

THE COMMITTEE OF THE WHOLE
AGENDA

IMMEDIATELY FOLLOWING THE SPECIAL MEETING OF COUNCIL

Tuesday, May 9, 2023
Ladysmith Seniors Centre
630 2nd Avenue
Pages

1. CALL TO ORDER AND ACKNOWLEDGEMENT

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

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>.

2. AGENDA APPROVAL

Recommendation

That the agenda for this May 9, 2023 Committee of the Whole meeting be approved.

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held March 14, 2023 5

Recommendation

That the minutes of the Committee of the Whole meeting held March 14, 2023 be approved.

4. DISCUSSION

4.1 Ladysmith Detachment Annual Policing Priorities for 2023 to 2024 11

Wes Olsen, RCMP, will be in attendance to discuss the Ladysmith Detachment annual policing priorities for 2023/2024.

5. REPORTS

5.1 Building Inspector's Report to April 30, 2023 12

Recommendation

That the Committee receive the Building Inspector's Report for the months January to April 2023.

5.2 Ladysmith Fire/Rescue Reports for January to March 2023 13

Recommendation

That the Committee receive the Ladysmith Fire/Rescue Reports for the months January to March 2023.

5.3 Coastal Animal Control Services Reports for March 2023 15

Recommendation

That the Committee receive the Coastal Animal Control Services Reports for the months.

5.4 RCMP Reports for October to December 2022 16

Recommendation

That the Committee receive the RCMP Reports for the months October to December 2022.

5.5 Use of Growing Communities Fund 17

Recommendation

That the Committee discuss and prioritize the:

1. Use of the Growing Communities Fund of \$3,406,000 received from the Province to fund one or more of the following projects; and
2. Recommend to Council consideration of the priority project (s).

5.6 2023 Q1 (January to March) Financial Update 20

Recommendation

That the Committee receive the staff report dated May 9, 2023, regarding the 2023 Q1 (January to March) Financial Update.

5.7 Protective Services Communication - New Format

31

Recommendation

That the Committee recommend that Council:

1. Dissolve the Protective Services Committee;
2. Direct the Manager of Protective Services to regularly liaise with the community safety partner agencies on reports and concerns in order to address issues efficiently and rapidly; and
3. Direct the Manager of Protective Services to conduct annual or semi-annual emergency management and planning exercises with the community safety partner agencies.

5.8 Downtown Planter Contents and Historical Significance

36

Recommendation

That the Committee recommend that Council receive the staff report, dated May 9, 2023, from the Director of Infrastructure Services, regarding downtown planter contents and their historical significance.

5.9 Single-Use Plastics Business Engagement

43

Recommendation

That the Committee recommend that Council:

1. Receive for discussion the results of the engagement survey distributed to the local business community regarding the impact of the proposed single-use plastic regulations being introduced by senior levels of government;
2. Provide preferences for regulating single-use plastics in the Town of Ladysmith based on this feedback and the information outlined in the staff report dated May 9, 2023, by the Communications and Engagement Specialist; and
3. Direct staff to draft a single-use plastics bylaw incorporating this feedback, as well as best practices introduced by other municipalities.

6. COUNCIL SUBMISSIONS

6.1 Wi-Fi at Aggie Hall and Transfer Beach

Councillor Paterson has requested that the Committee discuss the possibility of providing Wi-Fi service at Aggie Hall and Transfer Beach.

6.2 Rain Barrel Rebate Program

Councillor Gourlay has requested that the Committee discuss a rain barrel rebate program.

Recommendation

That the Committee recommend that Council direct staff to investigate options for a rain barrel rebate program and bring a report back to Council.

7. NEW BUSINESS

7.1 Town of Ladysmith 2023-2026 Strategic Plan - Final Draft

58

Recommendation

That the Committee recommend that Council endorse the final draft of the Town of Ladysmith 2023-2026 Strategic Plan.

8. ADJOURNMENT



COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, March 14, 2023
6:30 P.M.

Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Councillor Amanda Jacobson, Chair
Mayor Aaron Stone
Councillor Ray Gourlay
Councillor Tricia McKay

Councillor Duck Paterson
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba

Ryan Bouma
Matt O'Halloran
Sue Bouma

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Councillor Jacobson, Chair, called the Committee of the Whole meeting to order at 6:31 p.m. and acknowledged with gratitude that it was being held on the traditional, unceded territory of the Stz'uminus First Nation.

2. AGENDA APPROVAL

CW 2023-012

That the agenda for this March 14, 2023 Committee of the Whole meeting be approved as amended to include the following items, received after publication of the agenda:

- Item 6.1., "Ladysmith Detachment Annual Policing Priorities" - add the 2022 RCMP quarterly reports as a supplement to the agenda item; and
- Item 7.2., "User Fees for Town EV Charging Stations" - Mayor Stone has requested that the Committee discuss the Town EV Charging Stations and the possibility of applying user fees.

Motion Carried

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held January 17, 2023

CW 2023-013

That the minutes of the Committee of the Whole meeting held January 17, 2023 be approved.

Motion Carried

4. DELEGATION

4.1 Every Child Matters Decal Initiative

Carmen LeBlanc of Fortis BC outlined the development and purpose of the “Every Child Matters” decal initiative, stating that the decal serves as a daily point of reflection while underscoring Fortis' commitment to reconciliation and action within the communities they serve. Artist John Marston discussed the spirit, intent and meaning behind the image he created for the initiative.

Ms. LeBlanc and Mr. Marston responded to Council's questions. Council expressed their appreciation for the initiative and thanked them for their presentation.

CW 2023-014

That the Committee recommend that Council direct staff to prepare a report for the next possible Council meeting regarding the “Every Child Matters” decal initiative, examining policy limitations, cost, and a possible donation.

Motion Carried

5. REPORTS

5.1 Replacing Flowers with Drought Resistant Plants on 1st Ave

CW 2023-015

That the Committee recommend that Council direct staff to continue with status quo planting on 1st Avenue based on recent past practice.

Motion Carried

CW 2023-016

That the Committee direct staff to report back to the Committee with a list of plantings that were purposefully dedicated with historical significance.

Motion Carried

5.2 2023 Grant-in-Aid Requests

The Committee discussed the grant-in-aid requests for 2023 and made tentative allocations to the various organizations prior to finalizing their decisions.

Prior to discussion of the Cowichan Family Caregivers Support Society, Councillor McKay declared a conflict of interest due to her association with the society and vacated the meeting at 7:23 p.m. She returned to the meeting at 7:24 p.m.

Prior to discussion of the Show and Shine Grant-in Aid allocation, Councillor Paterson declared a conflict of interest due to his membership with the organization and vacated the meeting at 7:29 p.m. He returned to the meeting at 7:30 p.m.

CW 2023-017

That the Committee recommend that \$2000 be allocated to the "Waiving of Fees" category of the 2023 Grants-in-Aid budget.

CW 2023-018

AMENDMENT

That resolution CW 2023-017 be amended to increase the recommended amount to be allocated to the "Waiving of Fees" 2023 Grants-in Aid category to \$2500.

Amendment Carried

Resolution CW 2023-017, as amended reads:

That the Committee recommend that \$2500 be allocated to the "Waiving of Fees" category of the 2023 Grants-in-Aid budget.

Main Motion, as Amended, Carried

CW 2023-019

That the Committee recommend that \$5000 be allocated to the "Late Applications" category of the 2023 Grants-in-Aid budget.

Motion Carried

CW 2023-020

That the Committee recommend that the 2023 Grants-in-Aid allocation for the Arts Council be increased to \$7000.

Motion Carried

OPPOSED: Councillor Gourlay

CW 2023-021

That the Committee recommend that the remaining \$1500 in the 2023 Grants-in-Aid budget be allocated to the "Late Applications" category.

Motion Carried

OPPOSED: Councillor Gourlay

CW 2023-022

That the Committee recommend that \$1500 from the 2023 Grants-in-Aid Late Applications category be allocated to the Big Brothers Big Sisters Central Vancouver Island organization.

Motion Carried

OPPOSED: Councillor Stevens

CW 2023-023

That the Committee recommend that:

1. Council approve the following 2023 Grants-in-Aid allocated amounts;

Organization	Approved
Art Council of Ladysmith and District (Arts on Avenue)	7,000
Cowichan Family Caregivers Support Society	1,000
Ladysmith and District Historical Society	6,000
Ladysmith and District Marine Rescue Society	2,500
Ladysmith Celebrations Society	10,000

Ladysmith Downtown Business Association	5,000
Ladysmith Family and Friends Society	2,500
Ladysmith Festival of Lights	10,000
Ladysmith Fire Rescue - Santa Parade	1,500
Ladysmith Little Theatre	2,500
Ladysmith Maritime Society	1,500
Ladysmith Show and Shine	2,000
Old English Car Club Central Island Branch	600
Big Brothers Big Sisters Central Vancouver Island	1,500
257 RCACS Parent Committee (Sponsoring Committee of the Ladysmith Air Cadets)	1,000
Ladysmith Secondary School-Frank Jameson Bursary	1,500
Waiving Fees	2,500
Late Applications/Council discretion	5,070

and

2. Include \$3,000 in the 2023 budget to offer a grant writing consultation service provided by a specified consultant on a first come first served basis.

Motion Carried

Councillor Gourlay vacated the meeting at 7:46 p.m.

6. DISCUSSION

6.1 Ladysmith Detachment Annual Policing Priorities for 2023 to 2024

CW 2023-024

That the Committee recommend that Council direct staff to invite a member of the RCMP to attend a future Council meeting to discuss the Ladysmith Detachment Annual Policing Priorities for 2023 to 2024.

Motion Carried

7. COUNCIL SUBMISSIONS

7.1 Ladysmith Temporary Art Program

CW 2023-025

That the Committee recommend that Council ratify the changes proposed by the Public Art Task Group to their Policy and Procedures and Terms of Reference documents and support the group in exploring a temporary art program for Ladysmith.

Motion Carried

7.2 User Fees for Town EV Charging Stations

CW 2023-026

That the Committee direct staff to gather information from Vancouver Island local governments on EV charging station user fees and report back to the Committee with fee options to ensure cost recovery for energy consumption, maintenance and end of life replacement of charging infrastructure.

Motion Carried

8. ADJOURNMENT

CW 2023-027

That this Committee of the Whole meeting adjourn at 8:09 p.m.

Motion Carried

CERTIFIED CORRECT

Chair (Councillor A. Jacobson)

Corporate Officer (M. O'Halloran)

From: Olsen, Wes
Sent: Friday, April 28, 2023 11:15 AM
To: Allison McCarrick <AMcCarrick@ladysmith.ca>
Subject: RE: Ladysmith Policing Priorities 2023-2024

Allison,

In regard to priority areas within the town of Ladysmith the consensus believes the downtown core would be number one due to the Homeless Shelter and the clientele it attracts. The open drug use since the announcement of the de-criminalization pilot project has been a source of complaint from the business association along with the discarded drug paraphernalia in the area. Those who cannot stay at the Homeless Shelter are squatting in areas close to the downtown core which has also led to concern from the community. This leads to other concerns about drug use and discarded drug paraphernalia in parks, playgrounds and school yards even though these areas are highlighted as locations where open drug use is prohibited.

