, the terms of this Permit or any amendment hereto shall be binding upon all persons who acquire an interest in the land affected by this Permit.
9. Despite issuance of this Permit, construction may not start without a Building Permit or other necessary permits.

AUTHORIZED BY RESOLUTION NO. _____ PASSED BY THE COUNCIL OF THE TOWN
OF LADYSMITH ON THE ____ DAY OF _____ 2022.

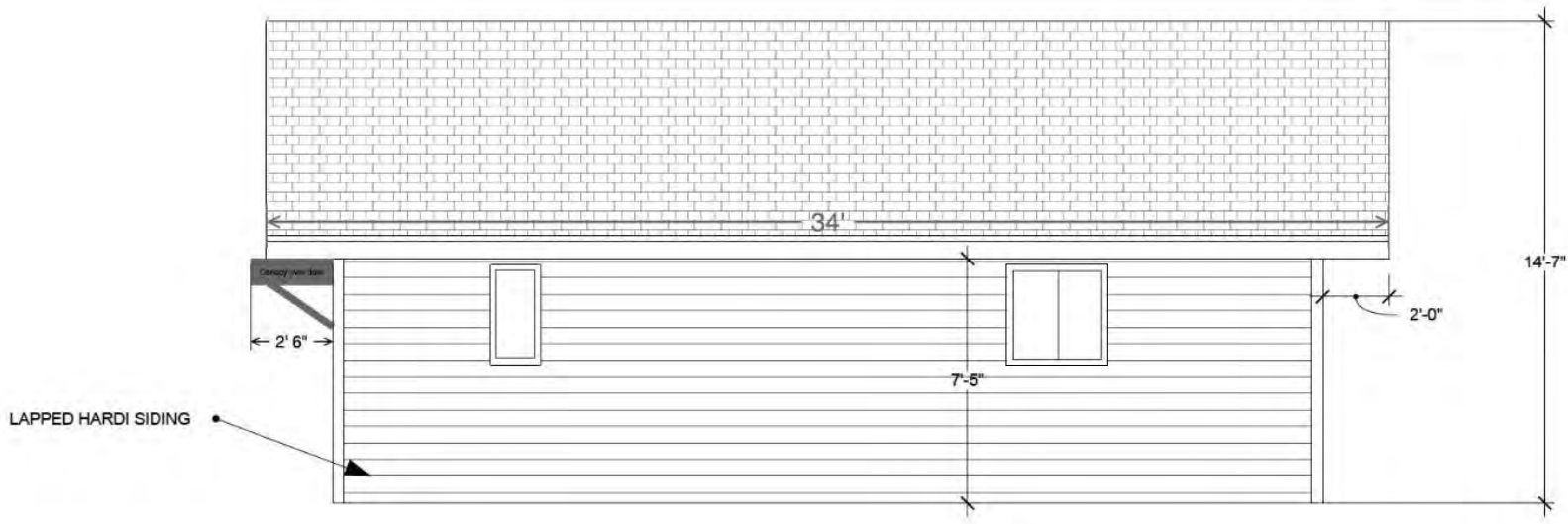
DRAFT



Schedule A – Site Plan
DP 3060-22-06
520 Kitchener Street



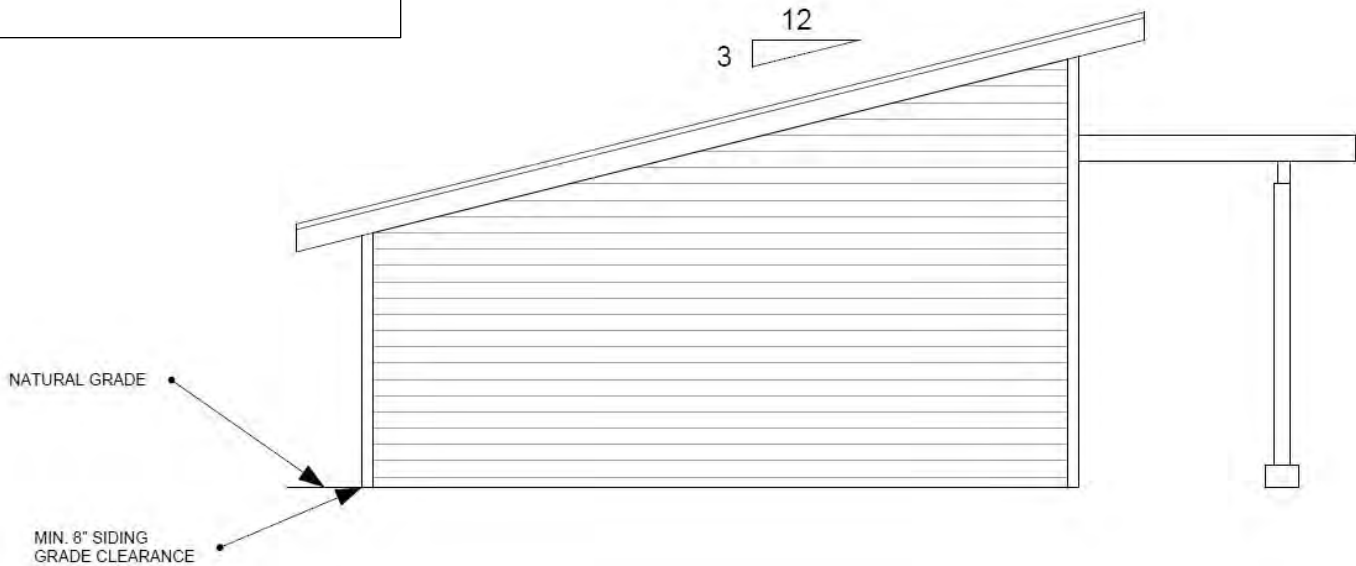
Schedule B – Elevations (1 of 2)
DP 3060-22-06
520 Kitchener Street



Design Details:

- Colour palette: blue siding with white accent on trim and dark coloured roof
- Fibre-cement ("hardie-board") horizontal siding
- Metal roofing
- Wooden posts

Rear Elevation (facing lane)



Side Elevation (facing 526 Kitchener St.)

Schedule B - Elevations (2 of 2)
DP 3060-22-06
520 Kitchener Street

STAFF REPORT TO COUNCIL

Report Prepared By: Jake Belobaba, Director of Development Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: June 7, 2022
File No: 3360-22-03
Re: Site-Specific Amendmentsto the R-3-A Zone – 626 and 606 Farrell Road

RECOMMENDATION:

That Council:

1. Give first, second and third readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 50) 2022, No. 2114”; and
2. Direct staff to refer Bylaw No. 2114 to the Ministry of Transportation and Infrastructure pursuant to section 52 of the *Transportation Act*.

EXECUTIVE SUMMARY:

“Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 50) 2022, No. 2114” is a site- specific zoning amendment bylaw that will allow single-family dwellings at 626 Farrell Road (The Gales) and 606 Farrell Road. Staff recommend giving first three readings to the bylaw and referral to the Ministry of Transportation and Infrastructure prior to adoption. A Public Hearing is not required under section 464(2) of the *Local Government Act*.

PREVIOUS COUNCIL DIRECTION:

Resolution	Resolution Date	Resolution Details
CS 2015-104	2015-03-30	That Town of Ladysmith Zoning Bylaw 1860, Amendment Bylaw (No. 1), 2015, No. 1875 be read a first and second time, and a public hearing be scheduled.
CS 2015-166	2015-04-27	That Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 1) 2015, No. 1875 be read a third time and adopted.
CS 2015-208	2015-06-01	That Council receive the report from the Director of Development Services regarding the rezoning of the property at 606 Farrell Road, and consider giving first and second reading to Bylaw 1881 cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment (No. 2), 2015, No. 1881” and direct staff to schedule a Public Hearing.
CS 2015-215	2015-06-01	That Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw (No.2), 2015, No. 1881 be read a first and second time.
CS 2015-227	2015-06-22	That Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 2) 2015, No. 1881 be read a third time and adopted.



SUBJECT PROPERTIES:

The subject properties consist of five properties in total, two of which are stratified. One strata (on 606 Farrell) has three strata lots. The other strata (part of “The Gales” on 626 Farrell) has 27 strata lots. All of the subject properties form part of approved phased strata plans. The subject properties are designated ‘Multi-family Residential’ under the Official Community Plan and zoned Low Density Residential (R-3-A) under the Zoning Bylaw. The combined area of the subject properties is 4.76 hectares.

INTRODUCTION/BACKGROUND:

The subject properties have been zoned R-3-A since the early 2000s. Development Permits (DPs) for 606 Farrell and 626 Farrell were issued in 2006. In 2015, Council adopted Bylaw Nos. 1875 and 1881 to enact site-specific use and density provisions for the properties that make up 606 Farrell Road. Phased strata plans have been submitted and approved for both 606 and 626 Farrell. The phased strata plans and development permits for both sites include a mix of multi-family, duplex and single-family development. However, the R-3-A zone does not include single family as a permitted use. There are existing single-family dwelling units in the Gales and the Town has received building permit applications for single family dwellings in the Gales which are consistent with the approved development permit. It is necessary to reconcile permitted land uses in the Zoning Bylaw with existing approvals.

PROPOSAL:

Bylaw No. 2114 will amend the Zoning Bylaw to allow ‘Single Unit Dwelling’ as a site-specific permitted use on the subject properties.

DISCUSSION:

The site is designated Multi-Family Residential under the OCP and the proposal is consistent with this designation. The Multi-Family Residential Land Use Designation Policies under section 3.8.1 of the OCP note that: “Single family and two family dwelling forms may be considered under this designation when they are a component of a Comprehensive Development and provided for in the Zoning Bylaw.” Though not regulated by comprehensive development zones, both development sites are comprehensive, master-planned developments, with a range of existing and proposed housing types. Additionally, the multi-family designation in the OCP also supports cluster housing, suggesting a grouped mix of housing types, one that includes single-family dwellings, is suitable in this designation. For these reasons, staff see single-family development on the subject properties as being consistent with the OCP.

ALTERNATIVES:

Figure 1: Subject Property



Council can choose to:

1. Deny “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 50) 2022, No. 2114”.
2. Amend “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 50) 2022, No. 2114” and give the bylaw first, second and third readings, as amended.
3. Refer “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 50) 2022, No. 2114” back to staff for further review as specified by Council.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

Bylaw No. 2114 will bring existing and approved single-family developments on the subject properties into compliance with the Zoning Bylaw.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Bylaw No. 2114 is consistent with the Town’s OCP and therefore a public hearing is not required under section 464(2) of the *Local Government Act*. Staff have carried out the required public notification under section 467 of the *Local Government Act*,¹ which requires mail and newspaper notification prior to first reading of the bylaw. The notice was published in the newspaper on May 26 and June 2, 2022.

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 | |

¹ Note that the *Local Government Act* was amended in 2021 to eliminate the requirement to hold Public Hearings for amendments to the Zoning Bylaw where they are consistent with an Official Community Plan.

ALIGNMENT WITH STRATEGIC PRIORITIES:

☐ Infrastructure

☐ Community

☐ Waterfront

☐ Economy

☒ Not Applicable

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

A. Bylaw No. 2114

BYLAW NO. 2114

The Council of the Town of Ladysmith in open meeting assembled enacts the following amendments to “Town of Ladysmith Zoning Bylaw 2014, No. 1860”:

- FIGURE 10.11.1: AREA RESTRICTED TO 15 UNITS AND SINGLE UNIT, TOWNHOUSE AND TWO UNIT DWELLINGS**



2. Subsection 8(c) of Section 10.11 'Low Density Residential (R-3-A)' is deleted in its entirety;
3. Section 10.11 'Low Density Residential (R-3-A)' is amended by inserting as subsection 8(d) the following text and graphic:

"d) For the *Land* shown in figure 10.11.2, *Single Unit Dwelling* is a permitted *Principal Use*.

**FIGURE 10.11.2: AREA WHERE SINGLE UNIT, DWELLING IS
A PERMITTED PRINCIPAL USE**



and

4. Renumber the subsequent section numbers and figure numbers accordingly.

Citation

5. This Bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 50) 2022, No. 2114".

READ A FIRST TIME on the _____ day of _____, 2022

READ A SECOND TIME on the _____ day of _____, 2022

READ A THIRD TIME on the _____ day of _____, 2022

APPROVED BY MINISTRY OF TRANSPORTATION & INFRASTRUCTURE

on the _____ day of _____, 2022

ADOPTED on the _____ day of _____, 2022

Mayor (A. Stone)

Corporate Officer (D. Smith)



Steering Committee Meeting #4: Meeting Minutes

Project: Arts and Heritage Hub
Meeting Date: March 30, 2022 11:30am - 1:15pm
Meeting Location: Zoom
Minutes Issued: April 27, 2022

Attendance:

Roxanne Harris	RH	Chief, Stz'uminus First Nation
Allison McCarrick	AMC	Chief Administrative Officer, Town of Ladysmith
Chris Barfoot	CB	Director of Parks, Recreation and Culture, Town of Ladysmith
Jake Belobaba	JB	Director of Development Services, Town of Ladysmith
Marsh Stevens	MS	Town of Ladysmith Councillor
Ben Checkwitch	BC	Checkwitch Poiron Architects Inc.
John Marston	JM	Design Consultant
Kelty McKinnon	KM	PFS Studios Landscape Architects
Ora Steyn	OS	Arts Council of Ladysmith and District Representative
Quentin Goodbody	QB	Ladysmith and District Historical Society Representative

No. Item

1. Ben Checkwitch welcomed everyone to the meeting and stated that the project was located on the traditional and unceded territory of the Stz'uminus First Nation.
2. Ben Checkwitch reviewed the project timeline. He noted that since the last Stakeholder meeting that there had been another meeting with the Stz'uminus Elders, and that this was the 3rd such meeting that had occurred to date. The designs that were being presented during this Stakeholder Meeting were also presented to the Stz'uminus Elders and had received a favourable response.
3. Ben noted that Kelty McKinnon, Quentin Goodbody and Ben Checkwitch had met on site on March 10, 2022 to review the specific issues identified by the Ladysmith Historical Society.

4. Kelty McKinnon presented the preliminary design of the site and landscape which was developed with John Marston and CPA. It featured an overall aesthetic derived from design and drawing iterations between John Marston and PFS. It was noted that the site strategy proposed the removal of some rail tracks in order to make the site more amenable for public gathering.
5. Ben Checkwitch presented the preliminary design of the Artist's Studio building. The design's overall form referred strongly to the form and character of a Coast Salish longhouse. However, it was noted that the program of the building was intended for the creation of art. Therefore, while the building's design "referred" to longhouse design, it would not be used as such and deviations from a typical longhouse are required. The design also featured a louvered facade that featured Coast Salish design elements.
6. Quentin Goodbody mentioned that the building should be able to accommodate the movement of art to be moved in & out easily. He also mentioned concern about **the cost** of the building. Ben agreed that these were valid issues that will be addressed moving forward.
7. Both the design of the site and building were well received by the Stakeholder Group. Chief Roxanne Harris noted that she was happy with the inclusion of Stz'uminus design elements and overall direction of the project.
8. Chris Barfoot spoke about the possible management and governance of the Artists' Studio building. Allison McCarrick stated that if there were other similar buildings that were known to the group that she would be interested in learning more about how they are managed.
9. A question was asked about the maintenance of the site. Chris Barfoot replied that it would be managed similarly to a park, by Park Facilities Operations. Allison McCarrick noted that if Stz'uminus were interested in maintaining certain elements such as a medicinal garden or other Stz'uminus elements that it would be welcomed.
10. Ben Checkwitch mentioned the possibility of giving the Artists' Studio building a Stz'uminus name. Ora Steyn agreed that this would be a good idea. Both she and Allison McCarrick suggested asking the Stz'uminus elders about how to do this.
11. Ben asked the group about giving the entire Arts and Heritage Hub project a Stz'uminus name. Ora Steyn was supportive of this idea. Quentin Goodbody suggested that the word "Oyster" could be incorporated into the name. It was noted by Kelty McKinnon that "Oyster" was something that meant something to everyone in a positive way. Jake suggested that Stz'uminus word or phrases could be used to describe the purpose of what the place is supposed to be.
12. Allison McCarrick asked if a cost estimate could be prepared by June in order to satisfy the requirements of a funding application. Ben Checkwitch stated that the design team will endeavour to work toward this deadline.

Minutes of the Public Art Task Group (PATG)
Tuesday, April 25th, 2021 at 4:30pm
This meeting was held electronically.

COMMITTEE MEMBERS PRESENT:

Lynda Baker
Councillor Tricia McKay
Ora Steyn
Lesley Lorenz
Kathy Holmes

STAFF PRESENT:

Shannon Wilson

REGRETS:

Shirley Louie
Julia Noon

**WELCOME &
ACKNOWLEDGEMENT**

L. Baker welcomed the group and opened the meeting at 4:35 pm. She acknowledged with gratitude that the meeting was taking place on the traditional, unceded territory of the Stz'uminus First Nation.

AGENDA

2022-01:
That the PATG members approve the agenda for the meeting as presented.
Motion carried.

MINUTES

2022-02:
That the PATG members approve the minutes of the November 30th, 2021 meeting, as circulated.
Motion carried.

2022-03:
That the PATG members approve the minutes of the February 9th, 2021 meeting,, which was cancelled due to a lack of quorum, as circulated.
Motion carried.

OLD BUSINESS

A. Guidelines for Toolkit #1 & #3 –

The guidelines for Toolkit #1 & #3 were sent to the PRCAC for review and recommendations. The PRCAC meeting has been rescheduled so their recommendations will be presented at a future PATG meeting.

B. List of Proposed Projects to support –

Temporary Art Proposals

The PATG discussed temporary art proposals, particularly in regards to what happens when the Selection Panel does not support any submissions. The importance of marketing to promote opportunities was also discussed.

2022-04:

That the PATG members develop a process to establish a temporary art program for installations in Ladysmith.

Motion carried.

C. 2022 Community Public Art Banner Program Update

Staff updated the members regarding the Public Art Banner Program. Banner delivery is expected in early May for installation the week of May 9th.

D. Youth Mural Project

Staff updated members on the partnership with LSS for the Youth Mural Project at FJCC.

NEW BUSINESS

A. Review of Terms of Reference for PATG

The Committee reviewed the PATG Terms of Reference and the Chair noted that positions are renewed November 2022.

B. Selection Panel – Resource List

The members were reminded to send any names of people interested in joining the Selection Panel to Shannon Wilson for record keeping.

C. 2023 Community Public Art Banner Theme

Members to bring ideas to the next meeting.

D. Review of Public Art Policy)

The Public Art Policy will be reviewed at a future meeting.

**PRC DEPARTMENT
UPDATE /
ANNOUNCEMENTS**

- 1) Canada Day – Staff participated in a national call regarding municipal events celebrating Canada Day.
- 2) Staff are working on the Summer Activity Guide, to be released in May.
- 3) K. Holmes shared that the Spring Art Tour was a huge success.
- 4) O. Steyn shared Casting Call information for an upcoming Ladysmith Little Theatre production called Night Hawk.
- 5) Fine Art Craft Show – opening May 7th.
- 6) Cowichan Art Show – opening May 4th.

2022-05:

That the PATG meeting be adjourned at 5:40 p.m.

Motion carried

Next meeting: May 30th at 4:30 p.m.

Chair (L. Baker)
RECEIVED:

Corporate Officer (D. Smith)

Special Meeting
Minutes of the Parks, Recreation & Culture Advisory Committee
Wednesday, May 4, 2022 at 6:30pm
Aggie Hall, 1100 1st Avenue

COMMITTEE MEMBERS PRESENT:

Tim Richards, Chair
Councilor Duck Paterson
Geoff Dean

Bruce Mason
Emily Weeks
Lucy Partington

STAFF PRESENT:

Chris Barfoot, Lead
Kim Cheang
Mike Gregory

REGRETS:

Lynda Baker
Lesley Lorenz

Jacqueline Huard
Kelly Daniels

The meeting was called to order at 6:30pm.

**CALL TO ORDER AND
ACKNOWLEDGEMENT**

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

AGENDA

2022-12:

That the Parks, Recreation & Culture Advisory Committee approve the agenda for the meeting as presented.

Motion Carried.

MINUTES

2022-13:

That the Parks, Recreation & Culture Advisory Committee approve the minutes of the March 16, 2022 meeting as presented.

Motion Carried

NEW BUSINESS

Park Implementation Plan - Public Engagement Overview

M. Gregory and C. Barfoot provided copies and discussed the Kinsmen Park Plan:

1. Summary
 - History
 - Kinsmen Park Defining Characteristics
 - Potential Future Priorities
2. Public Engagement
 - Launch Survey
 - In Person Engagement
 - Engagement Summary
 - Engagement Summary Presentation
 - Finalize Park Plan

3. Emerging Themes

- Celebrate Culture and Inclusivity
- Connectivity
- Sustainability
- Natural Environment
- Education and Play

> The committee made the following recommendations:

- Survey available as a hard copy and online, include schools for input
- Display multiple boards up along the park fence explaining the process, explain where we are going with it and some of the improvements
- Change the toilet, it flushes badly
- M. Gregory will provide the committee a draft of the survey prior to launch
- Establish a date for committee in-person engagement

Review PATG Draft Guidelines

The following edits were recommended by the committee:

Toolkit #1 - Acquisition of Public Art

- p.2 Conditions: remove “seven or more years; or the prevailing climate of public opinion recommends a review”, replace with “time”. Less restrictive and more prescriptive.

Toolkit #3 – Deaccession of Public Art guidelines.

- p.6, 5 d) update “warrants consideration” to “warrants accepted”
- p.3 Procedures: middle of page remove “seasonal means” and replace with “reasonable means”
- p.3 Procedures: “majority of art professionals” update to “at least two art professionals”

Invitation for Sport Tourism Event Grant Sub-committee (STEGS) Representative

2022-14:

That the Committee select B. Mason as a representative for the Sport Tourism Event Grant Sub-committee.

Motion Carried

PRC DEPARTMENT UPDATE

PRC Department Update

C. Barfoot provided a department update.

NEXT MEETING

Next meeting will be held at 7:00pm, May 18, 2022 at Aggie Hall.

ADJOURNMENT

2022-15:

That the Committee adjourn this meeting at 7:45pm.

Motion Carried



TOWN OF LADYSMITH

STATEMENT OF FINANCIAL INFORMATION

YEAR ENDED DECEMBER 31, 2021

**TOWN OF LADYSMITH
STATEMENT OF FINANCIAL INFORMATION
YEAR ENDED DECEMBER 31, 2021**

Financial Information Act

Prepared under the *Financial Information Regulation*, Schedule 1

Statement of Financial Information Approval

Please see 2021 Audited Financial Statements for:

- Management Report
- Statement of Assets and Liabilities – *See consolidated statement of financial position*
- Operational Statement – *See Schedule 1*
- Notes to the Financial Statements – *See all notes*
- Schedule of Debts - *See Notes 12-14*

Schedule of Guarantee and Indemnity Agreements

The Town of Ladysmith has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Statement of Severance Agreements

*There were **no** severance agreements made between the Town of Ladysmith and its non-unionized employees during fiscal year 2021.*

Schedule of Elected Official Remuneration and Expenses

Schedule of Employee Remuneration and Expenses

Schedule of Payments for Goods and Services

**TOWN OF LADYSMITH
STATEMENT OF FINANCIAL INFORMATION APPROVAL**

The undersigned, as authorized by the Financial Information Regulation, Section 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Erin Anderson
Director of Financial Services
June 7, 2022

Aaron Stone
Mayor
June 7, 2022

TOWN OF LADYSMITH
SCHEDULE OF RENUMERATION AND EXPENSES FOR 2021

Elected Officials

NAME	POSITION	REMUNERATION	EXPENSES
Stone, Aaron	Mayor	\$40,294	\$813
Jacobson, Amanda	Councillor	15,860	-
Johnson, Robert	Councillor	15,860	475
McKay, Patricia	Councillor	15,860	649
Paterson, Donald	Councillor	15,860	37
Stevens, Andrew	Councillor	15,860	530
Virtanen, Jeffrey	Councillor	15,860	475
Total Elected Officials		\$135,454	\$2,980

Employees

NAME	POSITION	PAYROLL	EXPENSES
Anderson, Erin	Director of Financial Services	\$139,495	\$1,553
Barfoot, Christopher	Director of Parks, Recreation & Culture	124,164	1,149
Barney, Martin	Certified Utilities Operator I	97,546	298
Bell, Kevin	Parks Maintenance Worker III (Arborist)	85,071	839
Belobaba, Jake	Director of Development Services	123,439	625
Bollinger, Colin	Senior Building Inspector	88,983	1,267
Bouma, Neil	Certified Carpenter	79,818	373
Bouma, Ryan	Sr Engineer Tech/Approving Officer	94,881	1,519
Brown, Michael	Utilities Supervisor - Treatment & Supply	130,035	721
Cai, Victor	Certified Utility Operator III	99,969	208
Clausen, David	Facilities Maintenance Worker II	75,156	110
Coussens, Gregory	Certified Utility Operator II - C/D	75,965	99
Frost, Richard	Manager of Facilities Operations	108,709	2,307
Fukakusa, Gerald	Manager of Accounting Services	112,526	1,389
Ganderton, Mike	Streets Supervisor	87,010	-
Geisbrecht, Kelly	Facilities Maintenance Supervisor	82,322	110
Glenn, Susan	Supervisor-Community Programs & Serv	79,718	434
Goodall, Geoff	Director of Infrastructure Services	146,202	1,117
Grueber, Gregory	Certified Utility Operator III	125,322	1,320
Jack, Isaac	Certified Utility Operator II (Backhoe)	83,751	99
Lassam, Shane	Equipment and Compost Operator IV	80,913	135
McCarrick, Allison	Chief Administrative Officer	148,838	1,862
McLeod, Robert	Certified Utility Operator II - Watershed	77,729	318
Morgan, Michael	Equipment Operator III	82,251	1,194
Paydli, Ian	Manager of Human Resources	112,392	965
Simpson, Robert	Parks Maintenance Supervisor	86,653	1,096
Skelton, Simon	Sr Parks Maintenance Worker	76,904	593
Smith, Donna	Manager of Corporate Services	103,567	1,339
Thew, Leonard	Manager of Operations	92,851	-
Tierney, Julie	Executive Liaison	81,715	-
Vaux, Ronald	Certified Mechanic	81,345	100
Winter, Wolf	Certified Utility Operator II - Treatment	79,624	407
Total: Employees with remuneration greater than \$75,000		\$3,144,864	\$23,545
Add Employees with remuneration less than \$75,000		2,981,082	37,466
Add Elected officials		135,454	2,980
Total: All employees		\$6,261,400	\$63,991
Reconciliation with Financial Statements			
Add Purchase of benefits		\$1,446,427	
Less Capital labour		(13,046)	
Add Accruals, statutory reporting and timing differences		188,502	
Wages & Benefits - Schedule 1 Financial Statements		\$7,947,274	

TOWN OF LADYSMITH
SCHEDULE OF PAYMENTS MADE FOR GOODS AND SERVICES IN 2021

Payee	Total Payments
1221895 BC Ltd	\$59,021
AccessSMT Holdings Ltd	28,200
Ahne Studio	78,455
ALS Canada Ltd	27,180
AlSCO Canada Corp	25,340
Archie Johnstone Plumbing & Heating Ltd	36,944
Associated Engineering (BC) Ltd	295,365
BC Assessment Authority	96,485
BC Hydro	516,238
Beaver Electrical Machinery Ltd	92,367
Bridge Vault & Dominion Precast	25,405
Bunzl	46,120
Cascara Consulting Engineers Limited	35,512
CentralSquare Canada Software Inc	35,610
Centrix Control Solutions (PG)	33,488
Checkwitch Poiron Architects Inc	94,038
Cleartech Industries Inc	310,691
Coastal Animal Control Services of BC Ltd	39,161
Columbia Fuels A Div of Parkland Fuel Corp	129,213
Communication Connection BC Inc (The)	32,267
Comox Valley Regional District	29,215
Continental Roofing	64,725
Cowichan Valley Regional District	3,031,129
Cowichan Valley Regional Hospital District	1,046,737
David Stalker Excavating Ltd	346,672
DB Perks & Associates Ltd	26,269
District of North Cowichan	69,900
Don Mann Excavating Ltd	274,790
Ecora Engineering & Resource Group Ltd	105,404
ESC Automation Inc	50,787
Flocor Inc	54,158
FMC Holdings Ltd	233,271
FMI Developments Ltd	72,515
FortisBC - Natural Gas	26,354
Golder Associates Ltd	411,487
Goodman Plumbing Ltd	55,215
Herold Engineering Ltd	97,440
Hub City Paving Ltd	87,013
ICBC	47,524
Iconix Waterworks Limited Partnership	74,410
Island Aggregates Ltd	33,380
Ivory Tower Investments Ltd	30,069
J Lealand Contracting	42,575
Jenkins Marine Ltd	96,480
Johnson Contracting	68,143
Koers & Associates Engineering Ltd	164,004
Ladysmith Health Care Auxiliary	27,400
Lewkowich Engineering Ltd	46,909

Payee	Total Payments
Metro Motors	\$75,929
Minister of Finance	214,743
Ministry of Small Business and Revenue	659,855
Municipal Finance Authority	76,926
Municipal Insurance Association of BC	216,854
Municipal Pension Fund	527,953
NAC Constructors Ltd	547,555
Niko Projects Inc	46,856
Pacific Blue Cross	232,729
Pipe-Eye Video Inspections & Services	26,247
Receiver General (Payroll Only)	359,186
Receiver General For Canada	982,894
Rushworth Electrical Services Inc	49,330
Shaw Cablesystems GP	26,269
Shaw Electrical Services Ltd	25,051
Smith Cameron Process Solutions	29,489
Softchoice Corp	31,536
Stewart McDannold Stuart	85,734
Telus Mobility	33,511
Tetra Tech Canada Inc	54,634
US Bank	195,694
Vancouver Island Regional Library	425,824
Veer Holdings Inc	62,044
Waste Connections of Canada Inc	296,987
Waterhouse Environmental Services Corporation	91,392
West Coast Pre Fab Ltd	144,258
Wholesale Fire & Rescue Ltd	39,412
Worksafe BC	206,430
WSP Canada Inc	59,959
	<hr/>
	14,576,356
	<hr/>
Grants and contributions over \$25,000:	
Ladysmith & District Historical Society	36,037
Ladysmith Chamber of Commerce	45,570
Ladysmith Resources Centre Association	43,838
	<hr/>
Total payments over \$25,000	14,701,801
Payments under \$25,000	2,019,130
Grants under \$25,000	59,700
	<hr/>
Total payments made	\$16,780,631
	<hr/>
Reconciliation:	
Total payment made (above)	16,780,631
Expenses - Schedule 1 Financial Statements	18,871,360
	<hr/>
Difference	(2,090,729)
	<hr/>

Differences due to timing, cash versus accrual accounting and PSAB accounting

Appendix 1 -
2021 Audited Financial
Statements



INDEX TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2021

Management Report

Independent Auditor's Report

Consolidated Financial Statements

Consolidated Statement of Financial Position	1
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Schedules

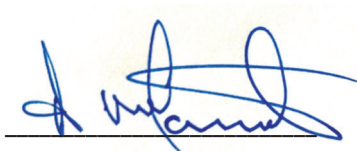
I	Statement of Operations by Segment – 2020 & 2021	32-33
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STATEMENT OF MANAGEMENT'S RESPONSIBILITY

The accompanying Consolidated Financial Statements are the responsibility of the management of the Town of Ladysmith and have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting standards.

