TOWN OF LADYSMITH

*Celebrate our Present. Embrace our Future. Honour our Past.*

# A PUBLIC HEARING AND REGULAR MEETING OF THE TOWN OF LADYSMITH COUNCIL AGENDA 5:30 P.M.

Tuesday, April 18, 2023
Ladysmith Seniors Centre
630 2nd Avenue

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Pages

## 1. CALL TO ORDER

Call to Order 5:30 p.m. in Open Session, in order to retire immediately into Closed Session.

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

## 2. CLOSED SESSION

Recommendation
That, in accordance with section 90(1) of the *Community Charter,* Council retire into closed session in order to consider items related to the following:

- (b) personal information about an identifiable individual who is being considered for a municipal award or honour.

## 3. OPEN MEETING AND ACKNOWLEDGEMENT (6:00 P.M.)

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

Members of the public may attend meetings in person at the Ladysmith Seniors Centre or view the livestream on YouTube: https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured.

## 4. AGENDA APPROVAL

Recommendation
That Council approve the agenda for this Public Hearing and Regular Meeting of Council for April 18, 2023.

## 5. PUBLIC HEARING

### 5.1 "Official Community Plan Bylaw 2022, No. 2200"

A new Official Community Plan which outlines goals, objectives, policies, statements and map designations for the Town.

#### 5.1.1 Outline of Public Hearing Process - Mayor Stone

#### 5.1.2 Introduction of Bylaw and Statutory Requirements - Director of Development Services

#### 5.1.3 Submissions

#### 5.1.4 Call for Submissions to Council (Three Times) - Mayor Stone

#### 5.1.5 Declaration that the Public Hearing for Bylaw No. 2200 is Closed - Mayor Stone

## 6. BYLAWS - OFFICIAL COMMUNITY PLANNING AND ZONING (SUBJECT OF THE PUBLIC HEARING)

### 6.1 "Official Community Plan Bylaw 2022, No. 2200" 6

Recommendation
That subject to any additional matters raised at the Public Hearing Council give third reading to "Official Community Plan Bylaw 2022, No. 2200."

## 7. RISE AND REPORT- Items from Closed Session

**Items from the Closed Meeting of Council held April 4, 2023**

**CE 2023-018**

That Council:

1. Require Cash-in-Lieu for the subdivision application located at 901 Gladden Road (Lot B District Lots 86, 87 and 98 Oyster Bay District Lot 2054 Cowichan District Plan EPP87265-PID 030-801-478); and,
2. Rise and report on Recommendation No. 1 immediately.

## 8. MINUTES

### 8.1 Minutes of the Regular Meeting of Council held April 4, 2023 8

Recommendation
That Council approve the minutes of the Regular Meeting of Council held April 4, 2023.

## 9. DELEGATIONS

### 9.1 MNP, Auditors for the Town 14

Cory Vanderhorst will present the 2022 Audit Findings report and the 2022 draft Financial Statements for the Town of Ladysmith.

Recommendation
That Council accept the 2022 Audit Findings report and the draft 2022 Financial Statements as presented by MNP, auditors for the Town of Ladysmith.

## 10. PROCLAMATIONS

### 10.1 National Public Works Week 73

Mayor Stone has proclaimed May 21-27, 2023 as National Public Works Week in the Town of Ladysmith.

### 10.2 Safety and Health Week 74

Mayor Stone has proclaimed May 1-6, 2023 as "Safety and Health Week" in the Town of Ladysmith.

## 11. COMMITTEE MINUTES

### 11.1 Poverty Reduction Task Group - February 2, 2023 75

Recommendation
That Council receive the minutes of the Poverty Reduction Task Group meeting held February 2, 2023.

### 11.2 Poverty Reduction Task Group - March 7, 2023 78

Recommendation
That Council receive the minutes of the Poverty Reduction Task Group meeting held March 7, 2023.

## 12. REPORTS

### 12.1 Compost Facility Odour Control 81

Recommendation
That Council direct staff to include in the 2023-2027 Financial Plan $187,500 for Compost Facility Odour Reducing Improvements, with the funds to come from the reallocation of monies budgeted for the Compost Curing Building Project.

### 12.2 Dogwood Drive Active Transportation Plan 84

Recommendation
That Council:

1. Receive the report prepared by Watt Consulting Group regarding the Dogwood Drive Active Transportation Plan, as well as the engineering plans by Herold Engineering Ltd.; and
2. Direct staff to monitor grant opportunities that may apply to this project and report back when a suitable opportunity is identified.

### 12.3 Museum Accessibility Ramp Replacement 118

Recommendation
That Council direct staff to:

1. Proceed with the replacement of the accessibility ramp at the Ladysmith Museum for $15,000, with funding to come from the PRC building reserve; and
2. Include the funding allocation in the 2023-2027 financial plan.

### 12.4 Occupational Health and Safety Policy Statement 122

Recommendation
That Council approve the revised Town of Ladysmith Occupational Health and Safety Policy Statement (OHSPS) dated April 18, 2023.

## 13. BYLAWS

### 13.1 Bylaw Status Sheet 129

## 14. CORRESPONDENCE

### 14.1 Lamont Lands 131

Request for an exemption from the Town Noise Suppression Bylaw.

Recommendation
That Council:

1. Grant Lamont Lands an exemption to Town of Ladysmith "Noise Suppression Bylaw 2003, No. 1478" to permit continued construction of the Holland Creek Crossing to occur on Sundays between the hours of 8:00am to 5:00pm from April 23 to June 25, 2023; and
2. Direct staff to ensure that neighbouring residents receive written notification.

## 15. NEW BUSINESS

## 16. 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.
- 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.

## 17. ADJOURNMENT

**TOWN OF LADYSMITH**

**BYLAW NO. 2200**

**A bylaw to adopt a new Official Community Plan**

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

1. "Ladysmith Unparalleled" included as Schedule "A", attached to and forming part of this Bylaw is hereby adopted pursuant to section 472(1) of the *Local Government Act*, as the Town of Ladysmith's Official Community Plan.

2. "Official Community Plan Bylaw 2003, No. 1488", and all amendments thereto, are hereby repealed.

**Citation**

3. This Bylaw may be cited for all purposes as "Official Community Plan Bylaw 2022, No. 2200".

**READ A FIRST TIME** on the 20th day of September, 2022
**READ A SECOND TIME AS AMENDED** on the 7th day of March, 2023
**PUBLIC HEARING HELD** on the _____ day of _____, 2023
**READ A THIRD TIME** on the _____ day of _____, 2023
**ADOPTED** on the _____ day of _____, 2023

_____
Mayor (A. Stone)

_____
Corporate Officer (M. O'Halloran)

## SCHEDULE A

**Link to "Ladysmith Unparalleled" Official Community Plan:**
**https://www.ladysmith.ca/city-hall/currentprojects/ocpcommunityengagement**

# MINUTES OF A REGULAR MEETING OF COUNCIL

**Tuesday, April 4, 2023**
**6:30 P.M.**
**Ladysmith Seniors Centre**
**630 2nd Avenue**

**Council Members Present:**
Mayor Aaron Stone
Councillor Ray Gourlay
Councillor Amanda Jacobson
Councillor Duck Paterson
Councillor Marsh Stevens
Councillor Jeff Virtanen

**Council Members Absent:**
Councillor Tricia McKay

**Staff Present:**
Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba
Ryan Bouma
Matt O'Halloran
Sue Bouma
Andrew Wilson

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## 1. CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 6:30 p.m., in order to retire immediately into Closed Session.

## 2. CLOSED SESSION

**CS 2023-074**
That, in accordance with section 90(1) of the *Community Charter,* Council retire into closed session in order to consider items related to the following:

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

*Motion Carried*

Subject to Adoption

## 3. OPEN MEETING AND ACKNOWLEDGEMENT (7:00 P.M.)

Mayor Stone 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.

Mayor Stone took a moment to thank the outgoing Stz'uminus Chief and Council and to wish all candidates luck in the election taking place on April 5th.

Mayor Stone also acknowledged the Ladysmith Secondary School's Improv Team for their participation at the Canadian Improv Games in Ottawa and wished them well in the competition.

## 4. AGENDA APPROVAL

**CS 2023-075**
That Council approve the agenda for this Regular Meeting of Council for April 4, 2023, as amended to include the following item under New Business, received after publication of the agenda:

- Item 11.1 "Appeal to the Province for Financial Assistance for Costs Associated with the Replacement of the Stocking Lake Reservoir Dam"

*Motion Carried*

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

Council rose from Closed Session at 6:37 p.m. without report.

The following items from the Closed Meeting of Council held March 21, 2023 were reported:

**CE 2023-013**
That Council:

1. Rescind Council resolution CS 2022-139;
2. 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, water mains connecting McKinley Road and 4th Avenue;
3. Pursuant to subsection 507(3)(b) of the *Local Government Act*, resolve that the cost to the municipality of providing the services listed in item 2 would be excessive, and require the developer to pay the full cost of installing these services;
4. Authorize staff to enter into the required latecomer agreements under section 508 of the *Local Government Act* at time of development; and
5. Rise with report immediately.

*Motion Carried*

Subject to Adoption

**CE 2023-014**
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 two-lane road and pedestrian pathway 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 listed in item 1 would be excessive, and require the developer to pay the full cost of installing these services; and
3. Rise with report immediately.

*Motion Carried*
OPPOSED: Councillor Jacobson

## 6. MINUTES

### 6.1 Minutes of the Regular Meeting of Council held March 21, 2023

**CS 2023-076**
That Council approve the minutes of the Regular Meeting of Council held March 21, 2023.
*Motion Carried*

## 7. DEVELOPMENT APPLICATIONS

### 7.1 Development Variance Permit Application – 604 John Wilson Place

**CS 2023-077**
That Council issue Development Variance Permit 3090-22-13 for 604 John Wilson Place (Lot 6, District Lot 103, Oyster District, Plan EPP98461; PID: 031-374-182) to vary section 10.13.3(d) of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" to allow for a secondary suite by reducing the required lot frontage for a parcel from 18.28m to 13.5m.
*Motion Carried*

Subject to Adoption

### 7.2 Liquor Patio Endorsement – Zack's Lounge (530 1st Avenue)

**CS 2023-078**
That Council, in response to the referral from the Liquor and Cannabis Regulation Branch for a patio endorsement application in conjunction with a liquor primary outdoor patio license for Zack's Lounge at 530 1st Avenue, opt out of the local government comment process and direct staff to notify the Liquor and Cannabis Regulation Branch that the Town does not wish to comment on the application.
*Motion Carried*

## 8. COMMITTEE MINUTES

### 8.1 Community Planning Advisory Committee - March 15, 2023

**CS 2023-079**
That Council receive the minutes of the Community Planning Advisory Committee meeting held March 15, 2023.
*Motion Carried*

### 8.2 Parks, Recreation & Culture Advisory Committee - March 15, 2023

**CS 2023-080**
That Council receive the minutes of the Parks, Recreation & Culture Advisory Committee meeting held March 15, 2023.
*Motion Carried*

## 9. REPORTS

### 9.1 Every Child Matters Decal Initiative

**CS 2023-081**
That Council:

1. Authorize the Town's participation in FortisBC's Every Child Matters Decal Initiative; and
2. Direct staff to submit a donation of $1000.00 to the Indian Residential School Survivors Society.

*Motion Carried*

Subject to Adoption

### 9.2 2023 Budget Update and Tax Direction

The Director of Financial Services presented a summary of the budget and tax allocation for 2023 and responded to Council's questions.

**CS 2023-082**
That Council direct staff to:

1. Prepare the 2023-2027 Financial Plan bylaw with $9,445,182 to come from property tax values and allocate this amount across the classes based on 2022 percentages before legislative caps; and
2. Prepare the 2023 Property Tax Rates bylaw based on the "Alternative Municipal Tax Collection Scheme" with a due date of July 4, 2023 and a 2% penalty on outstanding current taxes and unclaimed home owner grants as of the end of day on July 4, 2023 and a further 8% penalty on balances outstanding as of the end of day on September 15, 2023.

*Motion Carried*

## 10. BYLAWS

### 10.1 Bylaw Status Sheet

## 11. NEW BUSINESS

### 11.1 Appeal to the Province for Financial Assistance for Costs Associated with the Replacement of the Stocking Lake Reservoir Dam

**CS 2023-083**
That Council direct staff to draft a letter for the Mayor's signature to Minister Ralston and Premier Eby to appeal for financial assistance for the costs associated with the replacement of the Stocking Lake reservoir dam.
*Motion Carried*

## 12. QUESTION PERIOD

A member of the public inquired as to whether an analysis of the ratio between residential and commercial/small business property taxes had ever taken place, whether the Town tests residential drinking water for asbestos, and how the Province's "Homes for People Plan", which is a move away from single family zoning, may affect the new Official Community Plan.

Subject to Adoption

## 13. ADJOURNMENT

**CS 2023-084**
That this Regular Meeting of Council be adjourned at 7:31 p.m.
*Motion Carried*

CERTIFIED CORRECT

Mayor (A. Stone)

Corporate Officer (M. O'Halloran)

Subject to Adoption

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# Town of Ladysmith

Presentation to Mayor and Council

Presented by Cory Vanderhorst
April 18, 2023

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## Topics

- Financial statement highlights
- Draft audit report
- Audit findings report
- Auditor independence
- Financial analysis

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# Legislative requirement

- Community Charter states:
  - Annual Financial Statements must be prepared by financial officer (s.165)
  - An auditor must be appointed (s.169)
  - Audit must provide a report to Council (s.177)



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# Financial Statement Highlights

| Statement of Financial Position | | | | |
|---|---|---|---|---|
| | | 2022 | | 2021 |
| Cash and investments | $ | 40,683,632 | $ | 40,312,838 |
| Total financial assets | $ | 43,388,102 | $ | 42,657,112 |
| Debt | $ | 17,346,490 | $ | 17,083,928 |
| Total liabilities | $ | 35,959,461 | $ | 36,112,786 |
| Net financial assets | $ | 7,428,641 | $ | 6,544,326 |
| Tangible capital assets | $ | 116,279,171 | $ | 113,619,315 |
| Accumulated surplus | $ | 123,906,981 | $ | 120,353,143 |



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# Financial Statement Highlights

| Statement of Operations | | 2022 | | 2021 | | Budget |
|---|---|---|---|---|---|---|
| Total revenue | $ | 23,660,170 | $ | 22,199,006 | $ | 51,770,164 |
| Total expenses | $ | 20,106,332 | $ | 18,871,360 | $ | 23,010,815 |
| Annual surplus | $ | 3,553,838 | $ | 3,327,646 | $ | 28,759,349 |



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# Financial Statement Highlights

| Statement of Cash Flows | | 2022 | | 2021 |
|---|---|---|---|---|
| Provided by operations | $ | 5,948,696 | $ | 10,262,852 |
| Capital purchases (net of disposal proceeds) | $ | (5,913,539) | $ | (1,586,858) |
| Provided from financing | $ | 335,637 | $ | (820,403) |
| Net increase in cash and short-term deposits | $ | 370,794 | $ | 7,855,591 |



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# Financial Statement Highlights

| Composition of Accumulated Surplus | | | | |
|---|---|---|---|---|
| | | 2022 | | 2021 |
| Invested in Capital Assets | $ | 98,932,686 | $ | 96,535,392 |
| Reserves | $ | 2,652,577 | $ | 3,592,745 |
| Capital funds | $ | 782,686 | $ | 761,835 |
| Appropriated equity | $ | 16,762,303 | $ | 15,152,267 |
| Unappropriated equity | $ | 4,775,333 | | 4,310,904 |
| Total Accumulated Surplus | $ | 123,906,981 | | 120,353,143 |



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# Draft audit report

- Unqualified opinion
- We will sign the report after:
  - Mayor and Council approval



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# Auditor Findings Report

## Auditor responsibilities

- Examining controls in place to ensure accurate reporting of financial results
- Sampling transactions throughout the year to form an audit opinion
- Auditors do NOT look at every transaction to form an audit opinion



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# Audit findings report

- Audit is complete and we are ready to sign the audit report after Council review and approve the financial statements
- Materiality $925,000
- Engagement status:
  - We did not find:
    - Irregularities materially impacting the statements
    - Evidence of conflicts of interest, unusual related party transactions, or illegal or questionable payments



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# Auditor Findings Report

During the audit we discussed matters with:

- Erin Anderson

We would like to formally acknowledge the excellent cooperation and assistance from management and staff



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# Auditor Independence

- We confirm that MNP LLP is independent with respect to the Town of Ladysmith within the meaning of the Rules of Professional Conduct of CPA British Columbia as of April 18, 2023.



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# Financial Analysis

## Sustainability

- Financial assets to liabilities: a ratio greater than 1 means financial resources are available to finance future operations. A ratio of less than 1 means future revenues are required to pay for past transactions
- Financial assets to liabilities has been climbing from 1.02 in 2019 to 1.21 in 2022.





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# Financial Analysis

## Flexibility

- Net book value of capital assets to cost of capital assets: Reports the extent to which estimated useful lives of capital assets are available to provide services.
- Carrying value (or depreciated value) of capital assets is 66% at end of 2022. This ratio has consistently been between 66 and 69% for the last five years.

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# Conclusion

## Thank you

We would like to take this opportunity to answer any questions you have regarding the matters presented.

Presenter: Cory Vanderhorst



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# Town of Ladysmith

## 2022 Audit Findings

Report to Mayor and Council

December 31, 2022

Cory Vanderhorst, CPA, CA
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E: cory.vanderhorst@mnp.ca

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April 18, 2023

Members of Mayor and Council of the Town of Ladysmith

Dear Sirs/Mesdames:

We are pleased to submit to you this report for discussion of our audit of the Consolidated financial statements of the Town of Ladysmith (the "Town") as at December 31, 2022 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of Mayor and Council.

We have completed our audit of the Consolidated financial statements of the Town which has been carried out in accordance with Canadian generally accepted auditing standards.

Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the Mayor and Council of the Town. A draft copy of our proposed Independent Auditor's Report is attached under separate cover.

This report is intended solely for the information and use of Mayor and Council and management and should not be distributed to or used by any other parties than these specified parties.

The matters raised in this and other reports that will flow from the audit are only those which have come to our attention arising from or relevant to our audit that we believe need to be brought to your attention. They are not a comprehensive record of all the matters arising, and in particular we cannot be held responsible for reporting all risks in your business or all control weaknesses. This report has been prepared solely for your use and should not be quoted in whole or in part without our prior written consent. No responsibility to any third party is accepted as the report has not been prepared for, and is not intended for, any other purpose.

We would like to express our appreciation for the excellent cooperation we have received from management and employees with whom we worked.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,

MNP LLP

MNP LLP
Chartered Professional Accountants

**MNP LLP**
400 MNP Place, 345 Wallace Street, Nanaimo B.C., V9R 5B6 T: 250.753.8251 F: 250.754.3999

# Introduction

As auditors, we report to the Mayor and Council on the results of our examination of the Consolidated financial statements of Town of Ladysmith (the "Town") as at and for the year ended December 31, 2022. The purpose of this Audit Findings Report is to assist you, as members of Mayor and Council, in your review of the results of our audit. To facilitate in your understanding of our findings, Appendix A to this report summarizes our audit process.

Our report will discuss the status of our engagement, as well as communicate to you significant audit, accounting and reporting matters arising from our procedures.

We hope that this report is of assistance to you, and we look forward to discussing our findings and answering your questions.

## Engagement Status

We have completed our audit of the Consolidated financial statements of the Town and are prepared to sign our Independent Auditor's Report subsequent to completion of the following procedure:

- Mayor and Council review and approval of the Consolidated financial statements

## Independent Auditor's Report

We expect to have the above procedures completed and to release our Independent Auditor's Report on April 18, 2023.

Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the Mayor and Council of the Town. A draft copy of our proposed Independent Auditor's Report has been included under separate cover.

# Significant Audit, Accounting and Reporting Matters

## Audit and Reporting Matters

The following significant matters arose during the course of audit that we wish to bring to your attention.

| Area | Comments |
|---|---|
| **Changes from Audit Service Plan** | We previously presented our proposed Audit Service Plan to you on September 29, 2022. Over the course of our audit, the following deviations were made from this plan:<br>• Materiality used in the audit was increased from a planned $875,000, to $925,000, based on actual revenues for the year. |
| **Difficulties Encountered** | No significant limitations were placed on the scope or timing of our audit. |
| **Identified or Suspected Fraud** | Due to the inherent limitations of an audit and the nature of fraud, including attempts at concealment through forgery or collusion, an audit conducted in accordance with Canadian generally accepted auditing standards cannot be relied upon to detect fraud.<br><br>While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit. |
| **Identified or Suspected Non-Compliance with Laws And Regulations** | Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the Consolidated financial statements. |
| **Matters Arising in Connection With Related Parties** | No significant matters arose during the course of our audit in connection with related parties of the Town. |
| **Significant Deficiencies in Internal Control** | Our audit process focuses on understanding the controls utilized in management's reporting systems, including for estimates, to the extent necessary to identify overall and specific financial reporting risks. This risk assessment allows us to concentrate our audit procedures on high risk areas and, where possible, place reliance on controls within the financial reporting system to reduce the extent of our testing. |

| Area | Comments |
| --- | --- |
| | It is important to note that our assessment was not, nor was it intended to be, sufficient to comment or conclude on the sufficiency of internal controls.<br><br>We are required under Canadian generally accepted auditing standards to communicate all significant deficiencies identified during an audit to Mayor and Council on a timely basis. However, we may not be aware of all significant deficiencies that do, in fact, exist.<br><br>While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency, no significant deficiencies in internal control have come to our attention |
| **Matters Arising from Discussions With Management** | We would like to formally acknowledge the cooperation and assistance we received from the management and staff of the Town.<br><br>There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention. |
| **Significant Differences** | No significant differences were proposed to management with respect to the December 31, 2022 Consolidated financial statements. |
| **Other Information** | Pursuant to our responsibilities under Canadian generally accepted auditing standards, we have reviewed other financial and non-financial information included in documents containing the Consolidated financial statements and our Independent Auditor's Report thereon. We review these documents for the purpose of ensuring their content does not contradict information derived from our audit procedures. |
| **Final Materiality** | Materiality is a concept used to assess the significance of misstatements or omissions that are identified during the audit and is used to determine the level of audit testing that is carried out. The scope of our audit work is tailored to reflect the relative size of operations of the Town, and is affected by our assessment of materiality and audit risk.<br><br>Final materiality used for our audit was $925,000 for December 31, 2022 and $875,000 for December 31, 2021. |

## Auditor's Views of Significant Accounting Practices

The application of Canadian public sector accounting standards allows and requires the Town to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.

As auditors, we are uniquely positioned to provide open and objective feedback regarding your Town's accounting practices, and have noted the following items during the course of our audit that we wish to bring to your attention.

| Area | Comments |
|---|---|
| **Accounting Policies** | The accounting policies used by the Town are appropriate and have been consistently applied. |
| **Financial Statement Disclosures** | The disclosures made in the notes to the Consolidated financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the Consolidated financial statements. |

# Other Matters

## Management Representations

We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit. This letter, provided by management, has been included as additional material to this report.

## Auditor Independence

We confirm to Mayor and Council that we are independent of the Town. Our letter to Mayor and Council discussing our independence is attached to this report.

# Appendix A - MNP Audit Process

Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the Consolidated financial statements considered separately.

Our audit process focused on understanding the controls utilized in management's reporting systems to the extent necessary to identify overall and specific financial reporting risks. This risk assessment enabled us to concentrate our audit procedures on the areas where differences were most likely to arise. Our assessment was not, nor was it intended to be, sufficient to conclude on the effectiveness or efficiency of internal controls.

During the course of our audit, we have:

- Examined, on a test basis, evidence supporting the amounts and disclosures in the Consolidated financial statements;
- Assessed the accounting principles used and significant estimates made by management;
- Obtained an understanding of the Town and its environment, the applicable financial reporting framework and the Town's system of internal control (regardless of whether we relied on them for the purpose of the audit), sufficient to identify and assess the risks of material misstatement of the Consolidated financial statements and to design and perform audit procedures;
- Reviewed and assessed those accounting systems deemed necessary to support our audit opinion;
- Evaluated the overall Consolidated financial statement presentation;
- Performed a subsequent events review with management;
- Reviewed and assessed the status of contingencies, commitments and guarantees; and
- Reviewed and assessed exposure to environmental liabilities.

We have obtained written representations from management, included as additional materials following this report, in order to confirm oral representations given to us and reduce the possibility of misunderstanding. Specifically, we have obtained written confirmation of significant representations provided on matters that are:

- Directly related to items that are material, either individually or in the aggregate, to the Consolidated financial statements;
- Not directly related to items that are material to the Consolidated financial statements, but are significant, either individually or in the aggregate, to the engagement; and
- Matters relevant to management judgments or estimates that are material, either individually or in the aggregate, to the Consolidated financial statements.

# Independence Communication

April 18, 2023

Members of Council
Town of Ladysmith
410 Esplanade, P.O. Box 220
Ladysmith, BC  V9G 1A2

Dear Sirs/Mesdames:

We have been engaged to audit the consolidated financial statements of Town of Ladysmith (the "Town") as at December 31, 2022 and for the year then ended.