I believe a priority for police would be continued police visibility in the downtown core. I don't know if Mayor and Council have considered a municipal bylaw to address open drug use but that may be something to look into (I believe Campbell River has enacted a bylaw to this effect) to provide police with a tool to use in addressing the issue. As you are aware, police do not have any powers of arrest under a municipal bylaw but could allow us to confront individuals who are openly using hard drugs in public. Something worth looking into.

Online frauds/scams are also prevalent these days. Elders and teenagers are specifically vulnerable to some of the more common scams. Sextortion has become a big issue of late where people are coerced into sharing intimate images of themselves after meeting someone on line or through social media. Believe it or not a lot of people willingly share intimate images of themselves with total strangers after just "meeting" through text, Facebook or Instagram only to be blackmailed once those images are received by the other party. I read about this occurring all over the Island daily. Ladysmith has not been immune to this occurring in our community.

We will also continue to target high risk driving (Impaired operation, distracted driving, etc) and the enforcement of the Motor Vehicle Act in the town site as well as the entire detachment area. Off Road Vehicle use within the town boundaries has been raised in the past as well. This seems to go in cycles but something worth keeping an eye on.

These are a few items to consider and anything else Mayor and Council may see as a priority item can be implemented as an objective for the yearly policing priorities.

Regards,

Wes



W.W. OLSEN, S/Sgt
Non-Commissioned Officer in Charge



TOWN OF LADYSMITH
Quarterly Building Permit Summary - YTD APRIL 2023

1 BP could = more than 1 Dwelling Unit
(e.g. Suite)

	Commercial		Industrial		Institutional		Residential (NEW)		Residential Reno, Add, Suite, CH		Dwelling Units	Total Permits	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2023
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
APR	0	\$0	0	\$0	0	\$0	2	\$1,125,000	7	\$50,320	5	9	\$13,913	\$1,175,320	\$4,418,053

Year to Date

Month	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values	Dwelling Units	Total Permits	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2023
JAN	0	\$0	0	\$0	0	\$0	2	\$900,000	1	\$15,000	3	3	\$10,581	\$915,000	\$915,000
FEB	1	\$200,000	0	\$0	0	\$0	1	\$342,760	1	\$20,020	2	3	\$6,647	\$562,780	\$1,477,780
MAR	0	\$0	2	\$536,500	0	\$0	3	\$1,155,953	6	\$72,500	2	11	\$26,457	\$1,764,953	\$3,242,733
APR	0	\$0	0	\$0	0	\$0	2	\$1,125,000	7	\$50,320	5	9	\$13,913	\$1,175,320	\$4,418,053
MAY															
JUN															
JUL															
AUG															
SEP															
OCT															
NOV															
DEC															
TOTAL	1	\$200,000	2	\$536,500	0	\$0	8	\$3,523,713	15	\$157,840	12	26	\$57,598	\$4,418,053	

Demos Mth	1	Demos YTD	1
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Comparison	#DU	Value	#BP	Value
YTD 2023	12	\$3,523,713	26	\$4,418,053
YTD 2022	26	\$7,193,835	24	\$7,412,315
YTD 2021	165	\$23,627,758	50	\$38,488,953

3 BP = 5 Dwelling Units
1 SFD + Suite = 2 DU
1 Suite added to existing SFD = 1 DU
1 Duplex = 2 DU

NEW D.U. TYPE	SFD	SFD + Suite	Suite added to existing	Coach House	Multi-Family
THIS MONTH	0	1	1	0	2
YTD	4	3	1	0	2



Ladysmith Fire Rescue

Our Town, Our People, Our Duty

Fire Chief :Chris Geiger

340 6th Avenue, PO Box 220 Ladysmith BC

Ladysmith BC V9G 1A2

PH : 250-245-6436

Email :dispatch@ladysmith.ca

Totals by Type

From Jan 1 23 to Mar 31 23

Response Type	# of Incidents	% of total	Average # of Responding Personnel	Average Response Time	\$ Loss
January					
AACAlarms - Commercial	2	3.39	6.5	04:44	
AARAlarms - Residential	1	1.69	3.0	13:46	
BC Burning Complaint	1	1.69	1.0	00:18	
FAL False Alarm	4	6.78	6.0	07:24	
FR First Responder	6	10.17	4.7	08:34	
FRMMarine Fire	1	1.69	8.0	06:37	
FRV Vehicle Fire	1	1.69	8.0	08:45	
MA Mutual Aid	1	1.69	6.0	08:42	
MVIMotor Vehicle Incident	2	3.39	9.5	07:41	
NAGNatural Gas Line Break	1	1.69	13.0	10:46	
R&SRescue & Safety	1	1.69	1.0	03:11	
Subtotal for January	21	35.59	5.9	07:31	
February					
ANEAlarms - Non Emergency	1	1.69	1.0	02:45	
BC Burning Complaint	1	1.69	1.0	08:03	
FAL False Alarm	1	1.69	1.0	03:10	
FRC Chimney Fire	1	1.69	7.0	08:21	
FR First Responder	8	13.56	5.8	08:27	
FRR Rubbish	1	1.69	7.0	12:00	
FRV Vehicle Fire	1	1.69	7.0	01:09	10,000
HYDHydro Trouble	2	3.39	6.5	19:22	
MVIMotor Vehicle Incident	5	8.47	7.2	07:28	
NAGNatural Gas Line Break	1	1.69	7.0	00:11	

Ladysmith Fire Rescue

Totals by Type Continued From Jan 1 23 to Mar 31 23

Response Type	# of Incidents	% of total	Average # of Responding Personnel	Average Response Time	\$ Loss
Subtotal for February	22	37.29	5.7	08:12	10,000
March					
DOI Duty Officer Investigation	2	3.39	0.5	03:48	
FAL False Alarm	3	5.08	2.7	07:18	
FRC Chimney Fire	1	1.69	13.0	04:47	
				\$ Saved:	207,000
FR First Responder	7	11.86	3.3	07:11	
MVIMotor Vehicle Incident	2	3.39	9.0	04:07	
NAGNatural Gas Line Break	1	1.69	12.0	05:04	
Subtotal for March	16	27.12	4.7	06:12	
Total Number of Responses	59		5.5	07:25	10,000
				\$\$ Saved:	207,000

CACS Summary of Service Calls

<i>Total calls by type:</i>	4
Aggressive	1
Confined	1
Noisy	1
Other	1

01-Mar-23 to 31-Mar-23

Issue	Call #	Received	Type	Completed
Ladysmith			4 calls	
Aggressive			1	
	2219	17-Mar-23	Dog	29-Mar-23
Confined			1	
	2217	03-Mar-23	Dog	03-Mar-23
Noisy			1	
	2216	02-Mar-23	Dog	06-Mar-23
Other			1	
	2218	15-Mar-23	Dog	24-Mar-23
Total:			4 calls	

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

Your File - Votre référence

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

Our File - Notre référence

FEB 24 2023

302-5

Date

February 10, 2023

4th Quarter Mayor's Report – October, November and December of 2022 with a comparison to the same time frame of 2021. Ladysmith Municipal area only.

Type of Offence & Occurrences	4th Quarter 2022 - Calls for service	4th Quarter 2022 Assistance/Unfounded/ Prevention	4th Quarter 2021 Calls for Service	4th Quarter 2021 Assistance/Unfounded/ Prevention
Sexual Assaults	2	0	2	0
Assaults	15	4	19	4
Break & Enter – Business	4	0	4	1
Break & Enter – Residence	3	0	4	1
Break & Enter – Other	1	0	6	1
Theft of Vehicle	3	1	4	0
Theft fm Vehicle - Over \$5K	1	0	0	0
Theft fm Vehicle - Under \$5K	5	0	11	1
Theft Over \$5K (Includes shoplifting)	0	0	0	0
Theft Under \$5K (Includes shoplifting)	3	0	6	0
Possession Stolen Property	1	0	2	0
Mischief/Property Damage Over \$5K	0	0	0	0
Mischief/Property Damage Under \$5K	16	0	15	0
Total Calls for Service, Ladysmith	448	0	504	0
Total Calls for service, Detachment	964	0	940	0

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Erin Anderson, Director of Financial Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: May 9, 2023
File No:
Re: **Use of Growing Communities Fund**

RECOMMENDATION:

That the Committee discuss and prioritize the:

1. Use of the Growing Communities Fund of \$3,406,000 received from the Province to fund one or more of the following projects; and
2. Recommend to Council consideration of the priority project (s).

EXECUTIVE SUMMARY:

The Town received \$3.406 million in funding from the Province through their Growing Communities Fund. Staff have identified infrastructure projects aligned with the Town's Strategic Plan.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

In March of 2023, the Town received \$3,406,000 from the Province through their Growing Communities Fund. This one-time funding is intended to be used for infrastructure and recreation.

Staff have reviewed a list of infrastructure projects, based on Council's 2023-2026 Strategic Plan for discussion and prioritization.

Oyster Bay Drive

To advance the Waterfront Area Plan, the funds could be used to reconstruct Oyster Bay Drive by adding underground services, pavement and sidewalks. This project is critical to

executing the Waterfront Area Plan as no further subdivision can take place without services. The full \$3.4m would be used for this project.

4th Avenue: White to Buller

Continuing with the current 4th Avenue project (Hambrook Street to White Street), additional blocks could be tackled. It is estimated that the section from White Street to Buller Street could be reconstructed for the entire \$3.4m.

6th Avenue: Roberts to Kitchener

Sections of 6th Avenue rank as priority #2 and #3 based on the 2015 Pavement Management Report¹. It is estimated that the sections from Roberts Street to Kitchener Street could be reconstructed for the entire \$3.4m, by keeping the road width and sidewalks as they are in some places.

Stocking Lake Supply Main and Dam Replacement

The entire \$3.4 million could be used to fund the Town's portion of the cost-share with CVRD to relocate the Dam further downstream and replace the Stocking Lake Supply Main from the Dam to Thetis Drive.

Lot 108 – Phases 2, 3 & 4

The entire \$3.4million could be used to fund the expansion of the recreation amenities at Lot 108, next to Forrest Field. This would include pickleball courts, tennis courts, parking, and the Town's portion of a Club House.

New City Hall

Depending on the other amenities available at the new City Hall site, these funds could start with the designing and drawings for the eventual build. The \$3.4m would not be enough to complete an entire build.

Machine Shop

As this project was denied grant funding, the entire \$3.4m could be used for siding, windows and insulation, though the building will remain empty without electrical and mechanical upgrades.