In carrying out its responsibilities, management maintains appropriate systems of internal and administrative controls designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

MNP LLP as the Municipality's appointed external auditors, have audited the Consolidated Financial Statements. The Auditor's report is addressed to the Mayor and members of Council and appears on the following page. Their opinion is based upon an examination conducted in accordance with Canadian Auditing Standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the Consolidated Financial Statements are free of material misstatement and present fairly the financial position and results of the Municipality in accordance with Canadian Public Sector Accounting Standards.



Allison McCarrick
Chief Administration Officer

To Mayor and Council of the Town of Ladysmith:

Opinion

We have audited the Consolidated financial statements of the Town of Ladysmith (the "Town"), which comprise the Consolidated statement of financial position as at December 31, 2021, and the Consolidated statements of operations, accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the Consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying Consolidated financial statements present fairly, in all material respects, the Consolidated financial position of the Town as at December 31, 2021, and the results of its Consolidated operations, changes in its net financial assets and its Consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the Consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the Consolidated financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the Consolidated financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the Consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the Consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of Consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the Consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the Consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the Consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the Consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the Consolidated financial statements, including the disclosures, and whether the Consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Town to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

April 19, 2022

MNP LLP

Chartered Professional Accountants

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2021

		<u>2021</u>	<u>2020</u>
Financial Assets			
Cash and short-term deposits	(Note 2)	\$ 40,312,838	\$ 32,457,247
Accounts receivable	(Note 4)	<u>2,344,274</u>	<u>2,584,490</u>
		<u>42,657,112</u>	<u>35,041,737</u>
Liabilities			
Accounts payable and accrued liabilities	(Note 5)	3,372,150	4,461,984
Post-employment benefits	(Note 6)	314,600	319,100
Deferred revenue	(Note 7)	3,481,042	1,494,902
Refundable deposits and other	(Note 8)	2,359,068	1,366,204
Restricted reserves	(Note 9)	495,736	485,631
Development cost charge reserve	(Note 10)	6,886,134	4,472,558
Federal gas tax reserve	(Note 11)	2,120,128	1,607,008
Equipment financing	(Note 12)	791,629	857,420
Short-term financing	(Note 13)	952,700	952,700
Debenture debt	(Note 14)	<u>15,339,599</u>	<u>16,156,313</u>
		<u>36,112,786</u>	<u>32,173,820</u>
Net Financial Assets		<u>6,544,326</u>	<u>2,867,917</u>
Non-Financial Assets			
Tangible Capital Assets	(Schedule II)	113,619,315	113,991,578
Prepays		103,139	103,210
Inventory		<u>86,363</u>	<u>62,792</u>
		<u>113,808,817</u>	<u>114,157,580</u>
Accumulated Surplus	(Note 19)	<u>\$ 120,353,143</u>	<u>\$ 117,025,497</u>

Commitments and Contingencies (Note 15)
Subsequent Events (Note 28)



Director of Financial Services

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2021

		<u>2021</u>	<u>Budget 2021</u> (Note 20)	<u>2020</u>
Revenue				
Taxation	(Note 22)	\$ 12,213,646	\$ 12,161,186	\$ 11,962,782
Sale of Services	(Note 23)	4,392,239	4,141,270	4,014,713
Investment Income		284,829	235,883	279,681
Licence, Permits, Rentals & Penalties	(Note 24)	1,538,025	788,442	910,582
Grants	(Note 25)	1,151,138	28,286,120	4,401,211
Donations & contributed tangible capital assets		2,552,570	2,111,696	2,588,706
Loss on foreign exchange		(682)	-	(2,531)
Loss on disposal of tangible capital assets		(297,456)	-	(38,647)
Development fees		10,395	1,182,620	78,447
Gas tax funds utilized	(Note 11)	354,302	1,486,019	303,100
		<u>22,199,006</u>	<u>50,393,236</u>	<u>24,498,044</u>
Expenses				
General government services		2,464,818	3,033,176	2,439,412
Protective services		1,740,430	2,181,796	1,935,494
Transportation services		2,423,148	3,076,743	2,383,547
Garbage services		495,217	582,247	429,609
Cemetery services		41,051	29,624	25,910
Development services		808,511	1,235,400	614,932
Recreation and cultural services		3,083,722	3,390,074	2,903,436
Parks operation services		1,095,001	1,601,210	958,428
Sewer		3,014,472	3,362,308	4,042,452
Water		3,704,990	4,727,923	3,063,352
		<u>18,871,360</u>	<u>23,220,501</u>	<u>18,796,572</u>
Annual Surplus		3,327,646	27,172,735	5,701,472
Accumulated Surplus, beginning of year		<u>117,025,497</u>	<u>117,025,497</u>	<u>111,324,025</u>
Accumulated Surplus - end of year		<u>\$ 120,353,143</u>	<u>\$ 144,198,232</u>	<u>\$ 117,025,497</u>

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF CASH FLOWS
AS AT DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
Operating Transactions		
Annual Surplus	\$ 3,327,646	\$ 5,701,472
Less non-cash items included in surplus:		
Amortization	4,180,476	3,872,923
Loss on disposal of tangible capital assets	297,456	38,647
Actuarial adjustments on debenture debt	(62,102)	(51,502)
Contributed tangible capital assets	<u>(2,518,811)</u>	<u>(2,328,281)</u>
	5,224,666	7,233,260
Change in		
Accounts receivable	240,216	3,068,530
Prepaid expenses	71	(7,725)
Inventory	(23,571)	1,758
Accounts payable and accrued liabilities	(1,089,834)	901,433
Post employment benefits	(4,500)	56,700
Deferred revenues	1,986,140	883,424
Refundable deposits and other	992,864	546,437
Restricted reserves	10,105	11,151
Development cost charge reserve	2,413,576	758,170
Gas tax reserve	<u>513,120</u>	<u>132,973</u>
Cash provided by operating transactions	<u>10,262,852</u>	<u>13,586,110</u>
Capital Transactions		
Proceeds on sale of tangible capital assets	181,745	16,845
Cash used to acquire tangible capital assets	<u>(1,768,603)</u>	<u>(4,985,924)</u>
Cash used by capital transactions	<u>(1,586,858)</u>	<u>(4,969,079)</u>
Repayment of long-term debt and equipment financing		
Repayment of debt	<u>(820,403)</u>	<u>(812,838)</u>
Net Decrease in cash from financing	<u>(820,403)</u>	<u>(812,838)</u>
Increase in Cash and Short-Term Deposits	7,855,591	7,804,193
Cash and Short-Term Deposits - Beginning of Year	32,457,247	24,653,055
Cash and Short-Term Deposits - End of Year	<u>\$ 40,312,838</u>	<u>\$ 32,457,248</u>

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
AS AT DECEMBER 31, 2021

	<u>2021</u>	<u>Budget 2021</u> (Note 20)	<u>2020</u>
Annual Surplus	\$ 3,327,646	\$ 27,172,735	\$ 5,701,472
Acquisition of tangible capital assets	(4,287,414)	(41,647,859)	(7,314,206)
Amortization of tangible capital assets	4,180,476	3,872,923	3,872,923
Loss (gain) on sale of tangible capital assets	297,456	-	38,647
Proceeds from sale of tangible capital assets	181,745	-	16,845
Decrease (Increase) in inventories	(23,571)	-	1,758
Increase (Decrease) in prepaids	<u>71</u>	<u>-</u>	<u>(7,725)</u>
Change in Net Financial Assets	<u>3,676,409</u>	<u>(10,602,201)</u>	<u>2,309,714</u>
Net Financial Assets, beginning of year	<u>2,867,917</u>		<u>558,203</u>
Net Financial Assets, end of year	<u>\$ 6,544,326</u>		<u>\$ 2,867,917</u>

See accompanying notes to the consolidated financial statements

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

The Town of Ladysmith (the Town) was incorporated in 1904 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services in the Town, as governed by the *Community Charter* and the *Local Government Act*.

Note 1 - Significant Accounting Policies

The notes to the consolidated financial statements are an integral part of these financial statements. They provide detailed information and explain the significant accounting and reporting policies and principles that form the basis of these statements. They also provide relevant supplementary information and explanations which cannot be expressed in the consolidated financial statements.

(a) Basis of Presentation

It is the Town's policy to follow Canadian public sector accounting standards for local governments and to apply such principles consistently. The financial resources and operations of the Town have been consolidated for financial statement purposes and include the accounts of all of the funds of the Town.

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon the receipt of goods and services or the creation of an obligation to pay.

The consolidated financial statements reflect the assets, liabilities, revenues and expenses and changes in fund balances and financial position of the Town. These consolidated financial statements consolidate the following operations:

General Revenue Fund	General Capital Fund
Water Revenue Fund	Water Capital Fund
Sewer Revenue Fund	Sewer Capital Fund
Reserve Fund	

(b) Reporting Entity

The consolidated financial statements include the assets, liabilities, revenue and expenses of the reporting entity. The reporting entity is comprised of all the funds, agencies, local boards, and committees of the Council which are controlled by the Town. Control is defined as the power to govern the financial and reporting policies of another organization with the expected

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 1 - Significant Accounting Policies - (b) Reporting Entity (continued)

benefits of risk of loss to the Town. The controlled organizations are consolidated after adjusting their accounting policies to a basis consistent with the accounting policies of the Town. Interfund and intercompany balances and transactions have been eliminated. The controlled organizations include DL 2016 Holdings Corporation, a wholly owned subsidiary of the Town.

(c) Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Donated assets are recorded at their estimated fair value upon acquisition. Certain tangible capital assets for which historical cost information is not available have been recorded at current fair market values discounted by a relevant inflation factor. Certain assets are disclosed at a nominal value as the determination of current fair market value was not available. The Town does not capitalize interest charges as part of the cost of its tangible capital assets.

Tangible capital assets are amortized over their estimated useful life on the straight-line method at the following annual rates:

General Tangible Capital Assets

Land	Indefinite
Land Improvements	15 to 75 years
Buildings	25 to 40 years
Equipment, Furniture and Vehicles	5 to 60 years

Engineering Structures

Roads and Sidewalks	20 to 75 years
Storm and Sewer	25 to 75 years
Water	20 to 80 years

Constructions in progress contain capital projects underway but not yet complete or put into use. Once put into use, the asset will be amortized based on the above annual rates for the applicable category of work performed.

Certain assets have historical or cultural value including works of art, historical documents as well as historical and cultural artifacts that are not recognized as tangible capital assets

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 1 - Significant Accounting Policies – (c) Tangible Capital Assets (continued)

because a reasonable estimate of the future benefits associated with such property cannot be made. Intangibles, Crown lands and other natural resources are not recognized as tangible capital assets.

(d) Cash and Short-Term Deposits

Cash and short-term deposits have maturities of three months or less from the date of acquisition, reported in Canadian funds using the exchange rate of the prescribed bank as of December 31.

(e) Restricted Reserves and Deferred Revenues

Receipts which are restricted by the legislation of senior governments or by agreement with external parties are deferred and reported as restricted reserves. When qualifying expenses are incurred, restricted reserves are brought into revenue at equal amounts, in accordance with Revenue Recognition policy 1(g). These revenues are comprised of the amounts shown in Note 9, 10, and 11.

Revenues received from non-government sources in advance of expenses which will be incurred in a later period are deferred until the associated purchase or expense is incurred.

(f) Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expense during the reporting period. Significant areas requiring the use of management estimates relate to the collectability of accounts receivable, accrued liabilities, post-employment benefits, provisions for contingencies and amortization rates, useful lives and salvage values for determining tangible capital asset values. Actual results could differ from those estimates. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Town is responsible for. Adjustments, if any, will be reflected in operations in the period of settlement.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 1 - Significant Accounting Policies (continued)

(g) Revenue Recognition

Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Fees and charges revenue are recognized when the services are rendered. Investment income is accrued as earned. Gain (loss) on foreign exchange has been recognized in the Statement of Operations using the exchange rate in effect on December 31, 2021.

Other revenues are recognized when earned in accordance with the terms of the agreement, when the amounts are measurable and when collection is reasonably assured.

The Town recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. Grants and donations are recognized in the financial statements in the period which the events giving rise to the transfer occur, eligibility criteria are met, and reasonable estimates of the amount can be made. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability (deferred revenue). In such circumstances, the Town recognizes the revenue as the liability is settled.

Deferred revenue represents user charges and other fees which have been collected, for which the related services have yet to be provided. These amounts will be recognized as revenue in the fiscal year the services are provided.

(h) Non-financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Inventory

Inventory is valued at the lower of cost and net realizable value, determined on an average cost basis.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 1 - Significant Accounting Policies (continued)

(j) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town of Ladysmith is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2021.

Included in tangible capital assets are specific properties that have been determined to be contaminated in excess of Provincial environmental standards and that require remediation activities. As the Town has not accepted responsibility for the contamination, no liability has been recorded for the estimated remediation costs. Future events may confirm the Town's responsibility, at which point a liability would be recorded. Any remediation activities that occur prior to the determination of responsibility will be expensed as incurred.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 2 - Cash and Short-Term Deposits

Cash and short-term deposits were comprised as follows:

	<u>2021</u>	<u>2020</u>
Cash	\$ 39,496,882	\$ 31,642,537
Short-term deposits	<u>815,956</u>	<u>814,710</u>
	<u>\$ 40,312,838</u>	<u>\$ 32,457,247</u>

Included in Cash is a deposit of \$181,272 (the equivalent of \$143,329 US Funds based on the exchange rate at the Ladysmith and District Credit Union on December 31, 2021). Short-term deposits consist of short-term investments in the Municipal Finance Authority of B.C. money market fund. The market value is equal to the carrying value.

Included in cash and short-term deposits are the following restricted amounts that are expended in accordance with the terms of the restricted reserves.

	<u>2021</u>	<u>2020</u>
Restricted reserves	\$ 495,736	\$ 485,631
Federal gas tax reserve	2,120,128	1,607,008
Development cost charges reserve	<u>6,886,134</u>	<u>4,472,558</u>
Total restricted cash	<u>\$ 9,501,997</u>	<u>\$ 6,565,197</u>

Note 3 - Financial Instruments

The Town as part of its operations carries a number of financial instruments. It is management's opinion the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments, except as otherwise disclosed. The Town is exposed to currency risk on its US dollar bank account. Unless otherwise noted in Note 2, the fair value of these financial instruments approximates their carrying values.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 4 - Accounts Receivable

	<u>2021</u>	<u>2020</u>
Property taxes	\$ 838,969	\$ 926,947
Other government	538,722	611,261
User fees and other	958,790	1,033,536
Developer receivables	5,139	5,139
Employee receivables	<u>2,654</u>	<u>7,606</u>
	<u>\$ 2,344,274</u>	<u>\$ 2,584,490</u>

Note 5 - Accounts Payable and Accrued Liabilities

	<u>2021</u>	<u>2020</u>
General	\$ 1,106,367	\$ 1,784,974
Other governments	440,387	469,554
Salaries and wages	206,976	147,687
Contractor holdbacks	1,515,317	1,952,085
Accrued interest	<u>103,103</u>	<u>107,684</u>
	<u>\$ 3,372,150</u>	<u>\$ 4,461,984</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 6 - Post-Employment Benefits

The Town provides compensated absences to its employees to a maximum of 120 days. The Town also allows employees to defer unused vacation without any maximum. Any deferred vacation time remaining at retirement or termination is paid out at that time. The amount recorded for these benefits is based on an actuarial evaluation done by an independent firm using a projected benefit actuarial valuation method prorated on services. The last actuarial valuation was calculated at September 5, 2020 and has been extrapolated to December 31, 2021. The change in the liability in the financial statements in respect of obligations under the plan amounts to -\$4,500 (\$56,100 - 2020).

The accrued post-employment benefits are as follows:

	<u>2021</u>	<u>2020</u>
Balance, beginning of year	\$ 319,100	\$ 262,400
Current service costs	38,100	31,300
Benefits paid	(38,500)	(48,700)
Actuarial gain	(4,100)	74,100
Past service credit	-	-
Balance, end of year	<u>\$ 314,600</u>	<u>\$ 319,100</u>

The significant actuarial assumptions adopted in measuring the Town's post-employment benefits are as follows:

	<u>2021</u>	<u>2020</u>
Discount Rate	2.50%	2.00%
Expected Inflation Rate and Wage & Salary Increases	2.50%	2.50%

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 7 - Deferred Revenue

	<u>2021</u>	<u>2020</u>
Licence fees & charges	\$ 20,857	\$ 20,053
Rental payments	-	12,441
Property tax prepayments	679,439	570,269
Subdivisions prepayments	153,715	107,215
Recreation prepayments	27,361	30,070
Utilities prepayments	18,701	22,175
Government grant prepayments	2,566,820	731,332
Other	14,149	1,346
	<u>\$ 3,481,042</u>	<u>\$ 1,494,902</u>

Note 8 - Refundable Deposits and Other

	<u>2021</u>	<u>2020</u>
Developer performance deposits	\$ 1,186,590	\$ 841,422
Damage deposits	395,950	299,500
Other	776,528	225,282
	<u>\$ 2,359,068</u>	<u>\$ 1,366,204</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 9 - Restricted Reserves

There are two reserves, LRCA Capital and B&G Capital for the replacement of specific building components located at 630 2nd Avenue and 220 High Street. The Town renewed the operating leases with the Ladysmith Seniors Society and the Ladysmith Resources Community Association (LRCA) in 2021.

Des cription	Balance Dec. 31, 2020	Interes t	Contributions	Expenditures	Balance Dec. 31, 2021
Parking	\$ 108,648	\$ 1,092	\$ -	\$ -	\$ 109,740
Green Streets	1,538	15	-	-	1,554
Amphitheatre	10,494	106	-	-	10,599
B&G - Capital	55,929	588	5,064	-	61,582
LRCA Seniors -	309,022	712	2,527	-	312,261
TOTAL	\$ 485,631	\$ 2,514	\$ 7,591	\$ -	\$ 495,736

Note 10 - Development Cost Charges Reserve

Restricted reserves include Development Cost Charges (DCC's) which are charged to developers and utilized for infrastructure development.

Des cription	Balance Dec. 31, 2020	Interes t	Contributions	Expenditures	Balance Dec. 31, 2021
DCC - Water	\$ 913,954	\$ 16,329	\$ 1,107,544	\$ -	\$ 2,037,827
DCC - Parks	1,022,740	11,855	270,651	-	1,305,246
DCC - Roads	1,067,270	13,301	406,592	(10,395)	1,476,768
DCC - Sewer	1,041,983	13,863	521,645	-	1,577,490
DCC - Storm	426,611	4,647	57,545	-	488,803
TOTAL	\$ 4,472,558	\$ 59,995	\$ 2,363,977	\$ (10,395)	\$ 6,886,134

Developers may be entitled to DCC credits in certain circumstances. There was \$31,563 provided in DCC-Water credits (\$62,091 for all DCC programs – 2020).

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 11 - Federal Gas Tax Reserve

Gas Tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Town and the Union of British Columbia Municipalities. Gas Tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements. A one-time payment of \$414,804 was received in 2021 (\$0 - 2020). The funds are recorded on the consolidated financial statements as a restricted reserve.

	<u>2021</u>	<u>2020</u>
Opening balance of unspent funds	\$ 1,607,008	\$ 1,474,035
Add: Amounts received during the year	848,590	414,804
Interest earned	18,832	21,269
Less: Gas tax funds utilized	(354,302)	(303,100)
Closing balance of unspent funds	<u>\$ 2,120,128</u>	<u>\$ 1,607,008</u>

Note 12 - Obligations under Equipment Financing

The total equipment financing outstanding with the Municipal Finance Authority of British Columbia as at December 31, 2021 was \$791,629 (\$857,420 - 2020).

The Town has entered into equipment loans for the following purchases:

- 1) A five year equipment loan agreement with the Municipal Finance Authority of British Columbia which commenced May 2017 for the purchase of a 2012 Spartan fire truck. This was formerly a capital lease. The remaining obligation will be repaid with monthly loan payments in the amount of \$3,291 including interest at a monthly varying rate (December, 2021 was .97%). The balance of the loan at December 31, 2021, which is included in equipment financing, is \$181,987 (\$219,594 - 2020). Loan to expire May 2022.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 12 - Obligations under Equipment Financing (continued)

- 2) A five year equipment loan agreement with the Municipal Finance Authority of British Columbia which commenced September 2018 for the purchase of a 2018 Spartan fire truck. The remaining obligation will be repaid with monthly loan payments in the amount of \$2,835 including interest at a monthly varying rate (December, 2021 was .97%). The balance of the loan at December 31, 2021, which is included in equipment financing, is \$609,642 (\$637,825 - 2020). Loan to expire September 2023.

There are two equipment loans payable to the Municipal Finance Authority. The future minimum loan payments under the equipment loan obligation are as follows:

2022	\$ 43,555
2023	187,340
2024	560,733

Interest in the consolidated statement of operations is calculated as \$7,720 (\$15,285 - 2020).

The total equipment financing issued and outstanding with the MFA as at December 31, 2021 was \$791,629 (\$857,420 as at December 31, 2020). This balance is made up of:

	Balance Dec 31, 2020	Principal Payments	Balance Dec 31, 2021	Interest t
Spartan Fire Truck	\$ 219,594	\$ 37,608	\$ 181,986	\$ 1,888
Pumper Truck	637,826	28,183	609,643	5,832
	<u>\$ 857,420</u>	<u>\$ 65,791</u>	<u>\$ 791,629</u>	<u>\$ 7,720</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 13 – Short-term Financing

The total short-term financing outstanding with the Municipal Finance Authority of British Columbia as at December 31, 2021 was \$952,700 (\$952,700 – 2020). The Town entered into a short-term financing agreement which commenced September 2018 to borrow up to \$1,000,000 to purchase 1260 Churchill Place. As of December 31, 2021 \$952,700 in short-term financing was executed. Interest is charged at a daily varying rate (December 31, 2021 was 0.97). The full amount borrowed must be repaid by 2023.

Short-term interest in the consolidated statement of operations is calculated at \$8,123 (\$15,627 – 2020).

Note 14 - Debenture Debt

The Town of Ladysmith secures its long-term borrowing through the Municipal Finance Authority of BC (MFA). As a condition of each borrowing, a portion of the debenture proceeds is retained by the MFA as a debt reserve fund. As at December 31, 2021, the cash balance of the Town's debt reserve funds was \$231,994 (\$228,114 – 2020). Debt reserve funds are not recorded elsewhere in the financial statements.

The total long-term debt issued and outstanding with the MFA as at December 31, 2021 was \$15,339,599 (\$16,156,313 as at December 31, 2020). This balance is made up of:

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 14 - Debenture Debt (continued)

	Original Amount	Balance Dec 31, 2020	Principal Payments	Balance Dec 31, 2021	Interest	Actuarial Adjustment	Interest Rate
General Capital Fund							
RCMP Building Issue #97 Term 2006-2031	\$ 2,750,000	\$ 1,542,132	\$ 114,348	\$ 1,427,784	\$ 48,125	\$ (48,315)	1.75%
Water Capital Fund							
Water Improvements Issue #118 Term 2012-2037	1,000,000	778,748	32,862	745,886	34,000	(8,850)	3.40%
Water Filtration Plant Issue #147 Term 2019-2044	6,000,000	5,835,433	169,504	5,665,929	159,600	(4,937)	2.66%
Sewer Capital Fund							
Sewer Treatment Plant Issue #138 Term 2016-2036	10,000,000	8,000,000	500,000	7,500,000	154,139	-	1.54%
	<u>\$ 19,750,000</u>	<u>\$ 16,156,313</u>	<u>\$ 816,714</u>	<u>\$ 15,339,599</u>	<u>\$ 395,864</u>	<u>\$ (62,102)</u>	

The following principal payments are payable over the next five years:

	General		Water		Sewer		Total
	Principal Repayment	Actuarial Sinking Fund Earnings	Principal Repayment	Actuarial Sinking Fund Earnings	Principal Repayment	Actuarial Sinking Fund Earnings	Net
2022	66,033	52,889	188,579	20,187	500,000	-	827,687
2023	66,033	57,645	188,579	26,791	500,000	-	839,049
2024	66,033	62,593	188,579	33,608	500,000	-	850,813
2025	66,033	67,738	188,579	40,643	500,000	-	862,993
2026	66,033	73,088	188,579	47,904	500,000	-	875,605
Thereafter	330,165	453,503	3,226,342	2,073,443	5,000,000	-	11,083,452

Debt interest, net of actuarial adjustment included in the consolidated statement of operations, is calculated at \$333,762 (\$354,678 – 2020).