CAS 260 *Communication With Those Charged With Governance* requires that we communicate with you matters that are significant to our engagement. One such matter is relationships between the Town and its related entities or persons in financial reporting oversight roles at the Town and MNP LLP and any affiliates ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. In determining which relationships to report, the Standard requires us to consider relevant rules and related interpretations prescribed by the appropriate professional accounting body and applicable legislation, covering such matters as:

(a) Holding a financial interest, either directly or indirectly, in a client;
(b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client or a related entity;
(c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client or a related entity;
(d) Economic dependence on a client; and
(e) Provision of non-assurance services in addition to the audit engagement.

We are not aware of any relationship between the Town and MNP that, in our professional judgment, may reasonably be thought to bear on our independence, which have occurred from January 1, 2022 to April 18, 2023.

We hereby confirm that MNP is independent with respect to the Town within the meaning of the Code of Professional Conduct of the Chartered Professional Accountants of British Columbia as of April 18, 2023.

This report is intended solely for the use of Members of Council, management and others within the Town and should not be used for any other purposes.

We look forward to discussing with you the matters addressed in this letter as well as other matters that may be of interest to you at our upcoming meeting. We will be prepared to answer any questions you may have regarding our independence as well as other matters.

Sincerely,

MNP LLP

MNP LLP
**Chartered Professional Accountants**

# MADE IN CANADA

## And proud of it!

At MNP we're proud to be the national accounting, consulting and tax firm that is 100% Made in Canada.

Our history defines who we are and our approach to business. Being a Canadian firm has helped shape our values, our collaborative approach, and the way we work with our clients, engaging them every step of the way.

We have a unique perspective. Our decisions are made here – decisions that drive Canadian business and help us all achieve success — and we know the impact that our choices have on the cities and towns we call home.

Throughout our six decades of work, we've seen our communities are more than just a place we do business in. They're a place where our families live, play, and thrive, and we work to make them the best places they can be.

Being 100% Canadian is something we wear proudly. This country provides us with great opportunities, and we're here to help our clients seize the opportunities so we can create a brighter future for the generations to come.

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# TOWN OF LADYSMITH

## CONSOLIDATED FINANCIAL STATEMENTS

## DECEMBER 31, 2022

~~AUDITED~~

LADYSMITH

## INDEX TO THE FINANCIAL STATEMENTS
## DECEMBER 31, 2022


Management Report

Independent Auditor's Report

Consolidated Financial Statements

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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

## TOWN OF LADYSMITH
## CONSOLIDATED STATEMENT OF FINANCIAL POSITION
## AS AT DECEMBER 31, 2022

| | | 2022 | 2021 |
|---|---|---|---|
| Financial Assets | | | |
| Cash and short-term deposits | *(Note 2)* | $ 40,683,632 | $ 40,312,838 |
| Accounts receivable | *(Note 4)* | 2,704,470 | 2,344,274 |
| | | 43,388,102 | 42,657,112 |
| Liabilities | | | |
| Accounts payable and accrued liabilities | *(Note 5)* | 2,862,982 | 3,372,150 |
| Post-employment benefits | *(Note 6)* | 288,800 | 314,600 |
| Deferred revenue | *(Note 7)* | 2,327,152 | 3,481,042 |
| Refundable deposits and other | *(Note 8)* | 2,683,721 | 2,359,068 |
| Restricted reserves | *(Note 9)* | 510,976 | 495,736 |
| Development cost charge reserve | *(Note 10)* | 7,966,939 | 6,886,134 |
| Canada Community-Building reserve | *(Note 11)* | 1,972,401 | 2,120,128 |
| Equipment financing | *(Note 12)* | 2,834,578 | 791,629 |
| Short-term financing | *(Note 13)* | - | 952,700 |
| Debenture debt | *(Note 14)* | 14,511,912 | 15,339,599 |
| | | 35,959,461 | 36,112,786 |
| Net Financial Assets | | 7,428,641 | 6,544,326 |
| Non-Financial Assets | | | |
| Tangible Capital Assets | *(Schedule II)* | 116,279,171 | 113,619,315 |
| Prepaids | | 114,569 | 103,139 |
| Inventory | | 84,600 | 86,363 |
| | | 116,478,339 | 113,808,817 |
| Accumulated Surplus | *(Note 19)* | $ 123,906,981 | $ 120,353,143 |

*Commitments and Contingencies (Note 15)*

_____
Director of Financial Services

**TOWN OF LADYSMITH**

*See accompanying notes to the consolidated financial statements*

## CONSOLIDATED STATEMENT OF OPERATIONS
## AS AT DECEMBER 31, 2022

| | | 2022 | Budget 2022 (Note 20) | 2021 |
|---|---|---|---|---|
| Revenue | | | | |
| Taxation | *(Note 22)* | $ 12,810,369 | $ 12,795,906 | $ 12,213,646 |
| Sale of Services | *(Note 23)* | 4,724,280 | 4,647,311 | 4,392,239 |
| Investment Income | | 899,100 | 242,883 | 284,829 |
| Licence, Permits, Rentals & Penalties | *(Note 24)* | 1,161,641 | 872,007 | 1,538,025 |
| Grants | *(Note 25)* | 2,401,280 | 25,302,100 | 1,151,138 |
| Donations and contributed tangible capital assets | | 954,078 | 3,600,830 | 2,552,570 |
| Loss on foreign exchange | | 12,300 | - | (682) |
| Gain (loss) on disposal of tangible capital assets | | 57,755 | - | (297,456) |
| Development fees | | - | 2,879,480 | 10,395 |
| Canada Community-Building funds utilized | *(Note 11)* | 639,367 | 1,429,647 | 354,302 |
| | | 23,660,170 | 51,770,164 | 22,199,006 |
| Expenses | | | | |
| General government services | | 2,697,917 | 3,213,305 | 2,464,818 |
| Protective services | | 2,130,266 | 2,382,233 | 1,740,430 |
| Transportation services | | 2,669,338 | 3,345,873 | 2,423,148 |
| Garbage services | | 501,989 | 597,657 | 495,217 |
| Cemetery services | | 40,640 | 27,221 | 41,051 |
| Development services | | 910,441 | 1,152,185 | 808,511 |
| Recreation and cultural services | | 3,233,520 | 3,385,570 | 3,083,722 |
| Parks operation services | | 1,035,279 | 1,077,246 | 1,095,001 |
| Sewer | | 3,207,547 | 3,299,071 | 3,014,472 |
| Water | | 3,679,395 | 4,530,454 | 3,704,990 |
| | | 20,106,332 | 23,010,815 | 18,871,360 |
| Annual Surplus | | 3,553,838 | 28,759,349 | 3,327,646 |
| Accumulated Surplus, beginning of year | | 120,353,143 | 120,353,143 | 117,025,497 |
| Accumulated Surplus - end of year | | $ 123,906,981 | $ 149,112,492 | $ 120,353,143 |

*See accompanying notes to the consolidated financial statements*

## TOWN OF LADYSMITH
## CONSOLIDATED STATEMENT OF CASH FLOWS
## AS AT DECEMBER 31, 2022

| | 2022 | 2021 |
|---|---|---|
| Operating Transactions | | |
| Annual Surplus | $ 3,553,838 | $ 3,327,646 |
| Less non-cash items included in surplus: | | |
| Amortization | 4,210,984 | 4,180,476 |
| Loss on disposal of tangible capital assets | (57,755) | 297,456 |
| Actuarial adjustments on debenture debt | (73,075) | (62,102) |
| Contributed tangible capital assets | (899,546) | (2,518,811) |
| | 6,734,448 | 5,224,666 |
| Change in | | |
| Accounts receivable | (360,196) | 240,216 |
| Prepaids | (11,430) | 71 |
| Inventory | 1,763 | (23,571) |
| Accounts payable and accrued liabilities | (509,168) | (1,089,834) |
| Post-employment benefits | (25,800) | (4,500) |
| Deferred revenues | (1,153,890) | 1,986,140 |
| Refundable deposits and other | 324,653 | 992,864 |
| Restricted reserves | 15,240 | 10,105 |
| Development cost charge reserve | 1,080,805 | 2,413,576 |
| Canada Community-Building reserve | (147,727) | 513,120 |
| Cash provided by operating transactions | 5,948,696 | 10,262,852 |
| Capital Transactions | | |
| Proceeds on sale of tangible capital assets | 184,050 | 181,745 |
| Cash used to acquire tangible capital assets | (6,097,589) | (1,768,603) |
| Cash used by capital transactions | (5,913,539) | (1,586,858) |
| Repayment of long-term debt and equipment financing | | |
| Proceeds of equipment financing | 2,100,000 | - |
| Repayment of debenture debt | (1,764,363) | (820,403) |
| Net Increase (decrease) in cash from financing | 335,637 | (820,403) |
| Increase in Cash and Short-Term Deposits | 370,794 | 7,855,591 |
| Cash and Short-Term Deposits - Beginning of Year | 40,312,838 | 32,457,247 |
| Cash and Short-Term Deposits - End of Year | $ 40,683,632 | $ 40,312,838 |

*See accompanying notes to the consolidated financial statements*

## TOWN OF LADYSMITH
## CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
## AS AT DECEMBER 31, 2022

| | 2022 | Budget 2022 (Note 20) | 2021 |
|---|---|---|---|
| Annual Surplus | $ 3,553,838 | $ 28,759,349 | $ 3,327,646 |
| Acquisition of tangible capital assets | (6,997,135) | (49,793,780) | (4,287,414) |
| Amortization of tangible capital assets | 4,210,984 | 4,180,476 | 4,180,476 |
| Loss (gain) on sale of tangible capital assets | (57,755) | - | 297,456 |
| Proceeds from sale of tangible capital assets | 184,050 | - | 181,745 |
| Decrease (Increase) in inventories | 1,763 | - | (23,571) |
| Increase (Decrease) in prepaids | (11,430) | - | 71 |
| Change in Net Financial Assets | 884,315 | (16,853,955) | 3,676,409 |
| Net Financial Assets, beginning of year | 6,544,326 | | 2,867,917 |
| Net Financial Assets, end of year | $ 7,428,641 | | $ 6,544,326 |

*See accompanying notes to the consolidated financial statements*

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

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

expected 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

**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.

## 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. Sales of services revenue are recognized when the services are rendered. Investment income is accrued as earned. Licences, permits, rentals and penalty revenues are recognized when the service has been provide or the amount is earned and when collection is reasonably assured.

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.

## 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, 2022.

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.

### (k) Recent accounting pronouncements

PS 3280 Asset Retirement Obligations, issued August 2018, establishes standards for recognition, measurement, presentation and disclosure of legal obligations associated with the retirement of tangible capital assets and is effective for the Town as of January 1, 2023. A liability will be recognized when, as at the financial reporting date:

a) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
b) The past transaction or event giving rise to the liability has occurred;
c) It is expected that future economic benefits will be given up; and
d) A reasonable estimate of the amount can be made.

Liabilities are recognized for statutory, contractual or legal obligations associated with the retirement of tangible capital assets when those obligations result from the acquisition, construction, development or normal operation of the assets. The obligations are measured initially at fair value, determined using present value methodology, and the resulting costs capitalized into the carrying amount of the related tangible capital asset. In subsequent periods, the liability is adjusted for accretion and any changes in the amount or timing of the underlying future cash flows. The capitalized asset retirement cost is amortized on the same basis as the related asset and accretion expense is included in the Statement of Operations.

Management is in the process of assessing the impact of adopting this standard on the Town's financial results.

## Note 2 - Cash and Short-Term Deposits

Cash and short-term deposits were comprised as follows:

| | 2022 | 2021 |
|---|---|---|
| Cash | $ 39,851,882 | $ 39,496,882 |
| Short-term deposits | 831,750 | 815,956 |
| | $ 40,683,632 | $ 40,312,838 |

Included in Cash is a deposit of $199,031 (the equivalent of $145,149 US Funds based on the exchange rate at the Ladysmith and District Credit Union on December 31, 2022) ($181,272, equivalent of $143,329 US Funds – 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.

| | 2022 | 2021 |
|---|---|---|
| Restricted reserves | $ 510,976 | $ 495,736 |
| Canada Community-Building Fund reserve | 1,972,401 | 2,120,128 |
| Development cost charges reserve | 7,951,271 | 6,886,134 |
| Total restricted cash | $ 10,434,649 | $ 9,501,997 |

## 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.

## Note 4 - Accounts Receivable

| | 2022 | 2021 |
|---|---|---|
| Developer receivables | $ - | $ 5,139 |
| Employee receivables | 1,989 | 2,654 |
| Other government | 698,877 | 538,722 |
| Property taxes | 972,621 | 838,969 |
| User fees and other | 1,030,983 | 958,790 |
| | $ 2,704,470 | $ 2,344,274 |

## Note 5 - Accounts Payable and Accrued Liabilities

| | 2022 | 2021 |
|---|---|---|
| General | $ 1,803,410 | $ 1,106,367 |
| Other governments | 555,118 | 440,387 |
| Salaries and wages | 203,457 | 206,976 |
| Contractor holdbacks | 202,355 | 1,515,317 |
| Accrued interest | 98,642 | 103,103 |
| | $ 2,862,982 | $ 3,372,150 |

## 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, 2022. The change in the liability in the financial statements in respect of obligations under the plan amounts to -$25,800 (-$4,500 - 2021).

The accrued post-employment benefits are as follows:

| | 2022 | 2021 |
|---|---|---|
| Balance, beginning of year | $ 314,600 | $ 319,100 |
| Current service costs | 38,900 | 38,100 |
| Benefits paid | (14,200) | (38,500) |
| Actuarial gain | (50,500) | (4,100) |
| Past service credit | - | - |
| Balance, end of year | $ 288,800 | $ 314,600 |

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

| | 2022 | 2021 |
|---|---|---|
| Discount Rate | 4.40% | 2.50% |
| Expected Inflation Rate and Wage & Salary Increases | 2.50% | 2.50% |

## Note 7 - Deferred Revenue

| | 2022 | 2021 |
|---|---|---|
| Licence fees & charges | $ 21,239 | $ 20,857 |
| Rental payments | 13,330 | - |
| Property tax prepayments | 676,873 | 679,439 |
| Subdivisions prepayments | 170,950 | 153,715 |
| Recreation prepayments | 28,628 | 27,361 |
| Utilities prepayments | 27,086 | 18,701 |
| Government grant prepayments | 1,385,546 | 2,566,820 |
| Other | 3,500 | 14,149 |
| | $ 2,327,152 | $ 3,481,042 |

## Note 8 - Refundable Deposits and Other

| | 2022 | 2021 |
|---|---|---|
| Developer performance deposits | $ 1,205,416 | $ 1,186,590 |
| Damage deposits | 422,990 | 395,950 |
| Other | 1,055,315 | 776,528 |
| | $ 2,683,721 | $ 2,359,068 |

## 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 Dec. 31, 2021 | Interest | Contributions | Expenditures | Balance Dec. 31, 2022 |
|---|---|---|---|---|---|
| Parking | $ 109,740 | $ 2,937 | $ - | $ - | $ 112,678 |
| Green Streets | 1,554 | 42 | - | - | 1,595 |
| Amphitheatre | 10,599 | 287 | 300 | - | 11,186 |
| B&G - Capital | 61,582 | 1,776 | 5,064 | - | 68,422 |
| LRCA/Seniors - Capital | 312,261 | 2,239 | 8,345 | (5,751) | 317,094 |
| TOTAL | $ 495,736 | $ 7,282 | $ 13,709 | $ (5,751) | $ 510,976 |

## 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 Dec. 31, 2021 | Interest | Contributions | Expenditures | Balance Dec. 31, 2022 |
|---|---|---|---|---|---|
| DCC - Water | $ 2,037,827 | $ 64,064 | $ 472,162 | $ - | $ 2,574,053 |
| DCC - Parks | 1,305,246 | 37,052 | 73,329 | - | 1,415,628 |
| DCC - Roads | 1,476,768 | 42,453 | 114,581 | - | 1,633,802 |
| DCC - Sewer | 1,577,490 | 46,555 | 192,946 | - | 1,816,991 |
| DCC - Storm | 488,803 | 13,840 | 23,822 | - | 526,465 |
| TOTAL | $ 6,886,134 | $ 203,965 | $ 876,840 | $ - | $ 7,966,939 |

Developers may be entitled to DCC credits in certain circumstances. There was $9,347 provided in DCC-Water credits, $2,319 provided in DCC-Roads credits, and $1,358 provided in DCC-Parks credits ($31,563 for all DCC programs – 2021).

## Note 11 – Canada Community-Building Fund Reserve

The Canada Community-Building (CCB) funding (formally known as 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. Canada Community-Building 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 additional payment of $414,804 was received in 2021. The funds are recorded on the consolidated financial statements as a restricted reserve.

| | 2022 | 2021 |
|---|---|---|
| Opening balance of unspent funds | $ 2,120,128 | $ 1,607,008 |
| Add: Amounts received during the year | 433,786 | 848,590 |
| Interest earned | 57,854 | 18,832 |
| Less: Canada Community-Building funds utilized | (639,367) | (354,302) |
| Closing balance of unspent funds | $ 1,972,401 | $ 2,120,128 |

## Note 12 - Obligations under Equipment Financing

The total equipment financing outstanding with the Municipal Finance Authority of BC (MFABC) as at December 31, 2022 was $2,834,578 ($791,629 - 2021). This balance is made up of:

| | Balance December 2021 | Principal Payments | Balance December 2022 | Interest |
|---|---|---|---|---|
| Spartan Fire Truck | $ 181,986 | $ 36,577 | $ 145,409 | $ 3,597 |
| Pumper Truck | 609,643 | 20,217 | 589,425 | 13,798 |
| Aerial Truck | - | 256 | 2,099,744 | 11,855 |
| | $ 791,629 | $ 57,050 | $ 2,834,578 | $29,250 |

Interest in the consolidated statement of operations is calculated as $29,250 ($7,720 - 2021).

**Note 12 - Obligations under Equipment Financing (continued)**

1) A five-year equipment loan agreement with the MFABC renewed June of 2022 in the amount of $166,214 for the purchase of a 2012 Spartan fire truck. The balance of the loan at December 31, 2022 was $145,410 ($181,987 - 2021). The remaining obligation will be repaid with monthly loan payments in the amount of $3,388 including interest at a monthly varying rate (December, 2022 was 4.51%) (0.97% - 2021). Loan to expire July 2026.

2) A five-year equipment loan agreement with the MFABC commenced September of 2018 in the amount of $682,000 for the purchase of a 2018 Spartan fire truck. The balance of the loan at December 31, 2022 was $589,425 ($609,642 – 2021). The remaining obligation will be repaid with monthly loan payments in the amount of $2,835 including interest at a monthly varying rate (December, 2022 was 4.51%) (0.97% - 2021). The loan is set to expire September 2023.

3) A new five-year equipment loan agreement with the MFABC commenced November of 2022 in the amount of $2,100,000 for the purchase of an Aerial fire truck. The balance of the loan at December 31, 2022 was $2,099,744 ($0 - 2021). The remaining obligation will be repaid with monthly loan payments in the amount of $8,300 including interest at a monthly varying rate (December, 2022 was 4.51%). The loan is set to expire November 2027.

The future minimum loan payments payable to MFABC for all three equipment loan obligations are as follows:

| | |
|---|---|
| 2023 | $ 624,039 |
| 2024 | 36,026 |
| 2025 | 38,143 |
| 2026 | 37,722 |
| 2027 | 2,098,649 |

## Note 13 – Short-term Financing

In 2022, the Town repaid the short-term financing to the Municipal Finance Authority of BC in the amount of $952,700 in November. Interest was charged at a daily varying rate, ranging from 0.90% to 4.51% when the loan was repaid.

Short-term interest in the consolidated statement of operations is calculated at $19,834 ($8,123 – 2021).

## Note 14 - Debenture Debt

The Town of Ladysmith secures its long-term borrowing through the Municipal Finance Authority of BC (MFABC). As a condition of each borrowing, a portion of the debenture proceeds is retained by the MFABC as a debt reserve fund. As at December 31, 2022, the cash balance of the Town's debt reserve funds was $237,176 ($231,994 – 2021). Debt reserve funds are not recorded elsewhere in the financial statements.

The total long-term debt issued and outstanding with MFABC as at December 31, 2022 was $14,511,912 ($15,339,599 as at December 31, 2021). This balance is made up of:

| | Original Amount | Balance Dec 31, 2021 | Principal Payments | Balance Dec 31, 2022 | Interest | Actuarial Adjustment | Interest Rate |
|---|---|---|---|---|---|---|---|
| **General Capital Fund** | | | | | | | |
| RCMP Building<br>Issue #97<br>Term 2006-2031 | $ 2,750,000 | $ 1,427,784 | $ 118,922 | $ 1,308,863 | $ 50,490 | $ (52,889) | 1.75% |
| **Water Capital Fund** | | | | | | | |
| Water Improvements<br>Issue #118<br>Term 2012-2037 | 1,000,000 | 745,886 | 34,177 | 711,710 | 41,473 | (10,165) | 3.40% |
| Water Filtration Plant<br>Issue #147<br>Term 2019-2044 | 6,000,000 | 5,665,929 | 174,589 | 5,491,339 | 195,893 | (10,022) | 2.66% |
| **Sewer Capital Fund** | | | | | | | |
| Sewer Treatment Plant<br>Issue #138<br>Term 2016-2036 | 10,000,000 | 7,500,000 | 500,000 | 7,000,000 | 193,911 | - | 1.54% |
| | $ 19,750,000 | $ 15,339,599 | $ 827,687 | $ 14,511,912 | $ 481,767 | $ (73,075) | |

## Note 14 - Debenture Debt (continued)

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 |
| 2023 | 66,033 | 57,645 | 194,185 | 23,909 | 500,000 | - | 841,772 |
| 2024 | 66,033 | 62,593 | 194,185 | 30,451 | 500,000 | - | 853,262 |
| 2025 | 66,033 | 67,738 | 194,185 | 37,190 | 500,000 | - | 865,146 |
| 2026 | 66,033 | 73,088 | 194,185 | 44,132 | 500,000 | - | 877,438 |
| 2027 | 66,033 | 78,653 | 194,185 | 51,281 | 500,000 | | 890,152 |
| Thereafter | 264,132 | 374,850 | 3,093,818 | 1,951,344 | 4,500,000 | - | 10,184,144 |

Debt interest, net of actuarial adjustment included in the consolidated statement of operations, is calculated at $408,692 ($333,762 – 2021).

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.

## 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, 2022 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 trusteed 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 227,000 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.

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

The most recent actuarial valuation for the Municipal Pension Plan as of December 31, 2021, indicated a $3.761 billion funding surplus for basic pension benefits on a going concern basis.

The Town of Ladysmith paid $506,763 (2021 - $527,953) for employer contributions to the plan in fiscal 2022.

The next valuation will be as at December 31, 2024, with results available in 2025.

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.

## Note 15 - Commitments and Contingencies (continued)

### (d) Service Agreements & Rental Payments

Service Agreements

| | 2022 | 2021 |
|---|---|---|
| Ladysmith & District Historical Society | $ 29,046 | $ 28,537 |
| Ladysmith Resources Centre Association | 44,713 | 43,838 |
| Ladysmith Chamber of Commerce & Visitor Centre | 60,400 | 43,400 |
| | $ 134,159 | $ 115,775 |

In 2022, the Town renewed a 2-year Service Agreement with the Ladysmith & District Historical Society (LDHS) for the occupancy, operation and management of the museum and archives and with the Ladysmith Resources Centre Association (LRCA). Both agreements may be renegotiated in 2024.

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 2022, the Town provided an additional $17,000 to the Ladysmith Chamber of Commerce to promote economic development and tourism services.

Rental payments under operating leases are expensed as incurred.

| | 2022 | 2021 |
|---|---|---|
| 132c Roberts Street - office space | $ 31,975 | $ 28,653 |
| 17 & 25 Roberts Street - parking lot | 9,600 | 9,300 |
| | $ 41,575 | $ 37,953 |

The Town continued with a 3-year lease with Ivory Tower Investments Ltd for the use of office space at 132c Roberts Street which expires December 2023. The future monthly payments are $2,690 for 2023.

The Town continued with a 3-year lease agreement with Paul Jorjorian for the rental of the 17 & 25 Roberts Street Parking Lot which expires December 2023. The future monthly payments are $825 for 2023.

## Note 16 - Significant Taxpayers

The Town is reliant upon 10 taxpayers for approximately 11.31% (12.09% - 2021) of the total property tax revenue which includes Western Forest Products at approximately 6.25% (6.51% - 2021) 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:

| | 2022 | 2021 |
|---|---|---|
| **Assets** | | |
| Cash and short term investment | $ 174,827 | $ 169,227 |
| **Equity** | | |
| Opening balance | $ 169,227 | $ 164,942 |
| Interest | 4,717 | 1,684 |
| Transfer interest to fund cemetery costs | (4,717) | (1,684) |
| Contributions | 5,600 | 4,285 |
| Refunds | - | - |
| Balance, end of year | $ 174,827 | $ 169,227 |

## Note 18 - Comparative Figures

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

## Note 19 - Accumulated Surplus

The Town segregates its accumulated surplus in the following categories:

| | 2022 | 2021 |
|---|---|---|
| **Appropriated Equity** *(Note 26)* | | |
| Continuing projects | $ 6,887,947 | $ 4,899,793 |
| General fund | 6,983,188 | 6,456,011 |
| Water fund | 2,153,202 | 2,586,283 |
| Sewer fund | 737,965 | 1,210,180 |
| | 16,762,303 | 15,152,267 |
| **Unappropriated Equity** | | |
| General fund | 2,771,233 | 2,295,424 |
| Water fund | 593,612 | 603,028 |
| Sewer fund | 1,411,885 | 1,412,450 |
| General capital fund | 304,084 | 283,233 |
| Sewer capital fund | 32,529 | 32,529 |
| Water capital fund | 446,073 | 446,073 |
| | 5,559,414 | 5,072,739 |
| **Reserve Funds** | | |
| Reserve funds *(Note 26)* | 2,652,577 | 3,592,745 |
| Equity in Tangible Capital Assets | 98,932,686 | 96,535,392 |
| Total Accumulated Surplus | $ 123,906,981 | $ 120,353,143 |

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

## Note 20 - Annual Budget

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on May 3rd, 2022.