ALTERNATIVES:

A series of smaller projects that total \$3.4m, though staff capacity for managing several smaller items could make this option difficult to execute.

¹ Full report can be found at https://www.ladysmith.ca/docs/default-source/reports-2021/pavement-management-report-2015.pdf?sfvrsn=6d0213ad_6

FINANCIAL IMPLICATIONS:

The \$3,406,000 payment was received on March 24th and placed into a reserve.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

A communications plan will be developed depending on the recommended project (s).

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Town staff will lead the project (s).

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

INFORMATION REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Erin Anderson, Director of Financial Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: May 9, 2023
File No: 1880-20
RE: 2023 Q1 (January to March) Financial Update

RECOMMENDATION:

That the Committee receive the staff report dated May 9, 2023, regarding the 2023 Q1 (January to March) Financial Update.

EXECUTIVE SUMMARY:

Overall the Town is expected to be within budget by the end of the year. This report was prepared based on the anticipated adoption of the 2023 Financial Plan.

PREVIOUS DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

This is the first quarterly financial report to the Committee for 2023. Overall, the Town is expected to be under budget in general and sewer operations, and significantly under budget in water operations due to un-executed debt.

Table 1: Actuals for January – March, 2023

Area	Current Year Q1 2023	Previous Year Q1 2023	Projected to Dec 31, 2023	Budget 2023	Difference	Expected at year end
Taxes & Other Revenues	-353,506	-74,333	-8,736,809	-8,695,341	41,468	Will receive more revenue
General Government Services	714,876	623,262	2,178,629	2,175,937	- 2,692	Over budget
Fire/Rescue	169,277	105,800	672,068	677,310	5,242	Will be under budget
Building/Bylaw	35,440	32,073	166,278	166,433	155	On budget
Policing	249,362	53,272	- 112,588	- 112,421	167	On budget
Public Works	321,424	23,063	1,792,029	1,814,768	22,739	Under budget
Solid Waste	-75,039	-81,902	- 208	-	208	On budget
Cemetery Operations	- 3,483	4,531	-1,329	209	1,538	On budget
Development Services	48,369	37,639	386,662	390,529	3,867	Under budget
Parks	127,076	198,243	811,528	811,819	291	On budget
Penalty & Interest on tax	4,178	- 1,331	-77,171	-87,860	- 10,689	Will receive less revenue
Recreation & Cultural Services	258,066	291,324	412,975	438,771	25,796	Under budget
Facility Maintenance	459,451	431,765	1,517,244	1,522,847	5,603	Under budget
Utilities	420,194	693,991	-2,179,891	-1,735,034	444,857	Under budget
Transfer to Capital/Reserve	-	396,723	2,632,033	2,632,033	0	Will be on budget

General Revenues – Taxes & Other Revenues

Projected to be \$41k more in revenue

The 2023 property taxes will be levied in mid-May.

The Town's Return on Investment is greater than this period in 2022 due to the Bank of Canada's interest rates increasing (2023 - \$353,506, 2022 - \$74,333). Most of the Town's funds are invested with the LDCU.

General Government

Projected to be \$3k over budget

There was greater spending in this area for the first quarter of 2023 (\$721,528) versus 2022 (\$631,954). Some of this can be attributed to employment costs, insurance increases and legal matters.

The Waterfront coordinator continues to be a vacant position, though as it is funded by reserves, there is no impact on the Town's operating budget.

Overall, the area is expected to slightly exceed budget by year end.

Fire/Rescue

Projected to be \$5k under budget

The old Ladder truck was sold to the CVRD in this first quarter and the funds from the sale were used to reduce the debt payments on the new aerial truck. This, along with the monthly debt payments, has resulted in greater spending in this quarter versus last year.

Fire calls are lower than in the first quarter of 2022, resulting in an expected year-end savings of \$5k.

The aerial truck debt payments are on a variable interest rate. As the interest rate increases, there is less being applied to the principal amount outstanding. It would be prudent to apply any savings within this department to the principal amount outstanding on this truck.

Building & Bylaw

Projected to be on budget

The Town received \$8k less in Building Inspection revenue this period versus the same time last year, though it is still expected to meet revenue projections by year end.

The door-to-door canvassing of dog licenses was completed in the first quarter of 2022 which resulted in several new licenses purchased last year. Some of these licenses were not renewed in 2023, resulting in a decrease (\$6k) in pet license revenue this year. The Contractor is aware of all licenses that were purchased in 2022 but not renewed in 2023.

Bylaw Services spending is greater in 2023, though it is still expected to be on budget at year end.

Policing

Projected to be on budget

Like other municipalities, the Town is responsible for paying the retro-active salary increase negotiated between the Federal Government and the RCMP member union. The Town will pay 70% of the \$194,130 with the funds to come from the Policing Reserve.

The RCMP January – March invoice and their year-end reconciliation invoice have not been received. It is anticipated that the policing budget will be on budget at year end, which will include as the budgeted surplus amount for E-Comm.

Public Works & Engineering

Projected to be \$23k under budget

Engineering permits (subdivisions) are greater in the first quarter of 2023 by \$11k. This area is now fully staffed and is expected to continue to be on budget at year-end.

Public Works Operations is under budget by \$7k due to a vacant position in the department as well as work performed funded by grants and/or recovery billings.

Spending for Snow & Ice removal is slightly less than for the quarter in 2022 (2023 - \$72,187, 2022 - \$80,440). This represents approximately half (54%) of the amount budgeted. It is difficult to predict the amount of spending for the remainder of the year as it is tied to the weather. If we experience the same weather as in 2020, this area should be under budget. But, if we experience the same weather pattern as 2022, the budget will be exceeded, and additional monies will be required from the Snow and Ice reserve. The report assumes this area will be on budget at year end.

Solid Waste

Projected to be on budget

The first quarter revenues from Solid Waste services are as expected at 25% of the budget.

The expenses in this area are greater than in this period last year, due to contract increases and tipping fee increases, though this was factored into the budget.

Cemetery Operations

Projected to be \$2k under budget

Spending within the Cemetery operations is similar to last year at this time (2023 - \$11,297, 2021 \$ 12,181). With the revised Cemetery fees in place since October 1, 2022, there are additional revenues received. It is expected that Cemetery operations will be \$2k under budget by year end.

Development Services

Projected to be \$4k under budget

Business License revenue levied is similar to amounts billed in 2022, though there is \$3,000 more outstanding at the end of the quarter than there was in 2022.

The Planning area is now fully staffed. Though the expenses are greater, the budget was adjusted to reflect the additional approved temporary personnel.

<i>Parks</i>	Projected to be on budget
--------------	----------------------------------

The Parks department now includes the fourth full-time employee. This area is preparing to bring on temporary seasonal personnel as well as two students. Spending in this area is less than it was in 2022 as temporary positions are no longer needed.

<i>Recreation & Culture Services</i>	Projected to be \$25k under budget
--	---

Revenues in the recreation services area are slowly returning to pre-Covid levels.

- Aquatics:
 - Revenues are nearly \$20k greater than the first quarter in 2022 and are expected to be \$8k more than anticipated at year end with admissions and passes making up the majority of the expected surplus.
 - Expenses for this area are greater than last year as more programs are offered. There is an expected overage in this area.
- Fitness:
 - Revenues are \$40k greater than this first quarter in 2022 and are expected to be \$30k more at year-end with Passes being most of the surplus.
 - Expenses are slightly greater (71k for 2023 versus \$68k for 2022) and are expected to be on budget at year end.
- Recreation:
 - Revenues are \$5k greater than in last year and are projected to be on budget at year end.
 - There was a vacancy in this area resulting in less expenses in this quarter compared to last year. This saving will offset the expected overage in Aquatics.
- Administration:
 - There are more rentals at FJCC than in the previous year which has resulted in a slight surplus (\$2k).
 - Expenses are expected to be on budget at year end.

<i>Facility Maintenance</i>	Projected to be \$5k under budget
-----------------------------	--

Facility rental revenue is lower this quarter, though it is expected to exceed budget projects. As bookings increase, so does the offsetting cost of managing the facilities. This area is expected to be slightly under budget by year end.

<i>Expenses –Sewer & Water Services</i>	Projected to be \$445k under budget
---	--

The first quarter utility bills were mailed, due May 30th. Water revenues were less than expected based on the previous year trends. If this trend continues, the projected water

revenue projections will not be achieved. There is \$432k savings in debt servicing for unexecuted water borrowing.

Sewer expenses are less than previous years, resulting in an expected savings of \$8k in sewer services by year-end.

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

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Consolidated Statement of Operations March 31, 2023
- B. Consolidated Statement of Financial Position – as of March 31, 2023
- C. Listing of Vendor Payments over \$25,000 January 1 – March 31, 2023
- D. January – March 2023 Capital
- E. Reserves balances and projections to December 31, 2023

APPENDIX A

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT March 31, 2023

	Actuals 2023	Budget 2023	% of Budget
Revenue			
Taxes:			
Municipal purposes taxation	-	7,851,469	0%
Policing taxation	-	1,593,713	0%
Parcel taxes	-	3,248,283	0%
Grants in Lieu	-	193,872	0%
Sale of Services:			
General - other	10,025	20,600	49%
Recreation	138,372	514,958	27%
Protective Services	30,000	121,762	25%
Cemetery	15,330	34,140	45%
Solid Waste	158,220	692,492	23%
Sewer	440,257	1,751,960	25%
Water	284,580	1,620,200	18%
Investment Income	362,185	650,000	56%
Licence, Permits, Rentals & Penalties	366,795	907,475	40%
Grants	4,017,404	19,993,976	20%
Donations and contributed property	22,129	3,647,598	1%
Development Cost Charges utilized	-	2,795,502	0%
Gas tax funds utilized	174,165	1,221,299	14%
	<u>6,019,461</u>	<u>46,859,299</u>	13%
Expenses: (excluding amortization)			
General government services	721,528	2,953,339	24%
Protective services	427,723	2,661,400	16%
Transportation services	429,119	2,333,565	18%
Garbage services	85,354	619,271	14%
Cemetery services	11,297	33,013	34%
Development services	195,760	986,066	20%
Recreation and cultural services	775,960	3,265,577	24%
Parks operation services	129,081	798,930	16%
Sewer	421,620	2,289,861	18%
Water	447,321	2,819,921	16%
Operating Expenses	<u>3,644,763</u>	<u>18,760,943</u>	19%
General Capital Projects	1,287,455	17,215,846	7%
Water Capital Projects	157,230	16,950,750	1%
Sewer Capital Projects	-	3,038,420	0%
Proceeds from New debt (capital financing)	-	(3,588,578)	0%
Principal Payments	550,699	1,015,717	54%
Internal Funding	2,740,310	(6,533,799)	-42%
	<u>(2,360,995)</u>	<u>-</u>	

**TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT March 31, 2023**

	2023
Financial Assets	
Cash and short term deposits	39,618,444
Accounts receivable:	
Property Taxes	741,292
User Fees	990,675
Other	419,335
	<u>41,769,747</u>
Liabilities	
Accounts payable and accrued liabilities	1,061,071
Taxes payable to other agencies	(121,602)
Post-employment benefits	288,800
Deferred revenue	2,288,870
Refundable deposits and other	2,331,474
Restricted reserves - other	620,556
Development cost charge reserve	8,352,633
Federal gas tax reserve	1,824,174
Equipment Financing	2,794,097
Debenture debt	14,001,694
	<u>33,441,769</u>
Net Financial Assets	8,327,978
Non-Financial Assets	
Tangible Capital Assets	116,279,171
Capital Projects in Current Year	1,444,685
Prepays	28,083
Inventory	101,284
	<u>117,853,223</u>
Accumulated Surplus	<u>126,181,200</u>

Supplier Code From : 000003
To : WORL001

Categories From : EO - ELECTED OFFICIAL
To : W - WCB - CONTRACTOR/INSTRUCTOI



Sequence : By Code Date Range From : 01-Jan-2023
To : 31-Mar-2023

Suppress Printing for \$ Under 25,000.00

Supplier Code	Name	Total
002605	HAZELWOOD CONSTRUCTION SERVICES INC	773,750.82
7462500	COWICHAN VALLEY REGIONAL DISTRICT	754,497.03
5944494	MKM PROJECTS LTD	507,262.42
000255	RECEIVER GENERAL (Payroll only)	441,657.73
003159	MINISTRY OF SMALL BUSINESS AND REVENUE	402,368.98
001507A	RECEIVER GENERAL FOR CANADA	293,618.00
7531214B	FMC HOLDINGS LTD	263,301.50
000653	MUNICIPAL INSURANCE ASSOCIATION OF BC	258,337.31
7461515	P & R TRUCK CENTRE LTD	232,098.32
000224	MUNICIPAL PENSION FUND	222,807.85
2457157	DAVID STALKER EXCAVATING LTD	172,623.32
000027	BC HYDRO	167,602.41
6693444	CHECKWITCH POIRON ARCHITECTS INC	122,581.42
7584697	VANCOUVER ISLAND REGIONAL LIBRARY	121,601.75
9516659	MILESTONE EQUIPMENT CONTRACTING INC	118,101.84
9570050	MLT AIKINS LLP IN TRUST	85,000.00
000223	MUNICIPAL FINANCE AUTHORITY	79,998.42
2488101A	WASTE CONNECTIONS OF CANADA INC	74,283.28
001419	PACIFIC BLUE CROSS	72,996.07
8155775	C3 MAINLINE INSPECTIONS INC	68,547.29
3327461	US BANK	68,057.20
000318	WORKSAFE BC	67,951.33
7518558	HEROLD ENGINEERING LTD	63,128.53
8843381	DRAKENSBURG DEVELOPMENT CORP	58,974.70
4192165	BC LIFE & CASUALTY COMPANY	51,478.29
000362	ICBC	42,268.00
3901475	HOLLAND CREEK LIMITED PARTNERSHIP 0963984 BC	41,369.40
7092300	WEST COAST PRE FAB LTD	39,293.77
5218811	LAFARGE ASPHALT TECHNOLOGIES A DIV OF	37,786.28
7531077C	WSP CANADA INC	34,880.05
6642522	CLEARTECH INDUSTRIES INC	34,278.31
2734987	ICONIX WATERWORKS LIMITED PARTNERSHIP	32,418.60
8000710	AARTECH CANADA INC	30,382.67
2483151	KOERS & ASSOCIATES ENGINEERING LTD	27,840.77
4573400	TROJAN UV	25,500.77
Total Suppliers Equal and Over		25,000.00
Other Suppliers Under		25,000.00
Total Of Printed Suppliers :		6,776,705.70

Capital Projects - as of March 31, 2023

Row Labels	Total Spent & Committed	Budget Amount
General Capital Fund		
2nd Ave Slope Stability Study	-	35,000
4th Ave Improvements (Root St-White St)	1,608,119	2,482,768
Aerial Fire Truck	8,461	14,031
Aggie Field Irrigation Improvements	-	125,000
Art in Accordance with Art Strategy	-	4,187
Arts & Heritage Hub	211,239	4,515,341
Audio-Visual System at Seniors Centre	-	10,849
Bike Racks	-	15,000
Car Shop Repairs	-	15,610
Childcare Space Creation	403,633	390,865
Colonia/Delcourt Active Transportation	790,135	833,500
Commercial Rotary Tri-Mower	142,432	145,000
Community to Community	-	10,000
Decorative Streetlights & Lighting	85,625	65,000
Diversity Square	-	75,000
Dogwood Drive Bike Lanes Design	8,244	25,752
Electric Vehicle Charging Station	13,470	19,966
Electronic Scoreboards	1,357	27,295
Fire Department Printer	6,090	6,000
Fire Hall Exhaust System	13,300	20,812
Fire Monitoring System (220 High St)	15,037	55,000
Fitness Cardio Equipment	69,938	51,698
FJCC Aquatic Wheelchair Replacement	-	6,000
FJCC Pool Condition Assessment	11,412	50,000
FJCC Security Camera System	-	20,000
Flag Poles	11,028	12,000
Forrest Field Phase 1	549,484	629,436
Geotechnical Study for Road Alignment	-	50,000
GIS Stage 3 Implementation	235	68,655
Holland Creek Crossing (Traffic)	-	3,200,000
Kay Grouhel Recognition	-	8,000
Legal Survey of Development Parcels	-	17,934
Level 2 Charger	-	109,273
Loci Shop Roof	10,036	49,551
Ludlow/Rocky Cr Roundabout	-	1,616,702
Marina Access (LMS Wall)	147,081	381,635
Mobile Computer Aided Dispatch	12,298	29,846
Museum Accessibiity Ramp Replacement	-	15,000
OCP Review Phase 1	35,542	40,864
Oyster Bay Rd Boat Ramp Stairs	-	12,000
Parks Bench/Pavers Program	2,319	-

APPENDIX D

Paved Food Truck Pad & Walkway	142,552	125,000
Poverty Reduction Planning - Stream 2	-	25,000
Poverty Reduction Stream 3	-	50,000
RCMP Building HVAC	10,007	12,000
RCMP Interview Soundproofing	-	11,500
Seniors Strategy	-	25,000
Storm Drainage Relocation	-	15,000
Storm Master Plan	232,715	281,865
Trail Kiosk/Maps/Markers	-	14,457
Transfer Beach Park Amenities	18,822	17,553
Tree Grating, Curbs, & Painting	15,119	52,556
Turnout Gear Dryer	-	15,000
Waterfront Area Plan: Business Plan	-	30,000
Waterfront Park Master Plan	-	75,000
Waterfront Stage 1 Remediation	99,911	145,891
Waterfront Zoning Update	-	10,000
Wayfinding Signs	64,074	219,554
Sewer Capital Fund		
Artist Studio Sewer Main Connection	-	100,000
Compost Curing Building	13,375	150,500
Compost Facility Odour Reducing Improv	-	187,500
Holland Cr Dev Downstream (offsite imp)	-	443,000
Inflow & Infiltration Connections	6,697	199,097
Ludlow Lift Station Generator	-	100,000
Ludlow Pump Station Upgrade	-	750,000
Rocky Cr Sewer Upgrade (Boundary-Ludlow)	-	750,000
Sandy Beach Lift Station Generator	-	232,420
Stage 2 Environmental Study	-	179,957
Swettenham Lift Station Pump	32,068	35,000
UV Phase 2 Design	-	100,000
WWTP Servers	-	50,000
Water Capital Fund		
6th Ave & Dead Ends Watermain Repl	-	385,000
Chicken Ladder Flood Hardening	22,628	375,470
Diamond Meter & Vault Replacement	-	125,000
Diamond Meter Replacement	-	40,000
Edgewood Estates Water Meter Replacement	-	125,000
High St (1st-TCH) Watermain Replacement	216,220	275,740
Holland Dam Inspection Report	-	30,135
Oyster Bay Dr Watermain	-	207,505
Stocking Lake Dam Emergency Repair	19,575	100,000
Water Filtration Plant Deficiencies	3,490	600,000
Unapproved Projects		
General	-	1,791,550
Water	-	15,747,387
Sewer	-	240,000

APPENDIX E

Projected Reserve Balance

	Balance at Mar 31, 2023	Expected Contributions	Funding	Projected balance at Dec 31, 2023
Development Cost Charges Reserve				
DCC Reserve - parks	1,454,166	-	(50,000)	1,404,166
DCC Reserve - roads	1,700,236	-	(1,860,417)	(160,181)
DCC Reserve - sewer	1,901,221	-	(885,085)	1,016,136
DCC Reserve - storm	543,846	-	-	543,846
DCC Reserve - water	2,753,164	-	(600,663)	2,152,501
Federal Gas Tax Funds				
Canada Community-Building Reserve (Gas Tax)	1,824,174		(1,221,300)	602,874
Restricted Revenue				
Amphitheatre Reserve	11,631	300		11,931
Boys & Girls Building Capital Reserve	70,576	5,064		75,640
Green Streets Reserve	1,616	40		1,656
LRCA/ Seniors Building Capital Reserve	320,844	8,345	(5,751)	323,438
Parking Reserve	114,123	2,937		117,060
Appropriated Equity				
Amenity funds Reserve	129,249		(96,588)	32,661
Building Reserve - PRC	263,139		(20,000)	243,139
Covid Safe Restart Reserve	1,422,311		(225,000)	1,197,311
Elections Reserve	7,703	7,000		14,703
Filming Reserve	580			580
Fire Equipment Reserve	295,857	22,400		318,257
Fire Hall Building Reserve	185,499	60,000	(40,000)	205,499
Fire Vehicles Reserve	86,206			86,206
Fitness Equipment Reserve	69,131	16,000	(20,000)	65,131
General Carry Forward Capital Projects	3,366,076		(3,366,076)	-
General Government	948,365		(182,346)	766,019
Infrastructure Deficit Reserve	683,917	279,728		963,645
Insurance Reserve	20,000			20,000
IT Equipment	274,968			274,968
Legal Reserve	76,000			76,000
MFA Surplus Reserve - Water	524,076			524,076
Municipal Office Bldg. Reserve	595,000	60,000		655,000
Parks Reserve - PRC	214,349			214,349
Perpetual safety fund Reserve	14,575			14,575
Planning Reserve - DSD	186,424	34,828	(107,768)	113,484
Policing Reserve	1,245,195		(277,300)	967,895
PRC Mtce Equipment Reserve	1,889			1,889
PRC Reserve	134,414		(105,000)	29,414
PW Reserve	343,814		(100,000)	243,814
Real Property sales Reserve	374,580		(302,746)	71,834
Recycle BC Reserve	979,638	80,191		1,059,829
Sewer Capital Reserve	737,965			737,965
Sewer Carry Forward Capital Projects	1,789,588		(1,789,588)	-
Tax sale Reserve	29,291			29,291
Vehicles & Equipment Reserve	1,256,819			1,256,819
Water Capital Reserve	1,625,637			1,625,637
Water Carry Forward Capital Projects	1,051,814		(1,051,814)	-
Unappropriated Equity				
General Capital Surplus	304,084			304,084
General Surplus	2,777,177		(362,600)	2,414,577
Sewer Capital Surplus	32,529			32,529
Sewer Surplus	1,411,885			1,411,885
Water Capital Surplus	446,073			446,073
Water Surplus	593,612			593,612

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Chris Geiger, Manager of Protective Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: May 9, 2023
File No:
Re: **Protective Services Communication - New Format**

RECOMMENDATION:

That the Committee recommend that Council:

1. Dissolve the Protective Services Committee;
2. Direct the Manager of Protective Services to regularly liaise with the community safety partner agencies on reports and concerns in order to address issues efficiently and rapidly; and
3. Direct the Manager of Protective Services to conduct annual or semi-annual emergency management and planning exercises with the community safety partner agencies.