On February 18, 2020, the electors approved an additional \$6.2 million dollars in long-term debt to increase the Town's water supply. This new debt has not been executed.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 15 - Commitments and Contingencies

(a) Contingent Liabilities

- i) The Town, as a member of the Cowichan Valley Regional District, is jointly and severally liable for operational deficits or long term debt related to functions in which it participates.
- ii) The loan agreements with the Municipal Finance Authority provide that if the Authority does not have sufficient funds to meet payments on its obligations it shall make payments from the Debt Reserve Fund which in turn is established by a similar Debt Reserve Fund in the Town and all other borrowing participants. If the Debt Reserve Fund is deficient the Authority's obligations become a liability of the regional district and may become a liability of the participating municipalities.
- iii) There were various claims made against the Town as at December 31, 2021 for incidents that arose in the ordinary course of operations. In the opinion of management and legal counsel, the outcomes of the lawsuits, now pending, are not determinable. As the outcomes are not determinable at this time, no amount has been accrued in the financial statements. Should any loss result from the resolution of these claims, such loss will be charged to operations in the year of resolution.

(b) Pension Liability

The Town and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 15 - Commitments and Contingencies – (b) Pension Liability (continued)

The most recent valuation for the Municipal Pension Plan as of December 31, 2018, indicated a \$2.866 billion funding surplus for basic pension benefits on a going concern basis.

The Town of Ladysmith paid \$527,953 (2020 - \$499,569) for employer contributions to the Plan in fiscal 2021.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

(c) Reciprocal Insurance Exchange Agreement

The Town is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement the Town is assessed a premium and specific deductible for its claims based on population. The obligation of the Town with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, and not joint and several. The Town irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 15 - Commitments and Contingencies (continued)

(d) Service Agreements & Rental Payments

Service Agreements

	<u>2021</u>	<u>2020</u>
Ladysmith & District Historical Society	\$ 28,537	\$ 28,038
Ladysmith Resources Centre Association	43,838	42,978
Ladysmith Chamber of Commerce & Visitor Centre	<u>43,400</u>	<u>60,400</u>
	<u>\$ 115,775</u>	<u>\$ 131,416</u>

In 2017, the Town entered into a 5-year Service Agreement with the Ladysmith & District Historical Society (LDHS) for the occupancy, operation and management of the museum and archives. Also in 2017, the Town entered into a 5-year Service Agreement with the Ladysmith Resources Centre Association (LRCA). Both agreements may be renegotiated in 2022.

The Town provides the Ladysmith Chamber of Commerce & Visitor Centre annual funding to operate the visitor centre and provide support services for local businesses. The agreement is year-to-year. In July of 2020, the Town entered into 2-year pilot project with the Ladysmith Chamber of Commerce to promote economic development and tourism services. The initial payment of \$17,000 was made in 2020; the second payment of \$17,000 was postponed to 2022.

Rental payments under operating leases are expensed as incurred.

	<u>2021</u>	<u>2020</u>
132c Roberts Street - office space	\$ 28,653	\$ 28,598
17 & 25 Roberts Street - parking lot	<u>9,300</u>	<u>8,700</u>
	<u>\$ 37,953</u>	<u>\$ 37,298</u>

The Town entered into a 3-year lease with Ivory Tower Investments Ltd for the use of office space at 132c Roberts Street. The future monthly payments are \$2,824 for 2022 and 2023.

In 2017, the Town entered into a 3-year lease agreement with Paul Jorjorian for the rental of the 17 & 25 Roberts Street Parking Lot. The future monthly payment is \$800 for 2022, and \$825 for 2023.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 16 - Significant Taxpayers

The Town is reliant upon 10 taxpayers for approximately 12.09% (11.91% - 2020) of the total property tax revenue which includes Western Forest Products at approximately 6.51% (6.50% - 2020) of the total property tax revenue.

Note 17 - Funds Held in Trust

These funds account for assets which must be administered as directed by agreement or statute for certain beneficiaries; in particular, these funds are for the Cemetery Trust Fund. In accordance with PSAB recommendations on financial statement presentation, trust funds are not included in the Town's Financial Statements. A summary of trust fund activities by the Town is as follows:

	<u>2021</u>	<u>2020</u>
Assets		
Cash and short term investment	<u>\$ 169,227</u>	<u>\$ 164,942</u>
Equity		
Opening balance	\$ 164,942	\$ 161,557
Interest	1,684	2,153
Transfer interest to fund cemetery costs	(1,684)	(2,153)
Contributions	4,285	3,385
Refunds	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 169,227</u>	<u>\$ 164,942</u>

Note 18 - Comparative Figures

Certain comparative figures have been reclassified to conform to the current year's presentation.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 19 - Accumulated Surplus

The Town segregates its accumulated surplus in the following categories:

	<u>2021</u>	<u>2020</u>
Appropriated Equity <i>(Note 26)</i>		
Continuing projects	\$ 4,899,793	\$ 3,482,640
General fund	6,456,011	5,545,769
Water fund	2,586,283	2,665,835
Sewer fund	<u>1,210,180</u>	<u>943,580</u>
	<u>15,152,267</u>	<u>12,637,824</u>
Unappropriated Equity		
General fund	2,295,424	1,753,516
Water fund	603,028	616,151
Sewer fund	1,412,450	1,412,450
General capital fund	283,233	254,812
Sewer capital fund	32,529	14,943
Water capital fund	<u>446,073</u>	<u>446,073</u>
	<u>5,072,739</u>	<u>4,497,945</u>
Reserve Funds		
Reserve funds <i>(Note 26)</i>	<u>3,592,745</u>	<u>3,864,577</u>
Equity in Tangible Capital Assets	<u>96,535,392</u>	<u>96,025,150</u>
Total Accumulated Surplus	<u><u>\$ 120,353,143</u></u>	<u><u>\$ 117,025,497</u></u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 20 - Annual Budget

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on May 4th, 2021.

The Financial Plan anticipated the use of surpluses accumulated in previous years to balance against current year expenses in excess of current year revenues. In addition, the Financial Plan anticipated capital expenses rather than amortization expense.

The following shows how these amounts were combined:

Financial Plan Balance for the year	\$ -
Add back:	
Amortization	(3,872,923)
Proceeds from new debt	(6,200,000)
Transfers to/from own funds	(5,391,308)
Less:	
Principal payments on debt	989,107
Capital expenditures per budget	44,567,785
Capital Expenditures expensed according to Tangible Capital Asset Policy	<u>(2,919,926)</u>
Adjusted Annual Surplus	<u>\$ 27,172,735</u>

Note 21 - DL 2016 Holdings Corporation ("DL 2016")

The Town of Ladysmith has an investment in DL 2016 Holdings Corporation, a wholly owned subsidiary company of the Town.

The Town of Ladysmith leases portions of its waterfront from the Province of British Columbia parts of which are subleased to DL 2016 for use as a marina.

DL 2016 has entered into operation and maintenance agreement and a license agreement with the Ladysmith Maritime Society (LMS) for the operation and management of the lease area. A portion of the moorage revenues from LMS are owed to DL 2016.

Pursuant to these agreements DL 2016 could provide security for debt financing in order for LMS to implement capital improvements to the lease area.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 22 – Taxation

Taxation revenue comprises the following amounts less transfer to other governments:

	Actuals 2021	Actuals 2020
Taxes Collected:		
General municipal purposes	\$ 8,918,112	\$ 8,720,390
Grants in lieu and 1% utility tax	163,500	173,002
Water and sewer parcel tax	3,132,034	3,069,391
School district	3,542,809	3,070,875
Regional hospital district	1,048,123	1,056,358
Regional district	1,655,183	1,583,873
BCAA and MFA	96,820	93,350
Library	425,760	429,596
	<u>\$ 18,982,342</u>	<u>\$ 18,196,835</u>
Less transfer to other governments		
Province of BC (school taxes)	3,542,809	3,070,875
Cowichan Valley Regional Hospital District	1,048,123	1,056,358
Cowichan Valley Regional District	1,655,183	1,583,873
BC Assessment & Municipal Finance Authority	96,820	93,350
Vancouver Island Regional Library	425,760	429,596
	<u>6,768,696</u>	<u>6,234,052</u>
Net taxation for municipal purposes	<u><u>\$ 12,213,646</u></u>	<u><u>\$ 11,962,782</u></u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 23 - Sale of Services

	<u>Actuals 2021</u>	<u>Budget 2021</u>	<u>Actuals 2020</u>
Administration recoveries	\$ 48,424	\$ 26,855	\$ 42,616
Cemetery services	34,763	21,580	22,705
Fire service agreements	98,459	85,475	85,475
Public Works recoveries	82,420	-	5,969
Recreation services	325,723	328,406	200,245
Sewer utility fees	1,645,828	1,610,390	1,615,628
Solid waste fees	687,119	665,618	674,628
Water utility fees	1,469,502	1,402,946	1,367,447
	<u>\$ 4,392,239</u>	<u>\$ 4,141,270</u>	<u>\$ 4,014,713</u>

Note 24 - Licences, Permits, Rentals & Penalties

	<u>Actuals 2021</u>	<u>Budget 2021</u>	<u>Actuals 2020</u>
Facility Rentals & Leases	\$ 320,902	\$ 307,029	\$ 280,352
Fines	3,780	3,950	2,440
Licences	87,988	86,000	86,825
Penalties and interest	112,842	138,705	129,142
Permits, Licences & Fees	1,012,513	252,758	411,823
	<u>\$ 1,538,025</u>	<u>\$ 788,442</u>	<u>\$ 910,582</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 25 – Grants

	<u>Actuals 2021</u>	<u>Budget 2021</u>	<u>Actuals 2020</u>
Operating Grants			
Traffic Fines Revenue	\$ 37,933	\$ 60,081	\$ 60,081
Small Communities	451,000	459,947	459,947
CVRD Recreation	175,281	178,297	165,361
COVID Restart Plan	-	-	2,343,000
Other	45,877	16,900	48,857
	<u>710,091</u>	<u>715,225</u>	<u>3,077,246</u>
Capital Grants			
Arts & Heritage Hub (Phase I)	\$ 147,916	\$ 3,606,500	\$ -
Brown Drive Railing	-	5,500	-
Buller Street Sidewalk	-	5,000	-
Childcare Space Creation	17,451	875,110	-
Downtown Patio	-	-	13,490
Emergency Support Service Program	5,974	7,563	17,437
Golf Course Trail & Net	-	-	3,516
ICBC Sign Reflectors	-	-	18,350
Lot 108 Park Plan	-	1,963,125	-
Ludlow/Rocky Creek Rd Roundabout	9,750	9,750	-
Machine Shop	-	-	974,534
Machine Shop Rehabilitation Phase 2	-	3,114,611	-
Poverty Reduction	7,925	7,925	17,075
Pre-Emption Highway Light	10,000	-	-
Stocking Lake Dam Repair	114,159	150,000	-
Tourism - Transfer Beach	39,831	701,552	-
Tree Replacements	2,860	6,000	2,700
UV Pilot Study	45,877	108,274	147,766
Water Supply Infrastructure	-	16,910,000	-
Waterfront Stage 1 Remediation	39,303	99,985	129,097
	<u>441,047</u>	<u>27,570,895</u>	<u>1,323,965</u>
Total Grants	<u>\$ 1,151,138</u>	<u>\$ 28,286,120</u>	<u>\$ 4,401,211</u>

These notes form an integral part of these consolidated financial statements.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 26 – Reserves & Appropriated Equity

	Balance Dec. 31, 2020	Interest Allocated	Contributions	Funding	Balance Dec. 31, 2021
RESERVES					
Amenity Funds	\$ 116,852	\$ 1,177	\$ -	\$ -	\$ 118,028
Covid Safe Restart	2,226,476	-	-	456,752	1,769,724
Municipal Office reserve	475,000	-	60,000	-	535,000
Filming reserve	-	-	562	-	562
Perpetual Safety Fund	13,733	138	-	-	13,871
Sale Real Property	1,004,919	10,690	160,000	47,924	1,127,685
Tax Sale	27,598	278	-	-	27,876
TOTAL RESERVES	\$ 3,864,577	\$ 12,283	\$ 220,562	\$ 504,676	\$ 3,592,745
APPROPRIATED EQUITY					
General Operating Fund					
Continuing Projects	2,081,879	-	1,840,870	1,025,420	2,897,328
Future Projects	3,184,923	-	345,819	371,739	3,159,003
Equipment	835,382	-	454,172	8,111	1,281,443
Land & Building	430,487	-	128,875	69,695	489,667
Tax Contingency	7,986	-	-	-	7,986
Snow & Ice Removal	50,000	-	-	-	50,000
Infrastructure Deficit	412,150	-	250,921	-	663,071
Solid Waste	624,841	-	180,000	-	804,841
	<u>7,627,647</u>	<u>-</u>	<u>3,200,657</u>	<u>1,474,964</u>	<u>9,353,340</u>
Water Operating Fund					
Continuing Projects	1,058,070	-	710,206	561,518	1,206,758
Future Projects	2,141,760	-	311,938	391,490	2,062,208
MFA Surplus Refunds	524,076	-	-	-	524,076
Water Operating Fund Total	<u>3,723,906</u>	<u>-</u>	<u>1,022,144</u>	<u>953,008</u>	<u>3,793,042</u>
Sewer Operating Fund					
Continuing Projects	342,691	-	575,375	122,360	795,706
Future Projects	943,581	-	266,599	-	1,210,180
Sewer Operating Fund	<u>1,286,272</u>	<u>-</u>	<u>841,974</u>	<u>122,360</u>	<u>2,005,886</u>
TOTAL APPROPRIATED EQUITY	\$ 12,637,825	\$ -	\$ 5,064,775	\$ 2,550,332	\$ 15,152,268
TOTAL RESERVES & APPROPRIATED EQUITY	\$ 16,502,402	\$ 12,283	\$ 5,285,337	\$ 3,055,008	\$ 18,745,013

These notes form an integral part of these consolidated financial statements.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 27 - Segmented Information

The Town is a diversified municipal government institution that provides a wide range of services to its citizens such as roads, water, sewer and drainage infrastructure, fire protection, police protection (RCMP), cemetery, recreation centre, garbage collection and parkland. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government Services

The City Manager is the liaison between Council and the Town departments and staff. The Corporate Services Department supports the legislated activities of Council, and provides information to citizens with respect to Council/Committee processes, reporting procedures and decisions, and Town activities. Also included in General Government Services is the Finance Department, Information Technology, Human Resources, and Waterfront Area Plan Implementation.

Protective Services

Protection is comprised of fire protection, policing, and bylaw enforcement:

- Bylaw enforcement administers, monitors, and seeks compliance with the bylaws enacted by the Mayor and Council to regulate the conduct of affairs in the Town of Ladysmith.
- Fire protection is provided by the fire department, whose volunteer members receive compensation for each callout in which they take part.
- Policing is provided under contract with the RCMP operating from a detachment building located in and owned by the Town of Ladysmith.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 27 - Segmented Information (continued)

Transportation, Solid Waste and Cemetery

The Transportation (Public Works) Department is responsible for the infrastructure of the Town. Public works provides and maintains Town's roads, sidewalks, street lights, signage and line markings, storm drainage and hydrants.

Solid Waste (Public Works) is responsible for the garbage collection, kitchen organics and recycling programs operating in the Town of Ladysmith. Solid waste collection is performed by a contractor.

Cemetery (Public Works) Department provides cemetery services including the maintenance of the cemetery grounds.

Development

The Development Services Department provides short-term and long-term land use planning services. Long-term Planning includes work with the community on reviewing the Town's Official Community Plan, developing new Neighbourhood Plans, the Trail Plan and the review of relevant bylaws. Short term Planning includes the processing of development applications.

The Town of Ladysmith's Development Services and Public Works Departments work together to regulate all construction within the Town. This is achieved through the use of the Town of Ladysmith's Building and Plumbing Bylaw, the British Columbia Building Code, the British Columbia Fire Code and other related bylaws and enactments with the Town of Ladysmith.

Recreation and Culture

The Parks, Recreation and Culture Department contribute to the quality of life and personal wellness of the community through the provision of a variety of special events, programs, services and facilities. The Frank Jameson Community Centre is the location where the majority of the programs are offered.

Parks

Parks includes and provides maintenance of beach area, trails, golf course, spray-park, ball parks, and any other civic grounds.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 27 - Segmented Information (continued)

Water

Water includes all of the operating activities related to the treatment and distribution of water throughout the Town as well as ensuring clean and safe water to the Town, supplied through underground pipes and reservoirs,

Sewer

Sewer includes all of the operating activities related to the collection and treatment of waste water (sewage) and bio-solids composting throughout the Town as well as maintaining a separate system of underground pipes to collect sewer or waste water for proper treatment prior to discharging it.

Note 28 – Significant events

- (a) In March 2020, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on municipalities through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, municipal operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Town of Ladysmith as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, office closures and disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

TOWN OF LADYSMITH
STATEMENT OF OPERATIONS BY SEGMENT
FOR THE YEAR ENDED DECEMBER 31, 2021

SCHEDULE I

	General Government		Protective Services		Transportation, Garbage & Cemetery Services		Development Services	
	2021	2020	2021	2020	2021	2020	2021	2020
REVENUE								
Tax	\$ 9,081,612	\$ 8,893,392	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of services	49,753	42,617	98,459	86,150	786,862	699,326	12,528	-
Investment income & MFA Refunds	284,829	279,681	-	-	-	-	-	-
Licence, Permits, Rentals & Penalties	71,948	89,199	186,625	163,206	202,267	159,479	863,126	312,732
Grants	451,000	2,802,947	37,933	60,081	23,737	31,840	39,303	129,097
Donations & contributed property	10,459	16,000	-	7,035	2,133,343	1,576,383	-	-
Loss on foreign exchange	(682)	(2,531)	-	-	-	-	-	-
Gain (loss) on disposal	34,025	(27,727)	-	-	21,745	16,845	-	-
Development fees	-	-	-	-	10,395	-	-	-
Gas tax fund utilized	-	-	-	-	61,661	46,035	65,203	-
Total revenue	9,982,944	12,093,578	323,017	316,472	3,240,010	2,529,909	980,160	441,829
EXPENSES								
Contracted Services	344,387	368,567	1,103,059	1,264,658	719,265	644,247	145,444	67,035
Service Agreements/Grants In Aid	172,475	172,972	-	-	-	-	-	-
Insurance	72,207	62,286	16,883	19,487	-	-	-	-
Interest	8,907	15,627	3,285	19,547	-	-	-	-
Materials & Supplies	46,613	60,876	98,001	99,255	157,462	137,107	19,951	11,671
Utilities & Telephone	13,463	15,180	4,886	6,173	155,650	148,947	5,531	4,846
Wages & Benefits	1,829,067	1,705,469	307,571	304,106	1,063,113	930,328	625,565	515,810
Other	(286,938)	(205,483)	21,486	41,384	(101,107)	56,762	9,674	11,442
Amortization	264,636	243,919	185,258	180,884	965,033	921,674	2,345	4,128
Total expenses	2,464,818	2,439,412	1,740,430	1,935,494	2,959,416	2,839,066	808,511	614,932
Surplus (Deficit)	\$ 7,518,126	\$ 9,654,166	\$ (1,417,413)	\$ (1,619,021)	\$ 280,594	\$ (309,157)	\$ 171,649	\$ (173,103)

TOWN OF LADYSMITH
STATEMENT OF OPERATIONS BY SEGMENT
FOR THE YEAR ENDED DECEMBER 31, 2021

SCHEDULE I – CONTINUED

Recreation & Culture Services		Parks Operations Services		Sewer Operations Services		Water Operations Services		Total Actual	Total Actual
2021	2020	2021	2020	2021	2020	2021	2020	2021	2020
\$ -	\$ -	\$ -	\$ -	\$ 1,318,800	\$ -	\$ 1,813,234	\$ -	\$ 12,213,646	\$ 11,962,782
325,723	200,245	-	3,300	1,648,894	362	1,470,020	1,367,447	4,392,239	4,014,713
-	-	-	-	-	-	-	-	284,829	279,681
168,552	145,963	-	-	23,243	5,384	22,263	4,247	1,538,025	910,582
416,073	1,215,088	23,055	14,392	45,877	147,766	114,159	-	1,151,138	4,401,211
21,800	12,400	1,500	2,336	176,833	331,892	208,635	642,660	2,552,570	2,588,706
-	-	-	-	-	-	-	-	(682)	(2,531)
-	-	-	-	(4,292)	(2,276)	(348,934)	(25,489)	(297,456)	(38,647)
-	-	-	-	-	-	-	78,447	10,395	78,447
-	-	98,732	-	128,706	257,065	-	-	354,302	303,100
932,148	1,573,696	123,287	20,028	3,338,061	740,192	3,279,377	2,067,311	22,199,006	24,498,044
384,973	512,660	73,033	33,627	276,554	1,187,875	699,288	702,925	3,746,005	4,781,593
-	-	-	-	-	-	-	-	172,475	172,972
41,815	55,811	4,717	4,580	41,009	40,911	33,112	16,902	209,743	199,977
-	-	-	-	154,139	164,455	179,813	186,257	346,143	385,884
162,650	136,299	104,688	108,225	235,799	325,106	406,336	294,131	1,231,501	1,172,671
209,232	186,034	8,354	10,323	162,393	167,284	68,845	72,965	628,355	611,751
2,008,493	1,734,056	484,388	444,552	632,275	620,944	996,801	862,922	7,947,274	7,118,186
37,674	39,788	171,391	106,515	211,820	189,709	345,388	240,497	409,388	480,614
238,884	238,788	248,430	250,607	1,300,484	1,346,169	975,406	686,754	4,180,476	3,872,923
3,083,722	2,903,436	1,095,001	958,428	3,014,472	4,042,452	3,704,990	3,063,352	18,871,360	18,796,572
\$ (2,151,574)	\$ (1,329,740)	\$ (971,714)	\$ (938,400)	\$ 323,589	\$ (3,302,260)	\$ (425,613)	\$ (996,041)	\$ 3,327,646	\$ 5,701,472

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2021

SCHEDULE II

	<u>Land</u>		<u>Land Improvements</u>		<u>Buildings</u>		<u>Vehicle Furniture & Equipment</u>		<u>Transportation</u>
	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>	<u>2020</u>	<u>2021</u>
COST									
Opening Balance	\$ 10,518,581	\$ 10,492,216	\$ 9,533,068	\$ 9,259,385	\$ 25,741,080	\$ 23,714,208	\$ 9,337,652	\$ 8,931,746	\$ 30,313,284
Add: Additions	579,191	26,365	176,324	299,683	122,591	2,054,162	336,507	791,818	1,070,471
Less: Disposals	73,711	-	12,124	26,000	239,320	27,290	623,230	385,912	21,385
Less: Write-downs	-	-	-	-	-	-	-	-	-
Closing Balance	<u>11,024,061</u>	<u>10,518,581</u>	<u>9,697,268</u>	<u>9,533,068</u>	<u>25,624,351</u>	<u>25,741,080</u>	<u>9,050,929</u>	<u>9,337,652</u>	<u>31,362,370</u>
 ACCUMULATED AMORTIZATION									
Opening Balance	-	-	3,967,989	3,708,963	8,070,840	7,387,229	4,848,498	4,679,079	17,244,612
Add: Amortization	-	-	273,256	263,537	722,876	695,912	463,581	538,593	682,319
Less: Write-downs	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	12,124	4,511	92,038	12,301	606,821	369,174	20,480
Closing Balance	<u>-</u>	<u>-</u>	<u>4,229,121</u>	<u>3,967,989</u>	<u>8,701,678</u>	<u>8,070,840</u>	<u>4,705,258</u>	<u>4,848,498</u>	<u>17,906,451</u>
 Net Book Value	<u>\$ 11,024,061</u>	<u>\$ 10,518,581</u>	<u>\$ 5,468,147</u>	<u>\$ 5,565,079</u>	<u>\$ 16,922,673</u>	<u>\$ 17,670,240</u>	<u>\$ 4,345,671</u>	<u>\$ 4,489,154</u>	<u>\$ 13,455,919</u>

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2021

SCHEDULE II (CONTINUED)

Linear Infrastructure										
Transportation	Sanitary Sewer		Storm		Water		Assets Under Construction		Total	
2020	2021	2020	2021	2020	2021	2020	2021	2020	2021	2020
\$ 29,247,225	\$ 37,423,106	\$ 36,292,304	\$ 10,005,404	\$ 9,262,196	\$ 33,753,543	\$ 17,835,367	\$ 1,044,267	\$ 16,116,516	\$ 167,669,984	\$ 161,151,162
1,066,059	609,411	1,344,687	688,524	743,208	755,794	16,060,473	704,905	948,447	5,043,718	23,334,902
-	19,509	213,885	-	-	239,209	142,297	787,593	16,020,696	2,016,081	16,816,080
-	-	-	-	-	-	-	-	-	-	-
30,313,284	38,013,008	37,423,106	10,693,928	10,005,404	34,270,128	33,753,543	961,579	1,044,267	170,697,621	167,669,984
16,591,401	10,590,869	9,801,838	2,687,915	2,553,569	6,267,683	5,823,296	-	-	53,678,406	50,545,375
653,211	1,029,319	1,000,640	147,259	134,346	861,866	586,684	-	-	4,180,476	3,872,923
-	-	-	-	-	-	-	-	-	-	-
-	15,217	211,609	-	-	33,896	142,297	-	-	780,576	739,892
17,244,612	11,604,971	10,590,869	2,835,174	2,687,915	7,095,653	6,267,683	-	-	57,078,306	53,678,406
\$ 13,068,672	\$ 26,408,037	\$ 26,832,237	\$ 7,858,754	\$ 7,317,489	\$ 27,174,475	\$ 27,485,860	\$ 961,579	\$ 1,044,267	\$ 113,619,315	\$ 113,991,578



TOWN OF LADYSMITH

2021 ANNUAL REPORT

Fiscal year ending December 31, 2021





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ABOUT OUR COMMUNITY

Nestled on the eastern shores of spectacular Vancouver Island, Ladysmith features all the warmth and charm of a small town, yet offers its residents a full range of services, amenities and world class municipal infrastructure typically found in larger urban centres. Ladysmith is a growing community (population 8,990 in 2021) located just 88 km (55 miles) north of Victoria and 23 km (14 miles) south of Nanaimo.

Ladysmith residents place a very high value on preserving the storied chronicle of this community, actively celebrating the Town’s intriguing heritage while respectfully acknowledging the more than 5,000 years of history of the first residents of this land, the Stz’uminus First Nation.

The Town’s strong sense of pride for its past is also evident in its well-maintained architecture and colourful streetscapes. 1st Avenue, a major thoroughfare, was nationally recognized in 2017 as Canada’s Great Street by the Canadian Institute of Planners.

As a progressive municipal leader, the Town of Ladysmith places a strong emphasis on the importance of bringing the past to life while simultaneously forging ahead on new initiatives. These values are reflected in the way the Ladysmith Heritage Walks link the vibrant history of its buildings and artifacts with the burgeoning waterfront area and Transfer Beach Park.

Whether the Town is focused on restoring an old building or planning a new development, Council and staff always do so in a thoughtful, balanced and sustainable manner.





THE MAYOR'S MESSAGE

On behalf of Council, it is my privilege to provide this message for the Town of Ladysmith's 2021 Annual Report as we reflect on our accomplishments from this past year.

The COVID-19 pandemic continued to test our strength and determination as Council focused its attention on opportunities for meaningful progress on our Strategic Priorities in these ever-changing times.

As a Council, we started the second half of our term having achieved much already before pivoting during the pandemic to a focus on economic recovery.

In 2021, there was a sense that a return to normal times could be on the horizon.

In this spirit of resurgence, an achievement during the year was the official launch of our Official Community Plan Review. As a growing community, a strong OCP that reflects our current challenges and opportunities will help guide Council's decision-making moving forward.

Hundreds of residents shared their vision for Ladysmith and their diverse and meaningful feedback will help shape the final plan.

We were all once again reminded in 2021 that nature is a powerful force that without notice can uproot communities and cause widespread destruction.

Inclement weather resulting increasingly from climate change is a significant cause for concern for all levels of government, especially municipalities as we manage our infrastructure deficit.