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 | (4,180,476) |
| Proceeds from new debt | (8,300,000) |
| Transfers to/from own funds | (10,520,527) |
| Less: | |
| Principal payments on debt | 1,966,572 |
| Capital expenditures per budget | 52,382,902 |
| Capital Expenditures expensed according to Tangible Capital Asset Policy | (2,589,122) |
| Adjusted Annual Surplus | $ 28,759,349 |

## Note 21 - DL 2016 Holdings Corporation

The Town of Ladysmith has an investment in DL 2016 Holdings Corporation (DL 2016), 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.

The Town of Ladysmith is in the process of severing contracts with DL2016 Holding Corporation and the Ladysmith Maritime Society.

## Note 22 – Taxation

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

| | Actuals 2022 | Actuals 2021 |
|---|---|---|
| **Taxes Collected:** | | |
| General municipal purposes | $ 9,459,445 | $ 8,918,112 |
| Grants in lieu and 1% utility tax | 180,092 | 163,500 |
| Water and sewer parcel tax | 3,170,831 | 3,132,034 |
| School district | 3,934,148 | 3,542,809 |
| Regional hospital district | 1,101,390 | 1,048,123 |
| Regional district | 1,782,845 | 1,655,183 |
| BCAA and MFA | 111,385 | 96,820 |
| Library | 444,033 | 425,760 |
| | $ 20,184,171 | $ 18,982,342 |
| **Less transfer to other governments** | | |
| Province of BC (school taxes) | 3,934,148 | 3,542,809 |
| Cowichan Valley Regional Hospital District | 1,101,390 | 1,048,123 |
| Cowichan Valley Regional District | 1,782,845 | 1,655,183 |
| BC Assessment & Municipal Finance Authority | 111,385 | 96,820 |
| Vancouver Island Regional Library | 444,033 | 425,760 |
| | 7,373,802 | 6,768,696 |
| **Net taxation for municipal purposes** | $ 12,810,369 | $ 12,213,646 |

## Note 23 - Sale of Services

| | Actuals 2022 | Budget 2022 | Actuals 2021 |
|---|---|---|---|
| Administration recoveries | $ 44,180 | $ 29,930 | $ 48,424 |
| Cemetery services | 40,135 | 22,000 | 34,763 |
| Fire service agreements | 129,159 | 85,475 | 98,459 |
| Public Works recoveries | 35,935 | - | 82,420 |
| Recreation services | 503,183 | 610,674 | 325,723 |
| Sewer utility fees | 1,701,741 | 1,640,096 | 1,645,828 |
| Solid waste fees | 710,377 | 681,255 | 687,119 |
| Water utility fees | 1,559,570 | 1,577,881 | 1,469,502 |
| | $ 4,724,280 | $ 4,647,311 | $ 4,392,239 |

## Note 24 – Licences, Permits, Rentals & Penalties

| | Actuals 2022 | Budget 2022 | Actuals 2021 |
|---|---|---|---|
| Facility Rentals & Leases | $ 365,417 | $ 356,443 | $ 320,902 |
| Fines | 3,745 | 2,550 | 3,780 |
| Licences | 111,726 | 91,500 | 87,988 |
| Penalties and interest | 128,718 | 116,528 | 112,842 |
| Permits, Licences & Fees | 552,035 | 304,986 | 1,012,513 |
| | $ 1,161,641 | $ 872,007 | $ 1,538,025 |

## Note 25 – Grants

| | Actuals 2022 | Budget 2022 | Actuals 2021 |
|---|---|---|---|
| **Operating Grants** | | | |
| Traffic Fines Revenue | $ 53,393 | $ 37,933 | $ 37,933 |
| Small Communities | 567,000 | 451,000 | 451,000 |
| CVRD Recreation | 174,990 | 175,281 | 175,281 |
| Other | 30,238 | 19,880 | 45,877 |
| | 825,621 | 684,094 | 710,091 |
| **Capital Grants** | | | |
| Arts & Heritage Hub - Phase 1 | $ 270,748 | $ 3,458,584 | $ 147,916 |
| Childcare Space Creation | 508,793 | 857,658 | 17,451 |
| Climate Action Program | 99,082 | - | - |
| Colonia/Delcourt Active Transportation | 25,550 | 296,343 | - |
| Community to Community | - | 5,000 | - |
| Dogwood Bike Lanes Design | 11,248 | 35,000 | - |
| Downtown Refresh | 16,833 | 407,455 | - |
| Emergency Support Service Program | - | - | 5,974 |
| Ludlow/Rocky Creek Rd Roundabout | - | - | 9,750 |
| OCP Review - Phase 1 | 18,351 | 20,000 | - |
| Poverty Reduction | - | - | 7,925 |
| Poverty Reduction - Stream 2 | 25,000 | 50,000 | - |
| Pre-Emption Highway Light | - | - | 10,000 |
| Stocking Lake Dam Repair | 21,544 | 35,841 | 114,159 |
| Tourism - Transfer Beach | 547,807 | 661,720 | 39,831 |
| Transfer Beach Railing | 10,000 | 10,000 | - |
| Transfer Beach Spray Park Resurfacing | 20,704 | 21,000 | - |
| Tree Replacements | - | - | 2,860 |
| UV Pilot Study | - | - | 45,877 |
| Water Supply Infrastructure | - | 18,759,405 | - |
| Waterfront Stage 1 Remediation | - | - | 39,303 |
| | 1,575,659 | 24,618,006 | 441,047 |
| **Total Grants** | $ 2,401,280 | $ 25,302,100 | $ 1,151,138 |

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

## Note 26 – Reserves & Appropriated Equity

| | Balance Dec. 31, 2021 | Interest Allocated | Contributions | Funding | Balance Dec. 31, 2022 |
|---|---|---|---|---|---|
| **RESERVES** | | | | | |
| Amenity Funds | $ 118,028 | $ 3,367 | $ 5,000 | $ - | $ 126,395 |
| Covid Safe Restart | 1,769,724 | - | - | 347,413 | 1,422,311 |
| Climate Action Program | - | - | 99,082 | - | 99,082 |
| Municipal Office reserve | 535,000 | - | 60,000 | - | 595,000 |
| Filming reserve | 562 | - | 18 | - | 580 |
| Perpetual Safety Fund | 13,871 | 383 | - | - | 14,254 |
| Sale Real Property | 1,127,685 | 32,224 | 170,000 | 963,598 | 366,311 |
| Tax Sale | 27,876 | 769 | - | - | 28,645 |
| **TOTAL RESERVES** | $ 3,592,745 | $ 36,743 | $ 334,100 | $ 1,311,011 | $ 2,652,577 |
| | | | | | |
| **APPROPRIATED EQUITY** | | | | | |
| General Operating Fund | | | | | |
| Continuing Projects | 2,897,328 | - | 1,911,719 | 913,300 | 3,895,748 |
| Future Projects | 3,159,004 | - | 297,968 | 338,694 | 3,118,278 |
| Equipment | 1,281,443 | - | 614,904 | 201,615 | 1,694,732 |
| Land & Building | 489,667 | - | 101,470 | 142,500 | 448,637 |
| Tax Contingency | 7,986 | - | - | - | 7,986 |
| Snow & Ice Removal | 50,000 | - | - | - | 50,000 |
| Infrastructure Deficit | 663,071 | - | 258,957 | 238,111 | 683,917 |
| Solid Waste | 804,841 | - | 174,797 | - | 979,638 |
| | 9,353,340 | - | 3,359,816 | 1,834,220 | 10,878,936 |
| | | | | | |
| Water Operating Fund | | | | | |
| Continuing Projects | 1,206,758 | - | 1,037,402 | 1,043,521 | 1,200,639 |
| Future Projects | 2,062,208 | - | 192,376 | 625,457 | 1,629,127 |
| MFA Surplus Refunds | 524,076 | - | - | - | 524,076 |
| Water Operating Fund Total | 3,793,042 | - | 1,229,778 | 1,668,978 | 3,353,841 |
| | | | | | |
| Sewer Operating Fund | | | | | |
| Continuing Projects | 795,706 | - | 1,314,585 | 318,731 | 1,791,560 |
| Future Projects | 1,210,180 | - | 240,285 | 712,500 | 737,965 |
| Sewer Operating Fund | 2,005,886 | - | 1,554,870 | 1,031,231 | 2,529,526 |
| | | | | | |
| **TOTAL APPROPRIATED EQUITY** | $ 15,152,268 | $ - | $ 6,144,464 | $ 4,534,429 | $ 16,762,303 |
| | | | | | |
| **TOTAL RESERVES & APPROPRIATED EQUITY** | $ 18,745,013 | $ 36,743 | $ 6,478,564 | $ 5,845,440 | $ 19,414,881 |

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

## 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

Protective Services is comprised of fire protection, policing, and bylaw enforcement.

Fire protection, includes a full-time Fire Chief starting in October of 2022. The fire department consists of paid on-call fire fighters who volunteer their service and receive compensating for each callout in which they take part. The fire department oversees a fleet a fire vehicles necessary to respond to calls.

Policing services is provided under contract with the RCMP. The Town is responsible for funding eight of the members within the detachment. The detachment occupies a building located in and owned by the Town of Ladysmith.

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.

## Note 27 - Segmented Information (continued)

### Transportation, Solid Waste and Cemetery Services

The Transportation (Public Works) Department is responsible for the infrastructure of the Town. Public works provides and maintains Town's roads, sidewalks, streetlights, 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) provides cemetery services including the maintenance of the cemetery grounds.

### Development Services

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 Neighborhood 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 Cultural Services

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 Operation Services

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

## 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 wastewater (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.

# TOWN OF LADYSMITH
## STATEMENT OF OPERATIONS BY SEGMENT
## FOR THE YEAR ENDED DECEMBER 31, 2022

## SCHEDULE I

| | General Government | | Protective Services | | Transportation, Garbage & Cemetery Services | | Development Services | |
|---|---|---|---|---|---|---|---|---|
| | 2022 | 2021 | 2022 | 2021 | 2022 | 2021 | 2022 | 2021 |
| **REVENUE** | | | | | | | | |
| Tax | $ 9,639,537 | $ 9,081,612 | $ - | $ - | $ - | $ - | $ - | $ - |
| Sale of services | 31,423 | 49,753 | 129,159 | 98,459 | 791,662 | 786,862 | 2,146 | 12,528 |
| Investment income & MFA Refunds | 899,100 | 284,829 | - | - | - | - | - | - |
| Licence, Permits, Rentals & Penalties | 84,855 | 71,948 | 191,340 | 186,625 | 188,238 | 202,267 | 428,613 | 863,126 |
| Grants | 666,082 | 451,000 | 53,393 | 37,933 | 58,803 | 23,737 | 18,351 | 39,303 |
| Donations & contributed property | 5,000 | 10,459 | - | - | 699,771 | 2,133,343 | - | - |
| Loss on foreign exchange | 12,300 | (682) | - | - | - | - | - | - |
| Gain (loss) on disposal | 47,390 | 34,025 | - | - | 14,050 | 21,745 | - | - |
| Development fees | - | - | - | - | - | 10,395 | - | - |
| CCB funds utilized | - | - | - | - | 369,316 | 61,661 | 180,933 | 65,203 |
| Total revenue | 11,385,688 | 9,982,944 | 373,892 | 323,017 | 2,121,839 | 3,240,010 | 630,042 | 980,160 |
| **EXPENSES** | | | | | | | | |
| Contracted Services | 319,045 | 344,387 | 1,422,875 | 1,103,059 | 792,636 | 719,265 | 226,237 | 145,444 |
| Service Agreements/Grants In Aid | 197,277 | 172,475 | - | - | - | - | - | - |
| Insurance | 77,772 | 72,207 | 16,294 | 16,883 | - | - | - | - |
| Interest | 19,834 | 8,907 | 18,367 | 3,285 | - | - | - | - |
| Materials & Supplies | 48,017 | 46,613 | 80,688 | 98,001 | 145,580 | 157,462 | 22,849 | 19,951 |
| Utilities & Telephone | 12,092 | 13,463 | 4,680 | 4,886 | 135,625 | 155,650 | 4,944 | 5,531 |
| Wages & Benefits | 1,964,709 | 1,829,067 | 325,702 | 307,571 | 1,095,282 | 1,063,113 | 644,351 | 625,565 |
| Other | (223,934) | (286,938) | 31,256 | 21,486 | 74,359 | (101,107) | 9,714 | 9,674 |
| Amortization | 283,106 | 264,636 | 230,405 | 185,258 | 968,486 | 965,033 | 2,345 | 2,345 |
| Total expenses | 2,697,917 | 2,464,818 | 2,130,266 | 1,740,430 | 3,211,967 | 2,959,416 | 910,441 | 808,511 |
| **Surplus (Deficit)** | $ 8,687,770 | $ 7,518,126 | $ (1,756,374) | $ (1,417,413) | $ (1,090,129) | $ 280,594 | $ (280,398) | $ 171,649 |

## SCHEDULE I – CONTINUED

| Recreation & Culture Services | | Parks Operations Services | | Sewer Operations Services | | Water Operations Services | | Total Actual | Total Actual |
|---|---|---|---|---|---|---|---|---|---|
| 2022 | 2021 | 2022 | 2021 | 2022 | 2021 | 2022 | 2021 | 2022 | 2021 |
| $ - | $ - | $ - | $ - | $ 1,336,300 | $ 1,318,800 | $ 1,834,531 | $ 1,813,234 | $ 12,810,369 | $ 12,213,646 |
| 503,183 | 325,723 | - | - | 1,702,104 | 1,648,894 | 1,564,602 | 1,470,020 | 4,724,280 | 4,392,239 |
| - | - | - | - | - | - | - | - | 899,100 | 284,829 |
| 225,226 | 168,552 | - | - | 22,982 | 23,243 | 20,387 | 22,263 | 1,161,641 | 1,538,025 |
| 1,509,912 | 416,073 | 73,196 | 23,055 | - | 45,877 | 21,544 | 114,159 | 2,401,280 | 1,151,138 |
| 15,800 | 21,800 | 33,732 | 1,500 | 86,445 | 176,833 | 113,330 | 208,635 | 954,078 | 2,552,570 |
| - | - | - | - | - | - | - | - | 12,300 | (682) |
| - | - | - | - | - | (4,292) | (3,685) | (348,934) | 57,755 | (297,456) |
| - | - | - | - | - | - | - | - | - | 10,395 |
| - | - | 89,118 | 98,732 | - | 128,706 | - | - | 639,367 | 354,302 |
| 2,254,121 | 932,148 | 196,046 | 123,287 | 3,147,832 | 3,338,061 | 3,550,709 | 3,279,377 | 23,660,170 | 22,199,006 |
| 388,691 | 384,973 | 78,692 | 73,033 | 383,225 | 276,554 | 946,903 | 699,288 | 4,558,304 | 3,746,005 |
| - | - | - | - | - | - | - | - | 197,277 | 172,475 |
| 49,747 | 41,815 | 4,704 | 4,717 | 40,053 | 41,009 | 29,525 | 33,112 | 218,095 | 209,743 |
| - | - | - | - | 143,494 | 154,139 | 172,978 | 179,813 | 354,673 | 346,143 |
| 182,388 | 162,650 | 82,458 | 104,688 | 282,975 | 235,799 | 334,421 | 406,336 | 1,179,377 | 1,231,501 |
| 222,694 | 209,232 | 6,952 | 8,354 | 147,930 | 162,393 | 56,100 | 68,845 | 591,017 | 628,355 |
| 2,102,991 | 2,008,493 | 489,339 | 484,388 | 730,308 | 632,275 | 857,667 | 996,801 | 8,210,348 | 7,947,274 |
| 37,279 | 37,674 | 117,926 | 171,391 | 227,830 | 211,820 | 311,828 | 345,388 | 586,257 | 409,388 |
| 249,730 | 238,884 | 255,207 | 248,430 | 1,251,732 | 1,300,484 | 969,973 | 975,406 | 4,210,984 | 4,180,476 |
| 3,233,520 | 3,083,722 | 1,035,279 | 1,095,001 | 3,207,547 | 3,014,472 | 3,679,395 | 3,704,990 | 20,106,332 | 18,871,360 |
| $ (979,400) | $ (2,151,574) | $ (839,233) | $ (971,714) | $ (59,716) | $ 323,589 | $ (128,685) | $ (425,613) | $ 3,553,838 | $ 3,327,646 |

# TOWN OF LADYSMITH
## CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
## FOR THE YEAR ENDED DECEMBER 31, 2022

## SCHEDULE II

| | Land | | Land Improvements | | Buildings | | Vehicle Furniture & Equipment | | Transportation |
|---|---|---|---|---|---|---|---|---|---|
| | 2022 | 2021 | 2022 | 2021 | 2022 | 2021 | 2022 | 2021 | 2022 |
| **COST** | | | | | | | | | |
| Opening 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 |
| Add: Additions | 277,576 | 579,191 | 126,409 | 176,324 | 641,111 | 122,591 | 2,585,773 | 336,507 | 346,781 |
| Less: Disposals | - | 73,711 | 157,621 | 12,124 | 100,622 | 239,320 | 85,665 | 623,230 | - |
| Less: Write-downs | - | - | - | - | - | - | - | - | - |
| Closing Balance | 11,301,638 | 11,024,061 | 9,666,056 | 9,697,268 | 26,164,840 | 25,624,351 | 11,551,035 | 9,050,929 | 31,709,150 |
| **ACCUMULATED AMORTIZATION** | | | | | | | | | |
| Opening Balance | - | - | 4,229,121 | 3,967,989 | 8,701,678 | 8,070,840 | 4,705,258 | 4,848,498 | 17,906,451 |
| Add: Amortization | - | - | 281,657 | 273,256 | 730,632 | 722,876 | 517,015 | 463,581 | 663,203 |
| Less: Write-downs | - | - | - | - | - | - | - | - | - |
| Less: Disposals | - | - | 75,463 | 12,124 | 72,170 | 92,038 | 73,665 | 606,821 | - |
| Closing Balance | - | - | 4,435,315 | 4,229,121 | 9,360,140 | 8,701,678 | 5,148,608 | 4,705,258 | 18,569,654 |
| **Net Book Value** | $ 11,301,638 | $ 11,024,061 | $ 5,230,741 | $ 5,468,147 | $ 16,804,700 | $ 16,922,673 | $ 6,402,427 | $ 4,345,671 | $ 13,139,496 |

# TOWN OF LADYSMITH
## CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS
## FOR THE YEAR ENDED DECEMBER 31, 2022

## SCHEDULE II (CONTINUED)

| Linear Infrastructure | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Transportation | Sanitary Sewer | | Storm | | Water | | Assets Under Construction | | Total | |
| 2021 | 2022 | 2021 | 2022 | 2021 | 2022 | 2021 | 2022 | 2021 | 2022 | 2021 |
| $ 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** |
| 1,070,471 | 138,658 | 609,411 | 120,990 | 688,524 | 1,068,560 | 755,794 | 1,822,695 | 704,905 | **7,128,553** | **5,043,718** |
| 21,385 | - | 19,509 | - | - | 19,281 | 239,209 | 131,415 | 787,593 | **494,604** | **2,016,081** |
| - | - | - | - | - | - | - | - | - | - | - |
| 31,362,370 | 38,151,666 | 38,013,008 | 10,814,922 | 10,693,928 | 35,319,407 | 34,270,128 | 2,652,856 | 961,579 | **177,331,569** | **170,697,621** |
| | | | | | | | | | | |
| 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** |
| 682,319 | 1,001,034 | 1,029,319 | 155,464 | 147,259 | 861,979 | 861,866 | - | - | **4,210,984** | **4,180,476** |
| - | - | - | - | - | - | - | - | - | - | - |
| 20,480 | - | 15,217 | - | - | 15,596 | 33,896 | - | - | **236,894** | **780,576** |
| 17,906,451 | 12,606,005 | 11,604,971 | 2,990,638 | 2,835,174 | 7,942,036 | 7,095,653 | - | - | **61,052,396** | **57,078,306** |
| | | | | | | | | | | |
| $ 13,455,919 | $ 25,545,661 | $ 26,408,037 | $ 7,824,284 | $ 7,858,754 | $ 27,377,371 | $ 27,174,475 | $ 2,652,856 | $ 961,579 | **$ 116,279,171** | **$ 113,619,315** |

LADYSMITH

TOWN OF LADYSMITH

# PROCLAMATION

## NATIONAL PUBLIC WORKS WEEK

*WHEREAS:* *Public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Ladysmith; and*

*WHEREAS:* *These infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and*

*WHEREAS*: *It is in the public interest for the citizens, civic leaders and children in Ladysmith to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs.*

*THEREFORE,* *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim the week of May 21st to May 27th, 2023 as "National Public Works Week" in the Town of Ladysmith, British Columbia and encourage citizens to recognize the substantial contributions public works professionals make to protect our health, safety and quality of life.*

Mayor A. Stone

April 4, 2023

LADYSMITH

# PROCLAMATION

## SAFETY AND HEALTH WEEK

*WHEREAS:* *May 1-6 is this year's Safety and Health Week (formerly known as North American Occupational Safety and Health (NAOSH) Week), a time for employers, governments and workers in Canada, the United States and Mexico to join forces to promote greater awareness of the importance of preventing accidents in the occupational workplace, and of preventing injury and illness in the workplace, at home and in the community; and*

*WHEREAS:* *In order to achieve this goal, all stakeholders must take responsibility for occupational health and safety prevention; and*

*WHEREAS:* *A safer workplace positively impacts employee satisfaction, productivity, and proficiency, while encouraging them to take home safety philosophies to create a safer home environment; and*

*WHEREAS:* *This week provides the opportunity to renew commitment, dedication and investment in occupational safety and health as well as education and training programs in the prevention of accidents, injuries and illnesses; and*

*WHEREAS*: *During Occupational Safety and Health week members of the Canadian Society of Safety Engineers will be mobilizing with the Town of Ladysmith and other employers committed to health and safety in an effort to increase employees', employers', and the public's understanding of the benefits of investing in occupational health and safety; and.*

*WHEREAS:* *This year's theme is "Together we can create safer workplaces and communities all year long".*

*THEREFORE,* *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim the week of May 1st to May 6th, 2023 as "Safety and Health Week" in the Town of Ladysmith, British Columbia*

Mayor A. Stone

April 13, 2023

**Minutes of the Poverty Reduction Task Group**
February 2, 2023, 10:30am
Hybrid – Ladysmith Chamber of Commerce Boardroom & Zoom

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**COMMITTEE MEMBERS PRESENT:**
Jacqueline Neligan
Anne Marie Tallon
Millie Sterling
Carmen Hildebrand
Cindy Lise
Sandra Thomson
Rosalie Sawrie

**STAFF/COUNCIL PRESENT:**
Sue Glenn
Councillor Tricia McKay

**REGRETS:**
Gerry Busch
Allison Blank

---

**CALL TO ORDER AND ACKNOWLEDGEMENT**

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

**AGENDA**

That the Poverty Reduction Task Group approve the agenda for the meeting as presented.
***Motion carried.***

**MINUTES**

That the Poverty Reduction Task Group approve the Minutes from January 10, 2023 as presented.
***Motion carried.***

**CURRENT BUSINESS**

**Welcome & Introductions**

- Members of the PRTG each introduced themselves to the group.

**Project Updates:**

- Task Group Membership:
  - Announcement – Lydia Neubauer from Island Health is no longer available to participate in the PRTG. The task group will seek a new member from Island Health, potentially the member who is currently participating on the Food Equity Sub-Committee.
- Cultural Workshops:
  - Cultural Connections workshops dates confirmed for the Stz'uminus Community Centre – March 9th full day workshop 9am – 3:30pm, March 30th half day follow-up workshop from 10am -1pm with lunch following. This will be for reflections on what was experienced during the first workshop and discussion of local actions to take.
  - Discussion around promotions with specific groups, businesses, organizations, etc. to ensure broad attendance for long-term local impacts and relationship building.

- After-School Nutritious Snack Pilot:
    - The project is in progress with the four organizations moving ahead in their own ways based on their clients needs.
    - Discussion took place around how to promote the project in the community to continue after funding is depleted.
- Gleaning/Food Recovery Pilot:
    - SPC to send job description to LRCA for hiring a Project Coordinator. The two organizations will meet to discuss planning for promotions in time for the Neighbours Sharing Food Fair Event.
- Film & Dialogue Events:
    - Understanding Poverty, taking place on Wednesday, February 8, 2023 and Understanding Food Equity happening Wednesday, March 1, 2023 both with dinner served at 5:30pm and the film beginning at 6:30pm.
    - Suggested location at Stz'uminus for the March film night, will explore this possibility.
    - Planning of the event agenda and details took place along with discussion of what information and educational resources to share.
- UBCM Grant:
    - Staff to follow up on extension request and possibility of applying for a second round of stream 2 funds.