EXECUTIVE SUMMARY:

Now that the Town employs a full-time Manager of Protective Services, the use of a committee to communicate and address safety concerns is unnecessary and inefficient. Staff recommend that Council dissolve the Protective Services Committee and direct the Manager of Protective Services to take on these duties. Community safety partners could then liaise directly with the Manager, rather than wait until the quarterly meetings to address issues or receive reports. In this way, the time spent on the meetings could be used for training and exercises, supporting the cooperation of the Town's partner agencies.

PREVIOUS COUNCIL DIRECTION:

N/A

ALTERNATIVES:

Council can choose to keep the Protective Services Committee active and maintain the status quo.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Protective Services Terms of Reference

PROTECTIVE SERVICES COMMITTEE

Type

- Council Committee Task Force

Mandate

The Protective Services Committee is a Select Committee of Council pursuant to section 142 of the *Community Charter*.

The primary purpose of the committee is to identify and report to Council critical issues related to emergency preparedness and the safety of Ladysmith citizens.

The Committee also provides a forum for representatives of organizations directly involved with emergency preparedness, emergency response and protecting the safety of Ladysmith citizens to share information, build relationships, and discuss current or emerging issues related to community safety and emergency preparedness.

The Committee will, if requested to do so by Council, provide advice or recommendations on specific issues related to emergency preparedness and/or the safety of Ladysmith citizens.

Authority

The Protective Services Committee identifies issues that the Committee Chair will bring to Council's attention for discussion and possible future action. The Committee does not make recommendations to Council.

Membership and Terms

Community members are appointed by Council for two-year terms. Council members are appointed annually. A Council member may not serve more than six consecutive years on the committee

Membership Requirements/Qualifications

The Committee will be comprised of the following:

- Representatives of the following organizations:
 - Ladysmith Fire/Rescue (Chief)
 - Ladysmith Detachment, Royal Canadian Mounted Police (Staff Sergeant)
 - Town of Ladysmith Bylaw Enforcement
 - Ladysmith Search and Rescue
 - Royal Canadian Marine Search and Rescue
 - Citizens on Patrol
 - BC Ambulance Service
 - Stz'uminus Frist Nation
 - Ladysmith Resources Centre Association
 - Cowichan Valley Regional District (Emergency Preparedness Coordinator)
 - Neighbourhood Watch
 - Other relevant organizations as determined by Council
- One Council Liaison who will serve as Committee Chair and facilitate communication between the Committee and Council on relevant issues identified by the Committee and/or requested by Council
- One alternate Council Liaison

Reporting

The Committee Chair will report to:

- The Committee of the Whole on critical emerging issues related to community safety and/or emergency preparedness as identified by the Committee; and
- The Chief Administrative Officer on operational matters related to community safety and/or emergency preparedness as identified by the Committee

Staff Support

The Committee will be supported by one Legislative Services staff person who will prepare agendas and take minutes.

Meeting

The Committee will meet quarterly

Alignment with Council Strategic Priorities

- Infrastructure
- Waterfront

- Community
- Economy

ATTACHMENT A

SCHEDULE 1 – AGENDA TEMPLATE

AGENDA

1. Agenda Approval

2. Minutes

- 2.1. Chair Minutes of the July 8, 2019 meeting

3. Emerging Issues

- 3.1. Emergency Preparedness
3.2. Community Safety

4. Reports from Agencies

- 5.1. Individual Agencies Note: Written reports submitted in advance are attached for review; other written reports can be circulated at the meeting. Questions or comments on agency reports are welcome after each report is given.

5. Update from Council

- 5.1. Chair The Chair will provide updates on the latest Council business and respond to questions

6. Discussion and Questions

7. Next Meeting

8. Adjournment

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Ryan Bouma, Director of Infrastructure Services
Reviewed By: **Allison McCarrick, CAO**
Meeting Date: May 9, 2023
File No:
Re: **Downtown Planter Contents and Historical Significance**

RECOMMENDATION:

That the Committee recommend that Council receive the staff report, dated May 9, 2023, from the Director of Infrastructure Services, regarding downtown planter contents and their historical significance.

EXECUTIVE SUMMARY:

Following a previous Committee of the Whole (COW) discussion about downtown planters, the Committee directed staff to investigate Town plantings that have historical significance. Although very little information regarding historical or memorial significance was discovered by staff, a detailed map and list of planters and their contents was created and presented herein.

PREVIOUS COUNCIL DIRECTION:

CW 2023-015	That the Committee recommend that Council direct staff to continue with status quo planting on 1st Avenue based on recent past practice.
CW 2023-016	That the Committee direct staff to report back to the Committee with a list of plantings that were purposefully dedicated with historical significance.

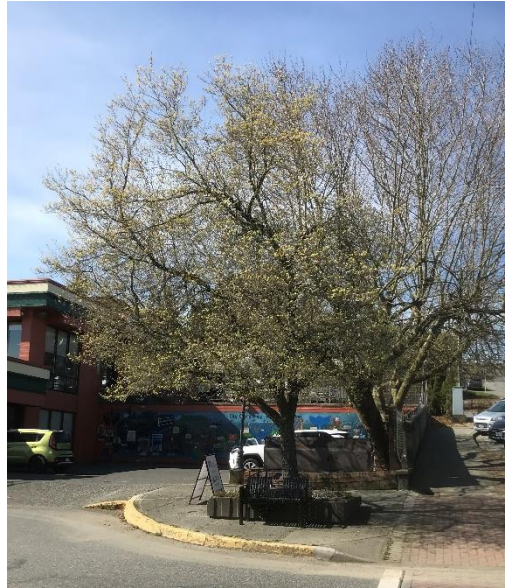
INTRODUCTION/BACKGROUND:

Current and past parks staff were asked about the memorial and historical significance of downtown plantings, while engineering staff assembled the attached map and information table. A retired long-time employee was also contacted regarding their knowledge of the downtown plants.

The following information was obtained:



1. A Dogwood tree in front of 330 1st Avenue (Credit Union) is the only surviving Dogwood planted in 1971 when Kay Grouhel was mayor. It is understood that



many Dogwoods were planted along 1st Avenue but were removed due to blight in 1987. One remains at the corner of 1st and Roberts, a prominent intersection.

2. Two Hawthorns on opposite sides of Gatacre Street at 1st Avenue have been memorialized for Chuck Perrin and Josh Sikora.



3. Several Junipers are located in concrete planters in front of 531 1st Avenue. These plants are not considered historical other than their existence predates the circa 2000 downtown rebuild.
4. Trees in front of 11 and 12 High Street are contained in similar concrete containers to the Junipers listed above. These trees are not considered historical other than their age and similarity of other concrete containers on 1st Avenue.

The attachments show locations of plant containers and the corresponding contents at the time of this report.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Downtown Planter Location Map
- B. Downtown Planter Contents Key

ATTACHMENT A



LOCATIONS OF PLANTERS ON FIRST AVENUE



INFORMATION SHOWN ON THESE DRAWINGS IS COMPILED FROM NUMEROUS SOURCES AND MAY NOT BE COMPLETE OR ACCURATE. THE TOWN OF LADYSMITH IS NOT RESPONSIBLE FOR ANY ERRORS, OMISSIONS OR DEFICIENCIES IN THESE DRAWINGS.

TO FIRM UNDERGROUND LOCATION OF UTILITIES WITH UTILITY COMPANIES.

TOWN OF LADYSMITH	
TITLE:	FIRST AVENUE PLANTERS LOCATIONS
SHEET No:	
SCALE:	N.T.S.
FILE:	
DRAWN BY:	T.K.
DATE:	2023-03-27

ATTACHMENT B

Downtown Planter Contents

	Name	Width	Length	Hight	Content
1	HI8	240	240	35	Tree: Gleditsia, Shrubs: Pieris japonica, Nandina domestica
2	HI9	240	240	35	Tree: Gleditsia, Shrub: Nandina domestica
3	RO6	440	440	20	Tree: Gleditsia, Shrubs: Roses, Lavandula, Spirea japonica, Berberis thunbergii
4	RO5	490	470	20	Tree: Cornus, Shrub: Spirea, Lavandula
5	RO4	240	240	250	Tree: Cornus, Shrub: Erica
6	RO7	550	600	0	Shrubs: Roses
7	RO8	550	550	0	Tree: Thuja occidentalis, Shrubs: Roses, lavandula
8	RO9	550	390	0	Tree: Thuja occidentalis, Shrubs: Roses, lavandula
9	FI7	300	300	0	Shrubs: Euonymus fortunei
10	FI8	300	300	0	Shrubs: Escallonia
11	FI9	300	300	0	Shrubs: Ecallonia
12	F10	300	300	0	Shrubs: Euonumus alatus
13	F12	550	280	10	Tree: Carpinus betulus, Shrub: Juniperus
14	F11	600	150	65	Tree: Acer japonica, Shrubs: juniperus, Eleaegnus, Iris
15	RO3	360	285	45	Tree: Gledetsia, Shrubs: Spriea, Lavandula
16	RO2	280	400	50	Tree: Gledetsia, Shrubs: Spriea, Lavandula
17	R14	410	465	80	Tree: Acer, Shrubs: Skimmia
18	R13	150	200	10	Shrubs: Euonumus alatus, Nandina domestica, Cotoneaster horizontallis,
19	R12	150	250	10	Shrubs: Euonumus alatus, Nandina domestica, Cotoneaster horizontallis,
20	R11	150	200	10	Shrubs: Euonumus alatus, Nandina domestica, Cotoneaster horizontallis,
21	R10	150	250	40	Shrubs: Euonumus alatus, Nandina domestica, Cotoneaster horizontallis,
22	RO1	240	300	65	Shrubs: Skimmia
23	FI6	120	240	35	Tree: Unidentified, Shrubs: Heuchera, Lonicera nitida
24	GA5	330	485	55	Tree: Picia, Acer japonica, Shrub: Rhododendron, Juniperus, Spirea
25	GA4	240	120	20	Shrub: Rosemarinus officnalis
26	GA3	395	95	35	Tree: Fagus syvatica, Shrub: Thuja orientalis, arctostaphylos uva-ursi
27	GA1	680	240	5	Tree: Prunus serrulata, ShrubS: Hellebore, Lithodora
28	FI5	245	270	75	Shrubs: Cryptomaria, Chamaecyparis pisifera, Eleagnus