The completion of the Phase 2 of the Holland Creek supply main relocation last year is one step in helping to ensure the distribution of water from the Water Filtration Plan is safeguarded. The relocation of the pipe was prioritized following the 2018 windstorm.

Similarly, Ladysmith experienced a significant drought during the summer and Council thanks residents who followed the water restrictions that are intended to help responsibly manage this resource in the event of a major structure fire.

Increasing our lake storage capacity and the availability of water is an ongoing priority for Council as our community grows steadily.

Through a coordinated effort with our partners at the Cowichan Valley Regional District, we completed a preliminary design for replacement of the Stocking Lake Dam, which will allow us to increase our storage capacity.

We continue to explore grant funding opportunities through senior levels of government to help complete these and other infrastructure projects without passing the full tax burden onto property owners.

On this note, thank you Town staff for again presenting a revised budget that balances the need for fiscal responsibility with necessary investments to lay the foundation for a stable economic recovery.

Revenue from new developments as well as the use of Provincial COVID-19 relief funds that made up for the loss in revenue kept taxes as low as possible.

I also applaud the work of Ladysmith's volunteers and service clubs for your outstanding commitment to our community.

Specifically, thank you to the Kinsmen Club of

Ladysmith and the many volunteers who contributed to the opening of the Downtown Public Washroom building on 1st Avenue.

We also continue to make progress on implementing the Waterfront Area Plan as Council appointed Arts & Heritage Hub Steering Committee members tasked with helping formulate a design for the walkable public space and artist studio honouring Indigenous cultural history.

Just down the road at Transfer Beach Park, we received a \$701,552 Provincial grant to complete upgrades to the public washroom, picnic shelters and improve overall accessibility.

Through our work on the waterfront, we honour and work together with our neighbours the Stz'uminus First Nation. In 2021, our communities gathered at Transfer Beach to reflect as we marked the first National Day for Truth and Reconciliation.

Together, through our shared motivation and mutual respect, we are on the path to building a better future.

We celebrate all of these achievements and the progress highlighted within the 2021 Annual Report with our staff, partners, volunteers and residents.

Mayor Aaron Stone



THE CAO'S MESSAGE

Thank you for your interest in the Town of Ladysmith's 2021 Annual Report, a review of our accomplishments from the past year on Council's 2020-2023 Strategic Plan objectives.

The COVID-19 pandemic continued over this past year to require us all to act with kindness and unity for the health and safety of our community, and especially the first responders on the frontlines of this ongoing crisis.

Thank you to the entire Town staff team for your dedication and adaptability in fulfilling your duties. Despite the uncertainty before us, we were able to get back on track with fulfilling Council's priorities and deliver the high quality of service that residents expect of us.

I am also grateful to work on the unceded traditional territory of the Stz'uminus First Nation and amazed by the beauty of the natural landscape. We continue to learn from the past and walk together in this journey of shared prosperity.

In 2021, the Town's Infrastructure Services demonstrated flexibility in responding to emergency water service line leaks and other repairs to our infrastructure, while operators ensured the facilities that we depend on for water and waste water management were functioning 24/7, 365 days a year.

As a growing community, building and maintaining new infrastructure and responsibly managing the renewal of our aging assets is a top priority for Council and the Town.

We continue to apply for grant opportunities to lessen the financial burden on residents and in 2021 were grateful to receive Provincial funding for active transportation upgrades along Colonia and Delcourt Avenue as well as major tourism improvements to Transfer Beach Park.

Parks staff maintained our beautiful trails and recreational greenspaces to a high standard during a year when so many BC communities, including Ladysmith, were plagued by widespread flooding and drought. Efforts to mitigate these ongoing and mounting impacts of climate change will continue to touch upon so many of the projects municipalities tackle.

Furthermore, Council's strategic priorities recognize these influences, and staff are diligently managing our assets and bringing forward capital projects that reflect the ever-changing environmental landscape.

Over this past year, Development Services and our consultant team for the Official Community Plan Review facilitated public engagement opportunities that will inform the policies presented to Council for adoption in 2022.

Planning staff also processed a record number of building permits at an estimated construction value of over \$68,000,000 and brought forward several major development applications for Council's consideration.

Parks, Recreation & Culture staff adapted programming and classes several times over the course of

2021 in order to reflect the current guidelines issued by the Provincial Health Officer.

We appreciate the understanding of our patrons who stayed with us through these changes, as well as those who are returning or new to our recreation offerings.

Our administrative offices remained 'open for business' and I'd like to particularly recognize staff for providing exceptional customer service, answering phones, responding to inquiries, and improving the efficiency of our operations.

In closing, I would like to thank Ladysmith Mayor and Council for entrusting me to lead our hardworking staff team. I look forward to accomplishing great things together.

While Ladysmith has grown and changed over the years, the spirit of its residents and the everlasting charm that makes this community so unique on Vancouver Island hasn't waived.

I invite you to explore the 2021 Annual Report and reflect on Council's accomplishments and the road ahead.

Allison McCarrick, CAO





LADYSMITH COUNCIL

» **Vision:**

Ladysmith is a diverse and well-managed municipality that reflects the quality of its people, where we work together as stewards of our assets, environment and economy.

» **Mission:**

A safe, caring and vibrant economy.



Tricia McKay
Councillor



Duck Paterson
Councillor



Marsh Stevens
Councillor



Jeff Virtanen
Councillor



Amanda Jacobson
Councillor



Rob Johnson
Councillor



The Mayor and Council of the Town of Ladysmith were each elected for a four-year term in the municipal election held in October 2018. Each member is appointed to standing portfolios, Town and regional committees.

In 2019, Council adopted the 2020-2023 Strategic Plan. The major projects undertaken over the coming years will all help to accomplish the larger plan. The Town’s budgets and ongoing work plans are guided by these key priorities.

Council recognizes that a significant portion of the Town’s resources must be allocated to the core services that keep our community running - roads, sidewalks, water supply, sewage treatment, solid waste, parks and trails, fire/rescue, policing, and recreation programs.

Ladysmith’s Strategic Plan is Council’s vision for how best to invest the remaining resources to build the kind of community we envision for our citizens and future generations.

LADYSMITH COMMITTEES

Council appoints citizens to serve on local advisory commissions and committees. Their role is to review matters referred by Council, and to make recommendations to help Council conduct its business.

Committee of the Whole

The Committee of the Whole is responsible for advising and making recommendations to Council on a broad spectrum of issues related to departmental matters.

Tricia McKay Chair
Rob Johnson Vice Chair
All members of Council

Community Planning Advisory Committee

Jason Harrison Chair
Jason Robertson Member
Brian Childs Member
Steve Frankel Member
Tamara Hutchinson Member
Jennifer Sibbald Member
Abbas Farahbakhsh Member
Julie Thompson Staff Liaison
Jake Belobaba Mgmt Liaison
Tricia McKay Council Liaison
Amanda Jacobson Alt. Council Liaison

Parks, Recreation & Culture Advisory Committee

Tim Richards Chair
Lesley Lorenz Chair
Emily Weeks Member
Lynda Baker Member
Geoff Dean Member
Bruce Mason Member
Jacqueline Huard Member
Lucy Partington Youth Rep
Kelly Daniels Area H Rep
Vacant Area G Rep
Vacant Stz'uminus First Nation
Chris Barfoot Mgmt Liaison
Pam Zwicker Staff Liaison
Kim Cheang Staff Liaison
Duck Paterson Council Liaison
Rob Johnson Alt. Council Liaison

Board of Variance

Jan Christensen Member
Tim Horner Member
Terry Doherty Member

DL2016 Holdings Corporation

Jake Belobaba TOL Appointee
Allison McCarrick TOL Appointee
Alan Newell LMS Appointee
Richard Wiefelspuett LMS Appointee
Rob Hutchins Member

Protective Services Committee

Duck Paterson Chair
April Diver CVRD
Jason DeJong CVRD
Jim Hall COPS
Harold Cowie COPS
Faye Hjort S & R
Bill Drysdale S & R (alt)
S/Sgt. Wes Olsen RCMP
Steve VanderMinne Ambulance
Vacant Youth Coordinator
Krista Perrault Stz'uminus First Nation
John Oakes (Primary) RCM SAR
John Davis (Alt) RCM SAR
Allison McCarrick Mgmt Liaison
Geoff Goodall Mgmt Liaison
Marsh Stevens Alt. Council Liaison
Chris Geiger Fire Chief
Andrea Hainrich Recording Secretary

Naut'sa Mawt Steering Committee

Aaron Stone Council Liaison
Allison McCarrick Staff Liaison
Jake Belobaba Staff Liaison
Chief Roxanne Harris Stz'uminus First Nation
Maureen Tommy Stz'uminus First Nation
Ray Gauthier Stz'uminus First Nation
Julie Tierney Recording Secretary

Stocking Lake Advisory Committee

Aaron Stone Chair, Council Liaison
Rob Johnson Council Liaison

Waterfront Implementation Committee

Aaron Stone Council Liaison
Marsh Stevens Council Liaison
Tricia McKay Council Liaison
Chief Roxanne Harris Stz'uminus First Nation
Coun. Anne Jack Stz'uminus First Nation
Coun. Peter Seymour Stz'uminus First Nation
Allison McCarrick Staff Liaison
Jake Belobaba Staff Liaison
Julie Tierney Recording Secretary



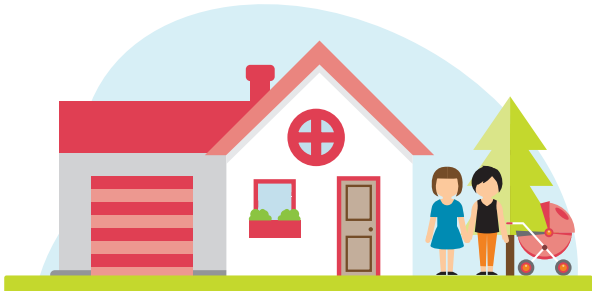
LADYSMITH BY THE NUMBERS

Households

Ladysmith has
2,540 SINGLE DETACHED HOUSES,
945 ATTACHED DWELLINGS, and
225 MOBILE DWELLINGS



Ladysmith has
an average of
2.3 people
PER HOUSEHOLD



Sources: BC Stats (2019), Statistics Canada (2016)



ORGANIZATIONAL STRUCTURE





LADYSMITH FIRE/RESCUE

Ladysmith Fire/Rescue (LFR) is a paid on-call volunteer fire department, providing fire protection to the Town of Ladysmith, parts of Saltair and the Diamond Improvement District.

In 2021, LFR recognized many of its members for their longtime service, including: Dan Cross - 30 years, Dwain King - 25 years, Dave Giles - 15 years, Mike Bodaly, Mike Smith, James McAdam - 10 Years.

Mike Smith received his Lieutenant's Badge. Mike Primrose was welcomed into honorary status on his retirement from the fire service. Taking over for Primrose is Matt Rickett who is LFR's new Chief Training Officer.

In September, members raised funds for Muscular Dystrophy Canada. In October, LFR supported Fire Prevention Week and provided important information to the community about learning the 'sounds of safety.'

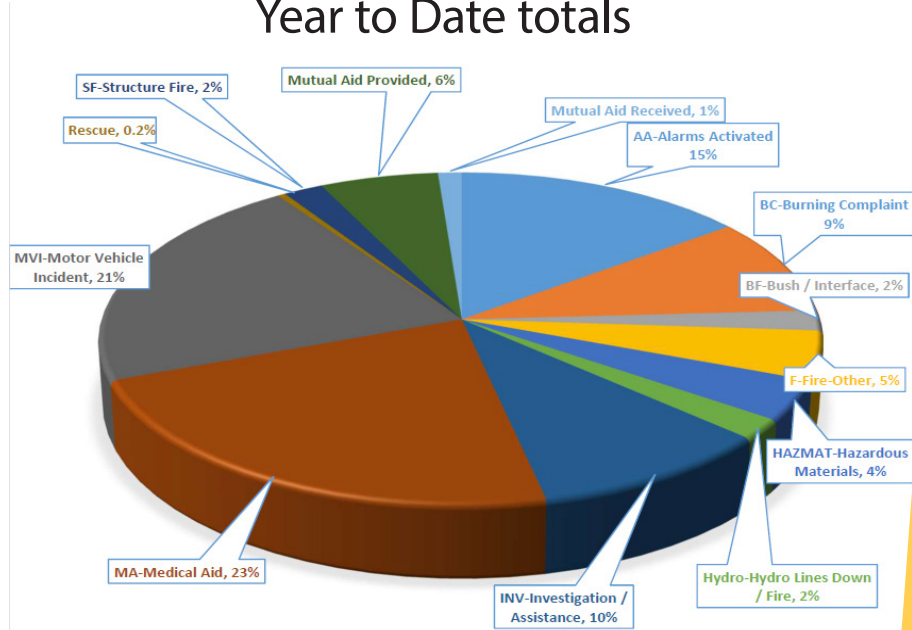
The community was also grateful for the return of the

LFR Santa Claus Parade and X-Mas Tree Chipping - both of which were put on hold in 2020.

Members also continued to keep their skills current, completing specialized training last year in conjunction with the Office of the Fire Commissioner and BC Wildfire Service on how to protect structures in case of an urban interface wildfire event.



Ladysmith Fire/Rescue Year to Date totals



Highlights of 2021:

- ▶ 25 Paid On-Call Members
- ▶ 6 Officers
- ▶ 243 Calls
- ▶ 52 Practices
- ▶ 15 Mutual Aid calls - Mutual aid provided by Ladysmith to outside areas
- ▶ 3 Mutual Aid requests - Requested by Ladysmith from outside areas



STRATEGIC PRIORITIES

Infrastructure

Community

Waterfront

Economy

In its 2020-2023 Strategic Plan, Ladysmith Council has set a vision and path to guide the organization and community over the coming years.

The four strategic priorities identified by Council include: Infrastructure, Community, Waterfront and Economy.

The Strategic Plan strikes a balanced approach to fiscal management, advancing projects that are sustainable and manage future growth, while also preserving our community's character and protecting our natural assets.

Mitigating the impacts of climate change is also an important theme represented in current and future projects.

We invite you to explore the progress Council has made in achieving its strategic priorities as part of the 2021 Annual Report.

Celebrate Our Present.
Embrace Our Future.
Honour Our Past.



INFRASTRUCTURE

\$296,343 Provincial grant
for active transportation

In 2021, Ladysmith Council continued to prioritize capital projects that renew our aging infrastructure and accommodate the steady growth experienced by our community in recent years.

The Town completed Phase 2 of the Holland Creek supply main relocation early in the year. The significant waterworks project involved installing a new watermain along Mackie Road to the tie-in at Malone Road.

The project was on budget and finished ahead of schedule, ensuring this important part of our water distribution network is better protected.

The preliminary design for the Stocking Lake Dam was completed in coordination with our partners at the Cowichan Valley Regional District.

The dam replacement will allow for increased lake capacity and improved operations control during drawdown periods.

The design and road engineering, including utilities, streetlights and proposed new roundabout at

Belaire Street, was completed as part of the first phase of the 4th Avenue reconstruction.

The project is anticipated to be tendered in 2022 and will help to renew this well used transportation corridor.

The Town completed repairs to over 100 water service line leaks across various neighbourhoods, requiring both flexibility in staff time and project completion schedules.

The source of these leaks is potentially attributed to the commissioning of the Water Filtration Plant and, while unexpected at this scale, is similar to findings from other municipalities that have built new treatment facilities.

The Town received \$296,343 in Provincial grant funding to complete active transportation upgrades in the Colonia Drive and Delcourt Avenue area.

These improvements will focus on connectivity to Kinsmen Park from the surrounding neighbourhood - providing safe pedestrian and cycling-friendly

alternatives. The Town will tender this project in 2022 with construction anticipated over the summer.

The Ladysmith cemetery received several major updates to the grounds. New fencing was installed around the perimeter, a new gate was added as well as a refurbished sign installed.

A generator was installed at the Gill Road lift station, ensuring liquid waste from homes along Chemainus Road is still pumped to the Waste Water Treatment Plant in the event of a major power outage.

The Town's Sustainability Ambassadors provided valuable engagement and awareness during the late spring and summer months on recycling contamination and water conservation.

The program highlights included recycling audits, a native plant giveaway, pop-up community engagements and a survey to gauge the success and potential improvements to becoming a more environmentally friendly community.

Looking ahead to 2022, and beyond:

- ▶ Install new water meter at Stocking Lake Dam
- ▶ Ongoing renewal of infrastructure to mitigate the impacts of climate change
- ▶ Full replacement of the water main along French, Methuen, Kitchener Streets and Parkhill Terrace
- ▶ Construction of Ludlow Road roundabout, subject to future development in the area



COMMUNITY

Ladysmith’s community spirit and the strong bond of our residents continued to shine during another difficult year marked by the COVID-19 pandemic and the lasting tragedy of residential schools facing First Nations.

Ladysmith Council gathered with Stz’uminus First Nation Council to mark the first National Day for Truth and Reconciliation with a ceremony at Transfer Beach Park. The well attended event was an opportunity for reflection and cultural learning.

Earlier in the year, both Councils came together to raise awareness regarding the REDress Campaign - held annually to remember missing and murdered Indigenous women, girls and two spirit peoples. Red dresses were hung along the Trans-Canada Highway and in front of City Hall.

Aligned with its strategic priorities, Council supported projects, initiatives and strategies last year that fostered Ladysmith as a diverse, vibrant, inclusive place to live for all.

The Town launched its Official Community Plan

review - coined Ladysmith Unparalleled 2049 in reference to our commitment to climate change action. Council appointed 19 committee members representing the diversity of the town to assist with facilitating the ongoing process. The new OCP is expected to be adopted by Council in 2022.

The OCP is an important policy document that ensures growth and development proceeds in a way that meets our goals.

The Town, in partnership with the Cowichan Valley Regional District, completed a Housing Needs Assessment, now required by the Province in response to the housing crisis.

The report provides a snapshot of the types of housing that are most needed, including average cost, income levels of residents and other supporting data, all of which can support the Town’s OCP and Council’s decision-making around development.

The Town, in partnership with Social Planning Cowichan and key community partners, created



10 themes identified through the Poverty Reduction Strategy

the Ladysmith/Stz’uminus Poverty Reduction Strategy.

A \$25,000 grant from the Union of BC Municipalities funded the completion of the project, which involved public engagement to learn about the challenges experienced by those living in poverty.

Ten poverty themes were identified and the Town is exploring funding options for implementing the recommendations resulting from the project.

The Town completed the design phase for upgrades to the Town-owned building leased to the BGC Vancouver Island and proceeded to tendering the project. Just over \$875,000 in funding was previously received from UBCM to provide 12 infant/toddler spaces in our community.

The completion of the project will achieve one of the recommendations within the Cowichan Region Child Care Plan.

Looking ahead to 2022, and beyond:

- ▶ Break ground on the child care spaces project at the Town-owned building on High Street
- ▶ Explore grant funding for Poverty Reduction Strategy implementation
- ▶ Adopt the new Official Community Plan to set the vision and roadmap for thoughtfully managed growth
- ▶ Complete Forrest Field/Lot 108 Phase 1 design
- ▶ Continue ongoing collaboration and reconciliation initiatives with Stz’uminus First Nation



WATERFRONT

During the COVID-19 pandemic, Ladysmith’s open green spaces, and particularly the waterfront, were busy throughout the year as people explored the outdoors and found ways to gather safely.

Council supported several key projects that will rejuvenate our waterfront amenities and lay the foundation for future opportunities.

Most notably, the Town received \$701,552 in Provincial funding to complete tourism upgrades at Transfer Beach Park - further supporting our waterfront as a key mid-Island destination.

Included among these upgrades are an accessible walkway and paved food truck area, upgraded park shelters, the reconstruction of the public washroom and new park features promoting active transportation.

Additionally, the Town awarded the tender in 2021 for an accessibility audit to identify gaps and potential barriers faced by those with mobility challenges.

The scope includes the entirety of Transfer Beach Park as well as the Frank Jameson Community Centre. The completion of the accessibility audit will assist in applying for future grant opportunities.

The new Rotary Public Boat Ramp was installed in two phases during the year. The new structure replaces the narrow aging docks with wider and more stable ones.

The public ramp is a popular location for launching boats to explore Ladysmith Harbour and beyond.

The Town’s contractor for the waterfront remediation, Golder Associates, continued its site investigation process in the uplands and vicinity around the Machine Shop.

Early in the year, the Town received a Federation of Canadian Municipalities grant for \$168,400 to partially cover site investigation costs for the uplands.

The remediation work involves ongoing drilling, monitoring and testing to determine the extent

of contamination resulting from the site’s use for heavy industry.

Once completed, the Town can determine next steps and apply to the Province for a Certificate of Compliance, demonstrating we have met the requirements set by the Ministry of the Environment.

Council appointed local partners to form the Arts & Heritage Hub Steering Committee who are working with an architectural consultant during this first phase to guide the overall design process for the space.

Centred around the historic Machine Shop, the Hub is identified as a key priority by both the Town and Stz’uminus First Nation in our shared vision for the waterfront.

The Town previously received a \$3.3-million grant and once the design is finalized will look to build a 4,500 sq. ft. studio for local artists, honouring Indigenous cultural history in the area, in addition to other public amenities.

Looking ahead to 2022, and beyond

- ▶ Improve public amenities at Transfer Beach Park
- ▶ Continue exploring funding opportunities to complete Machine Shop upgrades
- ▶ Obtain approval from the Province for waterfront uplands remediation
- ▶ Upgrade Ludlow Sanitary Pump Station
- ▶ Work with Stz’uminus First Nation on our shared interests as identified through the Waterfront Area Plan



ECONOMY

10 Resident Alien episodes showcasing downtown Ladysmith

In 2021, Ladysmith Council helped facilitate local economic development to support our vibrant small business community as the backbone of the local economy.

Business revenues are continuing to recover from the COVID-19 pandemic, which significantly affected tourism and overall supply chain issues.

At the same time, housing affordability and housing stock supply is framing the ongoing conversation as we look to attract new residents and ensure seniors are able to age in place.

Last year, Development Services processed a record number of planning applications for Council approval, surpassing the previous all-time high reached in 2020. By year's end, applicant-initiated applications reached 50, up from 43 in 2020.

Building permits similarly reached 15-year highs as the Town issued 152 permits representing 251 dwelling units.

Major residential development projects approved

by Council included the Ladysmith Resources Centre Association affordable housing project on Buller Street as well as the Westmark apartment building within the Holland Creek Area. Both projects, once completed, will provide alternative housing types as we strive to create an inclusive and diverse Ladysmith.

Similarly, the Town saw an emerging trend in the rental market as the large majority of new single-family dwellings included a suite in the building design.

Council adopted the zoning amendments for the Town-owned property at 1260 Churchill Place to allow for multi-family units, including an affordable housing unit, and parkland.

Council also continued to advocate for a regional bus transit service to connect Ladysmith and the greater Cowichan Region to the Nanaimo Airport and onwards to city centre.

A new film bylaw was adopted, which modernizes

the Town's former policy based on feedback from local partners such as the Ladysmith Downtown Business Association and Chamber of Commerce, as well as interactions with film crews from Sonic the Hedgehog Movie, Resident Alien and Pup Academy.

Ladysmith's idyllic downtown has become a focal point for film productions and scouting crews.

Resident Alien returned to Ladysmith last year to begin filming for Season 2. The downtown and our many businesses were transformed into Patience, Co., for the show.

The Town continues to identify funding opportunities for completing the Machine Shop project, which alongside the Arts & Heritage Hub Plan will market Ladysmith's waterfront as a cultural destination.

Looking ahead to 2022, and beyond

- ▶ Continue developing and implementing a strategy to enhance and promote Ladysmith's trails for hiking and cycling
- ▶ Prepare the Town's Churchill Place for future sale
- ▶ Implement recommendations from the Ladysmith Economic Development Strategy
- ▶ Refresh Town assets in the downtown core
- ▶ Add more gathering places downtown

FINANCIAL STATEMENTS
for
FISCAL YEAR ENDING
December 31, 2021

STATEMENT OF MANAGEMENT’S RESPONSIBILITY

The accompanying Consolidated Financial Statements are the responsibility of the management of the Town of Ladysmith and have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting standards.

In carrying out its responsibilities, management maintains appropriate systems of internal and administrative controls designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

MNP LLP as the Municipality's appointed external auditors, have audited the Consolidated Financial Statements. The Auditor's report is addressed to the Mayor and members of Council and appears on the following page. Their opinion is based upon an examination conducted in accordance with Canadian Auditing Standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the Consolidated Financial Statements are free of material misstatement and present fairly the financial position and results of the Municipality in accordance with Canadian Public Sector Accounting Standards.



Allison McCarrick
Chief Administration Officer

To Mayor and Council of the Town of Ladysmith:

Opinion

We have audited the Consolidated financial statements of the Town of Ladysmith (the "Town"), which comprise the Consolidated statement of financial position as at December 31, 2021, and the Consolidated statements of operations, accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the Consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying Consolidated financial statements present fairly, in all material respects, the Consolidated financial position of the Town as at December 31, 2021, and the results of its Consolidated operations, changes in its net financial assets and its Consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the Consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the Consolidated financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the Consolidated financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the Consolidated financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the Consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of Consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the Consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the Consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these Consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the Consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the Consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the Consolidated financial statements, including the disclosures, and whether the Consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Town to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

April 19, 2022


MNP LLP

Chartered Professional Accountants

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2021

		2021	2020
Financial Assets			
Cash and short-term deposits	(Note 2)	\$ 40,312,838	\$ 32,457,247
Accounts receivable	(Note 4)	2,344,274	2,584,490
		<u>42,657,112</u>	<u>35,041,737</u>
Liabilities			
Accounts payable and accrued liabilities	(Note 5)	3,372,150	4,461,984
Post-employment benefits	(Note 6)	314,600	319,100
Deferred revenue	(Note 7)	3,481,042	1,494,902
Refundable deposits and other	(Note 8)	2,359,068	1,366,204
Restricted reserves	(Note 9)	495,736	485,631
Development cost charge reserve	(Note 10)	6,886,134	4,472,558
Federal gas tax reserve	(Note 11)	2,120,128	1,607,008
Equipment financing	(Note 12)	791,629	857,420
Short-term financing	(Note 13)	952,700	952,700
Debenture debt	(Note 14)	15,339,599	16,156,313
		<u>36,112,786</u>	<u>32,173,820</u>
Net Financial Assets		<u>6,544,326</u>	<u>2,867,917</u>
Non-Financial Assets			
Tangible Capital Assets	(Schedule II)	113,619,315	113,991,578
Prepays		103,139	103,210
Inventory		86,363	62,792
		<u>113,808,817</u>	<u>114,157,580</u>
Accumulated Surplus	(Note 19)	<u>\$ 120,353,143</u>	<u>\$ 117,025,497</u>

Commitments and Contingencies (Note 15)
Subsequent Events (Note 28)


Director of Financial Services

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2021

		2021	Budget 2021 (Note 20)	2020
Revenue				
Taxation	(Note 22)	\$ 12,213,646	\$ 12,161,186	\$ 11,962,782
Sale of Services	(Note 23)	4,392,239	4,141,270	4,014,713
Investment Income		284,829	235,883	279,681
Licence, Permits, Rentals & Penalties	(Note 24)	1,538,025	788,442	910,582
Grants	(Note 25)	1,151,138	28,286,120	4,401,211
Donations & contributed tangible capital assets		2,552,570	2,111,696	2,588,706
Loss on foreign exchange		(682)	-	(2,531)
Loss on disposal of tangible capital assets		(297,456)	-	(38,647)
Development fees		10,395	1,182,620	78,447
Gas tax funds utilized	(Note 11)	354,302	1,486,019	303,100
		<u>22,199,006</u>	<u>50,393,236</u>	<u>24,498,044</u>
Expenses				
General government services		2,464,818	3,033,176	2,439,412
Protective services		1,740,430	2,181,796	1,935,494
Transportation services		2,423,148	3,076,743	2,383,547
Garbage services		495,217	582,247	429,609
Cemetery services		41,051	29,624	25,910
Development services		808,511	1,235,400	614,932
Recreation and cultural services		3,083,722	3,390,074	2,903,436
Parks operation services		1,095,001	1,601,210	958,428
Sewer		3,014,472	3,362,308	4,042,452
Water		3,704,990	4,727,923	3,063,352
		<u>18,871,360</u>	<u>23,220,501</u>	<u>18,796,572</u>
Annual Surplus		3,327,646	27,172,735	5,701,472
Accumulated Surplus, beginning of year		117,025,497	117,025,497	111,324,025
Accumulated Surplus - end of year		<u>\$ 120,353,143</u>	<u>\$ 144,198,232</u>	<u>\$ 117,025,497</u>

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF CASH FLOWS
AS AT DECEMBER 31, 2021

	2021	2020
Operating Transactions		
Annual Surplus	\$ 3,327,646	\$ 5,701,472
Less non-cash items included in surplus:		
Amortization	4,180,476	3,872,923
Loss on disposal of tangible capital assets	297,456	38,647
Actuarial adjustments on debenture debt	(62,102)	(51,502)
Contributed tangible capital assets	(2,518,811)	(2,328,281)
	5,224,666	7,233,260
Change in		
Accounts receivable	240,216	3,068,530
Prepaid expenses	71	(7,725)
Inventory	(23,571)	1,758
Accounts payable and accrued liabilities	(1,089,834)	901,433
Post employment benefits	(4,500)	56,700
Deferred revenues	1,986,140	883,424
Refundable deposits and other	992,864	546,437
Restricted reserves	10,105	11,151
Development cost charge reserve	2,413,576	758,170
Gas tax reserve	513,120	132,973
Cash provided by operating transactions	10,262,852	13,586,110
Capital Transactions		
Proceeds on sale of tangible capital assets	181,745	16,845
Cash used to acquire tangible capital assets	(1,768,603)	(4,985,924)
Cash used by capital transactions	(1,586,858)	(4,969,079)
Repayment of long-term debt and equipment financing		
Repayment of debt	(820,403)	(812,838)
Net Decrease in cash from financing	(820,403)	(812,838)
Increase in Cash and Short-Term Deposits	7,855,591	7,804,193
Cash and Short-Term Deposits - Beginning of Year	32,457,247	24,653,055
Cash and Short-Term Deposits - End of Year	\$ 40,312,838	\$ 32,457,248

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
AS AT DECEMBER 31, 2021

	2021	Budget 2021 (Note 20)	2020
Annual Surplus	\$ 3,327,646	\$ 27,172,735	\$ 5,701,472
Acquisition of tangible capital assets	(4,287,414)	(41,647,859)	(7,314,206)
Amortization of tangible capital assets	4,180,476	3,872,923	3,872,923
Loss (gain) on sale of tangible capital assets	297,456	-	38,647
Proceeds from sale of tangible capital assets	181,745	-	16,845
Decrease (Increase) in inventories	(23,571)	-	1,758
Increase (Decrease) in prepaids	71	-	(7,725)
Change in Net Financial Assets	3,676,409	(10,602,201)	2,309,714
Net Financial Assets, beginning of year	2,867,917		558,203
Net Financial Assets, end of year	\$ 6,544,326		\$ 2,867,917

The Town of Ladysmith (the Town) was incorporated in 1904 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services in the Town, as governed by the *Community Charter* and the *Local Government Act*.