**Wrap up & Next steps**

- Summary of event dates:
    - Understanding Poverty – Community Dinner, Films & Discussion: Wednesday, February 8, 2023, dinner 5:30pm with film viewings at 6:30pm, LSS multi-purpose room
    - Understanding Local Food Equity - Community Dinner, Film & Discussion: Wednesday, March 1, 2023, dinner 5:30pm with film viewing(s) at 6:30pm, LSS multi-purpose room
    - Journey of our Generation Workshop (Part 1): Thursday, March 9, 2023 – 9am – 4pm, Stz'uminus Community Centre
    - Neighbours Sharing Food Event: Saturday, March 25, 2023 – 11am to 2pm, LSS Gym/Multi-purpose room
    - Journey of our Generation Follow Up Reflection & Discussion Workshop: Thursday, March 30, 2023 – 10am – 2pm, Stz'uminus Community Centre
- The Food Security Sub-committee will continue to meet to plan details for Neighbours Sharing Food Event and plan next steps with promoting the After-School Nutritious Snack Pilot

- Continue to develop an evaluation framework for each action of the grant.
- SPC to continue to work with the Town of Ladysmith staff on project communications and promotion.

**Meeting adjourned at 11:28am**

**Next Meeting scheduled for March 7, 2022 at 10:30am.**

_____

Facilitator (Rosalie Sawrie)

RECEIVED:

_____

Corporate Officer (M. O'halloran)

**Minutes of the Poverty Reduction Task Group**
March 7, 2023, 10:30am
Hybrid – Ladysmith Chamber of Commerce Boardroom & Zoom

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**COMMITTEE MEMBERS PRESENT:**
Allison Blank
Jacqueline Neligan
Carmen Hildebrand
Shannon Crowards
Sandra Thomson
Rosalie Sawrie

**STAFF/COUNCIL PRESENT:**
Chris Barfoot
Councillor Tricia McKay

**REGRETS:**
Millie Sterling
Cindy Lise

---

**CALL TO ORDER AND ACKNOWLEDGEMENT**

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

**AGENDA**

That the Poverty Reduction Task Group approve the agenda for the meeting as presented.
***Motion carried.***

**MINUTES**

That the Poverty Reduction Task Group approve the Minutes from February 2, 2023 as presented.
***Motion carried.***

**CURRENT BUSINESS**

**Welcome & Introductions**

- Members of the PRTG each introduced themselves to the group.
- We welcomed the LRCA's new Poverty Reduction & Food Security Coordinator, Shannon Crowards.

**Project Updates:**

- UBCM Grant Extension:
  - Request for UBCM Extension has been approved and extended until October 30, 2023 to complete the gleaning/food recovery pilot and continue food delivery to Stz'uminus from the LRCA Food bank.
- Film & Dialogue Events:
  - The PRTG members debriefed on both the events that took place as well as reviewed the feedback from participants. It was discussed that the feedback can be used for Circle Dialogues at the Neighbours Sharing Food Fair to continue on the conversation.
- Cultural Workshops:
  - Registration will close on Wednesday, March 8 at 3:30pm to finalize the lunch order for the Journey of Our Generation workshop coming up on the 9th. Currently there were 52 registered as of the meeting with more expected by the members.
- Neighbours Sharing Food Fair:

    - Draft poster sent to Town Communications for review, promotion will take place after that.
    - Working with the Food Equity Sub-Committee to finalize the details of booths planning to attend and other planning details.
    - .
- Food Delivery to Stz'uminus from LRCA Food Bank:
    - A new role has been created at the Stz'uminus Health Centre who will also be able to do the delivery and drop off of food. This will alleviate the volunteers at the LRCA.

**UBCM Poverty Reduction Planning & Action Intake #3 Grant Discussion**

- A discussion was facilitated around possible areas of focus and actions within the Poverty Reduction Strategy to include in the third intake for UBCM funds.
    - Actions discussed included Food Equity workshops facilitated by partnering organizations, continuing dialogue events on themes within the Poverty Reduction Strategy (especially more challenging themes such as transportation and housing), and workshops for employers to educate and inform about reducing barriers to employment for people living in poverty.
- Staff to review a summary of suggested actions before grant application and proposed budget is written in full.
- The application is due Friday, March 17, 2023.
- Council approval with a resolution will be required following the application and is to be scheduled for the March 21, 2023 Regular Council Meeting.

**Wrap up & Next Steps**

- Summary of upcoming event dates:
    - Journey of our Generation Workshop (Part 1): Thursday, March 9, 2023 – 9am – 4pm, Stz'uminus Community Centre
    - Neighbours Sharing Food Event: Saturday, March 25, 2023 – 11am to 2pm, LSS Gym/Multi-purpose room
    - Understanding Systemic Racism Workshop: Thursday, March 30, 2023 – 10am – 1pm with lunch following, Stz'uminus Community Centre
- The Food Security Sub-committee will continue to meet to plan details for Neighbours Sharing Food Event.
- Continue to develop an evaluation framework for each action of the grant.
- SPC to continue to work with the Town of Ladysmith staff on project communications and promotion.

- SPC to work with Town staff on UBCM Poverty Reduction Planning & Action Intake #3 Grant Application.

**Meeting adjourned at 11:30am**

**Next Meeting scheduled for April 4, 2022 at 10:30am.**

_____

Facilitator (Rosalie Sawrie)

RECEIVED:

_____

Corporate Officer (M. O'halloran)

# STAFF REPORT TO COUNCIL

**Report Prepared By**: Ryan Bouma, Director of Infrastructure Services
**Reviewed By:** Allison McCarrick, CAO
**Meeting Date:** April 18, 2023
**File No:** **5360-06**
**Re:** **Compost Facility Odour Control**

---

## RECOMMENDATION:

That Council direct staff to include in the 2023-2027 Financial Plan $187,500 for Compost Facility Odour Reducing Improvements, with the funds to come from the reallocation of monies budgeted for the Compost Curing Building Project.

## EXECUTIVE SUMMARY:

Complaints regarding odour from the compost facility at 4142 Thicke Road have been received. Staff have evaluated the equipment and age of odour control systems to make recommendations to reduce odours with some estimation of the costs involved.

## PREVIOUS COUNCIL DIRECTION:

N/A

## INTRODUCTION/BACKGROUND:

Odour complaints related to the Town's compost facility have led staff to assess the facility's equipment and odour control system. Staff were able to identify three improvements that could yield improved odour control.

*Bio Filter Media*

The existing bio filter was installed as part of the construction in 2017, including the filter media. It is anticipated that the media loses effectiveness over time, similar to most odour controls. Life expectancy is typically 5 to 8 years, so the media is likely overdue for replacement.

The estimated cost to replace the Bio Filter Media is $30,000.

*Temperature Monitoring Hardware*

The existing temperature monitoring system does not function optimally and allows the material to cool at times. Maintaining proper temperatures within the compost channel is necessary in the biological process (pathogen reduction). Temperature fluctuations hinder this process and cause odours. Organic Matter Recycling Regulations of BC require that material be held at specific temperatures during the process. Additionally, it's important for the system to

turn the material at optimum temperatures to process material faster, which reduces the duration odour is released.

A contractor has provided a quote to replace the Temperature Monitoring Hardware for $89,220 USD. Staff recommend budgeting $150,000 CAD for this work to account for scope changes. Of the three improvements, replacing the Temperature Monitoring Hardware would add extra value by improving the general operation of the plant.

*Exhaust Fan*

The facility is designed to have a negative air pressure (vacuum) inside the building relative to the exterior atmospheric pressure. This is to prevent odour-carrying air from escaping the building without passing through the Bio Filter. At times staff have observed air escape in the form of steam around the building perforations such as doors. The existing fans are detuned to 20hp although they are 25hp-capable fans. Increasing the fan output may improve negative air pressure and allow more of the air to be filtered.

An electrical company has provided guidance on costs. Staff recommend a budget of $7,500 to improve fan power.

Staff recommend completing all three improvements. These improvements were not captured in the 2023 financial plan; however, funds from the compost curing building could be reallocated to complete this work.

**ALTERNATIVES:**

Council can choose to complete these improvements in a future year.

**FINANCIAL IMPLICATIONS:**

There was $338,000 allocated to the Composting Curing Building project. Should Council approve the recommendation, the Composting Curing Building will be put on hold and re-budgeted in 2024.

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Although the area is primarily industrial zoned, there are businesses and residents from the area that are impacted by odours, including residents outside the Town boundary.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Public Works will lead this project.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

☐Complete Community Land Use ☐ Low Impact Transportation

☐Green Buildings ☐ Multi-Use Landscapes

☒Innovative Infrastructure
☒Healthy Community
☐ Not Applicable
☐ Local Food Systems
☐ Local, Diverse Economy

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

☒Infrastructure
☒Community
☐Waterfront
☐ Economy
☐ Not Applicable

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

**Allison McCarrick, Chief Administrative Officer**

# STAFF REPORT TO COUNCIL

**Report Prepared By**: Ryan Bouma, Director of Infrastructure Services
**Reviewed By:** Allison McCarrick, CAO
**Meeting Date:** April 18, 2023
**File No:**
**Re:** **Dogwood Drive Active Transportation Plan**

---

## RECOMMENDATION:

That Council:

1. Receive the report prepared by Watt Consulting Group regarding the Dogwood Drive Active Transportation Plan, as well as the engineering plans by Herold Engineering Ltd.; and
2. Direct staff to monitor grant opportunities that may apply to this project and report back when a suitable opportunity is identified.

## EXECUTIVE SUMMARY:

The Town was recently provided active transportation grant funding to study the Dogwood Drive corridor from Bayview Avenue to Methuen Street, in accordance with the 2009 Ladysmith Bicycle Plan. Staff have received a report, preliminary design drawings and cost estimate for this work (attached).

## PREVIOUS COUNCIL DIRECTION:

| Resolution | Meeting Date | Resolution Details |
|---|---|---|
| CS 2022-055 | 2022-03-01 | That Council direct staff to:<br>1. Include in the 2022-2026 Financial Plan the Dogwood Drive Bike Lanes Design Project at a cost of $35,000;<br>2. Engage the services of a consultant to conduct a study and provide design for bicycle improvements on Dogwood Drive from Bayview Avenue to Methuen Street; and<br>3. Submit an application for full funding of the consulting fees through the Active Transportation Grant program. |
| **Resolution** | **Meeting Date** | **Resolution Details** |
| CS 2021-245 | 2021-07-20 | That Council direct staff to provide a report for a future meeting of Council with design and costing for painted lines or, preferably, low-level physical barrier bike lanes (both sides) from Bayview to Methuen and key intersection treatment at 1st Avenue and Methuen Street to be included in the 2021-2022 budget.<br>OPPOSED: Councillor Johnson |

**INTRODUCTION/BACKGROUND:**

Staff have reviewed the preliminary design of the Dogwood Drive bicycle improvements, which include a report, preliminary drawings and cost estimate. During the reporting stage Watt Consulting Group analyzed three scenarios to balance pedestrians, traffic flow, and safety. These scenarios are briefly described below.

1. Conventional delineation of bike lanes was reviewed, but ultimately found to be unfeasible given the need to widen the road against the constrictions of surrounding grades. The existing sidewalk, property lines, hydro poles, and grades restrict where the bike lanes could be constructed and ultimately the costs to construct such a design were anticipated to be much higher than other scenarios.
2. A Multi-Use pathway, a less desirable option than dedicated bike lanes, was reviewed due to the simplicity and apparent lower cost. This scenario was not pursued due to the potential confusion of crossing Dogwood Drive to reach the multi-use path. It was anticipated that avid cyclists would stay on the drive lanes rather than cross the road to use the pathway. Additionally, there were some safety concerns regarding crossing Dogwood Drive and sharing a path with pedestrians and scooterists.
3. Traffic calming with shared drive lanes and a wider pedestrian sidewalk was ultimately selected. This scenario offered reasonable costs, good safety, and the most fluid traffic movements. Watt Consulting Group and staff felt it was important to include widening the sidewalk in the design as some cyclists, such as children or slow cyclists, may still choose to use the sidewalk.. The signage would not promote sidewalk use by cyclists, but staff consider it realistic to expect that it may occur. An important design aspect of this scenario is the extension of the downtown 30km/hr. zone through this region, as cyclists are not able to maintain 50km/hr. easily.

Scenario 3 was advanced by Herold Engineering to produce preliminary design drawings and a cost estimate using the general parameters laid out in the Watt report. Staff have reviewed the preliminary design and generally agree with the results; however, there are some refinements that can be made during detailed design that will likely reduce the costs and improve the design. In general, these include reducing the lane widths to 3.4m and the median towards Methuen down to 0.5m to reduce or eliminate the retaining wall downslope of Dogwood Drive.

Despite the potential to reduce costs in detailed design, the Class C cost estimate came to $1,000,350, including engineering and a 25% contingency. Although this is an important project for bicycle connectivity for the Town, staff are not able to prioritize this expense over other projects.

**ALTERNATIVES:**

Council can choose to:

1. Direct staff to consider other means of funding the project and return to Council with options; or
2. Accept the report without further direction on this project.

**FINANCIAL IMPLICATIONS:**
N/A

**LEGAL IMPLICATIONS:**
N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**
This project would likely be well received by the community and would help to build onto the Downtown, but the public may not find good value in the project considering the high construction costs.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**
N/A

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

☒Infrastructure
☒Community
☐Waterfront
☐ Economy
☐ Not Applicable

***I approve the report and recommendations.***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENTS:**

A. Watt Memorandum – Dogwood Drive Active Transportation Improvements
B. Herold Preliminary Drawings – Dogwood Drive Traffic Calming
C. Herold Project Cost Summary – Dogwood Drive Upgrades

WATT VICTORIA
302 - 740 Hillside Ave
Victoria, BC V8T 1Z4
250-388-9877

# MEMORANDUM

| | |
|---|---|
| Date: | January 27, 2023 |
| To: | Ryan Bouma, P.Eng., Town of Ladysmith |
| Cc: | Ira Adams, Town of Ladysmith |
| From: | Kristen Machina, P.Eng., WATT Consulting Group |
| Our File No: | 3392.B01 |
| Subject: | Dogwood Drive Active Transportation Improvements |

## 1.0 INTRODUCTION

WATT Consulting Group is retained by the Town of Ladysmith to provide active transportation improvement design drawings for a segment of Dogwood Drive, between Methuen Street and Bayview Avenue, in the Town of Ladysmith.

This segment of Dogwood Drive has been identified as a designated bike route in the 2009 Ladysmith Bicycle Plan. Both Bayview Avenue and Methuen Street (west of Dogwood Drive) are also designated bike routes.

This memorandum provides:

- An outline of the existing road geometry, including key features and constraints
- An outline of the existing traffic volume characteristics and speed profile
- A summary of the selected design parameters for the roadway and active transportation improvements
- A brief description of the recommended alternatives

## 2.0 EXISTING GEOMETRY

**Dogwood Drive**

Dogwood Drive is a north-south urban collector road. The segment in the study area has wide vehicular travel lanes (generally a minimum of 4.5 metres wide), with a landscaped median in the vicinity of Bayview Avenue. On-street parking is not permitted on either side of the road.

There are no dedicated cycling facilities on this segment of Dogwood Drive. A concrete sidewalk (approximately 1.5 metres wide) runs along the west side of the road, separated by a landscaped boulevard. North of Methuen Street, there is also a sidewalk on the east side of the road. There is a noticeable grade difference between street level and sidewalk level. As part of the redevelopment of the 201 Dogwood Drive property, construction of a sidewalk on the south side of the road is planned along the site frontage only.

Signed and marked crosswalks are provided at the Methuen Street and Bayview Avenue intersections, though the accessibility of the crossing at Methuen Street is poor, with the crosswalk only partially aligning to the adjacent sidewalk on the west side, and ties in partially to the road, and partially to a sodded boulevard on the east side.

While the roadway in the study area is generally flat, a horizontal curve runs through the study area, with an approximate arc length of 75 metres, and a centreline radius of 75 metres. A concrete roadside barrier (CRB) runs along the length of the curve, separating the roadway from 1st Avenue, several metres below.

Dogwood Drive is a bus route, and a southbound bus stop is located within the study area, south of the Forward Road intersection. There are no passenger facilities at this bus stop, and there is no accessible route from the bus stop to the adjacent sidewalk.

**Methuen Street**

Methuen Street is an east-west local road. The pavement width is approximately 12 metres, and on-street parking is permitted on both sides of the road.

There are no dedicated cycling facilities on Methuen Street. A concrete sidewalk (approximately 1.5 metres wide) runs along the north side of the road, separated by a landscaped boulevard. There is a noticeable grade difference between street level and sidewalk level.

Methuen Street is stop-controlled at Dogwood Drive. The pedestrian crossing on the west leg of the Dogwood Drive / Methuen Street intersection is not marked, though there are letdowns from the adjacent sidewalks.

Methuen Street is generally straight, though there is a substantial grade increase from east to west.

**Bayview Avenue**

Bayview Avenue is a north-south local road. The pavement width is approximately 8 metres, and on-street parking is permitted within a paved shoulder on the west side of the road, and a gravel shoulder on the east side of the road.

There are no dedicated cycling facilities on Bayview Avenue. A concrete sidewalk (approximately 1.5 metres wide) runs along the west side of the road, separated by a landscaped boulevard. The sidewalk is generally at street level.

Bayview Avenue is stop-controlled at Dogwood Drive. The pedestrian crossing on the south leg of the Dogwood Drive / Bayview Avenue intersection is not marked, though there are letdowns from the adjacent sidewalks.

Bayview Avenue is generally straight in the study area, though there is a horizontal curve adjacent to the Dogwood Drive intersection such that the two roads meet at a 90 degree angle. There is a gradual grade increase from south to north.

**Forward Road**

Forward road is a north-south local road. The pavement width is approximately 7.5 metres, and on-street is generally permitted on both sides of the road.

Forward Road is short, terminating approximately 100 metres south of the intersection with Dogwood Drive. There are no dedicated cycling or pedestrian facilities on Forward Road. The roadway is generally straight and level.

Forward Road is stop-controlled at Dogwood Drive, intersecting at an angle of approximately 55 degrees. There is not currently a pedestrian crossing at the intersection, given that there are no existing sidewalks on any of the adjacent frontages.

## 3.0 EXISTING TRAFFIC VOLUMES AND SPEED PROFILE

### 3.1 Turning Movement Counts

WATT conducted turning movement counts at the Dogwood Drive / Methuen Street, Dogwood Drive / Forward Road, and Dogwood Drive / Bayview Avenue intersections on Wednesday September 21st, 2022. Morning (8:00 – 9:00 AM) and afternoon (4:00 – 5:00 PM) peak hour counts were collected. Heavy vehicle percentages, pedestrian, and cycling volumes were also collected.

The turning movement counts indicate that northbound is the prevailing movement along the Dogwood Drive corridor in the morning (approximately 65% of vehicles heading northbound and 35% of vehicles heading southbound), while in the afternoon, corridor traffic is more balanced (approximately 55% of vehicles heading southbound and 45% of vehicles heading northbound).

Vehicle, pedestrian, and cycling volumes were all heavier during the afternoon peak period than the morning.

Side street volumes are relatively low in comparison to volumes along the Dogwood corridor; two-way volumes on Methuen Street number 40 vehicles or less during the AM and PM peak hours, 10 vehicles or less on Forward Road, and 80 vehicles or less on Bayview Avenue. Two-way volumes on Dogwood Drive were over 200 vehicles during the AM peak hour, and over 300 vehicles during the PM peak hour.

Cyclist volumes are low during the weekday morning and afternoon peak hours, with a maximum of four (4) cyclists observed at any of the study area intersections. This indicates relatively low uptake for non-recreational cycling.

Pedestrian volumes were higher than cycling volumes during the weekday morning and afternoon peak hours, with approximately 10-15 pedestrians crossing the Methuen Street and Bayview Avenue intersections in the AM peak hour, and 20-25 pedestrians in the PM peak hour.

### 3.2 MetroCount Volume Data

The Town of Ladysmith provided 24 hour vehicle counts along Dogwood Drive within the study area, collected between March 1 and May 10, 2022.

The average daily traffic is estimated to be approximately 3,000 vehicles. The hourly volume data indicated that vehicle traffic did not have a bimodal distribution (characterized by two distinct peak periods), but rather a single midday peak between approximately 11:00 AM and 4:00 PM, peaking at around 2:00 PM.

### 3.3 MetroCount Speed Data

The Town of Ladysmith also provided speed statistics on Dogwood Drive within the study area, collected between March 1 and May 10, 2022.

The posted speed limit on Dogwood Drive is 50 km/h. The 85$^{th}$ percentile speed during the study period was 47 km/h, the 95$^{th}$ percentile speed was approximately 52 km/h, and the median speed was 41 km/h. This indicates generally good compliance with the posted speed limit in the study area, however it should be noted that the counter was located adjacent to 200 Dogwood Drive, which is at the end of the horizontal curve, where drivers are more inclined to drive slowly than they would on a straightaway.

## 4.0 DESIGN CRITERIA

### 4.1 Design Speed

The current posted speed limit on Dogwood Drive is 50 km/h. After discussions with Town of Ladysmith staff, a design speed of 30 km/h was selected for the corridor, as an extension of the Ladysmith downtown core's reduced posted speed limit.

### 4.2 Sight Distance

Stopping sight distance for a design speed of 30 km/h on a level roadway is 35 metres.[1] Intersection sight distance for vehicles turning off the side streets onto Dogwood Drive is 65 metres for a design speed of 30 km/h.[2]

### 4.3 Design Vehicle

A TAC Medium Single Unit truck (MSU) was selected as the primary design vehicle for the corridor. Dogwood Drive and Bayview Avenue are both designated truck routes, and the MSU is representative of the size of vehicles that makes deliveries in urban and suburban areas.

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[1] TAC Geometric Design Guide for Canadian Roads, Table 2.5.2
[2] TAC Geometric Design Guide for Canadian Roads, Table 9.9.4

The New Flyer Hybrid bus was used as the design vehicle for the BC Transit bus stop, per the BC Transit Infrastructure Design Guidelines (November 2010). While the Town of Ladysmith currently uses minibuses, use of the full-size bus as a design vehicle accommodates future expansion of the transit system.

### 4.4 Travel Lane Design Criteria

A travel lane width of 3.5 metres (measured from face of curb to centreline) has been selected, based on the lane widths indicated in the Town of Ladysmith Engineering Drawing R-2 (20m ROW Urban Collector). A minimum width of 3.3 metres is required to accommodate BC Transit vehicles.

### 4.5 Pedestrian Facility Design Criteria

The BC Active Transportation Design Guide (BCATDG) provides guidance for selecting an appropriate type of pedestrian facility based on motor vehicle speeds and roadway context.

Based on the matrix provided in section C.1 of the BCATDG (and illustrated in

**Figure** 1), both separated and non-separated sidewalks are an appropriate facility for Dogwood Drive, given the design speed reduction and collector classification.

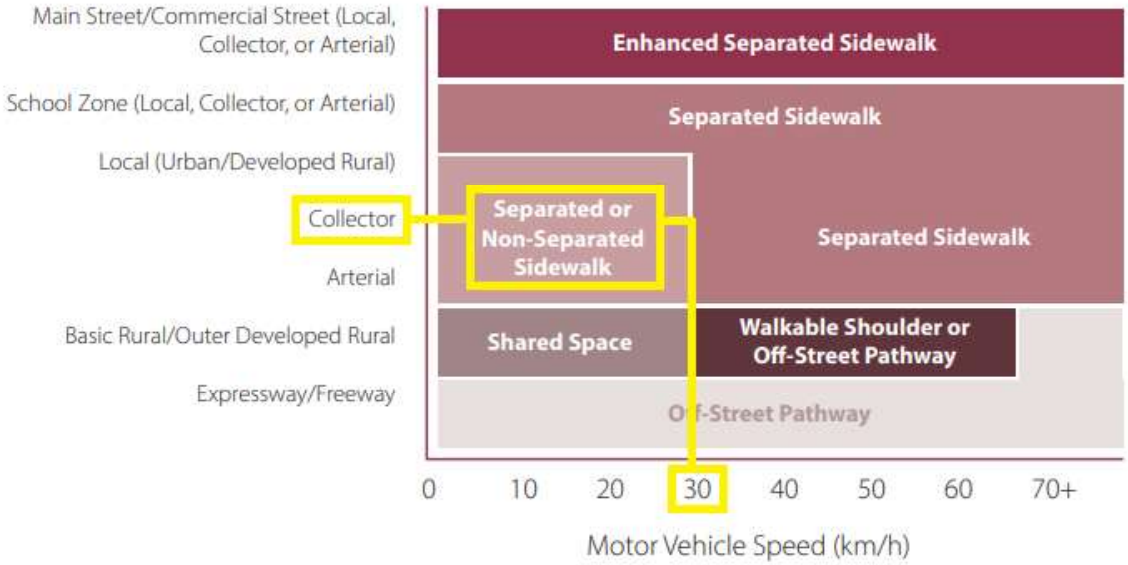


**Figure 1 – Pedestrian Facility Selection Decision Support Tool**

Ideally, sidewalks should be provided on both sides of the road to enhance connectivity and limit unnecessary road crossings. Currently, a sidewalk is only provided on the west side of the road. The existing road geometry creates challenges with extending a sidewalk on the east side of Dogwood Drive from Bayview Avenue to Methuen Street, particularly the horizontal curve and adjacent concrete roadside barrier.