29	FI4	245	245	40	Shrub: Pinus mugo, Juniperus
30	H10	120	245	60	Tree: Gledetsia, Shrubs: Rosemarinus officinalis
31	H17	245	245	20	Tree: Gledetsia, Shrubs: Rosemarinus officinalis
32	H16	245	245	60	Tree: Carpinus betulus
33	H15	245	245	45	Tree: Carpinus betulus
34	H14	245	245	25	Tree: Gledetsia, Shrubs: Euonomus fortunei
35	H13	245	245	25	Tree: Gledetsia, Shrubs: Euonomus fortunei
36	H12	245	245	50	Tree: Gledetsia, Shrubs: Euonomus fortunei, Juniperus
37	H11	245	245	45	Tree: Gledetsia, Shrubs: Euonomus fortunei, Juniperus
38	FI1	245	120	60	Shrub: Hydrangea macrophylla
39	KI1	420	420	20	Shrubs: Juniperus, Lavandula, Beberis thunbergi
40	FR1	420	420	20	Annuals
41	FR3	420	420	20	Annuals
42	WA1	420	420	20	Shrubs: Juniperus, Spirea
43	WA2	420	420	20	Shrubs: Juniperus, Nandina domestica
44	WA3	420	420	20	Shrubs: Lavandula, Roses, Spirea
45	SY6	1100	1100	10	Grass: Pennisetum, Festuca glauca
46	SY2	400	320	20	Annuals
47	SY1	1600	200	20	Annuals
48	SY4	400	250	20	Annuals
49	SY5	2400	100	20	Shrub: Potentilla, Grass: Festuca glauca
50	SY3	400	320	20	Annuals
51	HW1	700	200	25	Shrubs: Gladiolus, Annuals
52	FR4	420	420	20	Annuals
53	FR2	420	420	20	Annuals
54	KI2	420	420	20	Shrubs: Juniperus, Lavandula, Beberis thunbergi
55	KI3	420	420	20	Shrubs: Juniperus, Berberis, Pieris
56	BU1	420	420	20	Annuals
57	FI2	120	120	40	Empty
58	FI3	120	120	40	Empty

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Mike Gregory, Communications and Engagement Specialist
Reviewed By: Matt O'Halloran, Manager of Corporate Services
Meeting Date: May 9, 2023
File No:
Re: **Single-Use Plastics Business Engagement**

RECOMMENDATION:

That the Committee recommend that Council:

1. Receive for discussion the results of the engagement survey distributed to the local business community regarding the impact of the proposed single-use plastic regulations being introduced by senior levels of government;
2. Provide preferences for regulating single-use plastics in the Town of Ladysmith based on this feedback and the information outlined in the staff report dated May 9, 2023, by the Communications and Engagement Specialist; and
3. Direct staff to draft a single-use plastics bylaw incorporating this feedback, as well as best practices introduced by other municipalities.

EXECUTIVE SUMMARY:

The Province has granted authority under the *Community Charter* for municipalities to ban plastic bags and certain single-use plastics without requiring ministerial approval.

The intent of regulating plastics is to continue to divert these products into the circular economy, reducing overall reliance, and reducing the volume of waste that is transported to landfill.

In response to this decision and upon Council direction, the Town distributed a single-use plastics engagement survey to local businesses and received 22 responses (Attachment A) spanning the grocery, restaurant, and retail sectors.

Based on this feedback, as well as examples from other municipalities, Council may decide to proceed with a bylaw to regulate all or some of the following items: plastic bags (checkout bags), drinking straws, polystyrene foam service ware and plastic utensils, including stir sticks.

PREVIOUS COUNCIL DIRECTION:

CS 2022- 2022- 238	2022- 10-04	1. That Council refer the Community Banner Program Expansion to the next Council for review during its Strategic Planning process. 2. That Council: (a) Direct staff to consult with the local business community regarding the impact of the single-use plastic proposed regulations being introduced by senior levels of government; and (b) Report back to Council with the results and options for a single-use plastics bylaw incorporating best practices introduced by other municipalities.
-----------------------------	----------------	--

INTRODUCTION/BACKGROUND:

In March and April, local businesses were requested to complete a survey regarding single-use plastics. The survey was distributed electronically and in-person by the Town with the support of the Chamber of Commerce.

The survey questions were intended to gauge the current use of single-use plastics in the community, while also allowing business owners the opportunity to provide feedback on potential barriers to compliance if single-use plastics regulations were introduced locally.

Altogether, 22 respondents participated in the engagement, spanning the grocery, restaurant, and retail sectors.

Plastic bags were identified by respondents as among the most common single-use plastic item they distribute to customers. Just over half of respondents (13) further clarified that despite being single-use plastics, these items incorporate some sustainable materials such as plant fibers or compostable materials.

Regulating plastic bags used during checkout is the most common approach and the first step taken by most municipalities that have implemented regulations up to today. The Province has provided guidelines to local governments, including fee structures and examples of reusable alternatives, to maintain consistency in how regulations are enforced.

Several local businesses described already taking proactive efforts to use compostable, biodegradable and/or recyclable products as part of their operations. This feedback suggests local businesses are already incorporating sustainable practices and recognizing the need to reduce landfill waste.

In general, cost and availability from suppliers were identified among the potential challenges businesses would face if a bylaw were to be implemented.

The Province has stipulated that local governments must provide a grace period of at least six months after adoption of the bylaw before enforcing it, to allow businesses time to transition and use up existing stock.

The attached plastics bylaw template (Attachment B) provided by Lidstone and Company can be used as a reference by the Committee in its discussion regarding which items it may choose to regulate.

The scope of this regulation is limited to these items: plastic checkout bags, drinking straws, polystyrene foam service ware and plastic utensils, including stir sticks.

ALTERNATIVES:

Council can choose to:

1. Receive the results of the engagement survey and not proceed with a bylaw to regulate single-use plastics in the community.

FINANCIAL IMPLICATIONS:

Staff will bring forward any additional costs for outreach materials should Council move forward with the development of a regulatory bylaw.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The regulation of single-use plastics would require communication and outreach to the public as well as the local business community.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Bylaws for single-use plastics typically involve coordination with bylaw enforcement and public works staff to engage with local businesses and implement regulations. The Town's Development Services and Infrastructure Services Divisions would likely participate in such a framework for Ladysmith.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

Infrastructure

Economy

Community

Not Applicable

Waterfront

I approve the report and recommendations.

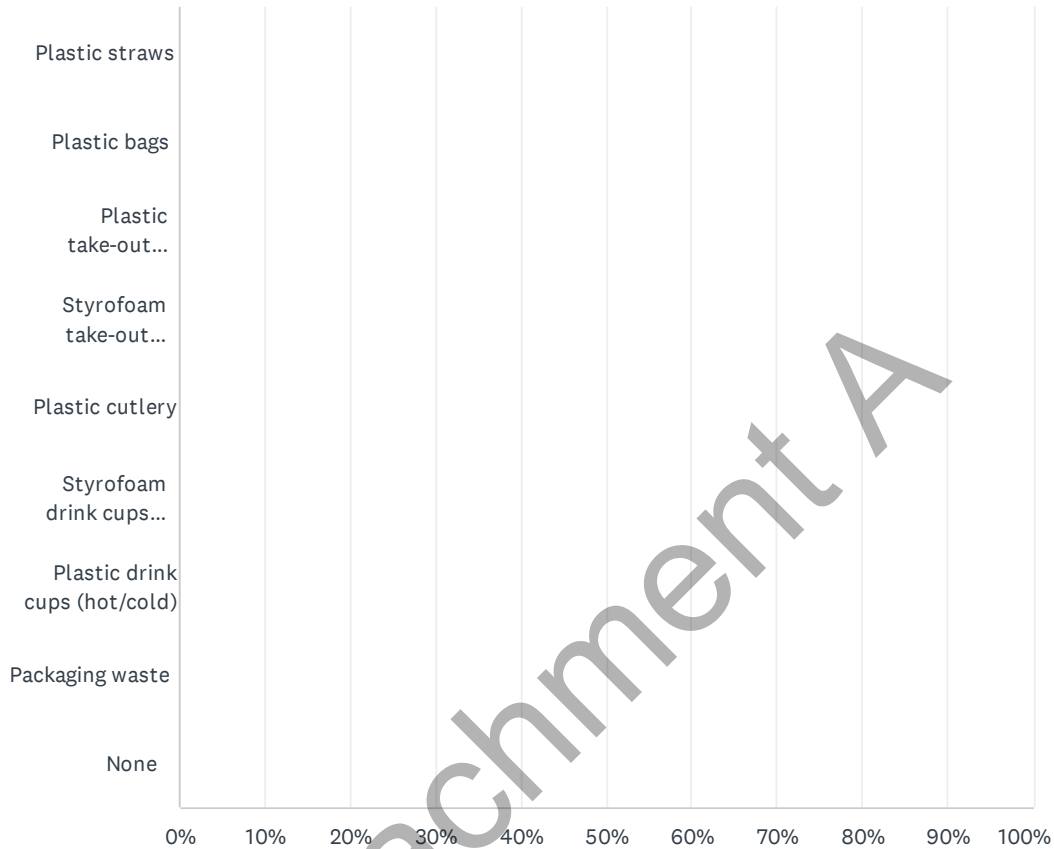
Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Single-Use Plastics Business Engagement - Data.
- B. Single-Use Plastics Model Bylaw.