Note 1 - Significant Accounting Policies

The notes to the consolidated financial statements are an integral part of these financial statements. They provide detailed information and explain the significant accounting and reporting policies and principles that form the basis of these statements. They also provide relevant supplementary information and explanations which cannot be expressed in the consolidated financial statements.

(a) Basis of Presentation

It is the Town's policy to follow Canadian public sector accounting standards for local governments and to apply such principles consistently. The financial resources and operations of the Town have been consolidated for financial statement purposes and include the accounts of all of the funds of the Town.

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon the receipt of goods and services or the creation of an obligation to pay.

The consolidated financial statements reflect the assets, liabilities, revenues and expenses and changes in fund balances and financial position of the Town. These consolidated financial statements consolidate the following operations:

General Revenue Fund	General Capital Fund
Water Revenue Fund	Water Capital Fund
Sewer Revenue Fund	Sewer Capital Fund
Reserve Fund	

(b) Reporting Entity

The consolidated financial statements include the assets, liabilities, revenue and expenses of the reporting entity. The reporting entity is comprised of all the funds, agencies, local boards, and committees of the Council which are controlled by the Town. Control is defined as the power to govern the financial and reporting policies of another organization with the expected

Note 1 - Significant Accounting Policies - (b) Reporting Entity (continued)

benefits of risk of loss to the Town. The controlled organizations are consolidated after adjusting their accounting policies to a basis consistent with the accounting policies of the Town. Interfund and intercompany balances and transactions have been eliminated. The controlled organizations include DL 2016 Holdings Corporation, a wholly owned subsidiary of the Town.

(c) Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Donated assets are recorded at their estimated fair value upon acquisition. Certain tangible capital assets for which historical cost information is not available have been recorded at current fair market values discounted by a relevant inflation factor. Certain assets are disclosed at a nominal value as the determination of current fair market value was not available. The Town does not capitalize interest charges as part of the cost of its tangible capital assets.

Tangible capital assets are amortized over their estimated useful life on the straight-line method at the following annual rates:

General Tangible Capital Assets

Land	Indefinite
Land Improvements	15 to 75 years
Buildings	25 to 40 years
Equipment, Furniture and Vehicles	5 to 60 years

Engineering Structures

Roads and Sidewalks	20 to 75 years
Storm and Sewer	25 to 75 years
Water	20 to 80 years

Constructions in progress contain capital projects underway but not yet complete or put into use. Once put into use, the asset will be amortized based on the above annual rates for the applicable category of work performed.

Certain assets have historical or cultural value including works of art, historical documents as well as historical and cultural artifacts that are not recognized as tangible capital assets

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 1 - Significant Accounting Policies – (c) Tangible Capital Assets (continued)

because a reasonable estimate of the future benefits associated with such property cannot be made. Intangibles, Crown lands and other natural resources are not recognized as tangible capital assets.

(d) Cash and Short-Term Deposits

Cash and short-term deposits have maturities of three months or less from the date of acquisition, reported in Canadian funds using the exchange rate of the prescribed bank as of December 31.

(e) Restricted Reserves and Deferred Revenues

Receipts which are restricted by the legislation of senior governments or by agreement with external parties are deferred and reported as restricted reserves. When qualifying expenses are incurred, restricted reserves are brought into revenue at equal amounts, in accordance with Revenue Recognition policy 1(g). These revenues are comprised of the amounts shown in Note 9, 10, and 11.

Revenues received from non-government sources in advance of expenses which will be incurred in a later period are deferred until the associated purchase or expense is incurred.

(f) Use of Estimates

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expense during the reporting period. Significant areas requiring the use of management estimates relate to the collectability of accounts receivable, accrued liabilities, post-employment benefits, provisions for contingencies and amortization rates, useful lives and salvage values for determining tangible capital asset values. Actual results could differ from those estimates. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Town is responsible for. Adjustments, if any, will be reflected in operations in the period of settlement.

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 1 - Significant Accounting Policies (continued)

(g) Revenue Recognition

Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Fees and charges revenue are recognized when the services are rendered. Investment income is accrued as earned. Gain (loss) on foreign exchange has been recognized in the Statement of Operations using the exchange rate in effect on December 31, 2021.

Other revenues are recognized when earned in accordance with the terms of the agreement, when the amounts are measurable and when collection is reasonably assured.

The Town recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. Grants and donations are recognized in the financial statements in the period which the events giving rise to the transfer occur, eligibility criteria are met, and reasonable estimates of the amount can be made. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability (deferred revenue). In such circumstances, the Town recognizes the revenue as the liability is settled.

Deferred revenue represents user charges and other fees which have been collected, for which the related services have yet to be provided. These amounts will be recognized as revenue in the fiscal year the services are provided.

(h) Non-financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Inventory

Inventory is valued at the lower of cost and net realizable value, determined on an average cost basis.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 1 - Significant Accounting Policies (continued)

(j) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town of Ladysmith is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2021.

Included in tangible capital assets are specific properties that have been determined to be contaminated in excess of Provincial environmental standards and that require remediation activities. As the Town has not accepted responsibility for the contamination, no liability has been recorded for the estimated remediation costs. Future events may confirm the Town's responsibility, at which point a liability would be recorded. Any remediation activities that occur prior to the determination of responsibility will be expensed as incurred.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 2 - Cash and Short-Term Deposits

Cash and short-term deposits were comprised as follows:

	2021	2020
Cash	\$ 39,496,882	\$ 31,642,537
Short-term deposits	815,956	814,710
	<u>\$ 40,312,838</u>	<u>\$ 32,457,247</u>

Included in Cash is a deposit of \$181,272 (the equivalent of \$143,329 US Funds based on the exchange rate at the Ladysmith and District Credit Union on December 31, 2021). Short-term deposits consist of short-term investments in the Municipal Finance Authority of B.C. money market fund. The market value is equal to the carrying value.

Included in cash and short-term deposits are the following restricted amounts that are expended in accordance with the terms of the restricted reserves.

	2021	2020
Restricted reserves	\$ 495,736	\$ 485,631
Federal gas tax reserve	2,120,128	1,607,008
Development cost charges reserve	6,886,134	4,472,558
Total restricted cash	<u>\$ 9,501,997</u>	<u>\$ 6,565,197</u>

Note 3 - Financial Instruments

The Town as part of its operations carries a number of financial instruments. It is management's opinion the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments, except as otherwise disclosed. The Town is exposed to currency risk on its US dollar bank account. Unless otherwise noted in Note 2, the fair value of these financial instruments approximates their carrying values.

TOWN OF LADYSMITH

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 4 - Accounts Receivable

	2021	2020
Property taxes	\$ 838,969	\$ 926,947
Other government	538,722	611,261
User fees and other	958,790	1,033,536
Developer receivables	5,139	5,139
Employee receivables	2,654	7,606
	<u>\$ 2,344,274</u>	<u>\$ 2,584,490</u>

Note 5 - Accounts Payable and Accrued Liabilities

	2021	2020
General	\$ 1,106,367	\$ 1,784,974
Other governments	440,387	469,554
Salaries and wages	206,976	147,687
Contractor holdbacks	1,515,317	1,952,085
Accrued interest	103,103	107,684
	<u>\$ 3,372,150</u>	<u>\$ 4,461,984</u>

TOWN OF LADYSMITH

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 6 - Post-Employment Benefits

The Town provides compensated absences to its employees to a maximum of 120 days. The Town also allows employees to defer unused vacation without any maximum. Any deferred vacation time remaining at retirement or termination is paid out at that time. The amount recorded for these benefits is based on an actuarial evaluation done by an independent firm using a projected benefit actuarial valuation method prorated on services. The last actuarial valuation was calculated at September 5, 2020 and has been extrapolated to December 31, 2021. The change in the liability in the financial statements in respect of obligations under the plan amounts to -\$4,500 (\$56,100 - 2020).

The accrued post-employment benefits are as follows:

	2021	2020
Balance, beginning of year	\$ 319,100	\$ 262,400
Current service costs	38,100	31,300
Benefits paid	(38,500)	(48,700)
Actuarial gain	(4,100)	74,100
Past service credit	-	-
	<u>\$ 314,600</u>	<u>\$ 319,100</u>

The significant actuarial assumptions adopted in measuring the Town's post-employment benefits are as follows:

	2021	2020
Discount Rate	2.50%	2.00%
Expected Inflation Rate and Wage & Salary Increases	2.50%	2.50%

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 7 - Deferred Revenue

	2021	2020
Licence fees & charges	\$ 20,857	\$ 20,053
Rental payments	-	12,441
Property tax prepayments	679,439	570,269
Subdivisions prepayments	153,715	107,215
Recreation prepayments	27,361	30,070
Utilities prepayments	18,701	22,175
Government grant prepayments	2,566,820	731,332
Other	14,149	1,346
	<u>\$ 3,481,042</u>	<u>\$ 1,494,902</u>

Note 8 - Refundable Deposits and Other

	2021	2020
Developer performance deposits	\$ 1,186,590	\$ 841,422
Damage deposits	395,950	299,500
Other	776,528	225,282
	<u>\$ 2,359,068</u>	<u>\$ 1,366,204</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 9 - Restricted Reserves

There are two reserves, LRCA Capital and B&G Capital for the replacement of specific building components located at 630 2nd Avenue and 220 High Street. The Town renewed the operating leases with the Ladysmith Seniors Society and the Ladysmith Resources Community Association (LRCA) in 2021.

Description	Balance		Interest	Contributions	Expenditures	Balance				
	Dec. 31, 2020					Dec. 31, 2021				
Parking	\$	108,648	\$	1,092	\$	-	\$	109,740		
Green Streets		1,538		15		-		1,554		
Amphitheatre		10,494		106		-		10,599		
B&G - Capital		55,929		588		5,064		61,582		
LRCA Seniors -		309,022		712		2,527		312,261		
TOTAL	\$	485,631	\$	2,514	\$	7,591	\$	-	\$	495,736

Note 10 - Development Cost Charges Reserve

Restricted reserves include Development Cost Charges (DCC's) which are charged to developers and utilized for infrastructure development.

Description	Balance		Interest	Contributions	Expenditures	Balance				
	Dec. 31, 2020					Dec. 31, 2021				
DCC - Water	\$	913,954	\$	16,329	\$	1,107,544	\$	-	\$	2,037,827
DCC - Parks		1,022,740		11,855		270,651		-		1,305,246
DCC - Roads		1,067,270		13,301		406,592		(10,395)		1,476,768
DCC - Sewer		1,041,983		13,863		521,645		-		1,577,490
DCC - Storm		426,611		4,647		57,545		-		488,803
TOTAL	\$	4,472,558	\$	59,995	\$	2,363,977	\$	(10,395)	\$	6,886,134

Developers may be entitled to DCC credits in certain circumstances. There was \$31,563 provided in DCC-Water credits (\$62,091 for all DCC programs – 2020).

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 11 - Federal Gas Tax Reserve

Gas Tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Town and the Union of British Columbia Municipalities. Gas Tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements. A one-time payment of \$414,804 was received in 2021 (\$0 – 2020). The funds are recorded on the consolidated financial statements as a restricted reserve.

	2021	2020
Opening balance of unspent funds	\$ 1,607,008	\$ 1,474,035
Add: Amounts received during the year	848,590	414,804
Interest earned	18,832	21,269
Less: Gas tax funds utilized	(354,302)	(303,100)
Closing balance of unspent funds	<u>\$ 2,120,128</u>	<u>\$ 1,607,008</u>

Note 12 - Obligations under Equipment Financing

The total equipment financing outstanding with the Municipal Finance Authority of British Columbia as at December 31, 2021 was \$791,629 (\$857,420 - 2020).

The Town has entered into equipment loans for the following purchases:

1) A five year equipment loan agreement with the Municipal Finance Authority of British Columbia which commenced May 2017 for the purchase of a 2012 Spartan fire truck. This was formerly a capital lease. The remaining obligation will be repaid with monthly loan payments in the amount of \$3,291 including interest at a monthly varying rate (December, 2021 was .97%). The balance of the loan at December 31, 2021, which is included in equipment financing, is \$181,987 (\$219,594 - 2020). Loan to expire May 2022.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 12 - Obligations under Equipment Financing (continued)

2) A five year equipment loan agreement with the Municipal Finance Authority of British Columbia which commenced September 2018 for the purchase of a 2018 Spartan fire truck. The remaining obligation will be repaid with monthly loan payments in the amount of \$2,835 including interest at a monthly varying rate (December, 2021 was .97%). The balance of the loan at December 31, 2021, which is included in equipment financing, is \$609,642 (\$637,825 - 2020). Loan to expire September 2023.

There are two equipment loans payable to the Municipal Finance Authority. The future minimum loan payments under the equipment loan obligation are as follows:

2022	\$ 43,555
2023	187,340
2024	560,733

Interest in the consolidated statement of operations is calculated as \$7,720 (\$15,285 - 2020).

The total equipment financing issued and outstanding with the MFA as at December 31, 2021 was \$791,629 (\$857,420 as at December 31, 2020). This balance is made up of:

	Balance Dec 31, 2020	Principal Payments	Balance Dec 31, 2021	Interest
Spartan Fire Truck	\$ 219,594	\$ 37,608	\$ 181,986	\$ 1,888
Pumper Truck	<u>637,826</u>	<u>28,183</u>	<u>609,643</u>	<u>5,832</u>
	<u>\$ 857,420</u>	<u>\$ 65,791</u>	<u>\$ 791,629</u>	<u>\$ 7,720</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 13 – Short-term Financing

The total short-term financing outstanding with the Municipal Finance Authority of British Columbia as at December 31, 2021 was \$952,700 (\$952,700 – 2020). The Town entered into a short-term financing agreement which commenced September 2018 to borrow up to \$1,000,000 to purchase 1260 Churchill Place. As of December 31, 2021 \$952,700 in short-term financing was executed. Interest is charged at a daily varying rate (December 31, 2021 was 0.97). The full amount borrowed must be repaid by 2023.

Short-term interest in the consolidated statement of operations is calculated at \$8,123 (\$15,627 – 2020).

Note 14 - Debenture Debt

The Town of Ladysmith secures its long-term borrowing through the Municipal Finance Authority of BC (MFA). As a condition of each borrowing, a portion of the debenture proceeds is retained by the MFA as a debt reserve fund. As at December 31, 2021, the cash balance of the Town’s debt reserve funds was \$231,994 (\$228,114 – 2020). Debt reserve funds are not recorded elsewhere in the financial statements.

The total long-term debt issued and outstanding with the MFA as at December 31, 2021 was \$15,339,599 (\$16,156,313 as at December 31, 2020). This balance is made up of:

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 14 - Debenture Debt (continued)

	Original Amount	Balance Dec 31, 2020	Principal Payments	Balance Dec 31, 2021	Interest	Actuarial Adjustment	Interest Rate
General Capital Fund							
RCMP Building Issue #97 Term 2006-2031	\$ 2,750,000	\$ 1,542,132	\$ 114,348	\$ 1,427,784	\$ 48,125	\$ (48,315)	1.75%
Water Capital Fund							
Water Improvements Issue #118 Term 2012-2037	1,000,000	778,748	32,862	745,886	34,000	(8,850)	3.40%
Water Filtration Plant Issue #147 Term 2019-2044	6,000,000	5,835,433	169,504	5,665,929	159,600	(4,937)	2.66%
Sewer Capital Fund							
Sewer Treatment Plant Issue #138 Term 2016-2036	10,000,000	8,000,000	500,000	7,500,000	154,139	-	1.54%
	<u>\$ 19,750,000</u>	<u>\$ 16,156,313</u>	<u>\$ 816,714</u>	<u>\$ 15,339,599</u>	<u>\$ 395,864</u>	<u>\$ (62,102)</u>	

The following principal payments are payable over the next five years:

	General		Water		Sewer		Total
	Principal Repayment	Actuarial Sinking Fund Earnings	Principal Repayment	Actuarial Sinking Fund Earnings	Principal Repayment	Actuarial Sinking Fund Earnings	Net
2022	66,033	52,889	188,579	20,187	500,000	-	827,687
2023	66,033	57,645	188,579	26,791	500,000	-	839,049
2024	66,033	62,593	188,579	33,608	500,000	-	850,813
2025	66,033	67,738	188,579	40,643	500,000	-	862,993
2026	66,033	73,088	188,579	47,904	500,000	-	875,605
Thereafter	330,165	453,503	3,226,342	2,073,443	5,000,000	-	11,083,452

Debt interest, net of actuarial adjustment included in the consolidated statement of operations, is calculated at \$333,762 (\$354,678 – 2020).

On February 18, 2020, the electors approved an additional \$6.2 million dollars in long-term debt to increase the Town’s water supply. This new debt has not been executed.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 15 - Commitments and Contingencies

(a) Contingent Liabilities

- i) The Town, as a member of the Cowichan Valley Regional District, is jointly and severally liable for operational deficits or long term debt related to functions in which it participates.
- ii) The loan agreements with the Municipal Finance Authority provide that if the Authority does not have sufficient funds to meet payments on its obligations it shall make payments from the Debt Reserve Fund which in turn is established by a similar Debt Reserve Fund in the Town and all other borrowing participants. If the Debt Reserve Fund is deficient the Authority's obligations become a liability of the regional district and may become a liability of the participating municipalities.
- iii) There were various claims made against the Town as at December 31, 2021 for incidents that arose in the ordinary course of operations. In the opinion of management and legal counsel, the outcomes of the lawsuits, now pending, are not determinable. As the outcomes are not determinable at this time, no amount has been accrued in the financial statements. Should any loss result from the resolution of these claims, such loss will be charged to operations in the year of resolution.

(b) Pension Liability

The Town and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 15 - Commitments and Contingencies – (b) Pension Liability (continued)

The most recent valuation for the Municipal Pension Plan as of December 31, 2018, indicated a \$2.866 billion funding surplus for basic pension benefits on a going concern basis.

The Town of Ladysmith paid \$527,953 (2020 - \$499,569) for employer contributions to the Plan in fiscal 2021.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

(c) Reciprocal Insurance Exchange Agreement

The Town is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement the Town is assessed a premium and specific deductible for its claims based on population. The obligation of the Town with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, and not joint and several. The Town irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 15 - Commitments and Contingencies (continued)

(d) Service Agreements & Rental Payments

Service Agreements	2021	2020
Ladysmith & District Historical Society	\$ 28,537	\$ 28,038
Ladysmith Resources Centre Association	43,838	42,978
Ladysmith Chamber of Commerce & Visitor Centre	43,400	60,400
	<u>\$ 115,775</u>	<u>\$ 131,416</u>

In 2017, the Town entered into a 5-year Service Agreement with the Ladysmith & District Historical Society (LDHS) for the occupancy, operation and management of the museum and archives. Also in 2017, the Town entered into a 5-year Service Agreement with the Ladysmith Resources Centre Association (LRCA). Both agreements may be renegotiated in 2022.

The Town provides the Ladysmith Chamber of Commerce & Visitor Centre annual funding to operate the visitor centre and provide support services for local businesses. The agreement is year-to-year. In July of 2020, the Town entered into 2-year pilot project with the Ladysmith Chamber of Commerce to promote economic development and tourism services. The initial payment of \$17,000 was made in 2020; the second payment of \$17,000 was postponed to 2022.

Rental payments under operating leases are expensed as incurred.

	2021	2020
132c Roberts Street - office space	\$ 28,653	\$ 28,598
17 & 25 Roberts Street - parking lot	9,300	8,700
	<u>\$ 37,953</u>	<u>\$ 37,298</u>

The Town entered into a 3-year lease with Ivory Tower Investments Ltd for the use of office space at 132c Roberts Street. The future monthly payments are \$2,824 for 2022 and 2023.

In 2017, the Town entered into a 3-year lease agreement with Paul Jorjorian for the rental of the 17 & 25 Roberts Street Parking Lot. The future monthly payment is \$800 for 2022, and \$825 for 2023.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 16 - Significant Taxpayers

The Town is reliant upon 10 taxpayers for approximately 12.09% (11.91% - 2020) of the total property tax revenue which includes Western Forest Products at approximately 6.51% (6.50% - 2020) of the total property tax revenue.

Note 17 - Funds Held in Trust

These funds account for assets which must be administered as directed by agreement or statute for certain beneficiaries; in particular, these funds are for the Cemetery Trust Fund. In accordance with PSAB recommendations on financial statement presentation, trust funds are not included in the Town's Financial Statements. A summary of trust fund activities by the Town is as follows:

	2021	2020
Assets		
Cash and short term investment	<u>\$ 169,227</u>	<u>\$ 164,942</u>
Equity		
Opening balance	\$ 164,942	\$ 161,557
Interest	1,684	2,153
Transfer interest to fund cemetery costs	(1,684)	(2,153)
Contributions	4,285	3,385
Refunds	<u>-</u>	<u>-</u>
Balance, end of year	<u>\$ 169,227</u>	<u>\$ 164,942</u>

Note 18 - Comparative Figures

Certain comparative figures have been reclassified to conform to the current year's presentation.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 19 - Accumulated Surplus

The Town segregates its accumulated surplus in the following categories:

	2021	2020
Appropriated Equity <i>(Note 26)</i>		
Continuing projects	\$ 4,899,793	\$ 3,482,640
General fund	6,456,011	5,545,769
Water fund	2,586,283	2,665,835
Sewer fund	1,210,180	943,580
	<u>15,152,267</u>	<u>12,637,824</u>
Unappropriated Equity		
General fund	2,295,424	1,753,516
Water fund	603,028	616,151
Sewer fund	1,412,450	1,412,450
General capital fund	283,233	254,812
Sewer capital fund	32,529	14,943
Water capital fund	446,073	446,073
	<u>5,072,739</u>	<u>4,497,945</u>
Reserve Funds		
Reserve funds <i>(Note 26)</i>	<u>3,592,745</u>	<u>3,864,577</u>
Equity in Tangible Capital Assets	<u>96,535,392</u>	<u>96,025,150</u>
Total Accumulated Surplus	<u>\$ 120,353,143</u>	<u>\$ 117,025,497</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 20 - Annual Budget

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on May 4th, 2021.

The Financial Plan anticipated the use of surpluses accumulated in previous years to balance against current year expenses in excess of current year revenues. In addition, the Financial Plan anticipated capital expenses rather than amortization expense.

The following shows how these amounts were combined:

Financial Plan Balance for the year	\$ -
Add back:	
Amortization	(3,872,923)
Proceeds from new debt	(6,200,000)
Transfers to/from own funds	(5,391,308)
Less:	
Principal payments on debt	989,107
Capital expenditures per budget	44,567,785
Capital Expenditures expensed according to Tangible Capital Asset Policy	<u>(2,919,926)</u>
Adjusted Annual Surplus	<u>\$ 27,172,735</u>

Note 21 - DL 2016 Holdings Corporation ("DL 2016")

The Town of Ladysmith has an investment in DL 2016 Holdings Corporation, a wholly owned subsidiary company of the Town.

The Town of Ladysmith leases portions of its waterfront from the Province of British Columbia parts of which are subleased to DL 2016 for use as a marina.

DL 2016 has entered into operation and maintenance agreement and a license agreement with the Ladysmith Maritime Society (LMS) for the operation and management of the lease area. A portion of the moorage revenues from LMS are owed to DL 2016.