Section C.2 of the BCATDG provides design guidance for sidewalk widths. For a collector road in a single-family residential neighbourhood, both the desirable width and constrained limit is 1.8 metres, which allows two people using mobility devices to pass one another. The absolute minimum width of 1.5 metres should only be used under constrained conditions for distances under 100 metres.

Section C.3 of the BCATDG provides design guidance for the furnishing zone (i.e. the boulevard space between the street and the sidewalk). For a basic separated sidewalk, the desirable width of the furnishing zone is 2.0 metres, with a constrained limit of 0.6 metres. A furnishing width of 0.9 metres is the absolute minimum for streetlights and utility poles, and 1.2 – 1.5 metres is the minimum required for tree pits.

Section C.3 of the BCATDG also provides design guidance for the frontage zone (i.e. the boulevard space between the sidewalk and the right-of-way line). A minimum frontage zone width of 0.3 metres is recommended to provide an offset between pedestrians and fences or buildings, and to accommodate construction.

## 4.6 Cycling Facility Design Criteria

The BCATDG provides guidance for selecting an appropriate type of cycling facility based on motor vehicle speeds and volumes.

Based on the matrix provided in section D.1 of the BCATDG (and illustrated in **Figure 2**), a bicycle lane or buffered bicycle lane would be an appropriate facility for the study area.

Based on the existing posted speed limit of 50 km/h, the study area is on the cusp of where a bicycle lane or buffered bicycle lane would be appropriate on the lower end of the speed / volume matrix, and where a protected bicycle lane or multi-use pathway would be appropriate on the higher end.

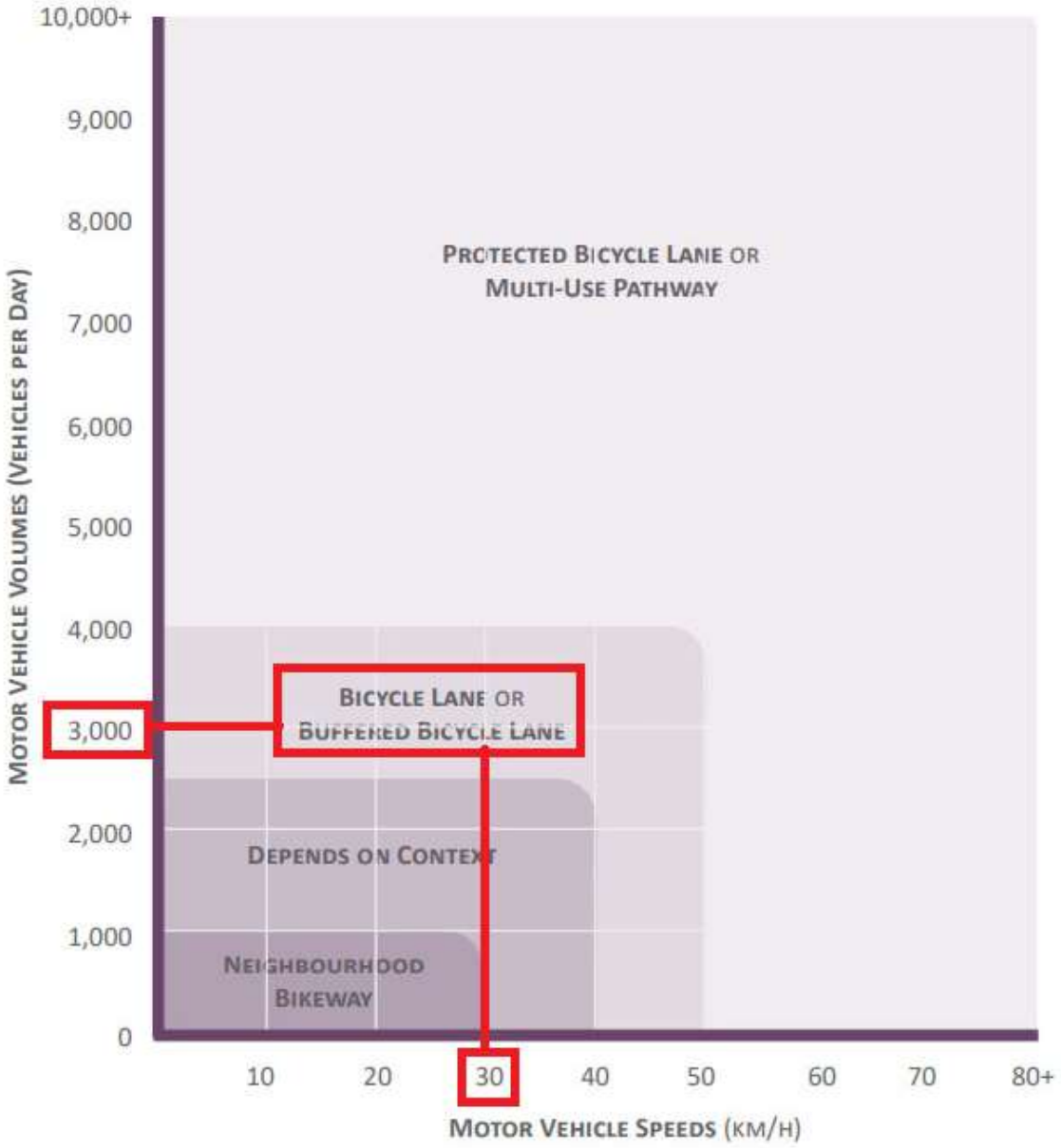


**Figure 2 – Bicycle Facility Selection Decision Support Tool**

**Table 1** outlines the design guidance from the BCATDG for the widths of the various types of cycling facilities.

**Table 1 – Bicycle Facility Width Guidance**

| Facility | Desirable Width (m) | Constrained Limit (m) |
|---|---|---|
| **Painted / Buffered Bicycle Lane** | | |
| Curbside Bicycle Lane | 1.8 | 1.5 |
| Buffer | 0.6 | 0.3 |
| **Protected Bicycle Lane** | | |
| Bicycle Through Zone (Uni-Directional) | 2.5 | 1.8 |
| Bicycle Through Zone (Bi-Directional) | 4.0 | 3.0 |
| Street Buffer Zone | 0.9 | 0.6 |
| Furnishing Zone | 2.0 | 0.25 |
| **Multi-Use Pathway** | | |
| Multi-use Pathway | 4.0 | 3.0 |
| Street Buffer Zone | ≥ 2.0 | 0.6 |

## 4.7 Bus Stop Design Criteria

The bus bay will be designed in accordance with the BC Transit Infrastructure Design Summary (March 2018).

Bus bays are appropriate where the roadway has a single travel lane in each direction where passing sight distance is not available for vehicles approaching a stopped bus. Given the existing bus stop's location on the far side of a horizontal curve with limited sight distance, the provision of a bus bay is appropriate here.

The bus bay will be designed to be 3 metres wide and 15 metres long, with an 18 metre taper on the inbound end, and a 10 metre taper on the outbound end.

The bus stop will be designed with amenities appropriate to local transit, including a transit shelter and bench, solid and level wheelchair landing pad and curb letdown, customer landing pad, and lighting. The landing pad will be a minimum of 9 metres in length to cover the front and rear door.

### 4.8 Concrete Roadside Barrier Design Criteria

Detailed design of the concrete roadside barrier on the east side of Dogwood Drive is not within the scope of this study.

The existing barrier appears to be in deteriorating condition, and may warrant replacement as part of the construction of the recommended improvements. Additionally, preliminary assessment of the BC MoTI Barrier Warrant Index indicates that the existing low barrier is likely sub-standard based on the in-situ geometry, and a full-height barrier may be warranted.

Section 660.01 of the BC MoTI Supplement to TAC Geometric Design Guide (April 2019) provides guidelines for fencing adjacent to a sidewalk or bikeway.

Situation B of the hazard warrant describes the need for fencing when a constructed fill slope has a grade steeper than 1.5:1, when the hazard is close to a sidewalk, bikeway, or trail that is known to be frequently used by pedestrians or cyclists, and when the height of the hazard meets the warrant.

If an on-street bikeway is recommended, a bicycle-height fence installed on top of the barrier is warranted given the substantial height of the drop (estimated to be greater than 3.0 metres) and distance from the top of the bank to the bikeway (effectively 0 metres).

## 5.0 PRELIMINARY ALTERNATIVES

WATT developed three preliminary alternatives for active transportation improvements along this segment of Dogwood Drive. Each option is described in the sections below, with a summary and comparison provided in **Section 5.4**.

## 5.1 Option 1 –Buffered Bikeway

Option 1 explored the feasibility of installing a buffered bikeway in the study area. The travel lanes would be reduced to a width of 3.5 metres, and an on-street bike lane 1.5 to 1.8 metres in width would be installed. The existing sidewalk on the west side of Dogwood Drive would be widened to 1.8 metres.

This option, while accomplishing the goal of improving conditions for cyclists, presents geometric challenges with maintaining an acceptable buffer between the travel lane and the bike lane within the existing right-of-way, particularly at the pinch point on the horizontal curve.

## 5.2 Option 2 – Multi-use Pathway

Option 2 explored the feasibility of converting the sidewalk on the west side of Dogwood Drive to a multi-use pathway. The travel lanes would be reduced to a width of 3.5 metres, and a 3.0 to 4.0 metre multi-use pathway would replace the existing sidewalk. Separation of bicycle and pedestrian traffic would not be warranted based on the low pedestrian volumes (less than 1,000 per day).

This option also accomplished the goal of improving conditions for cyclists, however the network connectivity is not intuitive, and a short segment of trail would do little to encourage cyclists to divert away from the roadway.

## 5.3 Option 3 – Traffic Calming

Option 3 explored the feasibility of extending the medians at the Dogwood Drive / Bayview Avenue intersection up to Methuen Street. The travel lanes would be reduced to a width of 3.5 metres, and the existing sidewalk on the west side of Dogwood Drive would be widened to 1.8 metres.

This option, while providing narrower travel lanes to reduce vehicle speeds, does not provide dedicated, separate infrastructure for cyclists.

## 5.4 Option Summary

A comparison of the key features of the three options is provided in **Table 2**.

**Table 2 – Summary of Alternatives**

| Design Feature | Option 1<br>Bikeway | Option 2<br>Multi-use Pathway | Option 3<br>Traffic Calming |
|---|---|---|---|
| **Travel Lanes** | 3.5m | 3.5m | 3.5m |
| **Bike Facility** | 1.5 – 1.8m Bike Lane<br>0.3 – 0.6m Buffer | 3.0 – 4.0 m Multi-use Pathway<br>0.6 – 2.0m Buffer | Shared Roadway |
| **Pedestrian Facility** | 1.5 – 1.8m Sidewalk | | 1.5 – 1.8m Sidewalk |

## 6.0 PREFERRED ALTERNATIVE

After discussions with Town of Ladysmith staff, it was decided to pursue Option 3 (Traffic Calming) for functional level design. Functional-level plans for the proposed design are provided in **Appendix A**. Key features of the design include:

- Reduced (3.5m wide) travel lanes for vehicles
- Reduced posted speed limit to 30 km/h
- Extension of the medians at the Dogwood Drive / Bayview Avenue intersection up to the Methuen Street intersection
- Reconstruction of the existing bus bay
- Reconstruction of the western curb frontage to replace the existing mountable curb with barrier curb
- Reconstruction and widening (to 2.0 metres) of sidewalk on west side of Dogwood Drive
- Extension of sidewalk on east side of Dogwood Drive from Forward Road to Bayview Avenue
- Sharrow pavement markings on Dogwood Drive between Bayview Avenue and Methuen Street
- Construction of a curb extension on the northeast corner of the Dogwood Drive / Methuen Street intersection to shorten crossing distance and improve pedestrian connectivity to adjacent sidewalks
- Restriped crosswalk on north leg and new crosswalk on west leg of Dogwood Drive / Methuen street intersection
- Bike route signage
- Replacement of existing substandard CRB (detailed design to be done by others)

A 2.0 metre sidewalk is able to be maintained along the entire western frontage of Dogwood Drive, however there is a pinch point where a buffer was not able to be maintained between the sidewalk and the road. An alternative was explored that provides a minimum 1.5m wide sidewalk buffer throughout the entire corridor, that would require a dedication of 1.1 $m^2$ from the 200 Dogwood Drive property.

## 6.1 Preliminary Phasing

The preferred alternative can be split into multiple phases for the purposes of construction:

- Construction of the eastern sidewalk extension on Dogwood Drive (Forward Road to Bayview Avenue)
- Reconstruction of the Dogwood Drive western frontage (sidewalk, bus bay, boulevard improvements)
- Construction of the median extensions and replacement of the CRB on Dogwood Drive, curb extensions at the Dogwood Drive / Methuen Street intersection, and installation of associated signage (including speed reduction)
- Painting of bikeway sharrows and installation of associated signage
    - Bikeway sharrows and signage can also be completed in the same phase as the median works, however it is recommended that it be completed after these works in the event that equipment and materials need to occupy the road, during median construction, risking damage to the pavement markings

Please feel free to reach out if you have any questions or comments related to the above.

Sincerely,
**WATT Consulting Group**

PROFESSIONAL
PROVINCE OF
K. A. MACHINA
# 54513
BRITISH COLUMBIA
ENGINEER

**2023-01-27**

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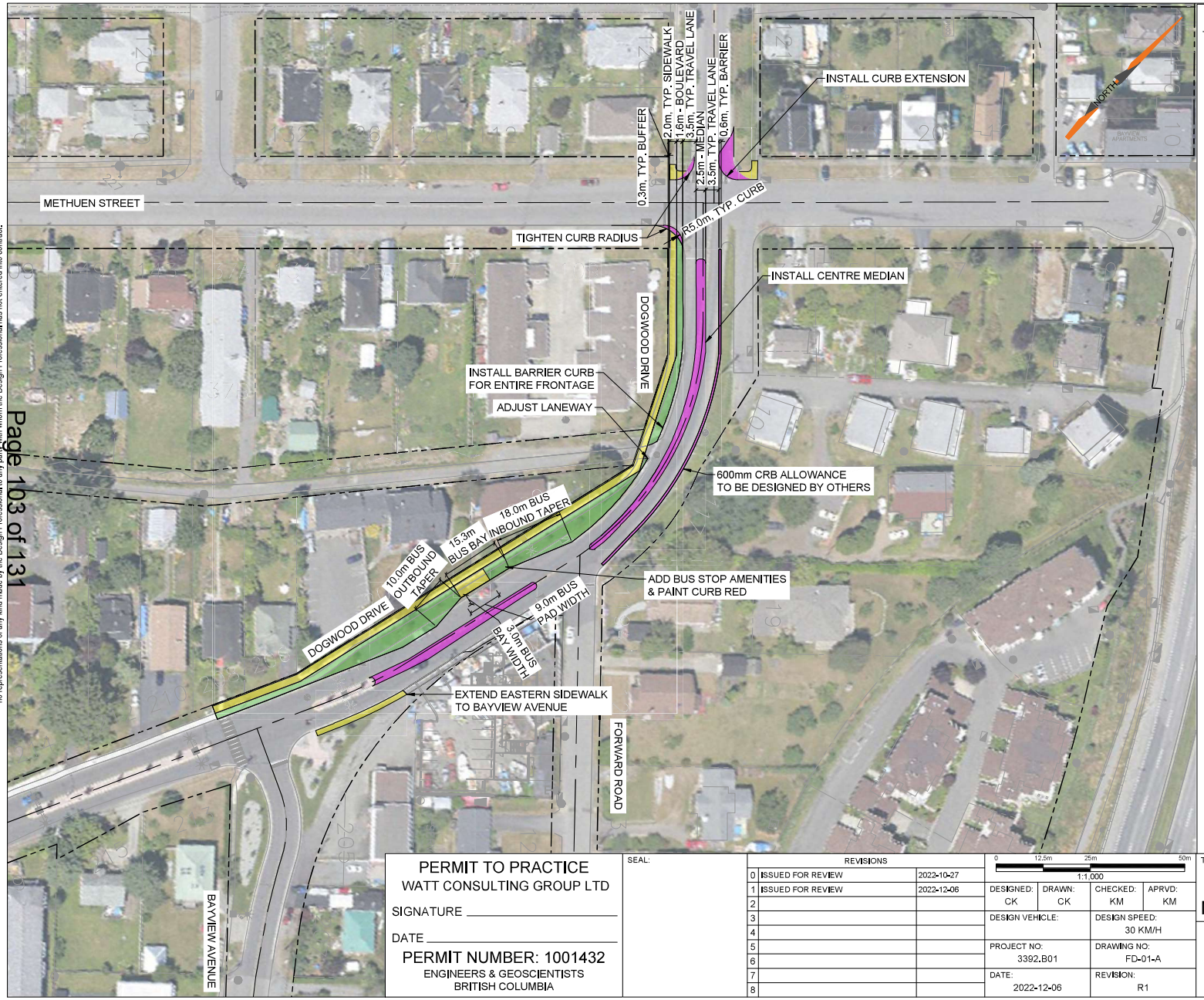
**WATT CONSULTING GROUP LTD.**
SIGNATURE
DATE 2023-01-27
PERMIT NUMBER 1001432
ENGINEERS & GEOSCIENTISTS
BRITISH COLUMBIA

**Kristen Machina,** *P.Eng.*
*Senior Transportation Engineer*

**C** 236-464-5265
**T** 250-388-9877 ext. 427
**E** kmachina@wattconsultinggroup.com

# APPENDIX A – FUNCTIONAL ROAD PLANS




## NEW CONSTRUCTION LEGEND

- SIDEWALK
- BOULEVARD
- BARRIER / MEDIAN /CURB EXTENSION
- ACQUIRE ROW

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PROJECT NO: 3392.B01

DRAWING NO: FD-01-A

DATE: 2022-12-06

REVISION: R1

TITLE: DOGWOOD DRIVE, LADYSMITH
ACTIVE TRANSPORTATION IMPROVEMENTS
NEW CONSTRUCTION - EXISTING ROW

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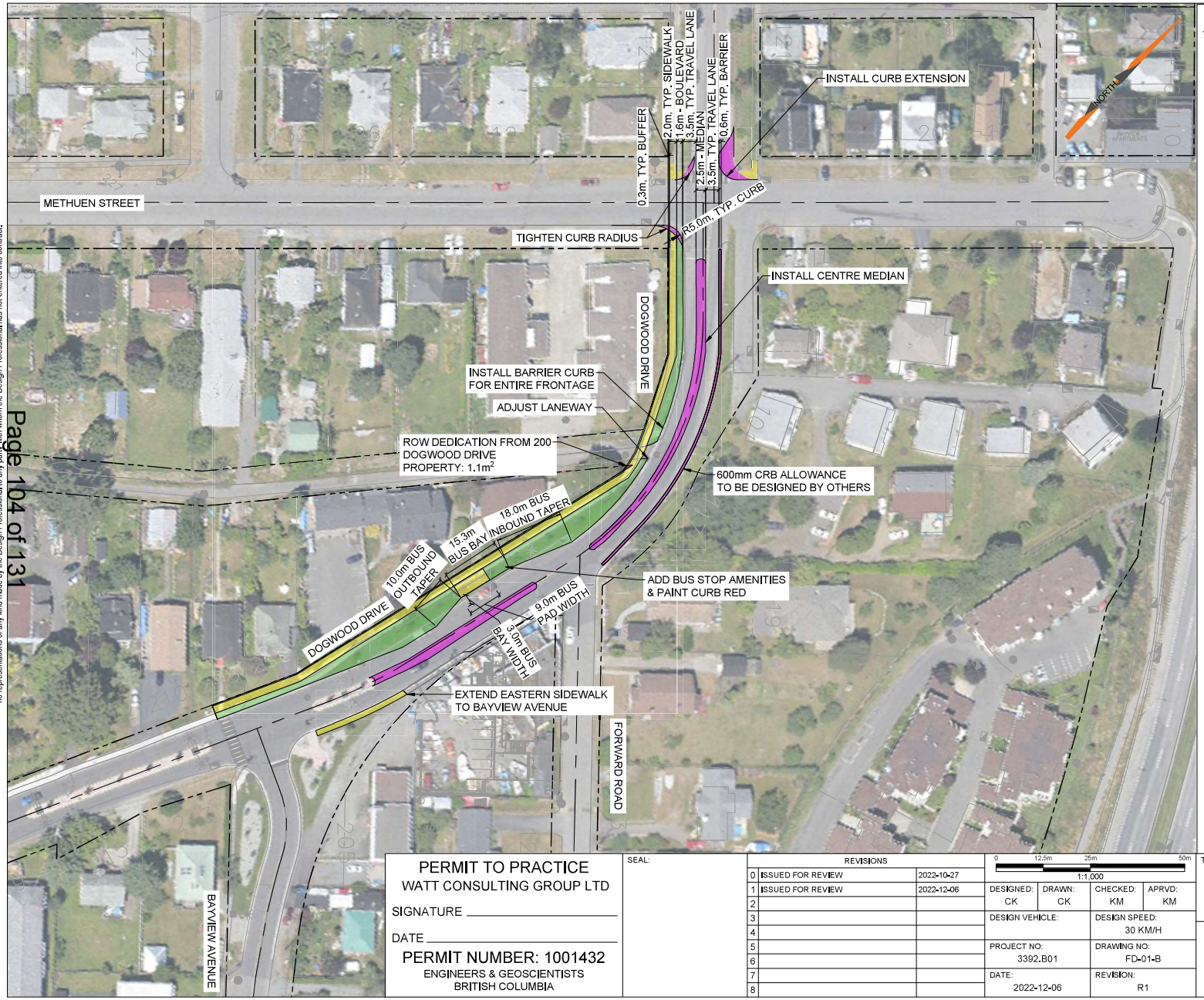


## NEW CONSTRUCTION LEGEND

- SIDEWALK
- BOULEVARD
- BARRIER / MEDIAN /CURB EXTENSION
- ACQUIRE ROW

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TITLE: DOGWOOD DRIVE, LADYSMITH
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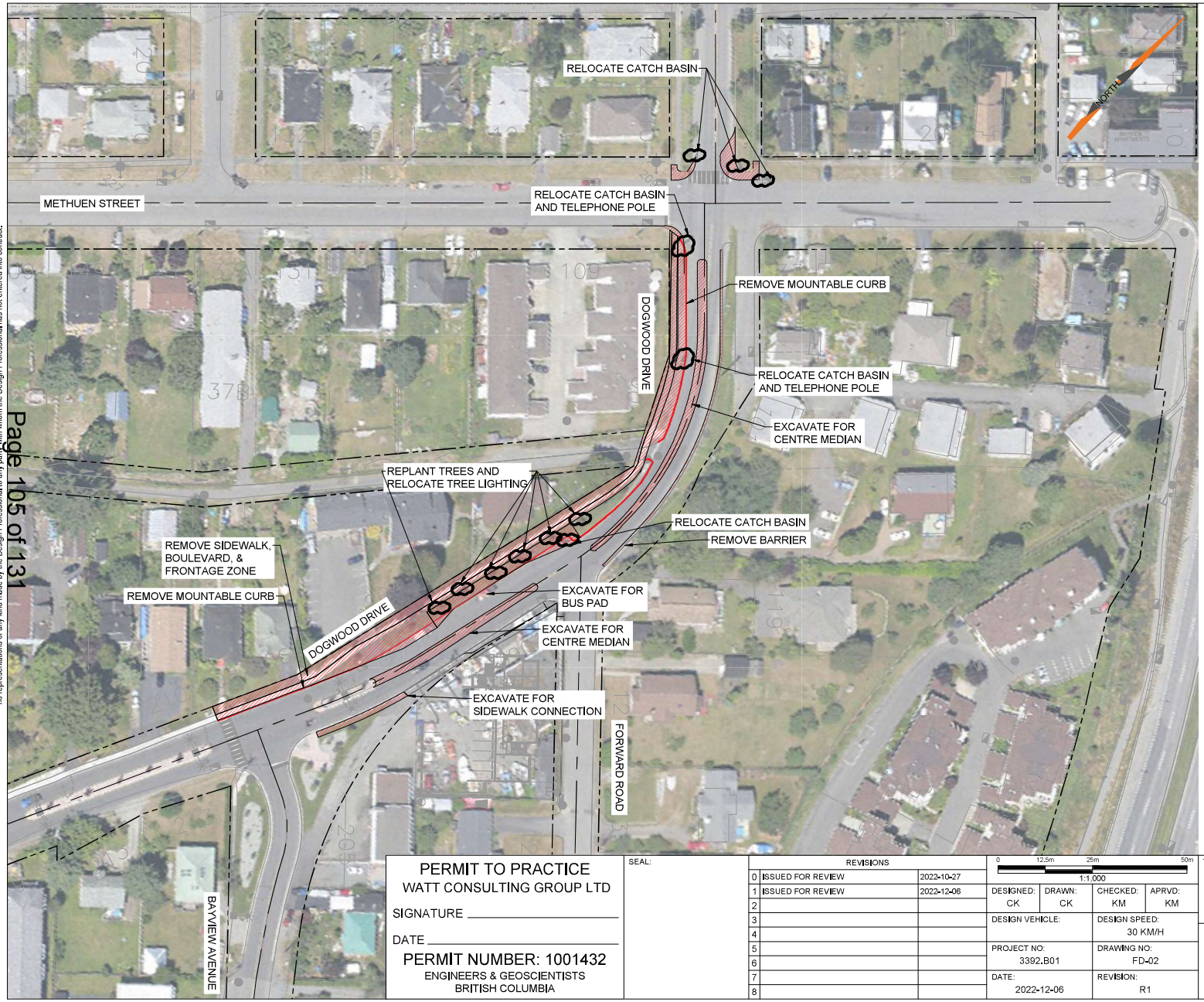