Q3 What type(s) of single-use plastic items does your business currently use? (check all that apply)

Answered: 20 Skipped: 1



ANSWER CHOICES	RESPONSES	
Plastic straws	15.00%	3
Plastic bags	40.00%	8
Plastic take-out containers	15.00%	3
Styrofoam take-out containers	0.00%	0
Plastic cutlery	20.00%	4
Styrofoam drink cups (hot/cold)	0.00%	0
Plastic drink cups (hot/cold)	15.00%	3
Packaging waste	45.00%	9
None	30.00%	6

Total Respondents: 20

Q4 If you indicated that your business uses or distributes single-use plastics in the previous question, are any made from the following materials? (check all that apply)

Answered: 13 Skipped: 8



ANSWER CHOICES

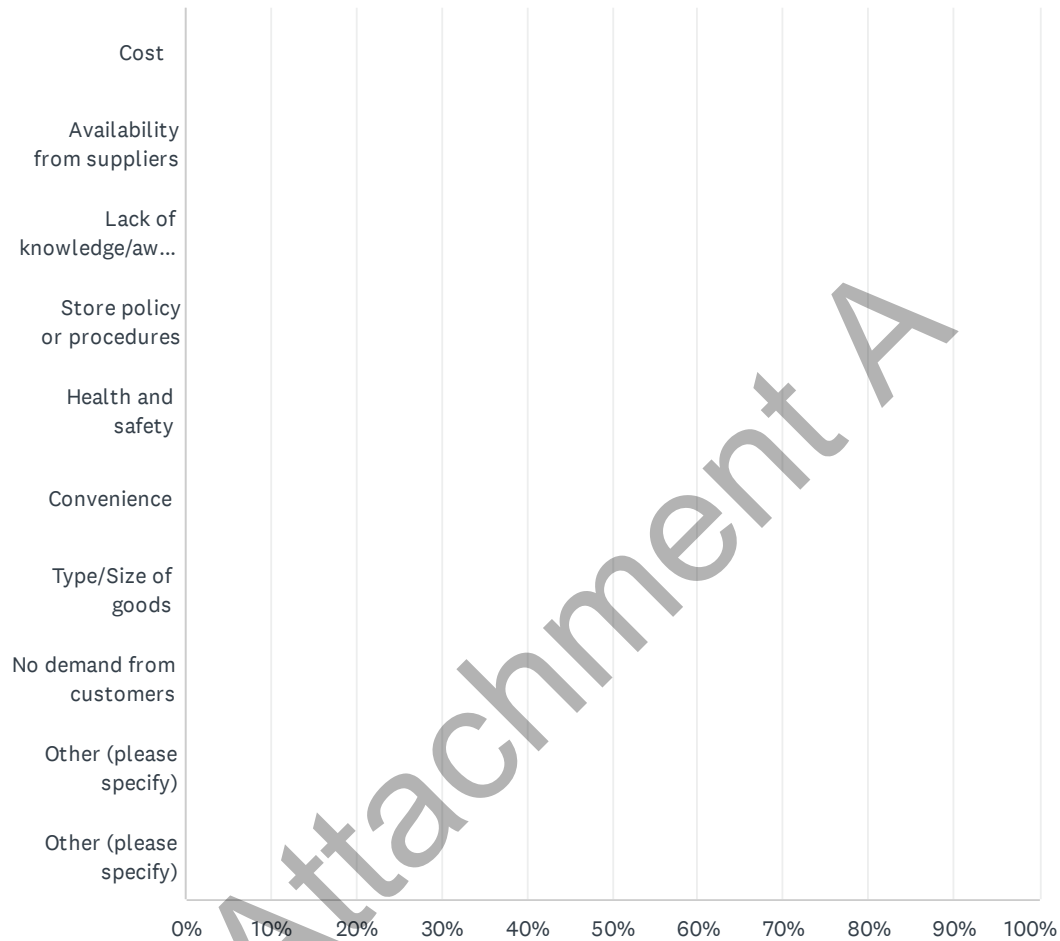
RESPONSES

Plastics made from plants	38.46%	5
Plant fibers or other biological materials	15.38%	2
Compostable plastics	38.46%	5
Biodegradable plastics	38.46%	5
Don't know/not sure	53.85%	7
Other (please specify)	15.38%	2

Total Respondents: 13

Q6 What, if anything, makes it difficult for your business to offer reusable or compost alternatives, instead of single-use plastic options? Please choose the top 3 answers from the options below.

Answered: 14 Skipped: 7

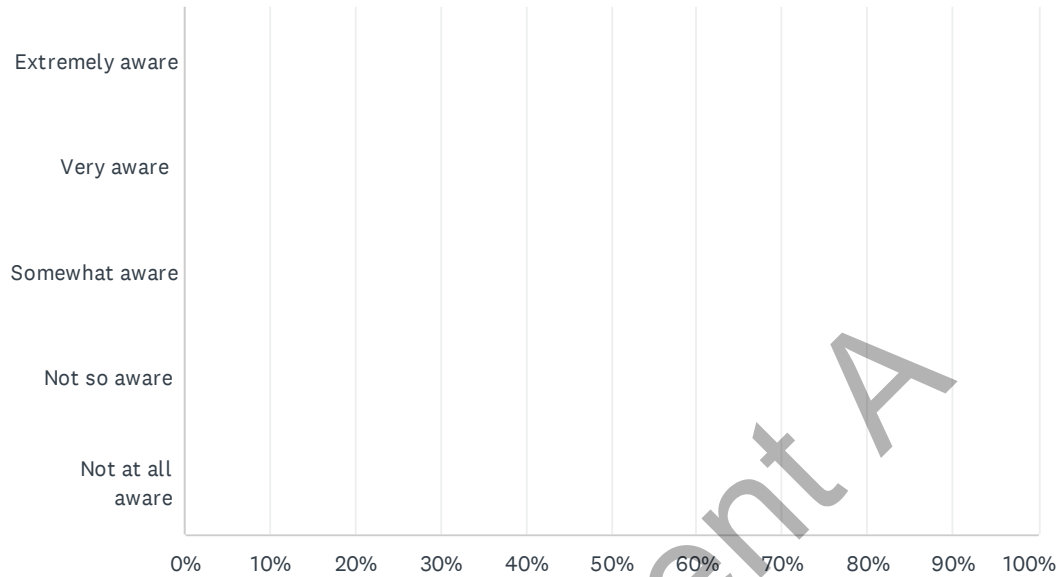


ANSWER CHOICES	RESPONSES	
Cost	64.29%	9
Availability from suppliers	35.71%	5
Lack of knowledge/awareness of alternatives	7.14%	1
Store policy or procedures	7.14%	1
Health and safety	14.29%	2
Convenience	7.14%	1
Type/Size of goods	7.14%	1
No demand from customers	14.29%	2
Other (please specify)	14.29%	2
Other (please specify)	42.86%	6
Total Respondents: 14		

Attachment A

Q8 What is your level of awareness regarding regulation of single-use plastics by the Federal and Provincial governments?

Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES	
Extremely aware	23.81%	5
Very aware	33.33%	7
Somewhat aware	42.86%	9
Not so aware	0.00%	0
Not at all aware	0.00%	0
TOTAL		21

CITY OF PLEASANTVILLE

Bylaw No. XX, 2022

A Bylaw to Regulate Single Use Plastics and Foam Items

The Council of the City of Pleasantville enacts as follows:

Citation

1. This Bylaw may be cited as “Single Use Plastic Bylaw No. XX, 2022.”

Definitions

2. In this Bylaw

“Accessible Beverage Straw” means a tube made wholly of plastic that is not compostable or biodegradable, has a corrugated section that allows the straw to bend and maintain its position, and is individually wrapped in paper;

“Business” means a person, organization, or group engaged in a trade, business, profession, occupation, calling, employment or purpose that is regulated under the City’s Business Regulation Bylaw, as amended, and includes a Business Operator or a person employed by or operating on behalf of a Business;

“Business Operator” includes the owner of a business, a person having responsibility for its management and operation, and any person who is employed by or acts on behalf of the business in dealing with its customers and patrons;

“Charitable Food Services” means the provision of food or prepared food for free or at low cost by an organization incorporated and in good standing under the British Columbia *Societies Act* or registered as a charitable organization under the *Income Tax Act* (Canada);

“Food Service Ware” means a product used for serving or transporting prepared food or beverages including, but not limited to, plates, cups, bowls, trays, cartons and hinged or lidded containers;

“Paper Shopping Bag” means a bag made out of paper and contains at least 40% recycled paper content, that displays the words “recyclable” and “made of 40% recycled content” or “made of 40% post-consumer recycled content” or other applicable amount on the outside of the bag, and is intended to be used by a customer for the purpose of transporting items or Prepared Food purchased or received by the customer from the Business providing the bag;

“Plastic Shopping Bag” means a Shopping Bag that is produced from plastic, including biodegradable or compostable plastic, that is intended to be used by a customer for the purpose of transporting items or Prepared Food purchased or received by the customer from the Business that is providing the bag;

“Plastic Drinking Straw” means a tube made primarily of plastic, including biodegradable or compostable plastic, and used to transfer a beverage from a container to the mouth of the individual drinking a beverage by suction;

“Plastic Utensil” means a utensil made primarily of plastic, including biodegradable or compostable plastic, primarily used to stir, eat or prepare food or a beverage;

“Polystyrene Foam” means blown polystyrene and expanded and extruded foams composed of thermoplastic petrochemical materials containing a styrene monomer and processed by any technique including, but not limited to, fusion of polymer spheres (expandable bead foam), injection molding, foam molding, or extrusion blown molding (extruded foam polystyrene);

“Prepared Food” means any food or beverage prepared for consumption by a Business at that licensed premises or location, using any cooking or food preparation technique;

“Reusable Shopping Bag” means a bag that is designed and manufactured, and represented by the manufacturer, to be capable of use at least 100 times, and is intended to be used by a customer for the purpose of transporting items or Prepared Food purchased or received by the customer;

“Small Paper Bag” means a paper bag that is less than 15 cm by 20 cm when flat;

"Shopping Bag" means a bag used for the purpose of transporting items sold or otherwise provided to a customer by a Business, including but not limited to take-out and to-go food, delivery of food, and leftovers from a meal, and customarily provided by a Business at the point of sale or when items ordered by telephone or internet-based ordering platforms are retrieved from the Business by the customer or a delivery service, but does not include bags used to

- (a) contain loose bulk items such as fruit, vegetables, nuts, grains, or candy;
- (b) contain loose small hardware items such as nails and bolts;
- (c) protect bakery goods that are not pre-packaged prior to the point of sale;
- (d) contain or wrap frozen foods, meat, poultry, or fish, whether pre-packaged prior to the point of sale or not;
- (e) wrap flowers or potted plants;
- (f) transport live fish;
- (g) protect newspapers or other printed material intended to be left at the customer's residence or place of business;
- (h) protect clothes after professional laundering or dry cleaning;

- (i) transport prescription drugs received from a pharmacy; or
- (j) transport linens, bedding, or other similar large items that cannot easily fit in a Paper Shopping Bag or Reusable Shopping Bag.