Pursuant to these agreements DL 2016 could provide security for debt financing in order for LMS to implement capital improvements to the lease area.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 22 – Taxation

Taxation revenue comprises the following amounts less transfer to other governments:

	Actuals 2021	Actuals 2020
Taxes Collected:		
General municipal purposes	\$ 8,918,112	\$ 8,720,390
Grants in lieu and 1% utility tax	163,500	173,002
Water and sewer parcel tax	3,132,034	3,069,391
School district	3,542,809	3,070,875
Regional hospital district	1,048,123	1,056,358
Regional district	1,655,183	1,583,873
BCAA and MFA	96,820	93,350
Library	425,760	429,596
	<u>\$ 18,982,342</u>	<u>\$ 18,196,835</u>
Less transfer to other governments		
Province of BC (school taxes)	3,542,809	3,070,875
Cowichan Valley Regional Hospital District	1,048,123	1,056,358
Cowichan Valley Regional District	1,655,183	1,583,873
BC Assessment & Municipal Finance Authority	96,820	93,350
Vancouver Island Regional Library	425,760	429,596
	<u>6,768,696</u>	<u>6,234,052</u>
Net taxation for municipal purposes	<u><u>\$ 12,213,646</u></u>	<u><u>\$ 11,962,782</u></u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 23 - Sale of Services

	Actuals 2021	Budget 2021	Actuals 2020
Administration recoveries	\$ 48,424	\$ 26,855	\$ 42,616
Cemetery services	34,763	21,580	22,705
Fire service agreements	98,459	85,475	85,475
Public Works recoveries	82,420	-	5,969
Recreation services	325,723	328,406	200,245
Sewer utility fees	1,645,828	1,610,390	1,615,628
Solid waste fees	687,119	665,618	674,628
Water utility fees	1,469,502	1,402,946	1,367,447
	<u>\$ 4,392,239</u>	<u>\$ 4,141,270</u>	<u>\$ 4,014,713</u>

Note 24 – Licences, Permits, Rentals & Penalties

	Actuals 2021	Budget 2021	Actuals 2020
Facility Rentals & Leases	\$ 320,902	\$ 307,029	\$ 280,352
Fines	3,780	3,950	2,440
Licences	87,988	86,000	86,825
Penalties and interest	112,842	138,705	129,142
Permits, Licences & Fees	1,012,513	252,758	411,823
	<u>\$ 1,538,025</u>	<u>\$ 788,442</u>	<u>\$ 910,582</u>

TOWN OF LADYSMITH

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 25 – Grants

	Actuals 2021	Budget 2021	Actuals 2020
Operating Grants			
Traffic Fines Revenue	\$ 37,933	\$ 60,081	\$ 60,081
Small Communities	451,000	459,947	459,947
CVRD Recreation	175,281	178,297	165,361
COVID Restart Plan	-	-	2,343,000
Other	45,877	16,900	48,857
	<u>710,091</u>	<u>715,225</u>	<u>3,077,246</u>
Capital Grants			
Arts & Heritage Hub (Phase I)	\$ 147,916	\$ 3,606,500	\$ -
Brown Drive Railing	-	5,500	-
Buller Street Sidewalk	-	5,000	-
Childcare Space Creation	17,451	875,110	-
Downtown Patio	-	-	13,490
Emergency Support Service Program	5,974	7,563	17,437
Golf Course Trail & Net	-	-	3,516
ICBC Sign Reflectors	-	-	18,350
Lot 108 Park Plan	-	1,963,125	-
Ludlow/Rocky Creek Rd Roundabout	9,750	9,750	-
Machine Shop	-	-	974,534
Machine Shop Rehabilitation Phase 2	-	3,114,611	-
Poverty Reduction	7,925	7,925	17,075
Pre-Emption Highway Light	10,000	-	-
Stocking Lake Dam Repair	114,159	150,000	-
Tourism - Transfer Beach	39,831	701,552	-
Tree Replacements	2,860	6,000	2,700
UV Pilot Study	45,877	108,274	147,766
Water Supply Infrastructure	-	16,910,000	-
Waterfront Stage 1 Remediation	39,303	99,985	129,097
	<u>441,047</u>	<u>27,570,895</u>	<u>1,323,965</u>
Total Grants	<u>\$ 1,151,138</u>	<u>\$ 28,286,120</u>	<u>\$ 4,401,211</u>

TOWN OF LADYSMITH

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 26 – Reserves & Appropriated Equity

	Balance Dec. 31, 2020	Interest Allocated	Contributions	Funding	Balance Dec. 31, 2021
RESERVES					
Amenity Funds	\$ 116,852	\$ 1,177	\$ -	\$ -	\$ 118,028
Covid Safe Restart	2,226,476	-	-	456,752	1,769,724
Municipal Office reserve	475,000	-	60,000	-	535,000
Filming reserve	-	-	562	-	562
Perpetual Safety Fund	13,733	138	-	-	13,871
Sale Real Property	1,004,919	10,690	160,000	47,924	1,127,685
Tax Sale	27,598	278	-	-	27,876
TOTAL RESERVES	<u>\$ 3,864,577</u>	<u>\$ 12,283</u>	<u>\$ 220,562</u>	<u>\$ 504,676</u>	<u>\$ 3,592,745</u>
APPROPRIATED EQUITY					
General Operating Fund					
Continuing Projects	2,081,879	-	1,840,870	1,025,420	2,897,328
Future Projects	3,184,923	-	345,819	371,739	3,159,003
Equipment	835,382	-	454,172	8,111	1,281,443
Land & Building	430,487	-	128,875	69,695	489,667
Tax Contingency	7,986	-	-	-	7,986
Snow & Ice Removal	50,000	-	-	-	50,000
Infrastructure Deficit	412,150	-	250,921	-	663,071
Solid Waste	624,841	-	180,000	-	804,841
	<u>7,627,647</u>	<u>-</u>	<u>3,200,657</u>	<u>1,474,964</u>	<u>9,353,340</u>
Water Operating Fund					
Continuing Projects	1,058,070	-	710,206	561,518	1,206,758
Future Projects	2,141,760	-	311,938	391,490	2,062,208
MFA Surplus Refunds	524,076	-	-	-	524,076
Water Operating Fund Total	<u>3,723,906</u>	<u>-</u>	<u>1,022,144</u>	<u>953,008</u>	<u>3,793,042</u>
Sewer Operating Fund					
Continuing Projects	342,691	-	575,375	122,360	795,706
Future Projects	943,581	-	266,599	-	1,210,180
Sewer Operating Fund	<u>1,286,272</u>	<u>-</u>	<u>841,974</u>	<u>122,360</u>	<u>2,005,886</u>
TOTAL APPROPRIATED EQUITY	<u>\$ 12,637,825</u>	<u>\$ -</u>	<u>\$ 5,064,775</u>	<u>\$ 2,550,332</u>	<u>\$ 15,152,268</u>
TOTAL RESERVES & APPROPRIATED EQUITY	<u>\$ 16,502,402</u>	<u>\$ 12,283</u>	<u>\$ 5,285,337</u>	<u>\$ 3,055,008</u>	<u>\$ 18,745,013</u>

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 27 - Segmented Information

The Town is a diversified municipal government institution that provides a wide range of services to its citizens such as roads, water, sewer and drainage infrastructure, fire protection, police protection (RCMP), cemetery, recreation centre, garbage collection and parkland. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

General Government Services

The City Manager is the liaison between Council and the Town departments and staff. The Corporate Services Department supports the legislated activities of Council, and provides information to citizens with respect to Council/Committee processes, reporting procedures and decisions, and Town activities. Also included in General Government Services is the Finance Department, Information Technology, Human Resources, and Waterfront Area Plan Implementation.

Protective Services

Protection is comprised of fire protection, policing, and bylaw enforcement:

- Bylaw enforcement administers, monitors, and seeks compliance with the bylaws enacted by the Mayor and Council to regulate the conduct of affairs in the Town of Ladysmith.
- Fire protection is provided by the fire department, whose volunteer members receive compensation for each callout in which they take part.
- Policing is provided under contract with the RCMP operating from a detachment building located in and owned by the Town of Ladysmith.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 27 - Segmented Information (continued)

Transportation, Solid Waste and Cemetery

The Transportation (Public Works) Department is responsible for the infrastructure of the Town. Public works provides and maintains Town’s roads, sidewalks, street lights, signage and line markings, storm drainage and hydrants.

Solid Waste (Public Works) is responsible for the garbage collection, kitchen organics and recycling programs operating in the Town of Ladysmith. Solid waste collection is performed by a contractor.

Cemetery (Public Works) Department provides cemetery services including the maintenance of the cemetery grounds.

Development

The Development Services Department provides short-term and long-term land use planning services. Long-term Planning includes work with the community on reviewing the Town’s Official Community Plan, developing new Neighbourhood Plans, the Trail Plan and the review of relevant bylaws. Short term Planning includes the processing of development applications.

The Town of Ladysmith’s Development Services and Public Works Departments work together to regulate all construction within the Town. This is achieved through the use of the Town of Ladysmith’s Building and Plumbing Bylaw, the British Columbia Building Code, the British Columbia Fire Code and other related bylaws and enactments with the Town of Ladysmith.

Recreation and Culture

The Parks, Recreation and Culture Department contribute to the quality of life and personal wellness of the community through the provision of a variety of special events, programs, services and facilities. The Frank Jameson Community Centre is the location where the majority of the programs are offered.

Parks

Parks includes and provides maintenance of beach area, trails, golf course, spray-park, ball parks, and any other civic grounds.

TOWN OF LADYSMITH
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

Note 27 - Segmented Information (continued)

Water

Water includes all of the operating activities related to the treatment and distribution of water throughout the Town as well as ensuring clean and safe water to the Town, supplied through underground pipes and reservoirs,

Sewer

Sewer includes all of the operating activities related to the collection and treatment of waste water (sewage) and bio-solids composting throughout the Town as well as maintaining a separate system of underground pipes to collect sewer or waste water for proper treatment prior to discharging it.

Note 28 – Significant events

(a) In March 2020, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on municipalities through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, municipal operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Town of Ladysmith as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, office closures and disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

TOWN OF LADYSMITH
STATEMENT OF OPERATIONS BY SEGMENT
FOR THE YEAR ENDED DECEMBER 31, 2021

SCHEDULE I

	General Government		Protective Services		Transportation, Garbage & Cemetery Services		Development Services	
	2021	2020	2021	2020	2021	2020	2021	2020
REVENUE								
Tax	\$ 9,081,612	\$ 8,893,392	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of services	49,753	42,617	98,459	86,150	786,862	699,326	12,528	-
Investment income & MFA Refunds	284,829	279,681	-	-	-	-	-	-
Licence, Permits, Rentals & Penalties	71,948	89,199	186,625	163,206	202,267	159,479	863,126	312,732
Grants	451,000	2,802,947	37,933	60,081	23,737	31,840	39,303	129,097
Donations & contributed property	10,459	16,000	-	7,035	2,133,343	1,576,383	-	-
Loss on foreign exchange	(682)	(2,531)	-	-	-	-	-	-
Gain (loss) on disposal	34,025	(27,727)	-	-	21,745	16,845	-	-
Development fees	-	-	-	-	10,395	-	-	-
Gas tax fund utilized	-	-	-	-	61,661	46,035	65,203	-
Total revenue	9,982,944	12,093,578	323,017	316,472	3,240,010	2,529,909	980,160	441,829
EXPENSES								
Contracted Services	344,387	368,567	1,103,059	1,264,658	719,265	644,247	145,444	67,035
Service Agreements/Grants In Aid	172,475	172,972	-	-	-	-	-	-
Insurance	72,207	62,286	16,883	19,487	-	-	-	-
Interest	8,907	15,627	3,285	19,547	-	-	-	-
Materials & Supplies	46,613	60,876	98,001	99,255	157,462	137,107	19,951	11,671
Utilities & Telephone	13,463	15,180	4,886	6,173	155,650	148,947	5,531	4,846
Wages & Benefits	1,829,067	1,705,469	307,571	304,106	1,063,113	930,328	625,565	515,810
Other	(286,938)	(205,483)	21,486	41,384	(101,107)	56,762	9,674	11,442
Amortization	264,636	243,919	185,258	180,884	965,033	921,674	2,345	4,128
Total expenses	2,464,818	2,439,412	1,740,430	1,935,494	2,959,416	2,839,066	808,511	614,932
Surplus (Deficit)	\$ 7,518,126	\$ 9,654,166	\$ (1,417,413)	\$ (1,619,021)	\$ 280,594	\$ (309,157)	\$ 171,649	\$ (173,103)

TOWN OF LADYSMITH
STATEMENT OF OPERATIONS BY SEGMENT
FOR THE YEAR ENDED DECEMBER 31, 2021

SCHEDULE I –CONTINUED									
Recreation & Culture Services		Parks Operations Services		Sewer Operations Services		Water Operations Services		Total Actual	Total Actual
2021	2020	2021	2020	2021	2020	2021	2020	2021	2020
\$ -	\$ -	\$ -	\$ -	\$ 1,318,800	\$ -	\$ 1,813,234	\$ -	\$ 12,213,646	\$ 11,962,782
325,723	200,245	-	3,300	1,648,894	362	1,470,020	1,367,447	4,392,239	4,014,713
-	-	-	-	-	-	-	-	284,829	279,681
168,552	145,963	-	-	23,243	5,384	22,263	4,247	1,538,025	910,582
416,073	1,215,088	23,055	14,392	45,877	147,766	114,159	-	1,151,138	4,401,211
21,800	12,400	1,500	2,336	176,833	331,892	208,635	642,660	2,552,570	2,588,706
-	-	-	-	-	-	-	-	(682)	(2,531)
-	-	-	-	(4,292)	(2,276)	(348,934)	(25,489)	(297,456)	(38,647)
-	-	-	-	-	-	-	78,447	10,395	78,447
-	-	98,732	-	128,706	257,065	-	-	354,302	303,100
932,148	1,573,696	123,287	20,028	3,338,061	740,192	3,279,377	2,067,311	22,199,006	24,498,044
384,973	512,660	73,033	33,627	276,554	1,187,875	699,288	702,925	3,746,005	4,781,593
-	-	-	-	-	-	-	-	172,475	172,972
41,815	55,811	4,717	4,580	41,009	40,911	33,112	16,902	209,743	199,977
-	-	-	-	154,139	164,455	179,813	186,257	346,143	385,884
162,650	136,299	104,688	108,225	235,799	325,106	406,336	294,131	1,231,501	1,172,671
209,232	186,034	8,354	10,323	162,393	167,284	68,845	72,965	628,355	611,751
2,008,493	1,734,056	484,388	444,552	632,275	620,944	996,801	862,922	7,947,274	7,118,186
37,674	39,788	171,391	106,515	211,820	189,709	345,388	240,497	409,388	480,614
238,884	238,788	248,430	250,607	1,300,484	1,346,169	975,406	686,754	4,180,476	3,872,923
3,083,722	2,903,436	1,095,001	958,428	3,014,472	4,042,452	3,704,990	3,063,352	18,871,360	18,796,572
\$ (2,151,574)	\$ (1,329,740)	\$ (971,714)	\$ (938,400)	\$ 323,589	\$ (3,302,260)	\$ (425,613)	\$ (996,041)	\$ 3,327,646	\$ 5,701,472

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2021

SCHEDULE II									
	Land		Land Improvements		Buildings		Vehicle Furniture & Equipment		Transportation
	2021	2020	2021	2020	2021	2020	2021	2020	2021
COST									
Opening Balance	\$ 10,518,581	\$ 10,492,216	\$ 9,533,068	\$ 9,259,385	\$ 25,741,080	\$ 23,714,208	\$ 9,337,652	\$ 8,931,746	\$ 30,313,284
Add: Additions	579,191	26,365	176,324	299,683	122,591	2,054,162	336,507	791,818	1,070,471
Less: Disposals	73,711	-	12,124	26,000	239,320	27,290	623,230	385,912	21,385
Less: Write-downs	-	-	-	-	-	-	-	-	-
Closing Balance	11,024,061	10,518,581	9,697,268	9,533,068	25,624,351	25,741,080	9,050,929	9,337,652	31,362,370
ACCUMULATED AMORTIZATION									
Opening Balance	-	-	3,967,989	3,708,963	8,070,840	7,387,229	4,848,498	4,679,079	17,244,612
Add: Amortization	-	-	273,256	263,537	722,876	695,912	463,581	538,593	682,319
Less: Write-downs	-	-	-	-	-	-	-	-	-
Less: Disposals	-	-	12,124	4,511	92,038	12,301	606,821	369,174	20,480
Closing Balance	-	-	4,229,121	3,967,989	8,701,678	8,070,840	4,705,258	4,848,498	17,906,451
Net Book Value	\$ 11,024,061	\$ 10,518,581	\$ 5,468,147	\$ 5,565,079	\$ 16,922,673	\$ 17,670,240	\$ 4,345,671	\$ 4,489,154	\$ 13,455,919



STATISTICAL INFORMATION
for
FISCAL YEAR ENDING
December 31, 2021

unaudited

STATISTICAL INFORMATION

FIVE - YEAR STATISTICAL REVIEW 2017-2021
DEBENTURE DEBT & LEASES

	2017	2018	2019	2020	2021
PROTECTIVE SERIVCES	\$ 1,859,457	\$ 1,757,803	\$ 1,652,082	\$ 1,542,132	\$ 1,427,784
WATER	869,943	840,729	6,810,346	6,614,181	6,411,815
SEWER	9,500,000	9,000,000	8,500,000	8,000,000	7,500,000
SHORT TERM DEBT	-	952,700	952,700	952,700	952,700
CAPITAL LEASES	359,437	986,306	915,465	857,420	791,629
	\$ 12,588,838	\$ 13,537,538	\$ 18,830,593	\$ 17,966,433	\$ 17,083,928
LIABILITY SERVICING					
	2017	2018	2019	2020	2021
Liability Servicing Limit	3,588,988	3,865,936	4,218,062	4,221,605	4,532,646
Total Liability Servicing Cost	2,148,940	1,472,136	1,074,034	1,717,239	1,700,987
Liability Servicing Capacity Available	1,440,048	2,393,800	3,144,028	2,504,366	2,831,659

Source: Ladysmith Financial Services

STATISTICAL INFORMATION

FIVE - YEAR STATISTICAL REVIEW 2017-2021
GENERAL TAXABLE ASSESSMENTS

	2017	2018	2019	2020	2021
Residential	\$ 1,190,734,401	\$ 1,414,078,301	\$ 1,604,732,001	\$ 1,683,946,701	\$ 1,805,729,101
Utilities	891,700	893,500	1,557,500	1,653,100	1,685,200
Supportive Housing	-	-	-	-	-
Major Industry	9,379,800	9,491,500	10,161,500	10,727,800	11,679,700
Light Industry	3,490,700	3,151,600	3,264,500	4,456,200	6,831,100
Business and Other	82,062,700	88,476,550	93,104,100	106,926,600	105,142,650
Managed Forest Land	5,500	6,300	6,700	7,100	7,600
Recreation/Non-profit	7,687,400	7,747,000	9,249,000	10,036,000	10,528,000
Farmland	27,778	27,778	24,480	24,480	30,048
Total	\$ 1,294,279,979	\$ 1,523,872,529	\$ 1,722,099,781	\$ 1,817,777,981	\$ 1,941,633,399

Source: Ladysmith Financial Services & BC Assessment - Revised Roll

STATISTICAL INFORMATION

FIVE - YEAR STATISTICAL REVIEW 2017-2021
PROPERTY TAX LEVIED AND COLLECTED

	2017		2018		2019		2020		2021	
Municipal Taxes	\$	6,549,961	\$	6,718,989	\$	7,129,762	\$	7,404,636	\$	7,563,140
Police Taxes		1,171,288		1,234,742		1,320,581		1,315,754		1,354,972
Library Taxes		364,616		386,677		414,149		429,596		425,760
Parcel Taxes		2,260,367		2,570,196		2,977,916		3,069,391		3,132,033
Grants in Lieu		26,540		25,581		26,776		30,174		30,580
1% Utility Tax		138,753		142,336		145,321		142,827		132,920
School Taxes		2,880,030		2,999,577		3,130,367		3,070,875		3,542,809
CVRD Hospital Taxes		788,355		891,070		971,645		1,056,358		1,048,123
CVRD Taxes		1,237,926		1,332,669		1,480,883		1,583,873		1,655,183
BC Assessment Taxes		72,043		77,142		81,433		92,941		96,385
MFA Taxes		296		344		384		408		435
	\$	15,490,175	\$	16,379,323	\$	17,679,217	\$	18,196,833	\$	18,982,340
Total Current Taxes Levied	\$	15,490,175	\$	16,379,323	\$	17,679,217	\$	18,196,833	\$	18,982,340
Total Current Taxes Collected		14,894,288		15,830,430		17,159,440		17,662,073		18,472,582
Outstanding	\$	595,887	\$	548,893	\$	514,017	\$	534,760	\$	509,758
Percentage Collected		96.2%		96.6%		97.1%		97.1%		97.3%

Source: Ladysmith Financial Services

STATISTICAL INFORMATION

FIVE - YEAR STATISTICAL REVIEW 2017-2021
ASSESSMENT BASED PROPERTY TAXATION BY CLASS (at time of Levy)

	2017		2018		2019		2020		2021	
Residential	\$	9,819,701	\$	10,405,299	\$	11,158,680	\$	11,705,850	\$	12,058,153
Utilities		217,395		213,891		234,588		237,740		240,746
Supportive Housing		-		-		-		-		-
Major Industry		1,033,948		1,050,874		1,128,756		1,135,867		1,178,352
Light Industry		96,668		95,265		86,137		90,100		136,494
Business and Other		1,856,441		1,826,769		1,855,786		1,733,912		2,002,143
Managed Forest Land		230		242		235		238		270
Recreation/Non-profit		53,547		52,750		57,311		44,083		60,983
Farmland		992		1,010		912		931		1,146
Total		13,078,922		13,646,100		14,522,405		14,948,721		15,678,287

Source: Ladysmith Financial Services

STATISTICAL INFORMATION

FIVE - YEAR STATISTICAL REVIEW 2017-2021
EXPENSES BY FUNCTION

	2017	2018	2019	2020	2021
General government services	\$ 2,329,962	\$ 2,698,993	\$ 2,780,011	\$ 2,439,412	\$ 2,464,818
Protective services	1,802,436	1,742,911	1,443,022	1,935,494	1,740,430
Transportation services	2,145,021	2,338,580	2,250,325	2,383,547	2,423,148
Garbage services	488,715	511,805	527,606	429,609	495,217
Cemetery services	36,876	28,609	29,068	25,910	41,051
Development services	771,490	578,671	573,622	614,932	808,511
Recreation and cultural services	2,743,912	2,887,980	2,897,536	2,903,436	3,083,722
Parks operation services	912,806	930,872	1,093,968	958,428	1,095,001
Sewer	2,890,663	2,787,753	2,854,002	4,042,452	3,014,472
Water	1,289,564	1,360,108	1,778,406	3,063,352	3,704,990
	\$ 15,411,445	\$ 15,866,282	\$ 16,227,566	\$ 18,796,572	\$ 18,871,360

Source: Ladysmith Financial Services

STATISTICAL INFORMATION

FIVE - YEAR STATISTICAL REVIEW 2017-2021
CAPITAL EXPENDITURE BY SOURCES OF FINANCING

	2017	2018	2019	2020	2021
Operating Funds	\$ 676,703	\$ 508,927	\$ 1,043,321	\$ 1,081,087	\$ 501,036
Reserve Funds	3,563,633	1,582,774	2,190,064	3,500,883	1,188,725
Development Cost Charges			6,700	78,447	10,395
Debt	-	2,222,748	4,671,213	-	-
Grants	1,246,391	2,982,094	6,138,063	1,323,965	441,047
Gas Tax	230,053	398,071	893,244	303,100	354,302
Other	3,009,988	327,419	2,204,555	2,560,334	21,800
	\$ 8,726,768	\$ 8,022,033	\$ 17,147,160	\$ 8,847,816	\$ 2,517,304

Source: Ladysmith Financial Services

PERMISSIVE TAX EXEMPTIONS

2021 Permissive Property Tax Exemptions

Organization/ Property Owner	Address	2021 Municipal Tax Exemption
Arts Council of Ladysmith	Units J, K & L - 610 Oyster Bay Rd	\$ 2,770
Boys & Girls Club	220 High St	\$ 7,842
Canadian Legion Branch #171	621 1st Ave	\$ 227
Eco-Tourism Building	Transfer Beach	\$ 262
Island Corridor Foundation		\$ 19,395
Ladysmith & District Historical Society	1115A - 1st Ave	\$ 3,712
Ladysmith & District Historical Society - Roundhouse	612 & 614 Oyster Bay Dr	\$ 36,782
Ladysmith & District Historical Society - Museum	721 1st Ave	\$ 5,239
Ladysmith Fellowship Baptist Church	381 Davis Rd	\$ 1,335
Ladysmith Festival of Lights	1163 4th Ave	\$ 8,445
Ladysmith Golf Club Society	380 Davis Rd	\$ 3,052
Ladysmith Health Care Auxiliary	910 1st Ave	\$ 11,062
Ladysmith Maritime Society	616 Oyster Bay Dr	\$ 2,907
Ladysmith Maritime Society	Unit C, I & M - 610 Oyster Bay Dr	\$ 2,600
Ladysmith Maritime Society	Visitors Information Centre	\$ 8,096
Ladysmith Resources Centre Association	630 2nd Ave	\$ 12,638
Ladysmith Resources Centre Association	314 Buller	\$ 6,488
Ladysmith Seniors Centre Society	630 2nd Ave	\$ 12,638
Ladysmith Senior Citizens Housing Society	207 Jamison Rd	\$ 6,122
Ladysmith Senior Citizens Housing Society	101 1st Ave	\$ 4,924
Municipal Parking lot	17 Roberts St	\$ 2,610
Municipal Parking lot	25 Roberts St	\$ 1,938
Pentecostal Assemblies	1149 4th Ave	\$ 2,737
St John's Masonic Temple	26 Gatacre St	\$ 2,359
St. Mary's Catholic Church	1135 4th Ave	\$ 8,732
United Church of Canada	232 High Street	\$ 1,409
Total		\$ 176,322
<u>Revitalization Exemptions</u>		
Mees, Adine and Van Seters, David	341 1st Ave	3,378
Antique Addict - Joy/Goldie	12 Roberts St	383
Total		\$ 3,760
Total Exemptions		\$ 180,082

2021 GRANTS-IN-AID AWARDED

2021 Grants-in-Aid

Ladysmith Celebrations Society	\$ 10,000
Ladysmith Festival of Lights Society	15,000
Ladysmith Maritime Society	1,500
Stz'uminus First Nation	2,000
Ladysmith Show & Shine	2,000
Total Celebrations	30,500
Ladysmith & District Marine Rescue Society	2,500
Total Harbour Functions	2,500
Ladysmith & District Historical Society	7,500
Ladysmith Community Gardens Society	1,600
Ladysmith Downtown Business Association	5,000
Ladysmith Little Theatre	2,500
Total Other	16,600
Cowichan Family Caregivers Support Society	1,000
Ladysmith Family and Friends (LaFF)	4,000
Total Social Services	5,000
Ladysmith Sec School - Frank Jameson Bursary	1,500
Ladysmith Sec School - Parent Advisory Council	500
Total Youth, Education & Sport	2,000
Graffiti Removal Program	100
TOTAL	\$ 56,700



We Value Your Feedback

Successful civic engagement ensures that our citizens’ and stakeholders’ views, values, needs and concerns are identified before and during decision making.

Being part of this two-way process gives residents the opportunity to contribute and connect with the Town. We encourage our citizens to engage their family, friends and colleagues in discussions and actions that improve our community.

We want to hear what you have to say. Connect with us in the following ways:

-  Send an E-mail to info@ladysmith.ca
-  Send a letter to Town of Ladysmith City Hall, Box 220, Ladysmith, B.C. V9G 1A2
-  Follow us on Facebook www.facebook.com/LadysmithBC
-  Follow us on Twitter [@TownOfLadysmith](https://twitter.com/TownOfLadysmith)
-  Call us 250.245.6400



STAFF REPORT TO COUNCIL

Report Prepared By: Jake Belobaba, Director of Development Services
 Ryan Bouma, Director of Infrastructure Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: June 7, 2022
Re: 1260 Churchill Place – Extended Infrastructure

RECOMMENDATION:

That Council:

1. Pursuant to section 507 of the *Local Government Act*, require the owner of Lot 1 District Lot 97 Oyster District Plan EPP117980 (1260 Churchill Place) to construct, at time of subdivision or development:
 - (a) sanitary sewer, storm sewer and water mains, connecting McKinley Road and 4th Avenue; and
 - (b) an 'Urban Local' road from the end of McKinley Road to 4th Avenue;
2. Pursuant to subsection 507(3)(b) of the *Local Government Act*, resolve that the cost to the municipality of providing the services under 1(a) and 1(b) would be excessive and require the developer to pay the full cost of installing these services; and
3. Authorize staff to enter into the required latecomer agreements under section 508 of the *Local Government Act* at time of development.

EXECUTIVE SUMMARY:

This report recommends passing a resolution under sections 507 and 508 of the *Local Government Act* to require the future owner (developer) of 1260 Churchill Place to extend, at their cost, infrastructure from McKinley Road to 4th Avenue.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution
CE 2022-031	03/05/2022	That Council direct staff to proceed with the sale of 1260 Churchill Place for cash to the highest bidder.
CS 2022-099	19/04/2022	That Council adopt "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 68) 2021, No. 2087"
CS 2022-100	19/04/2022	That Council adopt "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 44) 2021, No. 2088".
CS 2022-101	19/04/2022	That Council adopt "Housing Agreement Bylaw 2021, No. 2089".