## REMOVALS LEGEND

REMOVAL ZONE

RELOCATION

CURB REMOVAL

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DATE: 2022-12-06

REVISION: R1

TITLE: DOGWOOD DRIVE, LADYSMITH
ACTIVE TRANSPORTATION IMPROVEMENTS
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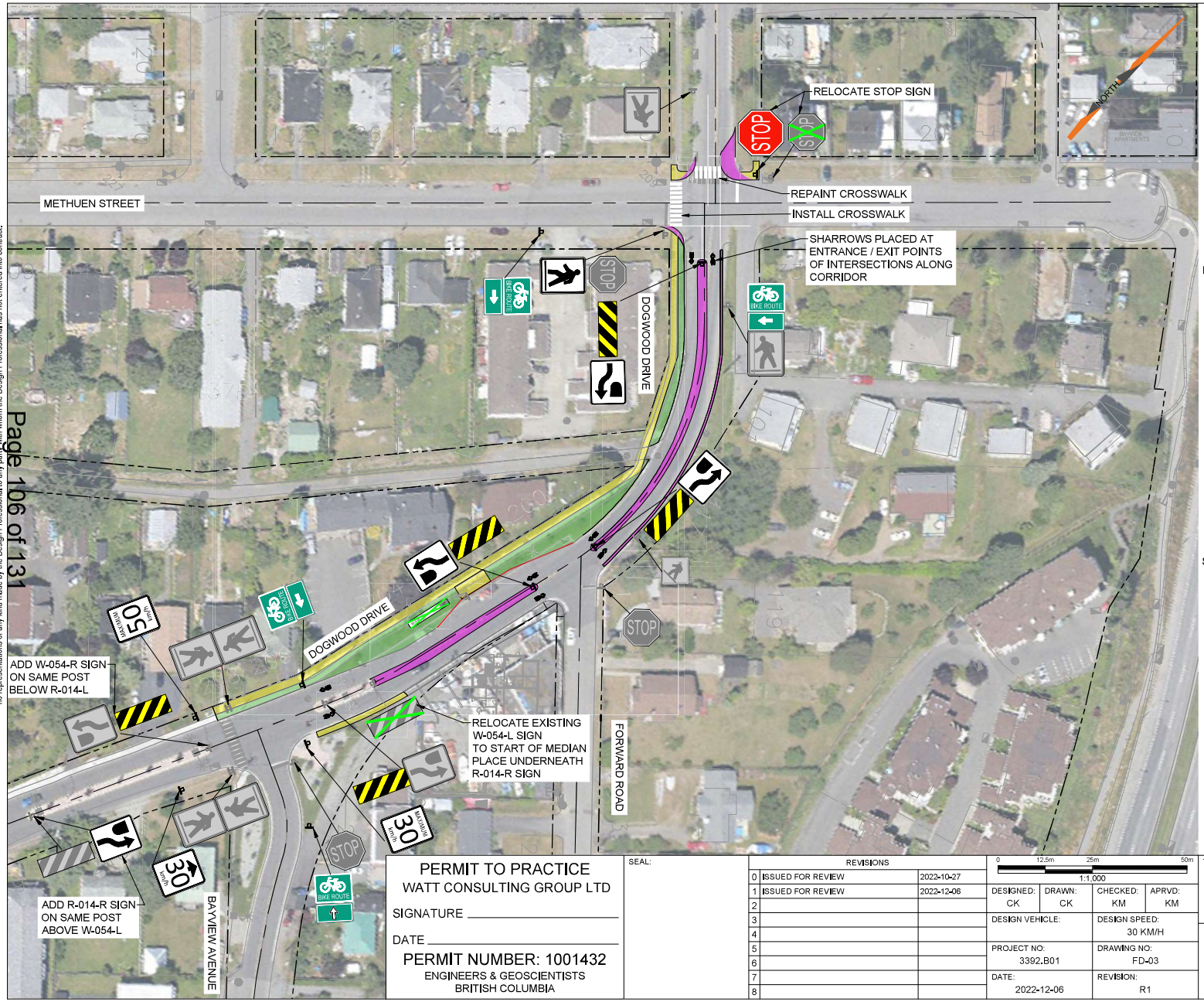


## SIGN LEGEND

SIGN MOUNT (EXISTING)

SIGN MOUNT (PROPOSED)

R-1 (EX) 60x60cm

R-14R (EX) 60x75cm

W-54-L (EX) 30x90cm

BC TRANSIT STRIP (EX) 11x76cm

PS-002 (EX) 60x60cm

PS-003-L (EX) 60x75cm

PS-003-R (EX) 60x75cm

R-4 (30)

R-4 (50)

R-3 (30)

R-14R 60x75cm

R-14L 60x75cm

B-G-1 & B-G-1 TAB-L

W-54-R 30x90cm

W-54-L 30x90cm

R-1

## PAVEMENT MARKING LEGEND

SHARROW

BUS STOP CURB PAINT

STOP BAR

ZEBRA CROSSWALK (3.0m, 0.6m, 0.6m, 0.6m)

PERMIT TO PRACTICE
WATT CONSULTING GROUP LTD

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DATE _____

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DATE: 2022-12-06

REVISION: R1

TITLE: DOGWOOD DRIVE, LADYSMITH ACTIVE TRANSPORTATION IMPROVEMENTS PAVEMENT MARKINGS / SIGNAGE

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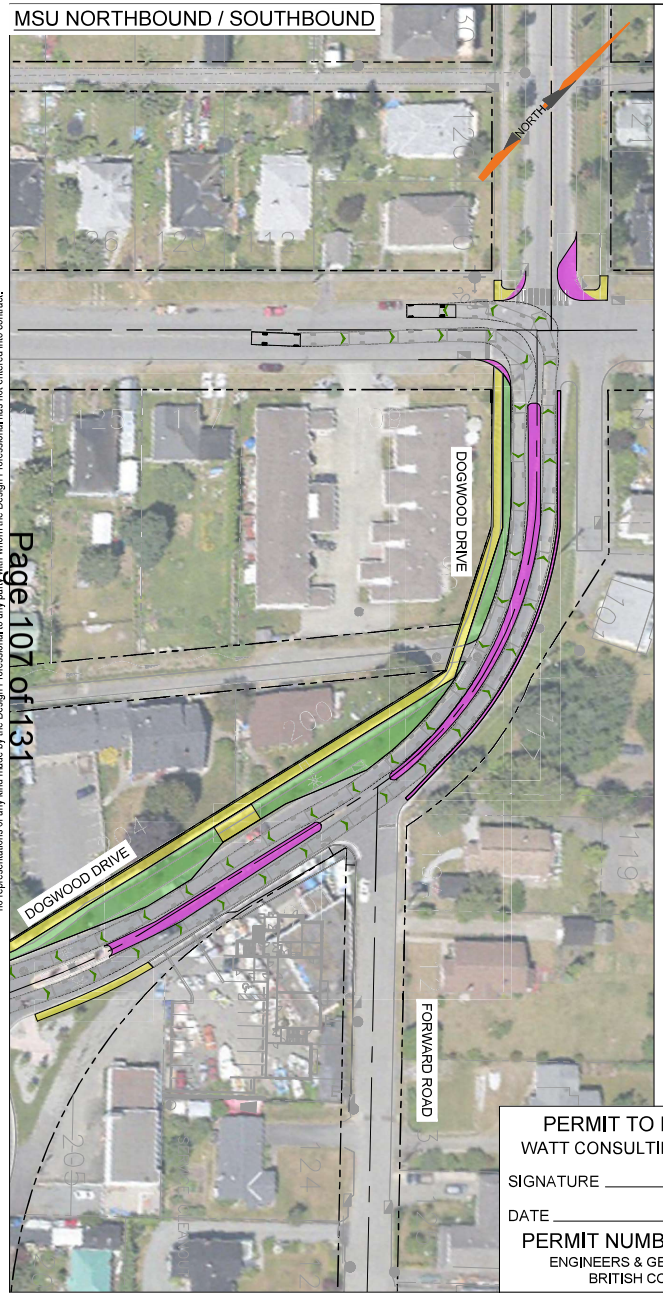
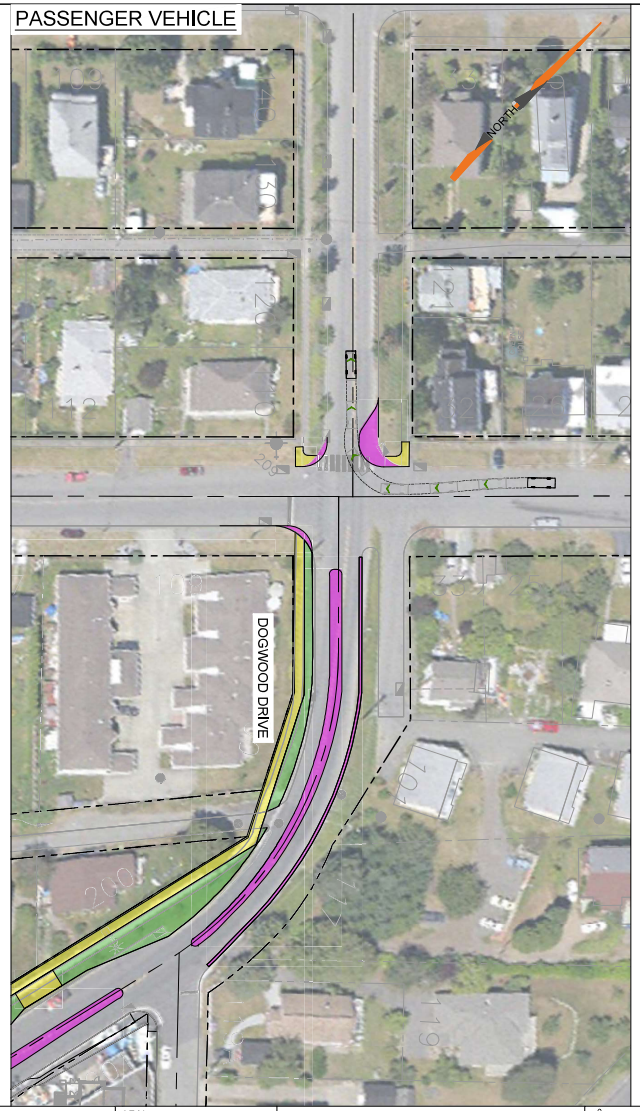
PLOTTED BY: Kristen Machnia

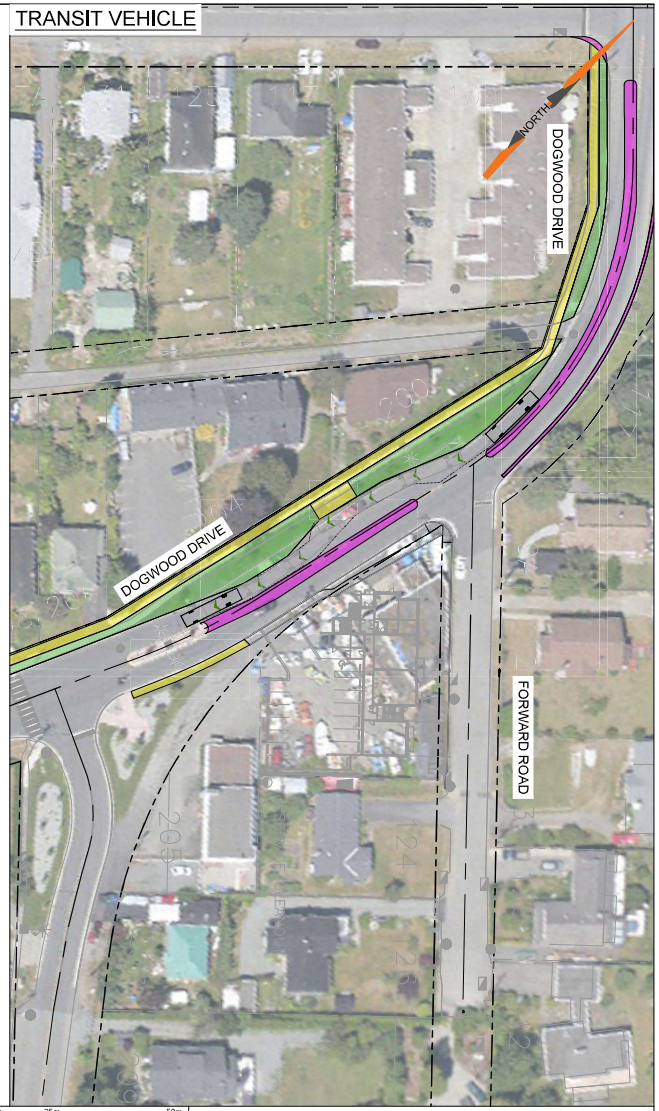
MSU NORTHBOUND / SOUTHBOUND




PASSENGER VEHICLE




TRANSIT VEHICLE




These Design Documents are prepared solely for the use by the party with whom the Design Professional has entered into a contract, and there are no representations of any kind made by the Design Professional to any party with whom the Design Professional has not entered into contract.

PROJECT: V:\Project Files\3392_Dogwood Drive AT Improvements - Ladysmith\5 - Design\R-3392-1-KXWA-TT-Dogwood Drive FD-R-3392-2-SP.dwg
PLOTTED BY: Kristen Mackie

PERMIT TO PRACTICE
WATT CONSULTING GROUP LTD

SIGNATURE _____

DATE _____

PERMIT NUMBER: 1001432
ENGINEERS & GEOSCIENTISTS
BRITISH COLUMBIA

SEAL:

| REVISIONS | | |
|---|---|---|
| 0 | ISSUED FOR REVIEW | 2022-10-27 |
| 1 | ISSUED FOR REVIEW | 2022-12-06 |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

0 12.5m 25m 50m
1:1,000

| DESIGNED: | DRAWN: | CHECKED: | APRVD: |
|---|---|---|---|
| CK | CK | KM | KM |

DESIGN VEHICLE: | DESIGN SPEED: 30 KM/H

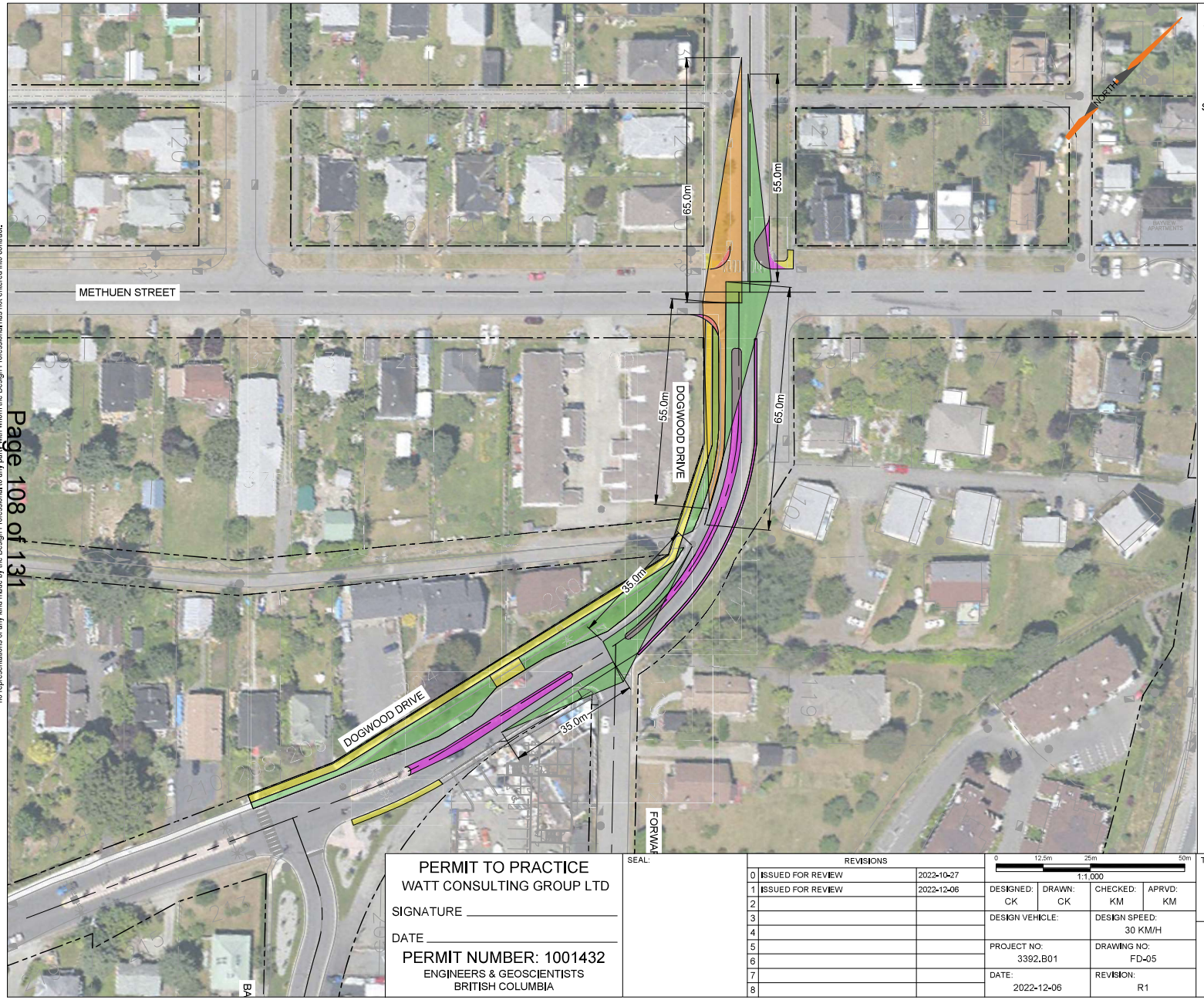
PROJECT NO: 3392.B01 | DRAWING NO: FD-04

DATE: 2022-12-06 | REVISION: R1

TITLE: DOGWOOD DRIVE, LADYSMITH
ACTIVE TRANSPORTATION IMPROVEMENTS
SWEPT PATH

WATT Consulting Group

Calgary, Edmonton, Lloydminster, Okanagan, Vancouver, Victoria
WATTCONSULTINGGROUP.COM




## SIGHT DISTANCE LEGEND

- MEETING SIGHT DISTANCE
- MEETING SIGHT DISTANCE (IF NO VERTICAL OBSTRUCTIONS
- NOT MEETING SIGHT DISTANCE

PERMIT TO PRACTICE
WATT CONSULTING GROUP LTD

SIGNATURE _____

DATE _____

PERMIT NUMBER: 1001432
ENGINEERS & GEOSCIENTISTS
BRITISH COLUMBIA

SEAL:

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| 6 | | |
| 7 | | |
| 8 | | |

0 12.5m 25m 50m
1:1,000

| DESIGNED: | DRAWN: | CHECKED: | APRVD: |
|---|---|---|---|
| CK | CK | KM | KM |

DESIGN VEHICLE:

DESIGN SPEED: 30 KM/H

PROJECT NO: 3392.B01

DRAWING NO: FD-05

DATE: 2022-12-06

REVISION: R1

TITLE: DOGWOOD DRIVE, LADYSMITH ACTIVE TRANSPORTATION IMPROVEMENTS SIGHTLINE ASSESSMENT

WATT Consulting Group

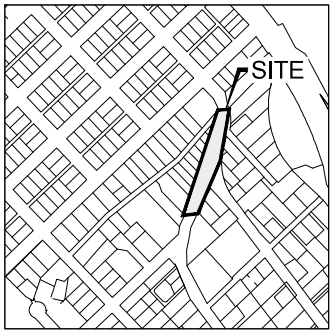
Calgary, Edmonton, Lloydminster, Okanagan, Vancouver, Victoria
WATTCONSULTINGGROUP.COM

These Design Documents are prepared solely for the use by the party with whom the Design Professional has entered into a contract, and there are no representations of any kind made by the Design Professional to any party with whom the Design Professional has not entered into contract.

PROJECT: V:\Project Files\3392_Dogwood Drive ATI Improvements - Ladysmith\5 - Design\FN-3392-11-X-XXWATT-Dogwood Drive ATI-R-3392-5-2-00.dwg
PLOT DATE: 12/06/2022 2:44 PM
PLOTTED BY: Kristen Mackrie

# ATTACHMENT B

KEY PLAN
1:750




LOCATION PLAN
NTS

GENERAL NOTES:
1. ALL WORK AND MATERIALS ARE TO BE AS DESCRIBED IN THE TOWN OF LADYSMITH (ToL) ENGINEERING STANDARDS & SPECIFICATIONS LATEST EDITION OR AS OTHERWISE APPROVED BY THE TOWN ENGINEER.
2. CONNECTION TO, OR ALTERATION OF, EXISTING TOWN–OWNED UTILITIES, REQUIRES AUTHORIZATION BY THE TOWN ENGINEER.
3. UPON APPROVAL OF THE PERMIT, THE TOWN OF LADYSMITH'S CONSTRUCTION DIVISION SHALL BE NOTIFIED 48 HOURS PRIOR TO COMMENCEMENT OF WORK.
4. THE ENGINEER SHALL BE NOTIFIED 48 HOURS PRIOR TO COMMENCEMENT OF WORK.
5. CONTRACTOR TO COMPLY WITH ALL APPLICABLE MINISTRY OF ENVIRONMENT AND DEPARTMENT OF FISHERIES & OCEANS CANADA REQUIREMENTS AT ALL TIMES DURING CONSTRUCTION.
6. CONTRACTOR TO CONFIRM LOCATION OF EXISTING UTILITIES AT ALL CROSSINGS AND CONNECTIONS AND REPORT ANY DISCREPANCIES TO THE ENGINEER PRIOR TO CONSTRUCTION.
7. CONTRACTOR TO CONFIRM THAT ELEVATION, LOCATION AND GRADIENT OF ASPHALT MATCH EXISTING PRIOR TO PLACEMENT OF ASPHALT OR CONCRETE.
8. ALL TREES NOT BEING REMOVED IN THE CONSTRUCTION AREA SHALL BE PROTECTED.
9. ADJUST ALL MANHOLES, WATER VALVES, HYDRO VAULTS, ETC. TO MATCH NEW CONSTRUCTION. ALL LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES SHOWN ARE APPROXIMATE ONLY AND SHOULD BE CONFIRMED BY USE OF A PIPE LOCATOR AND MANUAL DIGGING. ALL OR ANY STRUCTURES NOT NECESSARILY SHOWN.
10. ALL DISTURBED SURFACES TO BE RESTORED TO EXISTING CONDITION OR BETTER.
11. ALL ELEVATIONS ARE TO GEODETIC DATUM AND ARE REFERENCED TO MONUMENT 87H3564 WITH AN ELEVATION OF 53.78 LOCATED ON THE WEST SIDE OF DOGWOOD DRIVE NEAR THE INTERSECTION WITH BAYVIEW AVE.
12. DATA SOURCES:
    - TOPOGRAPHIC SURVEY PROVIDED BY HEROLD ENGINEERING PERFORMED IN FEBRUARY 2023
    - UTILITY INFORMATION PROVIDED BY THE TOWN OF LADYSMITH

WATERMAIN NOTES:
1. ALL WATERMAIN VALVES ARE TO BE OPERATED BY ToL STAFF. THE TOWN OF LADYSMITH'S CONSTRUCTION DIVISION SHALL BE NOTIFIED 48 HOURS PRIOR ANY PLANNED WORK.

STORM SEWER NOTES:
1. ALL CATCH BASINS ARE TO BE ToL TYPE 3 UNLESS OTHERWISE NOTED.
2. ALL CATCH BASIN LEADS ARE TO BE 200ø PVC SDR35 UNLESS OTHERWISE NOTED.

ROAD NOTES:
1. ALL CURB AND GUTTER TO BE ToL TYPE C2 UNLESS OTHERWISE NOTED.
2. MEDIAN INFILL TO BE STAMPED BRICK PATTERN TO MATCH EXISTING MEDIAN

GAS NOTES:
1. GAS MAIN AND SERVICE LOCATIONS ARE APPROXIMATE ONLY AND ARE BASED ON FORTIS BC DIGITAL AS–BUILTS.
2. GAS MAIN TO BE LOWERED AND/OR RELOCATED BY FORTIS BC.

## LIST OF DRAWINGS

| DWG No. | DESCRIPTION |
|---|---|
| C01 | KEY PLAN, DRAWING LIST, & GENERAL NOTES |
| C02 | ROAD – PLAN/PROFILE<br>DOGWOOD DRIVE – STA. 0+000 TO 0+140 |
| C03 | ROAD – PLAN/PROFILE<br>DOGWOOD DRIVE – STA. 0+140 TO 0+230 |
| C04 | LINE PAINTING AND SIGNAGE |
| C05 | CROSS SECTIONS |

PRELIMINARY

NOT FOR CONSTRUCTION

| WATER PROPOSED | WATER EXISTING | SAN PROPOSED | SAN & TEL EXISTING | STORM PROPOSED | STORM EXISTING |
|---|---|---|---|---|---|
| WATERMAIN | WATERMAIN | SANITARY MAIN | SANITARY MAIN | STORM MAIN | STORM MAIN |
| WATER SERVICE | WATER SERVICE | CAPPED END | CAPPED END | CAPPED END | CAPPED END |
| CAPPED END | CAPPED END | MANHOLE | MANHOLE | MANHOLE | MANHOLE |
| VALVE | VALVE | CLEANOUT | TEL CROSSING | CATCHBASIN TYPE 1&2 | CATCHBASIN |
| FIRE HYDRANT | FIRE HYDRANT | | | CATCHBASIN TYPE 3 | |
| REDUCER | REDUCER | | | CLEANOUT | |

| REV. NO. | DATE | REVISION DESCRIPTION | SIGNATURE |
|---|---|---|---|
| A | 2023-03-03 | PRELIMINARY DESIGN | PGR |

PREPARED BY
HEROLD ENGINEERING
3701 Shenton Rd, Nanaimo, BC V9T 2H1
Tel: 250-751-8558 Fax: 250-751-8559
Email: mail@heroldengineering.com

LADYSMITH

TOWN OF LADYSMITH

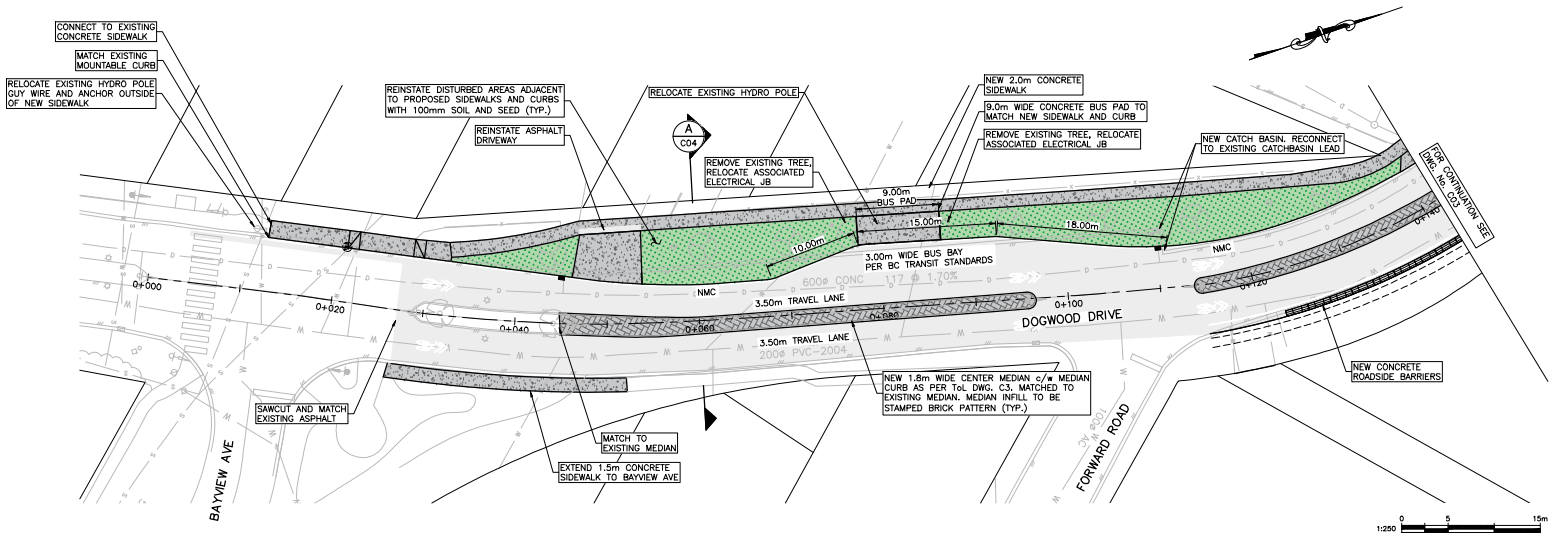
TITLE: DOGWOOD DRIVE TRAFFIC CALMING KEY PLAN, DRAWING LIST & GENERAL NOTES

SHEET No: C01 VER. No: A
SCALE: H: 1:750 V: N/A
FILE: 0037–097
DRAWN BY: GTH DESIGNED BY: PGR
DATE: MARCH 2023

File: H:\Projects\0037-097 Dogwood Drive Traffic Calming Preliminary Design\04C Drawings\0037-097 Civil Drawings.dwg Plot Time: Apr 03, 2023 – 4:35pm User: EPierce

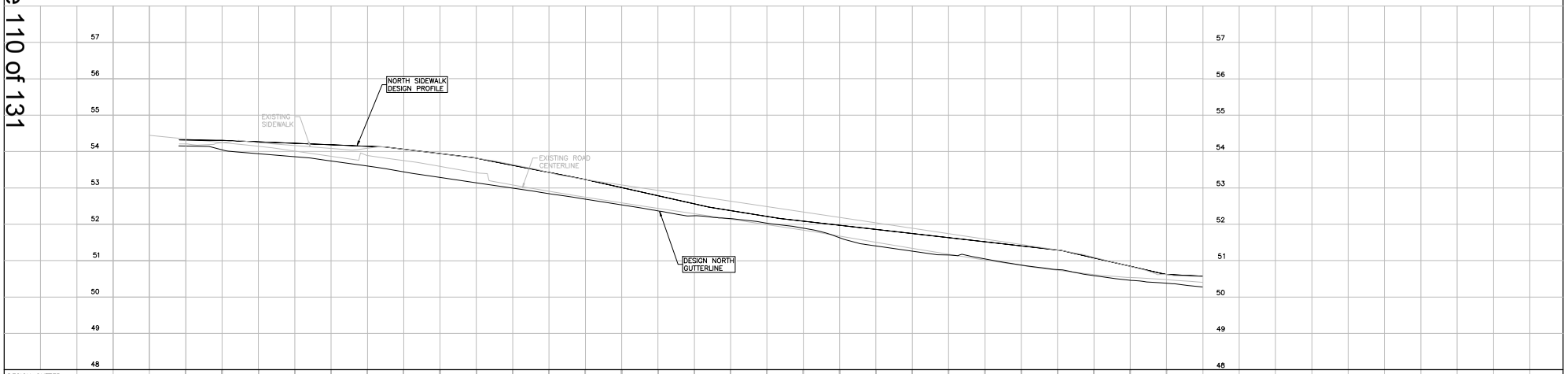
NOTES:

1. FOR GENERAL NOTES SEE DWG. No. C01.
2. ALL NEW CURB TO BE NON-MOUNTABLE CONCRETE CURB AND GUTTER (NMC) AS PER ToL DWG. C2




PRELIMINARY

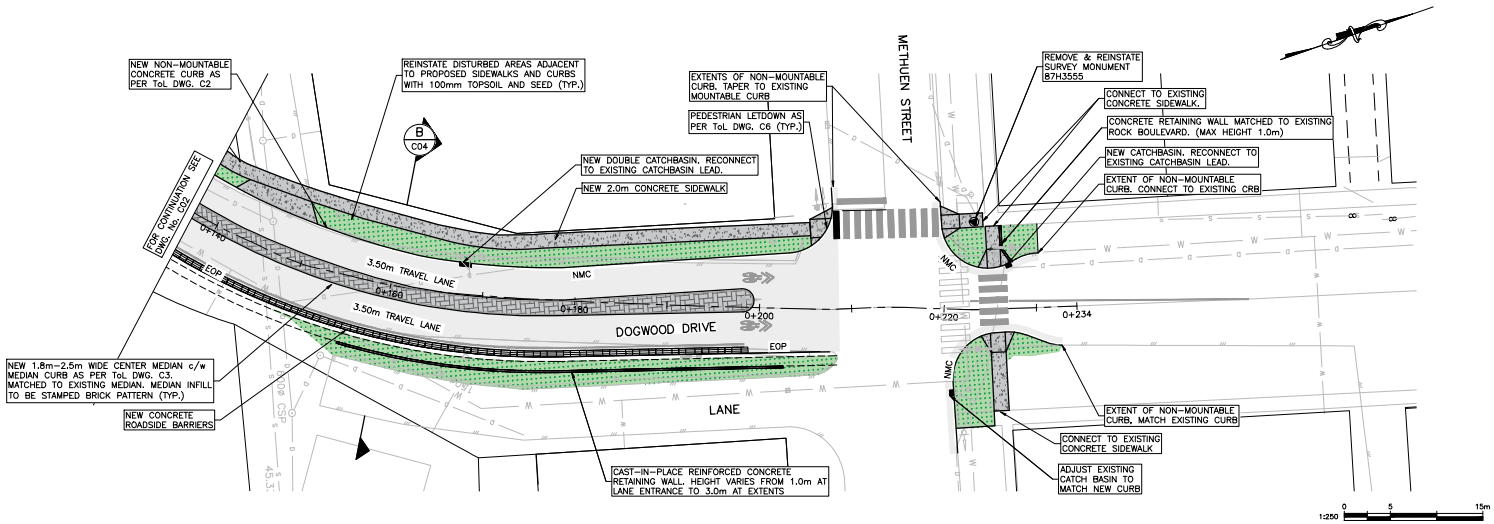
NOT FOR CONSTRUCTION




| | | |

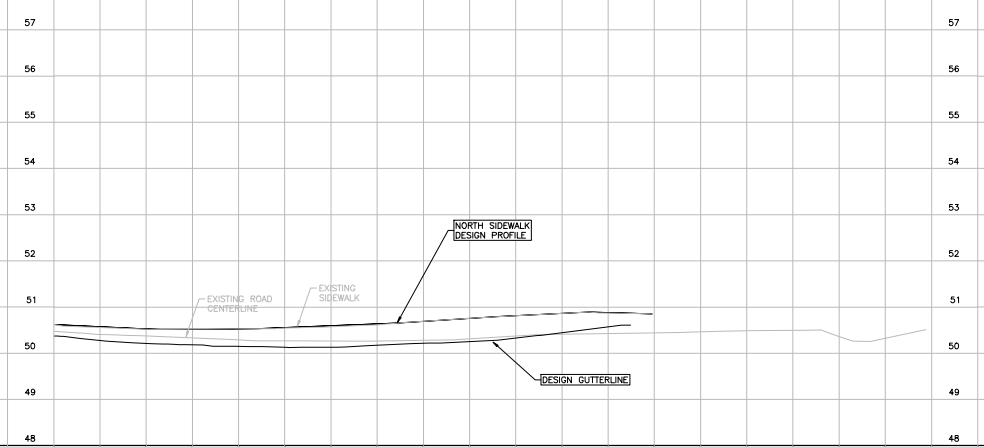
NOTES:

1. FOR GENERAL NOTES SEE DWG. No. C01.
2. ALL NEW CURB TO BE NON-MOUNTABLE CONCRETE CURB AND GUTTER (NMC) AS PER ToL DWG. C2




PRELIMINARY

NOT FOR CONSTRUCTION




| | | |

NOTES:

1. FOR GENERAL NOTES SEE DWG. No. C01.
2. ALL PAINT MARKINGS AND SIGNAGE TO BE AS PER THE 'MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES' (MUTCD) AND THE 'BIKEWAY TRAFFIC CONTROL GUIDELINES FOR CANADA' PUBLISHED BY THE TRANSPORTATION ASSOCIATION OF CANADA.
3. ALL SIGNS TO BE MOUNTED AT A HEIGHT OF 2.0m TO 3.0m.
4. ALL PAINT MARKINGS TO BE THERMOPLASTIC PAINT.
5. ALL EXISTING PARKING RELATED SIGNAGE TO BE KEPT, REMOVED, OR REINSTALLED AS PER DIRECTION FROM TOWN REPRESENTATIVE.
6. PAINT MARKING LEGEND:
   - 6.1. 'WL' – WHITE LINE, 0.1m WIDE
   - 6.2. 'YL' – YELLOW LINE, 0.1m WIDE
   - 6.3. 'SB' – DENOTES STOP BAR, 0.6m WIDE
   - 6.4. 'ZXW' – DENOTES ZEBRA STYLE CROSSWALK, MULTIPLE 0.6m WIDE BARS, 2.5m LONG.

SIGN LEGEND:

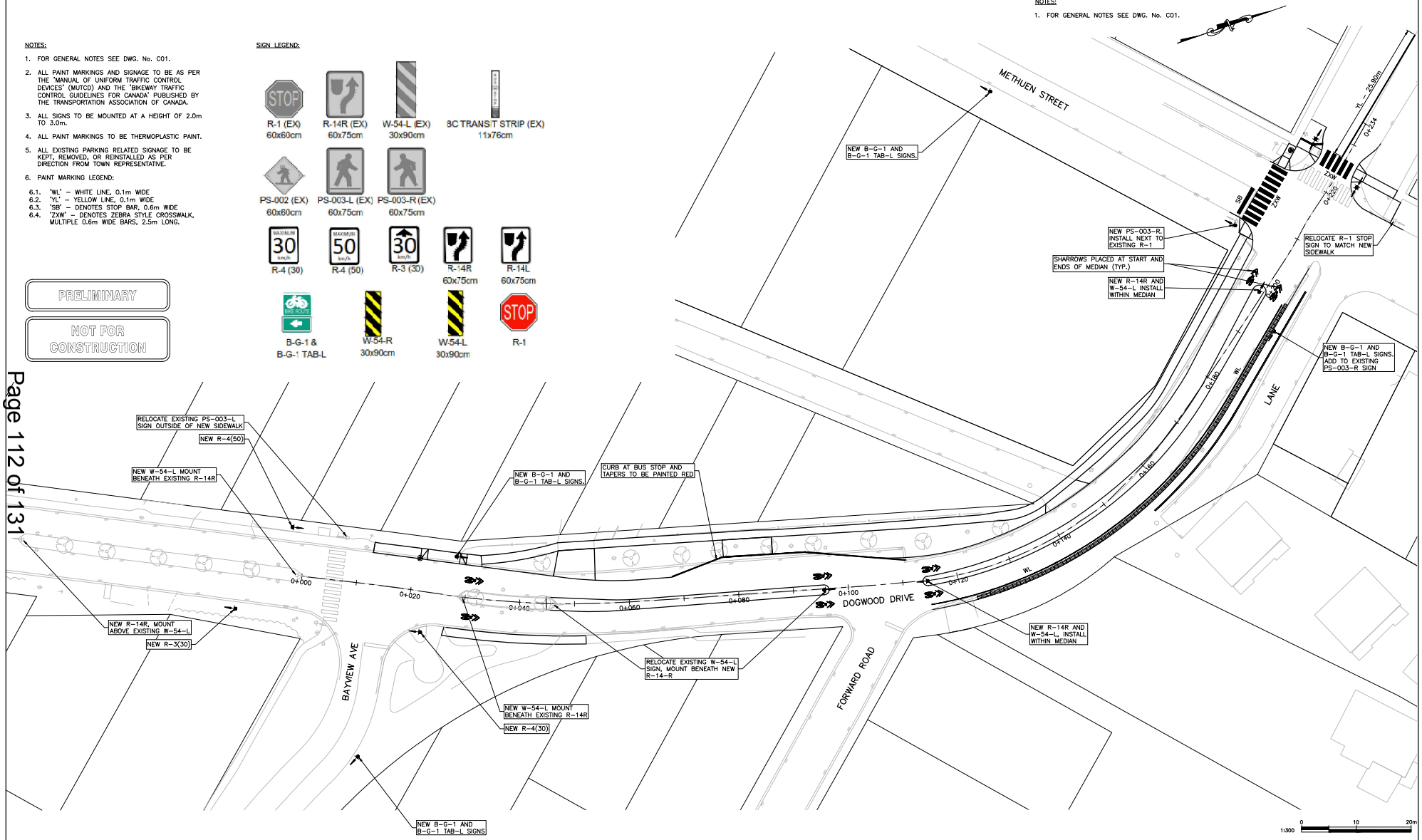



PRELIMINARY

NOT FOR CONSTRUCTION

NOTES:

1. FOR GENERAL NOTES SEE DWG. No. C01.




| WATER PROPOSED | WATER EXISTING | SAN PROPOSED | SAN & TEL EXISTING | STORM PROPOSED | STORM EXISTING |
|---|---|---|---|---|---|
| WATERMAIN | WATERMAIN | SANITARY MAIN | SANITARY MAIN | STORM MAIN | STORM MAIN |
| WATER SERVICE | WATER SERVICE | CAPPED END | CAPPED END | CAPPED END | CAPPED END |
| CAPPED END | CAPPED END | MANHOLE | MANHOLE | MANHOLE | MANHOLE |
| VALVE | VALVE | CLEANOUT | TEL CROSSING | CATCHBASIN TYPE 1&2 | CATCHBASIN |
| FIRE HYDRANT | FIRE HYDRANT | | | CATCHBASIN TYPE 3 | |
| REDUCER | REDUCER | | | CLEANOUT | |

| REV. NO. | DATE | REVISION DESCRIPTION | SIGNATURE |
|---|---|---|---|
| A | 2023/03/27 | ISSUED FOR RDSI | PGR |


PREPARED BY
HEROLD ENGINEERING
3701 Shenton Rd, Nanaimo, BC V9T 2H1
Tel: 250-751-8568 Fax: 250-751-8569
Email: mail@heroldengineering.com


LADYSMITH

# TOWN OF LADYSMITH

TITLE: DOGWOOD DRIVE TRAFFIC CALMING LINE PAINTING AND SIGNAGE

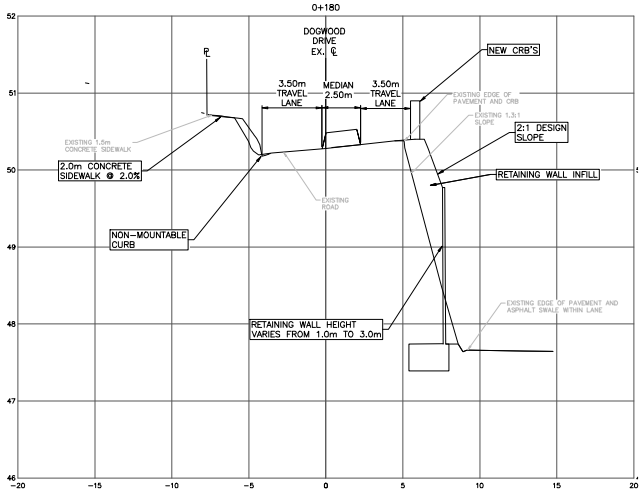
| | |
|---|---|
| SHEET No: C04 | VER. No: A |
| SCALE: H: 1:250 | V: N/A |
| FILE: 0037-097 | |
| DRAWN BY: GTH | DESIGNED BY: GTH |
| DATE: MARCH 2023 | |



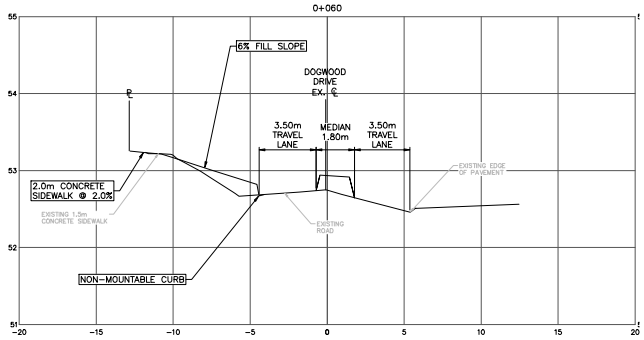
File: H:\Projects\0037-097 Dogwood Drive Traffic Calming Preliminary Design\04C Drawings\0037-097 Civil Drawings.dwg Plot Time: Apr 03, 2023 - 4:35pm User: EPierce

NOTES:

1. FOR GENERAL NOTES SEE DWG. No. C01.




B / C03 SECTION
1:150H 1:30V




A / C02 SECTION
1:150H 1:30V

PRELIMINARY

NOT FOR CONSTRUCTION

| WATER PROPOSED | WATER EXISTING | SAN PROPOSED | SAN & TEL EXISTING | STORM PROPOSED | STORM EXISTING |
|---|---|---|---|---|---|
| WATERMAIN | WATERMAIN | SANITARY MAIN | SANITARY MAIN | STORM MAIN | STORM MAIN |
| WATER SERVICE | WATER SERVICE | CAPPED END | CAPPED END | CAPPED END | CAPPED END |
| CAPPED END | CAPPED END | MANHOLE | MANHOLE | MANHOLE | MANHOLE |
| VALVE | VALVE | CLEANOUT | TEL CROSSING | CATCHBASIN TYPE 1&2 | CATCHBASIN |
| FIRE HYDRANT | FIRE HYDRANT | | | CATCHBASIN TYPE 3 | |
| REDUCER | REDUCER | | | CLEANOUT | |

| REV. NO. | DATE | REVISION DESCRIPTION | SIGNATURE |
|---|---|---|---|
| A | 2023/03/27 | ISSUED FOR RDR | RDR |

PREPARED BY

HEROLD ENGINEERING
3701 Shenton Rd, Nanaimo, BC V9T 2H1
Tel: 250-751-8568 Fax: 250-751-8569
Email: mail@heroldengineering.com

LADYSMITH

# TOWN OF LADYSMITH

TITLE: DOGWOOD DRIVE TRAFFIC CALMING CROSS SECTIONS

SHEET No: C05 VER. No: A
SCALE: H: 1:150 V: 1:30
FILE: 0037-097
DRAWN BY: GTH DESIGNED BY: GTH
DATE: MARCH 2023



File: H:\Projects\0037-097 Dogwood Drive Traffic Calming Preliminary Design\04C Drawings\0037-097 Civil Drawings.dwg Plot Time: Apr 03, 2023 - 4:35pm User: EPierce

Town of Ladysmith
Engineering

## Project Cost Estimate Summary

**Town Project #:**
**Project Name: Dogwood Drive Upgrades**

**Estimate completed by:** EGAP/PGR
**Date:** 03-Apr-23

| SAP Leg | Description | Planning (Class C) | 50% Design Class B | 95% Design Class B | 100% Design Class A |
|---|---|---|---|---|---|
| | Accuracy (for use in -99 Contingency) | 25% | 20% | 15% | 10% |
| -03 | Land | | | | |
| -05 | Construction | | | | |
| | Section 2 - General Conditions | 21,826 | N/A | N/A | N/A |
| | Section 3 - General Requirements | 31,226 | N/A | N/A | N/A |
| | Section 4 - Trench Excavation, Bedding, Backfill | 6,000 | N/A | N/A | N/A |
| | Section 5 - Storm Sewer System | 26,400 | N/A | N/A | N/A |
| | Section 6 - Curbs & Sidewalks | 291,520 | N/A | N/A | N/A |
| | Section 7 - Streets | 76,126 | N/A | N/A | N/A |
| | Section 8 - Roadway Lighting & Traffic Signals | 30,000 | N/A | N/A | N/A |
| | Section 9 - Retaining Walls | 102,500 | N/A | N/A | N/A |
| | Section 9 - Asphaltic Concrete Paving | 112,030 | N/A | N/A | N/A |
| | Section 10 - Landscape | 29,900 | N/A | N/A | N/A |
| | **-05 Construction Subtotal** | **$ 727,527** | **$ -** | **$ -** | **$ -** |
| -06 | Private Utilities (Hydro, Telus, FortisBC, Shaw ) | | $ - | $ - | $ - |
| -07 | Environmental Monitor | | | | |
| -09 | Field Engineering, Testing (10%) | $ 72,753 | | | $ - |
| -12 | Town - Supplied Materials | | | | |
| -13 | Other | | | | |
| | **Subtotal:** | **$ 800,280** | **$ -** | **$ -** | **$ -** |
| -99 | Contingency (Based on Class) | $ 200,070 | $ - | $ - | $ - |
| | **Total Estimated Costs** | **$ 1,000,350** | **$ -** | **$ -** | **$ -** |
| | **Budget:** | **0** | **0** | **0** | **0** |

| **FUNDING ALLOCATION - individual utility value (Sections 5, 6, 7 and 8-12)** | | | | |
|---|---|---|---|---|
| Roads | | | | |
| Storm | | | | |
| Water | | | | |
| Sanitary | | | | |
| | **$ -** | **$ -** | **$ -** | **$ -** |

| **FUNDING SUMMARY** | | | | |
|---|---|---|---|---|
| DCC Roads | | | | |
| Roads Capital | | | | |
| DCC Storm | | | | |
| Storm Capital | | | | |
| DCC Water | | | | |
| Water Capital | | | | |
| DCC Sanitary | | | | |
| Sanitary Capital | | | | |
| Private Contributions | | | | |
| Grants | | | | |
| ICBC | | | | |
| Other | | | | |
| **Total Budget:** | **0** | **0** | **0** | **0** |

| | | | | |
|---|---|---|---|---|
| *-06 Private Utilities:* | | | | |
| *BC Hydro* | | | | |
| *Telus* | | | | |
| *Shaw Cable* | | | | |
| *FortisBC* | | | | |
| *E&N Railway* | | | | |
| ***Subtotal*** | *0* | *0* | *0* | *0* |