INTRODUCTION/BACKGROUND:

On April 19, 2022, Council adopted OCP amendment, rezoning and housing agreement bylaws allowing for a single-family subdivision and multi-family development on 1260 Churchill Place.



On May 3, 2022 Council also endorsed the sale of the property to the highest bidder. A Preliminary Layout Approval (PLA), which would allow the property to be subdivided into 10 single-family lots and one multi-family lot is ready for issuance. The above-noted approvals align with Council direction to dedicate the eastern half of the property as parkland and establish a road connection from McKinley Road to 4th Avenue. The property is now bisected by a dedicated but unbuilt road that connects McKinley Road to Churchill Place and the property no longer includes the ravine area to the east as it is now a separate parcel dedicated as park.

Development on the property requires off-site improvements, specifically:

1. Sanitary and storm sewer mains servicing the development and connecting to the mains on 4th Avenue.
2. Connecting a water main that dead ends on McKinley Place, through the newly dedicated road to the main on 4th Avenue.
3. Connecting McKinley Road and 4th Avenue with a paved road built to the Town's 'Urban Local' engineering standard.

Under sections 86(c)(iv) and 86(c)(vii) of the *Land Title Act*, the Approving Officer can likely require the sanitary and storm sewer extensions, as they are the only practical means of providing these services to the proposed lots. The Approving Officer can also require adequate road access and water servicing under Section 75(1)(a), 86(c)(iii.1) and 86(c)(vii) of the *Land Title Act*. However, the lots can technically be serviced with water and road access without through connections from McKinley Road to 4th Avenue and it is uncertain whether the Approving Officer would be required to approve such a proposal. While this configuration would meet basic requirements for the proposed subdivision, given the lot and road layout plan approved by Council, it would result in poorly surfaced road access and less redundancy and connectivity. This would leave the Town more vulnerable to service disruptions. Requiring the developer to extend this infrastructure is necessary to maintain infrastructure service levels over the long term.

PROPOSAL:

Staff are recommending that Council pass an "extended services" resolution under section 507 of the *Local Government Act*, requiring the developer to connect road, water, stormwater and sanitary sewer infrastructure from McKinley place to 4th Avenue, as a condition of building permit or subdivision approval. Passing the resolution eliminates potential ambiguity as to whether the Approving Officer can require these services as a condition of subdivision and ensures that the services will be installed as part of any future development on the property, even if a subdivision doesn't occur. Similarly, staff are recommending that the developer (i.e. future owner) be required to pay the full cost of constructing this infrastructure.

ANALYSIS:

Though they provide extended infrastructure services, the proposed works primarily serve, and substantially benefit, the development property. The extended road provides an additional access that facilitates emergency access/egress and provides additional options for managing

traffic flows. The water, sewer and storm water infrastructure “loops” these services with other catchment areas, which makes maintenance easier and reduces service disruptions for both this property and properties elsewhere. For these reasons staff recommend requiring the developer to install these services and to pay the full cost.

ALTERNATIVES:

Council can choose to:

1. Require the extended services and direct that the Capital Works budget be updated to cover the cost to extend the infrastructure pursuant to section 507(3)(a) of the *Local Government Act*.
2. Not require the extended services.

FINANCIAL IMPLICATIONS:

The developer of the property will be required to cover the full cost of installing the infrastructure and may receive latecomer payments in the future.

LEGAL IMPLICATIONS:

Passing resolutions under sections 507 and 508 of the *Local Government Act* removes ambiguity as to who may be responsible to install the extended infrastructure and ensures that the Town will not bear the cost of installing it.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

STAFF REPORT TO COUNCIL

Report Prepared By: Julie Tierney, Executive Liaison
Reviewed By: Allison McCarrick, CAO
Meeting Date: June 7, 2022
File No: 3010-20
Re: **Telecommunication Antenna Structures Policy**

RECOMMENDATION:

That Council adopt Telecommunication Antenna Structures Policy No. 08-3010-A.

EXECUTIVE SUMMARY:

This report presents a policy for Council's consideration, which if approved, will establish procedural standards and preferences of Council that will allow the Town to influence the placement and design of Telecommunication Antenna Structures (TAS) within Town boundaries. The policy is intended to provide clarity and consistency to the public and telecommunications industry proponents, while allowing the timely development of an efficient telecommunications network within the Town.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

The Federal Government's *Innovation, Science and Economic Development Canada* (ISED) department has exclusive jurisdiction in respect to regulatory decisions on siting telecommunications antennas/towers. In making a decision, ISED will take into account the assessments of municipalities through a statement of concurrence (or non-concurrence).

ISED makes it clear that proponents must follow a municipality's process (to the extent that it is reasonable and proportionate) and is therefore likely to deny approval to any proponents who have not respected or adequately engaged with that local process.

The proposed policy defines a process that lays out Council's preferences in respect to land-use compatibility, design and location; and further, sets out an extensive community consultation requirement. Through this process, Council will consider all applications for TAS, and as such, the Town may express its concurrence or concerns regarding a proposed application and, accordingly, may either approve or deny the request for a statement of concurrence.

ALTERNATIVES:

Council can choose to:

1. Not adopt Telecommunication Antenna Structures Policy No. 08-3010-A.
2. Refer Telecommunication Antenna Structures Policy No. 08-3010-A back to staff for further review, as specified by Council.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The policy provides for public consultation.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Services will implement the policy as required.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|---|
| <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Economy |
| <input checked="" 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. Telecommunication Antenna Structures Policy No. 08-3010-A

TOPIC:	Telecommunication Antenna Structures		
POLICY No:	08-3010-A		
APPROVED BY:	Council	RESOLUTION No:	
DATE:	June 7, 2022		
AMENDED:			

1. PURPOSE

The purpose of the Telecommunication Antenna Structures Policy is to establish procedural standards and preferences of Council that will allow the Town of Ladysmith (the Town) to influence the placement and design of telecommunication antenna structures. The policy is intended to provide clarity and consistency to the public and telecommunications industry proponents, while allowing the timely development of an efficient telecommunications network within the Town, ensuring that community objectives are met.

2. DEFINITIONS

“Council” means the Council of the Town of Ladysmith.

“ISED” means *Innovation, Science and Economic Development Canada*, or any of its successor organizations having jurisdiction over telecommunications system approval.

“Proponent” means a person or organization submitting an application to the Town for a statement of concurrence for a telecommunications installation regulated by ISED.

“Public Information Meeting” means a meeting arranged by the Proponent to provide the public an opportunity to seek clarification and make comments. This meeting may be held in an electronic format using a widely recognized and freely available software platform.

“Public Notification Area” means the area measured from the boundaries of the proposed TAS site parcel within 500m or 10m for every 1m of TAS height, whichever is greater.

“Qualified Environmental Professional (QEP)” means an applied scientist or technologist who is registered and in good standing with an appropriate BC professional organization constituted under an Act.

“Statement” means the statement formally issued to ISED by the Town and may be a statement of concurrence (with or without conditions), or a statement of non-concurrence.

“Telecommunications Antenna Structure (TAS)” means any exterior transmitting device or group of devices used to receive and/or transmit radio-frequency signals, microwave signals, or other federally licensed communications energy transmitted from, or to be received by, other antennas. Telecommunication tower/antenna systems include the antenna, any tower, mast or other supporting structure, and any equipment shelters, fencing and security screening. In this policy, TAS does not include residential satellite dishes or similar.

“Town” means the Town of Ladysmith.

3. SCOPE

- 3.1. This policy applies to all TAS proposals regulated by ISED, and all TAS proposals located within the Town whether or not regulated by ISED. Table 1 below shows the scope of municipal authority and limitations relating to the design and siting of TAS:

Table 1: Municipal authority / limitations

Category	Municipal Authority / Limitations
Proposals on Municipal land	While regulatory authority rests with ISED, the Municipality has absolute discretion as a landowner to decide whether to enter into a lease arrangement (and under what conditions) for any TAS proposals located on land owned by the Municipality. This is independent of the statement of concurrence process. The Municipality may opt to use the process set out in this policy to determine its response to a proposal as landowner, in addition to its role in deciding a statement of concurrence application.
Telecommunications Antennae Siting	The final regulatory decision to approve the location of antenna systems is made only by ISED. Municipalities do not have the authority to override ISED's decision. The role of municipalities is to issue a statement of concurrence or non-concurrence to the Proponent and to ISED. The statement considers the land use compatibility of each antenna system proposal, design and location preferences, comments from residents and the Proponent's adherence to the Municipality's Policy. The Policy may set out an accompanying community consultation process. Council will consider all applications for Antenna Systems where municipal concurrence is required (i.e., for those applications that are not already excluded by ISED). In this regard, the Municipality may express its concurrence or concerns of a proposed application and, accordingly, may either approve or deny the request for a statement of concurrence.
Health	Health concerns relating to radio frequency, energy, and safety are often cited by members of the public. These matters fall under the federal jurisdiction of Health Canada. Municipalities do not have authority to regulate health and safety requirements related to antenna systems. To ensure the highest standards of safety are met, Health Canada requires that all antenna system installations (including 5G installations) comply with all existing safety regulations, including Safety Code 6 (SC6), which determines exposure limits for wireless devices and their associated infrastructure. In addition, ISED requires that all antenna systems meet Canadian limits on the amount of radio frequency energy that can be present in areas to which the public has access. This means complying with the regulatory requirements and process established in the antenna siting procedures, <i>CPC-2-0-03, Radiocommunication and Broadcasting Antenna Systems</i> before an installation is

	approved. Once antenna systems are built, operators need to ensure their installations comply with the Canadian limits at all times as a condition of their license. The current Canadian limits already cover the frequency ranges that will be used by 5G devices and antenna system installations. Health Canada provides extensive public education through its website that responds to public safety related concerns associated with 5G and antenna systems in general.
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- 3.2. The following TAS proposals are exempt from this policy:
- a) Modifications to existing TAS less than 15m in height, not resulting in a height increase;
 - b) Modifications to existing TAS resulting in a cumulative height increase not more than 10% of the original structure, but in any case not resulting in a structure greater than 15m in height, or a height increase to a structure within one year of installation or previous height increase;
 - c) Temporary TAS erected for special events, research or emergency purposes, for a period not exceeding 90 days, or a cumulative total of shorter periods not more than 90 days per calendar year; and
 - d) Non-tower mounted TAS not exceeding 2m in height beyond the top of the highest part of the structure, or top of the roof in the case of a building, but in any case not representing more than 25% of the height of the original building or structure.

4. PROCEDURE

- 4.1. Prior to submitting a TAS Statement of Concurrence application, the Proponent is requested to undertake pre-consultation with Town staff. The purpose of the site investigation meeting is to:
- a) Identify preliminary issues of concern;
 - b) Give opportunity for the Proponent to outline the proposal to the Town;
 - c) Give opportunity for the Town to provide initial feedback to the Proponent;
 - d) Identify any potential sensitive community locations as defined by this policy;
 - e) Identify any potential neighbouring land-use jurisdictions, school districts, emergency service providers and community associations that may be required to provide comment on the proposal as outlined in this Policy; and
 - f) Guide the Proponent on creating localized content for public notification and distribution.
- 4.2. Prior to, or within three days of submitting a Statement of Concurrence application, the Proponent must at their cost, erect a notice sign at the proposed TAS location site.
- 4.3. A sign erected under s.4.2 must conform to the Town's Development Procedures Bylaw, which may be amended from time to time.
- 4.4. An application for a Statement of Concurrence must be in the format as prescribed by the Director of Development Services.
- 4.5. Upon receipt of a complete application, staff will refer the application to the Municipality of North Cowichan, Cowichan Valley Regional District and Stz'uminus First Nation for comment.

If the proposed location is on Town-owned land where Town employees are working, said employees will also be notified.

- 4.6. Council will in open meeting, decide to:
 - a) Issue an unconditional Statement of Concurrence; or
 - b) Issue a Statement of Concurrence subject to conditions; or
 - c) Issue a Statement of Non-concurrence; or
 - d) Refer the decision, with or without further direction to staff or requests to the Proponent; and
 - e) Request additional time from ISED if the process is likely to take more than 120 days.
- 4.7. A Statement of Concurrence may be issued subject to conditions.
- 4.8. Where the Town is the landowner, the Town may require as a condition of a lease agreement:
 - a) Posting a financial security for any proposed landscaping, tree planting, screening or fencing; and
 - b) Posting a financial security for any environmental protection or compensation measures, erosion and sediment controls, QEP oversight, reporting, or post-construction monitoring and actions.
- 4.9. At any point during the application process, the Town may request that the Proponent provides additional public engagement opportunities.
- 4.10. Failure by the Proponent to adhere to the proposed design or any conditions attached to the Town's Statement of Concurrence may result in revocation of the Statement.

5. SITING AND DESIGN REQUIREMENTS

The Town will assess applications for consistency with the following policy requirements:

Site Policy

- 5.1. The Proponent should demonstrate effort has been made to locate TAS on existing structures such as other TAS, utility poles, and transmission towers.
- 5.2. Freestanding TAS should be located more than 500m from any parcels zoned with a residential use or designated under the Town's Official Community Plan for residential use.
- 5.3. Locations of topographic prominence where a TAS may affect public views should be avoided.
- 5.4. Locations within or affecting views of heritage sites or structures should be avoided unless designed in an unobtrusive and compatible manner.
- 5.5. TAS locations should be considered in the following order of suitability:
 - a) Transportation and utility corridors;
 - b) Commercial and industrial sites remote from residential areas;
 - c) Agricultural, forested and rural areas remote from residential areas;

- d) Institutional sites, including those that typically require telecommunications technology, such as hospitals, research centres, colleges and public works facilities, but excluding schools;
- e) Downtown or other commercial areas;
- f) Parks, greenspaces, golf courses and sports grounds;
- g) Adjacent to residential areas or areas near residential areas; and
- h) Environmentally sensitive areas or critical habitat.

- 5.6. Areas in proximity to lakes, rivers, the shoreline and other water features should be avoided.
- 5.7. Design and location should involve minimal or no tree removal. Root protection areas of mature trees should be avoided. Any unavoidable tree removal, including to create space for wildfire protection, must be carried outside of bird nesting seasons.

Design Policies

- 5.8. Monopole towers are preferred, subject to the requirements of s.5.9.
- 5.9. Each new freestanding structure should be designed to accommodate a minimum of two additional users, taking into account impact on design height.
- 5.10. The design style of a TAS should be as unobtrusive as possible, avoiding reflective surfaces, and compatible with the surrounding area and adjoining uses. This may include being designed to resemble or include a character feature such as clock tower, tree or flagpole.
- 5.11. Negative visual impacts must be mitigated as far as possible by methods such as screening, design and landscaping. Cable trays on buildings should be unobtrusive and concealed.
- 5.12. Vegetative screening is encouraged with a preference for a mix of native coniferous and deciduous trees to provide year round foliage. Irrigation should be provided where necessary.
- 5.13. Where a QEP report has been prepared pursuant to s.4.8 (b), all recommendations therein must be incorporated into the TAS design wherever technically feasible, including commitment to any post-construction monitoring and actions.

6. NOTICE REQUIREMENTS

- 6.1. The Proponent will prepare a Public Information Notification, including a date, time, format, and location (if applicable) or electronic participation details (if applicable) for a Public Information Meeting.

The notification will be submitted to Town staff for review and approval.

Once approved, the Proponent will mail this notification to all property parcels lying wholly or partly within the Public Notification Area.

The notification shall be sent in an envelope addressed to the "Property Owner" and/or "Tenants" and shall clearly show in bold type on the face of the envelope the statement: "NOTICE: NEW PROPOSED CELL TOWER - INFORMATION IS ENCLOSED."

- 6.2. The Proponent will place the public information notification in at least two editions of the Town's local newspaper. The advertisements by the Proponent, at their cost, must provide details of how to join the meeting and where a copy of the public information notification may be downloaded. Copies of the published advertisements must be sent to the Town for file.
- 6.3. The Proponent will provide notice to ISED's regional office.
- 6.4. The Proponent will provide written notification to all neighbouring land-use jurisdictions, emergency service providers, school districts and community associations identified at the site investigation meeting.
- 6.5. Notification must be mailed at least 14 days prior to the Public Information Meeting.
- 6.6. The Public and any other agencies will be requested to submit any written responses to the Town within 21 days of the mailing date of the notification or five days after the Public Information Meeting, whichever is the later. Written responses may be in addition to any comments given to the Proponent at a Public Information Meeting.
- 6.7. Within 14 days of a Public Information Meeting, the Proponent must provide a written summary to the Town including record of attendance and comments or concerns expressed.
- 6.8. The Proponent shall include at a minimum the following information in any mailed or otherwise delivered public notice:
 - a) Information on the location, height, type, design and colour of the proposed TAS, including a copy of the site plan submitted with the application;
 - b) The rationale, including height and location requirements, of the proposed TAS;
 - c) Clear information on the role of ISED as the sole approving authority for the siting of the TAS and that the Town only provides a statement of siting concurrence/non-concurrence at the request of the Proponent;
 - d) Information that comments and responses should be directed to the Proponent and that all submissions received by the Proponent will be forwarded to ISED and the Town for their records;
 - e) The name and contact information of a contact person for the Proponent;
 - f) The name and contact information of ISED;
 - g) The contact information of the Town's Development Services department;
 - h) An attestation that the TAS will respect Health Canada's Safety Code 6 which sets safe radiofrequency emission levels for these devices; and
 - i) The date, time and location of the Public Information Meeting.

7. PUBLIC INFORMATION MEETING

- 7.1. It is solely the responsibility of the Proponent, at its own cost, to arrange, organize and conduct a Public Information Meeting. The Proponent must provide information concerning the proposed TAS and answer questions about the proposal and telecommunications in general. The Proponent's representatives must be available to discuss issues and answer questions. An in-person meeting is preferred; however, a virtual / online meeting will be

acceptable depending on circumstances at the time.

- 7.2. Council will refuse to submit a response if Council has reason to believe the meeting provided insufficient or misleading information, was exclusionary, or did not provide sufficient means to gather resident views.

8. COUNCIL CONSIDERATION

- 8.1. Following the expiry of the 21-day notification period under s.6.6 and the holding of a Public Information Meeting under s. 7.1, Town staff will provide the Proponent an opportunity to review public concerns and make modifications or amendments to the application in response to those concerns. Town staff will subsequently prepare a report to Council, including any public correspondence received.

DRAFT

STAFF REPORT TO COUNCIL

Report Prepared By: Julie Tierney, Executive Liaison
Reviewed By: Allison McCarrick, CAO
Meeting Date: June 7, 2022
File No: 0400-06-30 /3900-20
Re: "Fireworks Regulation Bylaw 2022, No. 2115"

RECOMMENDATION:

That Council give first three readings to "Fireworks Regulation Bylaw 2022, No. 2115".

EXECUTIVE SUMMARY:

The Cowichan Valley Regional District (CVRD) governs the sale and use of fireworks within the CVRD, including the Town of Ladysmith. Staff are recommending that Council proactively adopt a Town fireworks regulation bylaw in anticipation of the CVRD releasing the Town from its bylaw.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution
CS 2022-088	2022-04-05	<p>That Council:</p> <ol style="list-style-type: none"> 1. Request that the Cowichan Valley Regional District Board permit the Town of Ladysmith to opt out of "Cowichan Valley Regional District Bylaw No. 39 – Fireworks Sale and Discharge Regulation Bylaw, 1970"; and 2. Direct staff to prepare a bylaw for the sale, possession and discharge of fireworks in the Town of Ladysmith.

INTRODUCTION/BACKGROUND:

As directed by Council at its meeting on April 5, 2022, staff have formally requested that the Town of Ladysmith be withdrawn from the "Cowichan Valley Regional District Bylaw No. 39 – Fireworks Sale and Discharge Regulation Bylaw, 1970" and prepare "Fireworks Regulation Bylaw 2022, No. 2115".

The proposed Bylaw No. 2115 will regulate, prohibit and impose requirements on the sale, possession and discharge of fireworks and allow the Town the necessary oversight within the boundaries of the Town of Ladysmith. This bylaw is consistent with neighbouring municipalities (City of Duncan and Municipality of North Cowichan).

Although Bylaw No. 2115 will not supersede the CVRD's bylaw in the event there is a conflict between the two, it can run concurrently and once the CVRD releases the Town from its bylaw, the Town will have the necessary regulations in place.

ALTERNATIVES:

Council can choose to:

1. Not give three readings to "Fireworks Regulation Bylaw 2022, No. 2115".
2. Refer "Fireworks Regulation Bylaw 2022, No. 2115" back to staff for further review, as specified by Council.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

Staff have received legal counsel on this matter.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Firework displays during Ladysmith special events are popular with residents and visitors.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Town's Fire Chief would approve a Fireworks/Pyrotechnic Discharge Permits under the proposed bylaw.

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(S):

- A. "Fireworks Regulation Bylaw 2022, No. 2115"

TOWN OF LADYSMITH

BYLAW NO. 2115

A bylaw to regulate, prohibit and impose requirements on the sale, possession and discharge of fireworks

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

1.0 Definitions

In this Bylaw:

“Corporate Officer” means the municipal officer appointed under section 148 of the *Community Charter*;

“Display Fireworks” means outdoor high hazard fireworks defined in Class 7, Division 2, Subdivision 2 of the Federal Regulations (generally described as large fireworks used for public fireworks displays) but excluding Firecrackers and Entertainment Industry Pyrotechnics;

“Enforcement Officer” means: (a) a member of Ladysmith Fire/Rescue holding the rank of Fire Chief or Assistant Fire Chief; (b) a Bylaw Compliance Officer; or (c) a member of the Royal Canadian Mounted Police;

“Entertainment Industry Pyrotechnics” means explosive articles and explosive substances used in the performing arts to create pyrotechnic special effects;

“Explosives Regulatory Division” means the Explosives Regulatory Division of the Explosives Branch of the Minerals and Metals Sector of Natural Resources Canada;

“Family Fireworks” means low hazard fireworks generally used for recreation but excluding Christmas crackers, sparklers and caps for toy guns;

“Federal Regulations” means the Explosives Regulations enacted under the *Explosives Act* [RSC, 1985, c. E-17];

“Fire Chief” means the person appointed under the Fire Department Bylaw;

“Fire Safety Plan” means a plan dealing with the procedures to follow to protect public safety when firing, setting off or exploding Entertainment Industry Pyrotechnics, approved by the Fire Chief;

“Firecracker” means a small pyrotechnic device, used primarily as a noisemaker, that explodes when ignited and does not make any subsequent display or visible effect after the explosion, and includes those devices commonly known as Chinese firecrackers;

“Fireworks” means Display Fireworks and Family Fireworks;

“Fireworks Event” means the observance or celebration of a special event or festival where

Fireworks are desired to be fired, set off or exploded;

"Fireworks Permit" means a current and valid permit issued in the form attached as Schedule "A" and forming part of this Bylaw, authorizing a person to hold, possess, store, fire, discharge, set off, explode, or otherwise use Family Fireworks or Display Fireworks;

"Livestock" has the same meaning as prescribed under the *Livestock Act* [RSBC 1996] Chapter 270, as revised or replaced from time to time;

"Livestock Property" means land where Livestock is raised, reared or grazes;

"Low Hazard Fireworks" has the same meaning as prescribed under Class 7 – Firework Class, Subdivision 1 of Division 2 of the Federal Regulations;

"Pyrotechnic Event" means the observance or performance of a production where Entertainment Industry Pyrotechnics are desired to be fired, set off or exploded;

"Pyrotechnic Permit" means a current and valid permit issued in the form attached as Schedule "B" and forming part of this Bylaw authorizing a person to fire, set off or explode Entertainment Industry Pyrotechnics;

"Town" means the Town of Ladysmith.

2.0 Prohibitions

- 2.1 No person shall sell, offer to sell, give away, trade, or otherwise dispose of Fireworks, Entertainment Industry Pyrotechnics or Firecrackers to any other person.
- 2.2 No person shall buy, hold, possess, store, fire, discharge, set off, explode, or otherwise use Fireworks without a valid Fireworks Permit.
- 2.3 No person who holds a valid Fireworks Permit shall store, hold, possess, fire, set off, explode or otherwise use Fireworks in contravention of the Fireworks Permit.
- 2.4 No person shall store, hold, possess, fire, set off or explode Entertainment Industry Pyrotechnics without a valid Pyrotechnics Permit.
- 2.5 No person who holds a valid Entertainment Industry Pyrotechnics Permit shall store, hold, possess, fire, set off, explode or otherwise use Entertainment Industry Pyrotechnics in contravention of the Pyrotechnics Permit.
- 2.6 No person shall hold, possess, store, fire, discharge, set off, explode, or otherwise use Fireworks or Entertainment Industry Pyrotechnics in a manner that increases the risk of physical injury to any person or damage to any public or private property.
- 2.7 No person shall hold, possess, store, fire, discharge, set off or explode Firecrackers.
- 2.8 No person shall hold, possess, store, fire, discharge, set off, explode, or otherwise use Fireworks within 500 metres from a Livestock Property.

3.0 Exemptions

- 3.1 This Bylaw does not prohibit or regulate the use of torpedoes, flares, fuzzes, or similar pyrotechnic devices by motorists, mariners, police or other agencies for signaling purposes or illumination.

4.0 Permits

4.1 *Family or Display Fireworks Permits*

Any person eighteen (18) years of age or older shall apply for a Fireworks Permit to fire, discharge, set off or explode Family Fireworks or Display Fireworks by submitting to the Fire Chief, at least three (3) business days prior to the date upon which the Fireworks Event is to occur:

- a) A completed application in the form as prescribed in Schedule "A" of this bylaw;
- b) The applicable Fireworks Permit application fee as prescribed in Schedule "D" of this bylaw;
- c) Written authorization from the property owner if the Fireworks Event is to occur on property that is not owned by the applicant, including land that is owned or controlled by the Town;
- d) Written authorization from the person organizing or sponsoring the Fireworks Event if the Fireworks Event is being organized or sponsored by any person other than the applicant; and
- e) In the case of Display Fireworks, proof acceptable to the Fire Chief that the applicant is a Certification Card holder.

- 4.2 The Fire Chief shall consider each application and issue a Fireworks Permit to the applicant if:

- a) The property upon which the Fireworks Event is to occur is available for such use on the date and time set out in the application;
- b) The environmental or weather conditions are such that the use of Fireworks would not endanger or pose a risk to property or the safety of the public;
- c) The Fire Chief considers the Fireworks Event will not create a public safety risk or risk to the public or private property;
- d) The property upon which the Fireworks Event is to occur is at a distance of not less than 500 metres from a Livestock Property; and
- e) The applicant meets all the requirements of this Bylaw and all other applicable Bylaws of the Town.

4.3 *Entertainment Industry Pyrotechnics Permits*

Any person eighteen (18) years of age or older may apply for a Pyrotechnics Permit to fire, discharge, set off or explode Entertainment Industry Pyrotechnics by submitting to the Fire Chief, at least thirty (30) days prior to the date upon which the Pyrotechnics Event is to occur:

- a) A completed application in the form as prescribed in Schedule "B" of this bylaw;
- b) A written agreement from the property owner in the form as prescribed by the Corporate Officer, if the Pyrotechnics Event is to occur on property that is not owned by the applicant, including land that is owned or controlled by the Town;
- c) A written agreement from the person organizing or sponsoring the Pyrotechnics Event in the form as prescribed by the Corporate Officer, if the Pyrotechnics Event is being organized or sponsored by any person other than the applicant;
- d) A copy of the Explosives Regulatory Division's approval of the Pyrotechnic Event;
- e) A Fire Safety Plan approved by the Fire Chief after the Fire Chief has visited the location for the Pyrotechnics Event and determined the amount of fire protection required;
- f) A site plan drawn to scale with the direction of firing, separation distances, position of ramps and mortars, any significant ground features, right-of-ways, buildings or structures, overhead obstructions, parking areas or spectator viewing areas, fallout zone, north arrow, traffic control plans, and location of emergency vehicles;
- g) An event description which should include a time schedule of the event, attendance estimates, lists of fireworks or explosives or flammable and/or combustible products to be used, firing procedures, emergency response procedures, and a list of crew members, including contact information;
- h) A Fireworks Permit if Family Fireworks or Display Fireworks are used in the Pyrotechnic Event;
- i) Proof acceptable to the Fire Chief that the applicant holds either a valid Level 1 Certification Card or, for unconventional sites as defined by the Explosives Regulatory Division under the Federal Regulation, and a valid Level 2 Certification Card;

- j) Paid the Pyrotechnic Permit application fee as prescribed in Schedule "D" of this bylaw; and,
- k) Paid the Fire Safety Plan review fee as prescribed in Schedule "D" of this bylaw.