**Notes:**

# Cost Estimate Schedule of Quantities and Prices

**Town Project #:**
**Project Name:** **Dogwood Drive Upgrades**

| Item | | | Est.Qty. | Units | Unit Price | Total |
|---|---|---|---|---|---|---|
| **Section 2** | | **General Conditions** | | | | |
| 2.1 | | Location of Works - Project Layout (3% of Total) | 1 | LS | $ 21,826 | $ 21,826 |
| | | **Total Section 2** | | | | **$ 21,826** |
| **Section 3** | | **General Requirements** | | | | |
| 3.1 | | Existing Structures and Utility Works | | | | |
| | | Location of Existing Structures | | | | |
| | a) | Storm, Sanitary, Water | 1 | ea | $ 500 | $ 500 |
| | b) | Hydro, Telus, Gas | 1 | ea | $ 500 | $ 500 |
| 3.2 | | Control of Public Traffic (3% of Total) | 1 | LS | $ 21,826 | $ 21,826 |
| 3.3 | | Removal of Existing Structures | | | | |
| | a) | Catch Basins | 6 | ea | $ 600 | $ 3,600 |
| 3.4 | | Removal of Existing Structures | | | | |
| | a) | Concrete No-Post Barrier | 24 | ea | $ 200 | $ 4,800 |
| | | **Total Section 3** | | | | **$ 31,226** |
| **Section 4** | | **Trench Excavation, Bedding and Backfill** | | | | |
| 4.1 | | Surface Restoration | | | | |
| | | *TEMPORARY SURFACE RESTORATION* | | | | |
| | a) | Cold Mix (50 mm thick) @ Catch Basins | 120 | $m^2$ | $ 50 | $ 6,000 |
| | | **Total Section 4** | | | | **$ 6,000** |
| **Section 5** | | **Storm Sewer System** | | | | |
| 5.1 | | Piping | | | | |
| | a) | 200mm dia. PVC DR 35 | 12 | m | $ 250 | $ 3,000 |
| 5.2 | | Connections to Existing Piping and Appurtenances | | | | |
| | a) | 200mm dia. | 6 | ea | $ 400 | $ 2,400 |
| 5.3 | | Catch Basins | 6 | ea | $ 3,500 | $ 21,000 |
| | | **Total Section 5** | | | | **$ 26,400** |
| **Section 6** | | **Curbs and Sidewalks** | | | | |
| 6.1 | | Curbs | | | | |
| | a) | Non-Mountable Curb and Gutter | 235 | m | $ 210 | $ 49,350 |
| | b) | Median Curb | 280 | m | $ 220 | $ 61,600 |

## Cost Estimate Schedule of Quantities and Prices

**Town Project #:**
**Project Name:** **Dogwood Drive Upgrades**

| Item | | | Est.Qty. | Units | Unit Price | Total |
|---|---|---|---|---|---|---|
| 6.2 | | Sidewalks, Miscellaneous Sidewalks and Crossings | | | | |
| | a) | Concrete pavers 80mm red, Herringbone pattern | 225 | $m^2$ | $ 250 | $ 56,250 |
| | b) | Sidewalk, 100mm thick | 410 | $m^2$ | $ 125 | $ 51,250 |
| | c) | Sidewalk, 150mm thick | 60 | $m^2$ | $ 175 | $ 10,500 |
| | d) | River Rock Infill | 50 | $m^2$ | $ 150 | $ 7,500 |
| | e) | TWSI | 4 | ea | $ 800 | $ 3,200 |
| 6.3 | | Concrete Roadside Barriers (CRB) | | | | |
| | a) | 690mm tall | 80 | m | $ 500 | $ 40,000 |
| 6.4 | | Cutting and Removal of existing Sidewalk | | | | |
| | a) | Cutting | 6 | m | $ 20 | $ 120 |
| | b) | Removal | 250 | $m^2$ | $ 25 | $ 6,250 |
| 6.5 | | Cutting and Removal of existing Curb & Gutter | | | | |
| | a) | Concrete | 220 | m | $ 25 | $ 5,500 |
| | | **Total Section 6** | | | | **$ 291,520** |
| **Section 7** | | **Streets** | | | | |
| 7.1 | | Stripping and Common Excavation | 400 | $m^3$ | $ 25 | $ 10,000 |
| 7.2 | | Imported Granular Fill | 350 | tonne | $ 18 | $ 6,300 |
| 7.3 | | Sub-grade Preparation | 3020 | $m^2$ | $ 2 | $ 6,040 |
| 7.4 | | Sub-base | 150 | tonne | $ 40 | $ 6,014 |
| 7.5 | | Base Course | | | | |
| | a) | Road | 590 | tonne | $ 50 | $ 29,500 |
| | b) | Shoulder/Curb Backfill | 80 | tonne | $ 60 | $ 4,811 |
| 7.6 | | Traffic Signs | | | | |
| | a) | Supply and Install new Sign | 17 | ea | $ 350 | $ 5,950 |
| | b) | Relocate existing Sign | 2 | ea | $ 150 | $ 300 |
| 7.7 | | Line Painting & Road Markings | | | | |
| | a) | 100mm (white) | 90 | m | $ 6 | $ 540 |
| | b) | 100mm (yellow) | 25 | m | $ 6 | $ 150 |
| | c) | 600mm (white) | 60 | m | $ 42 | $ 2,520 |
| | d) | Sharrow | 8 | ea | $ 500 | $ 4,000 |
| | | **Total Section 7** | | | | **$ 76,126** |
| **Section 8** | | **Roadway Lighting & Traffic Signalization** | | | | |
| 8.1 | | BC Hydro Pole Relocation | 3 | ea | $ 10,000 | $ 30,000 |
| | | **Total Section 8** | | | | **$ 30,000** |

## Cost Estimate Schedule of Quantities and Prices

**Town Project #:**
**Project Name:** **Dogwood Drive Upgrades**

| Item | | Est.Qty. | Units | Unit Price | Total |
|---|---|---|---|---|---|
| **Section 9** | **Retaining Walls** | | | | |
| 9.1 | Short Walls <1.0m | 5 | $m^2$ | $ 500 | $ 2,500 |
| 9.2 | Large Wall 1m - 3m High | 125 | $m^2$ | $ 800 | $ 100,000 |
| | **Total Section 9** | | | | **$ 102,500** |
| **Section 10** | **Asphalt Concrete Paving** | | | | |
| 10.1 | Cutting of Existing Asphalt Pavement | 150 | m | $ 7 | $ 1,050 |
| 10.2 | Removal of Existing Pavement | | | | |
| a) | Excavation | 1800 | $m^2$ | $ 8 | $ 14,400 |
| 10.3 | Adjustment of Services | | | | |
| a) | Valves | 4 | ea | $ 125 | $ 500 |
| b) | Manholes | 1 | ea | $ 330 | $ 330 |
| 10.5 | Asphaltic Concrete | | | | |
| a) | 75mm Thickness (Road) | 1650 | $m^2$ | $ 55 | $ 90,750 |
| b) | 50mm Thickness (Acceses/Driveways Regrading) | 100 | $m^2$ | $ 50 | $ 5,000 |
| | **Total Section 10** | | | | **$ 112,030** |
| **Section 11** | **Landscaping and Irrigation** | | | | |
| 11.1 | 100mm Topsoil & Seed | 700 | $m^2$ | $ 24 | $ 16,800 |
| 11.2 | Street Trees | 13 | ea | $ 700 | $ 9,100 |
| 11.3 | Boulevard Tree Maintenance (1 Year) | 1 | LS | $ 4,000 | $ 4,000 |
| | **Total Section 11** | | | | **$ 29,900** |
| **Summary** | | | | | |
| Section 2 | General Conditions | | | | $ 21,826 |
| Section 3 | General Requirements | | | | $ 31,226 |
| Section 4 | Trench Excavation, Bedding and Backfill | | | | $ 6,000 |
| Section 5 | Storm Sewer System | | | | $ 26,400 |
| Section 6 | Curbs and Sidewalks | | | | $ 291,520 |
| Section 7 | Streets | | | | $ 76,126 |
| Section 8 | Roadway Lighting & Traffic Signalization | | | | $ 30,000 |
| Section 9 | Retaining Walls | | | | $ 102,500 |
| Section 10 | Asphalt Concrete Paving | | | | $ 112,030 |
| Section 11 | Landscaping and Irrigation | | | | $ 29,900 |
| | **TOTAL ALL SECTIONS** | | | | **$ 727,527** |

# STAFF REPORT TO COUNCIL

**Report Prepared By**: Chris Barfoot, Director PR&C
**Reviewed By:** Allison McCarrick, Chief Administrative Officer
**Meeting Date:** April 18, 2023
**File No:**
**Re:** **Museum Accessibility Ramp Replacement**

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## RECOMMENDATION:

That Council direct staff to:

1. Proceed with the replacement of the accessibility ramp at the Ladysmith Museum for $15,000, with funding to come from the PRC building reserve; and
2. Include the funding allocation in the 2023-2027 financial plan.

## EXECUTIVE SUMMARY:

The accessibility ramp located at the front entrance of the Ladysmith Museum has been closed since October 2022 due to deterioration of the structural materials and ramp decking. Although the Museum has remained open during this time, it is recommended to complete the necessary work as soon as possible, providing visitors a safe and accessible entry point.

## PREVIOUS COUNCIL DIRECTION:

| Resolution | Meeting Date | Resolution Details |
|---|---|---|
| CS 2020-075 | 2020-02-18 | That Council:<br>1. Authorize the execution of a Service Provider Agreement between the Town of Ladysmith and the Ladysmith and District Historical Society for the provision of promotional services and managing the Ladysmith Museum and Archives; and<br>2. Confirm that the Ladysmith and District Historical Society is required to pay the $250 annual fee for the additional liability coverage provided by the Municipal Insurance Association of BC. |

## INTRODUCTION/BACKGROUND:

The Ladysmith Museum currently has challenges for those with mobility issues accessing the main entrance. In 2012, an accessibility ramp (shown in attachment A) was funded and constructed by the Kinsmen Club of Ladysmith and has served the Museum well over the past 11 years. The ramp has been in use for over a decade and is now showing significant wear and tear, as well as deterioration of the structural elements from the excessive ground moisture in that area of the Museum site and requires immediate attention. The drainage issues were

addressed in November 2021 through a grant the Ladysmith and District Historical Society received from the Community Economic Resiliency Infrastructure Program (CERIP). Unfortunately, the damage to the ramp was not noted at that time, but its condition reached a point of concern in October 2022, resulting in its closure to the public. Staff have been in communication with the Kinsmen Club, who originally donated the ramp, to explore the opportunity for assistance in the repairs, however this approach is not feasible due to a lack of grant funding in 2023. These repairs to the ramp, along with the already completed work to the overall building and site drainage, will serve the museum well for years to come. The required repairs will involve replacing the posts and floor joists with pressure-treated lumber to extend longevity and replacing the decking. The cost of the repairs (materials and labour) is estimated at $13,000. Staff are also factoring a 15% contingency of $2,000 for any unforeseen issues.

**ALTERNATIVES:**

Council can choose to:

1. Not replace the accessibility ramp at the Ladysmith Museum. This alternative is not recommended as it will impact the LDHS programming and affect access to the Museum for those with mobility challenges.

**FINANCIAL IMPLICATIONS:**

It is requested that the funds necessary to complete the un-budgeted project come from the PRC building reserve.

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Having a safe and usable ramp to assist visitors and those with mobility challenges to access the museum supports the Town's commitment to accessibility in all Town facilities.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

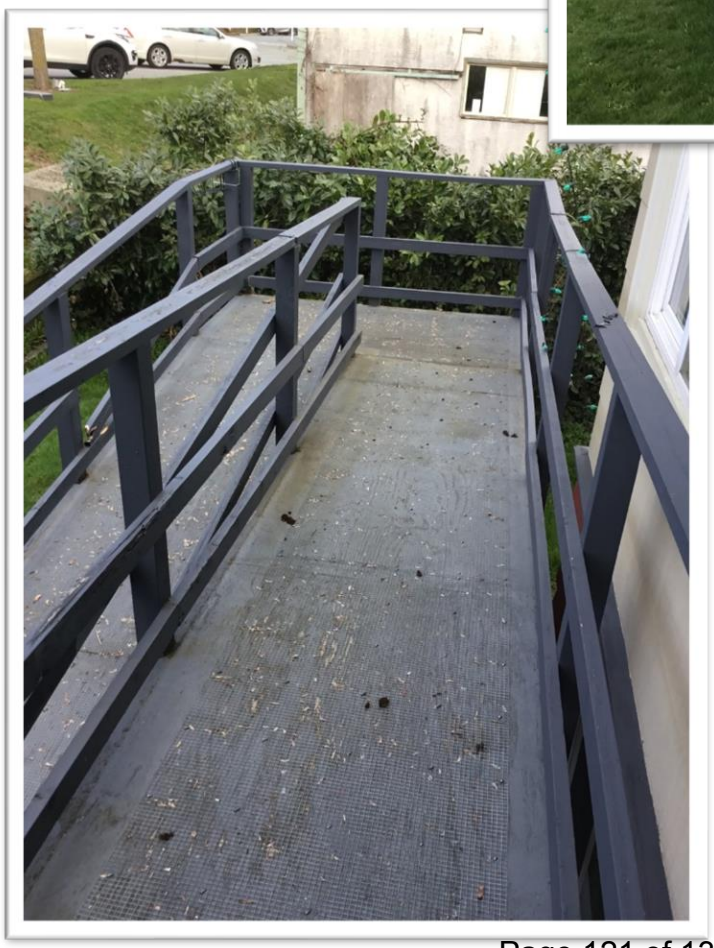
☒Infrastructure
☒Community
☐Waterfront
☐ Economy
☐ Not Applicable

***I approve the report and recommendations.***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT(S):**

A. Photos of the Ladysmith Museum Accessibility Ramp.



# STAFF REPORT TO COUNCIL

**Report Prepared By**: Trish McConnell, Human Resources Manager
**Reviewed By:** Allison McCarrick, Chief Administrative Officer
**Meeting Date:** April 18, 2023
**File No:** **2640**
**Re:** **Occupational Health and Safety Policy Statement**

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## RECOMMENDATION:

That Council approve the revised Town of Ladysmith Occupational Health and Safety Policy Statement (OHSPS) dated April 18, 2023.

## EXECUTIVE SUMMARY:

The purpose of this report is to gain Council's approval to update the Town's OHSPS. The revised OHSPS continues to reflect the Town's ongoing organizational commitment to workplace health and safety by maintaining a positive workplace safety culture. The proposed OHSPS will continue to define supervisor, management and employee accountabilities while also raising safety awareness by encouraging new health and safety activities and initiatives for employees.

## PREVIOUS COUNCIL DIRECTION:

N/A

## INTRODUCTION/BACKGROUND:

Canadian Occupational Health and Safety legislation requires that employers maintain an effective health and safety program that specifies the responsibilities of the employer and the employees.

A well written OHSPS helps define and promote an effective Occupational Health and Safety Management System (OHSMS) and is a statement of organizational principles and general rules that guides action. The OHSPS should communicate the employer's commitment to a healthy and safe workforce, be signed by the Council, senior staff and union leadership. The OHSPS should be reviewed regularly and updated as needed.

The revised OHSPS goes one step further to enhance a safety culture that creates potential for employees to take a more active role in participating in health and safety initiatives. The OHSPS does this by promoting opportunities for employees to suggest new and innovative ideas for keeping the workplace safe and healthy. An example of this is our current process of including employees during an internal review of a near-miss or first-aid incidents. Employees are often

keen to provide feedback and the employer provides a thank-you letter in return for their participation in the review.

The OHSPS should be considered a living document that will grow and adapt with the Town's OHSMS.

**ALTERNATIVES:**

Council can choose to:

1. Continue to use the current OHSPS.

**FINANCIAL IMPLICATIONS:**

Cost associated with informing and educating staff regarding the revised OHSPS include printing, framing, and displaying the OHSPS at seven (7) main Town facilities. These vertical displays, produced on 11x17 foam board, would cost approximately $24.00 + tax each. The Human Resources department would be responsible for purchasing and then posting a copy of the OHSPS at each of the seven (7) main facilities where employee's work.

**LEGAL IMPLICATIONS:**

**N/A**

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

As there is potential for the Town's OHSPS's to be posted in areas that could be seen by the public, the OHSPS would further reinforce the Town's commitment to its employees which can create positive public perception. Continually building a strong and robust health and safety program can reap benefits associated to the Town's operating costs.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

☐Infrastructure
☐Community
☐Waterfront
☐ Economy
☒ Not Applicable

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

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENTS:**

A. 07 2640 B – Occupational Health and Safety Policy Statement, January 2017.
B. Revised Occupational Health and Safety Policy, April 18, 2023.
C. Occupational Health and Safety Policy Statement, April 18, 2023.

TOWN OF LADYSMITH

POLICIES AND PROCEDURE MANUAL

| | |
|---|---|
| TOPIC: | OCCUPATIONAL HEALTH AND SAFETY (OHS) |
| APPROVED BY: Council | DATE: January 2017 |
| RESOLUTION #: N/A | |
| AMENDED FROM: #04-052 & #96-138 #05-180 | |

Policy Statement

The Town of Ladysmith will ensure compliance of the Workers' Compensation Act and WorksafeBC OHS Regulations at all workplaces within their jurisdiction. All workers and service contractors are required to work safely and to know and follow the Town of Ladysmith guidelines for safe work procedures.

To help achieve the goal of making Ladysmith a safe and healthy municipality in which to work, the Town of Ladysmith assigns the following responsibilities to management, supervisors, employees and contractors.

Management leads by example and is responsible for:

- establishing a comprehensive OHS program to meet requirements of applicable health and safety legislation;
- monitoring and maintaining the OHS Program through regular Program reviews;
- promoting a positive attitude towards accident/injury prevention within the organization; and
- ensuring that all employers and workers at the Town of Ladysmith's workplaces are aware of any pre-existing workplace hazards and provide training/instruction to enable workers to do their work safely.

Supervisors are responsible for:

- ensuring workers have the necessary training/instruction to do their work safely;
- ensuring, through constant monitoring of workplace and work activities, that safety and health hazards are reported; and
- correcting unsafe acts and conditions.

Town of Ladysmith employees are responsible for:

- taking reasonable care to ensure their own safety and the safety of others;
- knowing and following all safety and health instructions, rules, regulations and safe work
- procedures;
- reporting any unsafe or sub-standard condition, or act as soon as possible, to Supervisors or Managers;
- helping to create a safe workplace by recommending ways to improve the OHS Program; and
- ensuring contractors are aware of pre-existing hazards and the Town of Ladysmith's OHS Program.

Town of Ladysmith employees are our most important resource; they are the keys to successful program and service delivery. Their safety and well-being are more important than the urgency of completing any task.

| | | |
|---|---|---|
| Aaron Stone,<br>Mayor, Town of Ladysmith | Guillermo Ferrero<br>CAO/City Manager | Blaine Gurrie<br>CUPE 401 President |

07 - 2640 - B

| | | |
|---|---|---|
| TOPIC: | OCCUPATIONAL HEALTH AND SAFETY (OHS) | |
| POLICY NO.: | 07 2640 B | |
| APPROVED BY: | COUNCIL | RESOLUTION: N/A |
| POLICY DATE: | **April 18, 2023** | |
| AMENDED DATE: | | |

**Policy Statement**

The Town of Ladysmith is committed to the health, safety, and well-being of all employees who work for the Town. In fulfilling this commitment, the Town aims to provide and maintain a safe and healthy work environment for employees in compliance with legislative requirements and industry standards. The strategy associated with maintaining a positive safety culture is vital to having a successful and effective Occupational Health and Safety Management System (OHSMS).

In recognition of the Town of Ladysmith's safety commitment, Council and Town management support the Joint Occupational Health and Safety Management Committee in their work:

- establishing, implementing and maintaining health and safety policies, programs, procedures, and guidelines as essential elements of the OHSMS;
- continually improving the Town of Ladysmith's health and safety performance by maintaining risk assessments and setting Occupational Health and Safety objectives and targets with the goal of preventing workplace injuries/illnesses, property damage and loss.

Town management, supervision and its employees equally share responsibility for reducing accidents, injuries, and illnesses by performing jobs in a safe and healthy manner and working in compliance with legislation, policies, programs, procedures, and guidelines.

Employees are obligated to protect their own and each other's health and safety by reporting hazards to their supervisor/manager and/or the Joint Health and Safety Committee. No employee will be required to do a job that they consider unsafe.

Supervisors/Managers are accountable for ensuring that employees use safe work practices, fully understand the importance of occupational health and safety, and receive training to protect their health and safety. They must work towards identifying, controlling, and monitoring workplace hazards.

The success of our OHSM requires commitment, continuous improvement, and active involvement by all the Town's employees to foster a safe work environment and maintain a healthy safety culture. The Town will strive to raise awareness of occupational health and safety to reduce workplace injuries and illness by encouraging new health and safety activities and initiatives.

Improving safety culture cannot be accomplished through this statement alone. The Town of Ladysmith's full commitment to supporting organizational-wide efforts to achieve a positive safety culture takes teamwork. The Town recognizes improving and securing the health and safety of its employees will provide for a healthier work environment and community.

| | | |
|---|---|---|
| Aaron Stone<br>Mayor, Town of Ladysmith | Allison McCarrick<br>CAO, Town of Ladysmith | Blaine Gurrie<br>President, CUPE 401 |

DRAFT

TOWN OF LADYSMITH

*Celebrate our Present. Embrace our Future. Honour our Past.*

# Occupational Health and Safety Policy Statement

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| | | |
|---|---|---|
| Aaron Stone<br>Mayor, Town of Ladysmith | Allison McCarrick<br>CAO, Town of Ladysmith | Blaine Gurrie<br>President, CUPE 401 |

**BYLAW STATUS SHEET**
**April 18, 2023**

| Bylaw # | Description | Status |
|---|---|---|
| 2106 | "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 71) 2022, No. 2106". Amends land use and Development Permit Areas at Lot 5, Holland Creek. | First and second readings, April 19, 2022. Public Hearing held August 2, 2022.<br>Second reading rescinded, September 6, 2022. Second public hearing and third reading September 20, 2022. Conditions to be met prior to adoption. |
| 2107 | "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.48) 2022, No. 2107". Includes secondary suites, coach house dwellings and townhouse dwellings at Lot 5, Holland Creek. | First and second readings, April 19, 2022. Public Hearing held August 2, 2022.<br>Second reading rescinded, September 6, 2022. Second public hearing and third reading September 20, 2022. Conditions to be met prior to adoption. |
| 2113 | "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 49) 2022, No. 2113". Re-zones Lot B -891 Russell Road from R-1 single family to R-1-A single family small lot, for the purpose of a subdivision. | First, second and third readings, November 15, 2022. MOTI approval required. |
| 2124 | "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2124". Changes zoning to allow the construction of two fourplexes on 11 & 17 Warren Street. | First and second readings, March 7, 2023. Public Hearing scheduled for May 2, 2023.<br>MOTI approval required. |
| 2130 | "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 73) 2022, No. 2130" (10940 Westdowne Rd.) Changes the OCP designation from single family to Mobile Home Park residential. | First and second readings, December 20, 2022. Public Hearing required. MOTI approval required. |
| 2131 | "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 54) 2022, No. 2131" (10940 Westdowne Rd.) Changes zoning from Rural Residential (RU-1) to Manufactured Home Park (MHP-1) | First and second readings, December 20, 2022. Public Hearing required. MOTI approval required. |
| 2133 | "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 56) 2023, No. 2133". Allows convenience store at 1132-1142 Rocky Creek Rd. | First and second readings, January 10, 2023. Public Hearing required. MOTI approval required. |
| 2134 | "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2134". Development Permit Area 10 – Coach House Intensive Residential to the property at 1141 Cloke Rd. | First and second reading held March 7, 2023. Referred to School District #68, per resolution CS 2023-048. Public Hearing scheduled for May 2, 2023. |
| 2135 | "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2135". Amends zoning to include *Coach House Dwelling* as a permitted *Accessory Use*. | First and second reading held March 7, 2023. Public Hearing scheduled for May 2, 2023. MOTI approval required. |

**BYLAW STATUS SHEET**
**April 18, 2023**

| | | |
|---|---|---|
| 2137 | "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2137". Amends the Downtown Core designation for higher density allowance where a heritage building is restored. | First and second readings, February 21, 2023. Public Hearing required. |
| 2138 | "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw, 2023, No. 2138". Site specific regulations in the C-2 zone for 440 1st Avenue. | First and second readings, February 21, 2023. Public Hearing required. |
| 2200 | "Official Community Plan Bylaw 2022, No. 2200". A new Official Community Plan for the Town. | First reading, September 20, 2022. Referred to various agencies as per resolution CS 2022-230. Second reading as amended scheduled March 7, 2023. Public Hearing scheduled for April 18, 2023. |

**From:** Bob Vaughan <bv@lamontland.com>
**Sent:** Thursday, April 6, 2023 4:04 PM
**To:** Ryan Bouma <RBouma@ladysmith.ca>
**Cc:** Scott Lamont <scott@lamontland.com>; Allison McCarrick <AMcCarrick@ladysmith.ca>
**Subject:** Sunday Work Variance

Hi Ryan,
Please add this request (Below) to the next Council Agenda for consideration… Thanks

***Dear Council,***
***Lamont Lands request an exemption from the Town of Ladysmith noise bylaw to permit Continued Construction of the Holland Creek Crossing to occur on Sundays between the hours of 08:00 to 17:00 from April 16 / 2023 to June 25 / 2023 or end of project.***
***Thank You for your consideration of this request.***

Bob Vaughan
Project Manager
Lamontland Inc
Silvercreek Development LP