4.4 The Fire Chief shall consider each application and issue a Pyrotechnics Permit to the applicant if:

- a) The property upon which the Pyrotechnics Event is to occur is available for such use on the date and time set out in the application;
- b) The environmental or weather conditions are such that the use of Fireworks would not endanger or pose a risk to property or the safety of the public;
- c) The Fire Chief considers the Pyrotechnics Event will not create a public safety risk or risk to the public or private property;
- d) The property upon which the Fireworks Event is to occur is at a distance of not less than 500 metres from a Livestock Property; and,
- e) The applicant meets all the requirements of this Bylaw and all other applicable Bylaws of the Town.

4.5 *Fireworks Permit and Pyrotechnics Permit Conditions*

The Fire Chief in issuing a Fireworks Permit or Pyrotechnic Permit may impose one or more of the following terms and conditions that the Fire Chief considers reasonable:

- a) The days and the hours during which Fireworks or Entertainment Industry Pyrotechnics may be fired, discharged, set-off, exploded or otherwise used;
- b) The location to which Fireworks or Entertainment Industry Pyrotechnics may be fired, discharged, set off, exploded or otherwise used, including the minimum distance from the nearest building, public street or highway, utility, tree or overhead obstruction;
- c) The type of Fireworks or Entertainment Industry Pyrotechnics that may be fired, discharged, set off, exploded or otherwise used;
- d) Require the applicant to complete a fireworks safety and legal awareness course offered by the Explosives Regulatory Division, Natural Resources Canada;
- e) Special requirements to promote public safety, including the number of fire extinguishers that must be available on site during the Fireworks Event; and

- f) Proof that the Fireworks Permit and/or Pyrotechnics Permit holder has notified the adjacent properties.

At the time of issuance of the Display Fireworks Permit or the Pyrotechnics Permit, the Display Fireworks Permit or Pyrotechnics Permit Holder shall provide to the Fire Chief a certificate of insurance that meets the Insurance Requirements as set out in Schedule "C" of this bylaw.

4.6 *Permit Holder Requirements*

Every Fireworks Permit or Pyrotechnics Permit Holder shall:

- a) Fire, discharge, set off, explode or use only those Fireworks or Entertainment Industry Pyrotechnics specified in the Fireworks Permit or Pyrotechnics Permit;
- b) Fire, discharge, set off, explode or use Fireworks or Entertainment Industry Pyrotechnics only in accordance with the terms and conditions of the Fireworks Permit or Pyrotechnics Permit;
- c) Fire, discharge, set off, explode or use Entertainment Industry Pyrotechnics only in accordance with the Fire Safety Plan;
- d) Ensure that the Fireworks or Entertainment Industry Pyrotechnics are only fired, discharged, set off, exploded or used under the Fireworks Permit or Pyrotechnics Permit Holder's direct supervision and responsibility; and
- e) Ensure that the use, handling, discharge, possession, and storage of the Fireworks or Entertainment Industry Pyrotechnics conforms in every respect to the *Explosives Act* and regulations, the Display Fireworks manual as published by the Explosives Regulatory Division, and this Bylaw.

4.7 *Revocation of Permit*

- a) The Fire Chief may revoke a Fireworks Permit or Pyrotechnics Permit at any time if the Fireworks Permit or Pyrotechnics Permit Holder:
 - i. Fails to comply with any term or condition of the Fireworks Permit or Pyrotechnics Permit; or
 - ii. Violates or breaches any of the provisions of this Bylaw.
- b) The Fire Chief may revoke a Fireworks Permit or Pyrotechnics Permit at any time if:
 - i. The Provincial fire danger rating is high or extreme; or
 - ii. The weather conditions such as rain, fog or wind, make it impractical and/or unsafe to set off Fireworks, the Fire Chief may designate an alternate day and time.

5.0 Enforcement

- 5.1 No person shall obstruct an Enforcement Officer engaged in the administration or enforcement of the Bylaw.
- 5.2 Every person who contravenes a provision of this Bylaw commits an offence, and each day that the violation is caused or allowed to continue constitutes a separate offence.

6.0 Cost Recovery Fees

- 6.1 Every Pyrotechnics Permit Holder shall pay for any fire protection services provided by the Town for the Pyrotechnics Event. The fees shall be calculated in accordance with Schedule "D" of this bylaw.
- 6.2 Every Fireworks Permit or Pyrotechnics Permit Holder shall pay all costs and expenses of any fire protection services, materials or resources expended or incurred by the Town as a result of a fire caused by a Fireworks or Pyrotechnics Event. The fee shall be calculated in accordance with Schedule "D" of this bylaw.
- 6.3 Every Fireworks Permit or Pyrotechnics Permit Holder shall pay all costs and expenses to remove any litter and debris expended or incurred by the Town that is left on site at the conclusion of a Fireworks and/or Pyrotechnics Event. The fee shall be calculated in accordance with Schedule "D" of this bylaw.

7.0 Citation

This Bylaw may be cited for all purposes as "Fireworks Regulation Bylaw 2022, No. 2115".

READ A FIRST TIME on the _____ day of _____, 2022

READ A SECOND TIME on the _____ day of _____, 2022

READ A THIRD TIME on the _____ day of _____, 2022

ADOPTED on the _____ day of _____, 2022

Mayor (A. Stone)

Corporate Officer (D. Smit)

SCHEDULE “A”



Celebrate our Present. Embrace our Future. Honour our Past.

FIREWORKS PERMIT – “FIREWORKS REGULATION BYLAW 2022, NO. 2115”

Name of Applicant: _____

Location: _____

Date: _____ Time: (Start) _____ (End) _____

PERMISSION IS GRANTED to the above Applicant to fire, discharge, set off or explode:

Family Fireworks | Display Fireworks
(circle one)

at the location and on the date and time(s) as set out above, subject to the Town of Ladysmith Fireworks Regulation Bylaw, as amended from time to time, and to the following conditions and restrictions:

- This permit is not transferable. Only the Applicant is authorized under this permit to fire, discharge, set off or explode fireworks;
- The Applicant may only fire, discharge, set off or explode the type and quantity of fireworks described in the application;
- The Applicant must ensure that all debris and litter related to the Fireworks Event, including any litter left by the spectators, is removed from the location at the conclusion of the Fireworks Event; and
- In accordance with requirements of the Fireworks Regulation Bylaw, the Applicant shall obtain a Comprehensive General Liability insurance policy with an inclusive limit of not less than \$5,000,000.00 per occurrence for bodily injury and property damage and provide evidence of the same to the Fire Chief at the time of issuance of this Permit. [Required for **Display Fireworks** only]

Other: _____

Fire Chief or authorized designate

Date of Issue

The personal information on this form is collected under the general authority of the *Community Charter* and *Freedom of Information & Protection of Privacy Act (FOIPPA)* and is protected in accordance with *FOIPPA*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or foi@ladysmith.ca.

SCHEDULE “B”

TOWN OF LADYSMITH

Celebrate our Present. Embrace our Future. Honour our Past.

PYROTECHNIC PERMIT – “FIREWORKS REGULATION BYLAW 2022, NO. 2115”

Name of Applicant: _____

Location: _____

Date: _____ Time: (Start) _____ (End) _____

PERMISSION IS GRANTED to the above Applicant to fire, discharge, set off or explode **Entertainment Industry Pyrotechnics**, at the location and on the date and time(s) as set out above, subject to the Town of Ladysmith Fireworks Regulation Bylaw, as amended from time to time, and to the following conditions and restrictions:

- In accordance with requirements of the Fireworks Regulation Bylaw, the Applicant shall obtain a Comprehensive General Liability insurance policy with an inclusive limit of not less than \$5,000,000.00 per occurrence for bodily injury and property damage and provide evidence of the same to the Fire Chief at the time of issuance of this Permit;
- This permit is not transferable; only the Applicant is authorized under this permit to fire, set off, discharge or explode Entertainment Industry Pyrotechnics;
- The Applicant may only fire, discharge, set off or explode the type and quantity of Entertainment Industry Pyrotechnics described in the application; and
- The Applicant must ensure that all debris and litter related to a permitted event that occurs on Town property, including any litter left by the spectators, is removed from the location at the conclusion of the permitted event.

Other: _____

Fire Chief or authorized designate

Date of Issue

The personal information on this form is collected under the general authority of the *Community Charter* and *Freedom of Information & Protection of Privacy Act (FOIPPA)* and is protected in accordance with *FOIPPA*. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or foi@ladysmith.ca.

SCHEDULE "C"

Insurance Requirements

A **Display Fireworks Permit** or **Pyrotechnics Permit** Holder shall, at their own expense, for the duration of the Fireworks Event or Pyrotechnics Event, secure and maintain a Comprehensive General Liability insurance policy with an inclusive limit of not less than \$5,000,000.00 per occurrence for bodily injury and property damage. The Comprehensive General Liability insurance policy shall:

- 1) Include all premises and operations necessary or incidental to the Fireworks Event or Pyrotechnics Event;
- 2) Include "Broad Form" Property Damage coverage on an occurrence basis, including loss of use of property;
- 3) Include, but not necessarily limited to, the following coverage:
 - a) Contingent Employers Liability;
 - b) Owners and Contractors Protective Liability;
 - c) Contractual Liability assumed with respect to the event;
 - d) Non-Owned and Hired Auto; and,
 - e) Personal Injury Liability;
- 4) Include the Town, its elected officials, officers, agents and employees, and contractors acting on behalf of the Town as additional insured's;
- 5) Be primary and non-contributing with respect to any insurance carried by the Town of Ladysmith;
- 6) Not include a deductible greater than \$5,000.00 per occurrence (unless the Town of Ladysmith advises in writing that it has determined that a greater deductible is acceptable);
- 7) Include a Cross Liability clause;
- 8) Preclude subrogation claims by the insurer against any of the insured;
- 9) Include a provision requiring the insurer to give the Town of Ladysmith thirty (30) days' prior written notice before making any material change to the insurance coverage, or the termination or cancellation thereof;
- 10) Provide that the Town of Ladysmith, its elected officials, officers, agents and employees, and contractors acting on behalf of the Town of Ladysmith are protected notwithstanding any act, neglect or misrepresentation of the Display Fireworks Permit or Pyrotechnics Permit Holder which might otherwise result in the avoidance of a claim and that such policy is not affected or invalidated by any act, omission or negligence of any third party which is not within the knowledge or control of the insured;
- 11) Be underwritten by a responsible insurance company or companies licensed to do business in the Province of British Columbia and that meet with the reasonable approval of the Town of Ladysmith;
- 12) Maintenance of the insurance required herein and the performance by the Display Fireworks Permit or Pyrotechnics Permit Holder of their obligations under this clause shall not relieve the Display Fireworks Permit or Pyrotechnics Permit Holder from liability under any covenant to indemnify the Town of Ladysmith;
- 13) It shall be the sole responsibility of the Display Fireworks Permit or Pyrotechnics Permit Holder to determine their own additional insurance coverage, if any, including workers' compensation, that are necessary and advisable for their own protection or to fulfill their obligations with respect to the Fireworks Event or Pyrotechnics Event. Any such additional insurance shall be secured and maintained by the Display Fireworks Permit or Pyrotechnics Permit Holder at their own expense;
- 14) The foregoing insurance provisions shall not limit the insurance the Display Fireworks Permit or Pyrotechnics Permit Holder is required to secure and maintain by the provincial or federal law; and,
- 15) If the Display Fireworks Permit or Pyrotechnics Permit Holder fails to secure or maintain insurance as required herein, then the Town of Ladysmith shall have the right, but not the duty or obligation, to secure and maintain such insurance and give evidence thereof to the Display Fireworks Permit or Pyrotechnics Permit Holder. The Display Fireworks Permit or Pyrotechnics Permit Holder shall pay the cost thereof to the Town of Ladysmith on demand.

SCHEDULE "D"
Fees

Family Fireworks Permit Application	\$10
Display Fireworks Permit Application	\$100
Pyrotechnics Permits Application	\$200
Fire Safety Plan Review for Fireworks / Pyrotechnics	\$200
Fire Protection Cost Recovery Fee for Fireworks	\$550/hour
Clean up litter and debris left on Town property	Actual costs

STAFF REPORT TO COUNCIL

Report Prepared By: Donna Smith, Manager of Corporate Services
Reviewed By: Allison McCarrick, Chief Administrative Officer
Meeting Date: June 7, 2022
File No: 3900-20
Re: "Freedom of Information and Protection of Privacy Bylaw 2022, No. 2116"

RECOMMENDATION:

That Council give first three readings to "Freedom of Information and Protection of Privacy Bylaw 2022, No. 2116".

EXECUTIVE SUMMARY:

Council is requested to consider giving "Freedom of Information and Protection of Privacy Bylaw 2022, No. 2116" first three readings. Bylaw No. 2116 will replace the existing bylaw, adopted in 1994. The new bylaw will not change the existing Freedom of Information (FOI) process or associated fees.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

The *Freedom of Information and Protection of Privacy Act* (FIPPA) has two main purposes:

- to make public bodies more open and accountable by providing the public access to records; and
- to protect the personal privacy of individuals by preventing unauthorized collection, use or disclosure of personal information.

Bylaw No. 2116 will replace existing Bylaw No. 1138 which references out of date legislation and contains information that is not required because it is all contained within FIPPA, including the fee schedule. A municipality must follow FIPPA throughout the entire FOI process, from receipt of a request to the release of information and payment, if appropriate. Therefore staff recommend that the Town's FOI bylaw simply point to FIPPA as the process to be followed rather than quoting sections which may become out of date when new legislation is introduced.

Recent changes to FIPPA now permit municipalities to charge a \$10 non-refundable application fee for each FOI request. Town staff do not recommend that such a fee be implemented at this time.

A summary of the proposed changes is included below:

Existing Bylaw No. 1138	Proposed Bylaw No. 2116
Quotes outdated legislation	References FIPPA governs the FOI process. <ul style="list-style-type: none">• It is better practice to reference legislation but not quote it word for word as it may change.
Designates Council as the Head	Designates the Corporate Officer as Head. <ul style="list-style-type: none">• FIPPA does not require which specific position be named as Head, however it is most commonly the “Officer responsible for Corporate Administration” as defined in the <i>Community Charter</i> that is appointed as Head for a local government.• FIPPA states that the Head has a duty to assist applicants.• Since 1994, Council (the Head) has not been involved in the FOI process.• The recommended practice is to assign an individual as Head rather than a group.
Designates the Director of Administrative Services as the Information & Privacy Coordinator	Designates the Deputy Corporate Officer as Information & Privacy Coordinator. <ul style="list-style-type: none">• The Coordinator is authorized to perform the duties and functions of the Head.• Currently the Deputy Corporate Officer is involved in processing FOI requests and could fulfill the role of Head if required.
Fee Schedule included	Fee Schedule referenced. <ul style="list-style-type: none">• FIPPA lays out the maximum fees that local governments can charge.

ALTERNATIVES:

Council can choose to:

1. Not give readings to “Freedom of Information and Protection of Privacy Bylaw 2022, No. 2116” and continue with Bylaw No. 1138.
2. Direct that staff amend the bylaw as specified by Council.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

By adopting Bylaw No. 2116, Council will be repealing the previous Bylaw No. 1138.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Applicants will not experience any changes to the existing FOI process or fees.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. "Freedom of Information and Protection of Privacy Bylaw 2022, No. 2116"

TOWN OF LADYSMITH

BYLAW NO. 2116

A bylaw for the administration of the *Freedom of Information and Protection of Privacy Act*

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

Interpretation

1. In this bylaw:

“Act” means the *Freedom of Information and Protection of Privacy Act*, (RSBC 1996, c.165);

“Coordinator” means the person designated as the Information & Privacy Coordinator of the municipality under section 4 of this Bylaw; and

“Head” means the person designated as the Head of the municipality under section 3 of this Bylaw.

2. The definitions contained in Schedule 1 of the Act shall apply to this bylaw except where the context requires otherwise.

Designation and Powers

3. The Corporate Officer is designated as the Head for the purposes of the Act and shall perform the duties of the Head specified in the Act.
4. The Deputy Corporate Officer is designated as the Information & Privacy Coordinator for the purposes of the Act, and is authorized to perform the duties and functions of the Head.
5. For the purposes of the Act, the Head and Coordinator shall act in their respective capacities for all Council, Boards, Commissions and Committees of the Town of Ladysmith.

Fees

6. The Schedule of Maximum Fees as established by Freedom of Information and Protection of Privacy British Columbia Regulation 155/2012, shall be the maximum fees charged by the Town as permitted under the Act.

Repeal

7. "Town of Ladysmith Freedom of Information Bylaw 1994, No. 1138" is hereby repealed.

Citation

8. This Bylaw may be cited for all purposes as "Freedom of Information and Protection of Privacy Bylaw 2022, No. 2116".

READ A FIRST TIME on the _____ day of _____, 2022
READ A SECOND TIME on the _____ day of _____, 2022
READ A THIRD TIME on the _____ day of _____, 2022
ADOPTED on the _____ day of _____, 2022

Mayor (A. Stone)

Corporate Officer (D. Smith)

TOWN OF LADYSMITH

BYLAW NO. 2083

A Bylaw to combine the Town's Parks Reservation and Dedication Bylaws

WHEREAS Council has enacted "Bylaw Revision Bylaw 2022, No. 2090", which allows Council to revise its bylaws by combining two or more bylaws into one;

AND WHEREAS the Bylaw Revision Bylaw also allows Council to make changes to existing bylaws, without changing their substance, to bring out more clearly what is considered to be the meaning of the bylaws or to improve their expression;

AND WHEREAS section 30 of the *Community Charter* allows Council to, by bylaw, reserve or dedicate for a particular municipal or other public purpose real property owned by the municipality;

AND WHEREAS Council wishes to combine the existing reservation and dedication bylaws, specifically Bylaw Nos. 797, 804, 811, 815, 1532, and 1665, and to bring out more clearly what is considered to be their meaning;

AND WHEREAS Council wishes to dedicate as park, additional real property owned by the Town;

AND WHEREAS Council wishes to dedicate as park real property owned by the Town that was previously reserved as park;

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

1. The parcels of real property described hereunder, which are owned by the Town of Ladysmith, and are located within the boundaries of the Town of Ladysmith, are dedicated or reserved as public parks as indicated:

Legal Description(s)	Address(es)	PID(s)	Common Name	Status
LOT 1, DL 56, OYSTER DISTRICT, PLAN 13865, EXCEPT PART IN PLAN VIP85676	340 Belaire Street	004-428-714	Wickham Park	Dedicated
BLOCK B, DISTRICT LOT 56, OYSTER DISTRICT, PLAN 6460, EXCEPT THAT PART IN PLAN 13908 AND VIP 68919	630 2 nd Avenue	005-841-526	Lions Park	Reserved

Legal Description(s)	Address(es)	PID(s)	Common Name	Status
LOT 8, DISTRICT LOT 56, OYSTER DISTRICT, PLAN 11171.	420 Root Street	005-156-513	Kin Park	Dedicated
DISTRICT LOT 6G, OYSTER DISTRICT EXCEPT PART IN PLAN VIP 71943	-	006-099-050	Transfer Beach Park	Dedicated
PART OF PARCEL A (DD 24403N), DISTRICT LOT 43, OYSTER DISTRICT, SHOWN IN PLAN 519R, EXCEPT PARTS IN PLANS 32981, 37442, 48247 AND VIP65242	356 Dogwood Drive	009-442-120	Holland Creek Park	Dedicated
DISTRICT LOT 43, OYSTER DISTRICT, EXCEPT THE RIGHT OF WAY OF THE ESQUIMALT AND NANAIMO RAILWAY COMPANY, EXCEPT PARCEL C (DD 34443I) AND PARCEL A (DD 24403N) THEREOF, AND EXCEPT PARTS IN PLANS 2478, 4670, 5873, 7527, 8922, 12027, 14051, 15693, 24782, 34197, 835R, 48247, VIP57353, AND VIP65242	373 Dogwood Drive & 380 Davis Road	009-441-450		
LOT 1, DISTRICT LOT 131 (PART OF SAID DISTRICT LOT LYING IN LOT 24), OYSTER DISTRICT, PLAN 25649 EXCEPT PART IN PLAN VIP71942	1119 1 st Avenue	001-512-765	Bob Stuart Park	Dedicated
BLOCK C, DISTRICT LOT 56, OYSTER DISTRICT, PLAN 6460	-	-	Little League Park	Dedicated

Legal Description(s)	Address(es)	PID(s)	Common Name	Status
LOT 3, DISTRICT LOT 42, OYSTER DISTRICT, PLAN 2074 EXCEPT THAT PART SHOWN OUTLINED IN RED ON PLAN 348-R AND EXCEPT THAT PART IN PLAN 7725	-	006-722-857	Gourlay-Janes Park	Dedicated
LOT 1, BLOCK 4, DISTRICT, LOT 24, OYSTER DISTRICT, PLAN 703A EXCEPT PART IN PLAN 1176RW	1010 Trans-Canada Highway	008-549-419	Rotary Memorial Peace Gardens/ Cenotaph Park	Dedicated
LOT 2, BLOCK 4, DISTRICT LOT 24, OYSTER DISTRICT, PLAN 703A EXCEPT PART IN PLAN 1176RW.		008-552-452		
LOT 3, BLOCK 4, DISTRICT LOT 24, OYSTER DISTRICT, PLAN 703A EXCEPT PART IN PLAN 1176RW		008-552-461		
LOT 4, BLOCK 4, DISTRICT LOT 24, OYSTER DISTRICT, PLAN 703A EXCEPT PART IN PLAN 1176RW		008-552-487		
LOT 5, BLOCK 4, DISTRICT LOT 24, OYSTER DISTRICT, PLAN 703A EXCEPT PART IN PLAN 1176RW		008-552-517		
LOT 6, BLOCK 4, DISTRICT LOT 24, OYSTER DISTRICT, PLAN 703A EXCEPT PART IN PLAN 1176RW.		008-552-576		

Legal Description(s)	Address(es)	PID(s)	Common Name	Status
LOT 64 DISTRICT LOT 42 OYSTER DISTRICT PLAN VIP65790	533 Louise Road	023-867-337	Harbour View Park	Dedicated
LOT B DISTRICT LOT 126 OYSTER DISTRICT PLAN VIP73132	-	025-218-301	Brown Drive Park	Dedicated
LOT 4 BLOCK 1399 OYSTER DISTRICT PLAN VIP75559	-	025-708-651	Holland Creek Trail	Dedicated
LOT 1 DISTRICT LOT 108 OYSTER DISTRICT PLAN VIP88238	570 Jim Cram Drive	028-311-884	Lot 108	Dedicated
THAT PART OF DISTRICT LOT 56 OYSTER DISTRICT SHOWN ON PLAN EPP115099		031-675-395	Queens Park	Dedicated

2. Regarding Wickham Park, Council hereby agrees to restrict, limit use and regulate the land as follows:
 - (a) The property shall not be subdivided or sold in perpetuity;
 - (b) The height of any structure shall not exceed 4.5 metres;
 - (c) The property shall be restricted to Park and Open Space, which could include a small playground, benches, trees, landscaping, fountain or other low impact amenity; and
 - (d) The height of any shrubs, trees or plantings shall not exceed 5.5 metres.
3. All lands dedicated and reserved as public parks under the provisions of this Bylaw shall be under the possession and control of the Town of Ladysmith, and the Council may make rules and regulations governing the management, maintenance, improvement, operation, control and use the said lands.
5. Bylaw Nos. 797, 804, 811, 815, 1532, and 1665 are hereby repealed and replaced with this Bylaw.

Citation

6. This Bylaw may be cited as "Park Dedication Bylaw 2022, No. 2083".

READ A FIRST TIME on the 11th day of January, 2022

READ A SECOND TIME on the 11th day of January, 2022

CERTIFIED by the Corporate Officer as having been revised in accordance with "Bylaw Revision Bylaw 2022, No. 2090".



Corporate Officer (D. Smith)

READ A THIRD TIME on the _____ day of _____, 2022

ADOPTED WITH 2/3 MAJORITY on the _____ day of _____, 2022

Mayor (A. Stone)

Corporate Officer (D. Smith)

BYLAW STATUS SHEET

June 7, 2022

Bylaw #	Description	Status
2068	"Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 65) 2021, No. 2068" (to designate 1130 Rocky Creek Rd. as "General Commercial" to permit a commercial plaza with drive-through coffee shop)	First and second readings, June 1, 2021. Public Hearing and third reading June 15, 2021. Conditions to be met prior to adoption.
2069	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 37) 2021, No. 2069" (to rezone 1130 Rocky Creek Rd. to "Shopping Centre Commercial" to permit a commercial plaza with drive-through coffee shop)	First and second readings, June 1, 2021. Public Hearing and third reading June 15, 2021. MOTI approval received July 27, 2021. Conditions to be met prior to adoption.
2083	"Park Dedication Bylaw 2022, No. 2083" (to dedicate eight previously undedicated properties as parkland and consolidate existing park dedication bylaws into a single bylaw)	First and second readings, January 11, 2022. Requires 2/3 majority approval.
2102	"Official Community Plan 2003, No. 1488, Amendment Bylaw (No. 70) 2022, No. 2102" (to allow for a development including a mix of multiple-dwelling, single-detached dwellings and other uses at 1301 and 1391 Rocky Creek Road)	First and second readings, February 1, 2022. Public Hearing scheduled for June 14, 2022.
2103	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 47) 2022, No. 2103" (to allow for a development including a mix of multiple-dwelling, single-detached dwellings and other uses at 1301 and 1391 Rocky Creek Road)	First and second readings, February 1, 2022. Public Hearing scheduled for June 14, 2022.
2106	"Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 71) 2022, No. 2106" (to amend land use and Development Permit Areas at Lot 5, Holland Creek)	First and second readings, April 19, 2022. Public Hearing required prior to adoption.
2107	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.48) 2022, No. 2107" (to amend site specific regulations to include secondary suites, coach house dwellings and townhouse dwellings at Lot 5, Holland Creek)	First and second readings, April 19, 2022. Public Hearing required prior to adoption.

May 24, 2022

Good Morning Mr. Barfoot,

I hope you had a nice long weekend.

I am currently volunteering with **Help Ukraine Vancouver Island** a collaborative project uniting supporters and organizers across Vancouver Island to assist in the initial support for Displaced Ukrainian individuals and families in my area Ladysmith/Nanaimo/Lantzville/Nanoose area. I would like to ask you if the Town has an assisted recreation aid program and whether these individuals in the Ladysmith area could have access to the program? I understand that local governments throughout the Island have different operating budgets and programs so anything that we could receive would be helpful. Some families do speak intermediate English and are very eager to find jobs. Host families are doing all they can with the limited resources since this is not under a refugee program there is no funding and food and shelter are the main priority including hosts time to help with the transition. Recreation passes will play a therapeutic role for these individuals and families in overcoming the unsettled last 4 months and their mental health moving forward leaving their family, friends, culture, language and community behind.

I have asked Lara Clarkson, Parks and Rec at the City of Nanaimo to consider the new comers in the Leap Program and she stated a report will go to the board at the end of June. The approx count for Vancouver Island is just over 200 with the majority in Victoria, 30 families in Nanaimo/Parksville/Qualicum and many more are waiting in Europe for hosts families on the Island. These numbers are based on welcome baskets we have delivered on the Island so far and those we are preparing for upcoming arrivals however there could be more? Unfortunately we do not have exact immigration numbers at this time but hope that information becomes available soon.

Thank you for your consideration.

Jennifer Brand
Volunteer, Help Ukraine Vancouver Island
www.ukrainehelpvi.ca