Shopping Bags

3. A Business must not sell or otherwise provide a Plastic Shopping Bag to a customer.
4. A Business must not sell or otherwise provide a Shopping Bag to a customer, except in accordance with Section 5.
5. A Business may provide a Shopping Bag to a customer only if it is not a Plastic Shopping Bag and
 - (a) the Business first asks a customer if they need a Shopping Bag and the customer responds that they do;
 - (b) the Shopping Bag is a Paper Shopping Bag or Reusable Shopping Bag;
 - (c) the customer is charged a fee not less than 15 cents for every Paper Shopping Bag,
 - (d) the customer is charged a fee not less than \$1 for every Reusable Shopping Bag; and
 - (e) information about how much the Business charges for a Shopping Bag is displayed on media such as menus, internet-based ordering platforms, signs or menu boards, and verbally provided to customers placing orders by telephone call.
6. Every Business must include the amount charged for a Shopping Bag provided to a customer as a separate line item on any receipt provided to the customer.
7. Sections 4 through 6 do not apply to Shopping Bags used in the course of providing Charitable Food Services.
8. No Business shall deny or discourage the use by a customer of their own Shopping Bag for the purpose of transporting items purchased or received by the customer from the Business.
9. Sections 3 through 8 of this Bylaw do not limit or restrict the sale of bags, including plastic bags, intended for use at an individual person's home, if they are sold in a package of multiple bags and not sold to be used as Shopping Bags.

Foam Cups and Containers

10. No Business may sell or otherwise provide prepared food or beverages in any Food Service Ware that contains Polystyrene Foam.
11. Section 10 does not apply to
 - (a) a hospital, or any facility licensed as a community care facility under the *Community Care and Assisted Living Act*; or
 - (b) prepared food or beverage containers that have been filled and sealed outside the City prior to arrival at the premises or location where the Business operates.
12. Section 10 of this Bylaw does not limit or restrict the sale of Food Service Ware containing Polystyrene Foam intended for use at an individual person's home, if the ware is sold in a package of multiple containers and not sold to be used for holding food at or transporting food from a Business.

Straws

13. No Business may sell or otherwise provide Single Use Plastic Beverage Straws, except as provided by Section 14.
14. Section 13 does not apply if a Business sells or otherwise provides an Accessible Beverage Straw to a person with a disability or other accessibility needs who requests an Accessible Beverage Straw. A customer must not be required to provide any medical information to receive an Accessible Beverage Straw.
15. Section 13 does not apply to
 - (a) a hospital or any facility licensed as a community care facility under the *Community Care and Assisted Living Act*; or
 - (b) a Single Use Plastic Beverage Straw packaged and sealed in a carton or flexible plastic pouch together with a drink, at a different location than the licensed premises where the drink is distributed for consumption.
16. Section 13 of this Bylaw does not limit or restrict the sale of straws, including Single Use Plastic Beverage Straws or Single Use Beverage Straws, intended for use at an individual person's home if they are sold in a package of multiple straws.

Utensils

17. No Business may sell or otherwise provide Plastic Utensils.
18. Section 17 does not apply to
 - (a) a hospital or any facility licensed as a community care facility under the *Community Care and Assisted Living Act*, or
 - (b) Plastic Utensils used in the course of providing Charitable Food Services.
19. Section 17 of this Bylaw does not limit or restrict the sale of Plastic Utensils intended for use at an individual person's home if they are sold in a package of multiple utensils.

Offence and Penalty

20. Every person who
 - (a) contravenes this Bylaw;
 - (b) permits, suffers or allows any act or thing to be done in contravention of this Bylaw; or
 - (c) neglects to do or refrains from doing anything required to be done under this Bylaw,commits an offence, and every day that the offence continues amounts to a new and separate offence.
21. A person found guilty of contravening this Bylaw shall be liable to pay a fine of up to:
 - (a) \$10,000, and the costs of prosecution, if proceedings are brought under the *Offence Act*; or
 - (b) \$1,000 if a ticket is issued under the *Municipal Ticket Information Authorization Bylaw* [Citation].

Severability

22. If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

Effective Date

24. This Bylaw comes into force and effect on [Insert later date if not on adoption].

Read a first time this ___ day of _____, 2022.

Read a second time this ___ day of _____, 2022.

Read a third time this ___ day of _____, 2022.

Adopted this ___ day of _____, 2022.

Mayor

Corporate Officer

I hereby certify that the above is a true copy of Bylaw No. XX, 2022 of the City of Pleasantville.

Corporate Officer

Attachment B



STRATEGIC PLAN 2023-2026

CONTENTS

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STRATEGIC VISION & MISSION.....	5
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• Core Infrastructure.....	10
• Official Community Plan Implementation.....	12
• Waterfront Area Plan.....	14
• Economy.....	16
• Leadership.....	18





MESSAGE FROM COUNCIL

On behalf of the Town of Ladysmith, Council is pleased to deliver our 2023-2026 Strategic Plan to the residents, business owners and friends of the community.

We acknowledge that our work and priorities for the town take place on the traditional unceded territory of the Stz'uminus people and are committed to meaningful collaboration on the path of reconciliation.

The Strategic Plan identifies key strategic areas of focus that are supported by strategies and actions.

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

The purpose of this Strategic Plan is to focus on priorities that are in alignment with the Official Community Plan (OCP).

We are excited about implementing and moving towards the vision of our new OCP, which outlines the path for the Town for the next 20 years and beyond.

Furthermore, the actions described in our Strategic Plan confirms our high level of commitment to effectively delivering core services such as water, wastewater, parks, and roads to our residents and businesses.

As a Council, we recognize the delivery of these core services as our first priority, supporting the long-term health and well-being of our citizens as well as the economic success of the Town.

During this term, we will continue to ensure the Town's assets in conjunction with our infrastructure are well planned, provided for, and maintained, while also stewarding the community's aspirations for the future.

The Waterfront Area Plan implementation is an ongoing strategic priority that will long-term provides both economic and ecological benefits as we work together with Stz'uminus in this shared vision for the waterfront.

We'll also further continue lay the foundation for a diversified local economy through tourism promotion, implementation of the Economic Development Strategy, and Council-led policies encouraging long-term investments in job creation.

These priorities are achievable due to our leadership, good governance, and recognition that success is built through strong relationships and mutual respect.

We invite you to review the 2023-2026 Strategic Plan and look forward to sharing the results of our successes with you.

—MAYOR & COUNCIL



DEVELOPING THE PLAN

2023–2026 Strategic Plan

In early 2023, Council began a strategic planning process designed to evaluate progress made over the last term and to lay a path for the 2022-2026 term of office.

Building on the Town's new Official Community Plan, Council worked with staff to identify priorities that support the community's vision expressed in the Town's new Official Community Plan.

Through this planning process, we determined the strategic priorities and supporting actions and projects that will drive the work of the Town over the next four years.

STRATEGIC VISION & MISSION

Vision

The new Official Community Plan, developed through extensive community engagement describes the community's vision for the Town of Ladysmith:

Unparalleled in its neighbourliness, Ladysmith is a growing community that maintains its smalltown feel. Home to a vibrant downtown and appealing waterfront—rich with heritage and public life—Ladysmith is known for its historic streetscapes, natural beauty, hillsides, and gorgeous views. A leader in climate action, Ladysmith is surrounded by cherished habitat areas that offer recreation, critical ecological services, economic prosperity, and connection with land and water.

Everyone is welcome here.

(Official Community Plan Page 5)

Mission

The mission of the Town of Ladysmith to provide services and good governance while maintaining Town assets and fostering economic, environmental, and social wellbeing.

(BC Community Charter Sec. 7)

Our Past, Our Future

**Naut'sa Mawt
(Working Together)**

The land on which the Town of Ladysmith was founded in 1904 has been home to the Coast Salish people since Time Immemorial.

We are committed to honouring the rich cultural history of our Stz'uminus First Nation neighbours while together creating a prosperous future for generations to come.

OVERARCHING GOALS

The Official Community Plan includes a set of overarching goals that guide the decision making and priority setting of Council.



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



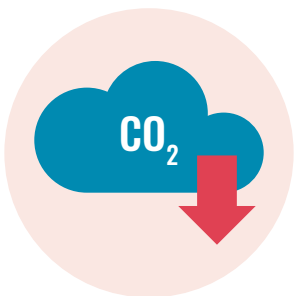
Adapt to the impacts of climate change.



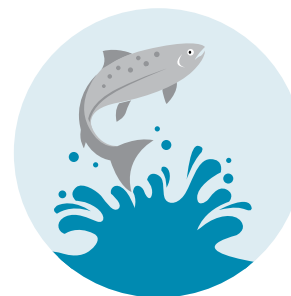
Walk the path of reconciliation.



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



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



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



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



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



Be known for its lively arts and culture scene.

In addition to the Official Community Plan overarching goals Council commits to:

- Diligent and responsible management of public funds.
- Facilitate communication with citizens and partners.
- Collaborate with volunteers and community partners at every opportunity.

STRATEGIC PRIORITIES

The following pages outline Council's significant strategic priorities and associated actions. These actions will be our focus over the next four years and are the steps we will take to advance towards our vision.



Core Infrastructure

We will advance projects that address climate change, renew our infrastructure, protect natural and built assets, and accommodate future growth.



Official Community Plan Implementation

We will employ strategies and actions that maintain a diverse, vibrant, and affordable community, ensuring we do not pass undue burden onto future generations.



Waterfront Area Plan

We will implement our Waterfront Area Plan together with Stz'uminus First Nation, creating opportunities for economic prosperity, environmental restoration, and cultural celebration.



Economy

We will promote an environment that facilitates business development and job creation.



Leadership

We will show leadership in building strong relationships with First Nations, reconciliation, and excellence in good governance.

CORE INFRASTRUCTURE

We will advance projects that address climate change, renew our infrastructure, protect natural and built assets, and accommodate future growth.



STRATEGY:

Ensure the Town's water supply system meets the needs of current and future residents and the demands of climate change.

ACTIONS:

- Increase the storage capacity of our water supply system at Holland Lake.
- Build a connection between Holland Lake and Stocking Lake supply main.
- Increase redundancy by twinning the Stocking Lake supply main.
- Repair and upgrade the Stocking Dam.

STRATEGY:

Maintain an effective and efficient wastewater treatment system that meets the needs of the population and supports the long-term health of the Ladysmith Harbour.

ACTIONS:

- Conduct an environmental impact study for the Wastewater Treatment Plant.
- Implement a Sewer Source Control Program, including bylaws and public education.
- Upgrade post treatment disinfection for the Wastewater Treatment Plant.

STRATEGY:

Implement an asset management plan to replace and maintain aging infrastructure.

ACTIONS:

- Complete Phases 1 & 2 of the 4th Avenue upgrades and prepare plans for Phases 3 & 4 upgrades.
- Implement a program to prioritize road maintenance and upgrades.
- Conduct and implement a Stormwater Master Plan.
- Implement and use internal Geographic Information System (GIS) to prioritize infrastructure.
- Update municipal facility condition assessments.
- Undertake short-term improvements to City Hall.
- Work with partners to initiate the comprehensive redevelopment of the Buller Street property, including City Hall.
- Begin improvements to Lot 108 (Forrest Field) site and explore grant opportunities for future amenities.



OFFICIAL COMMUNITY PLAN IMPLEMENTATION

We will employ strategies and actions that maintain a diverse, vibrant, and affordable community, ensuring we do not pass undue burden onto future generations.



STRATEGY

Begin to implement the short-term action items in the Official Community Plan to build the community we want over the next quarter century.

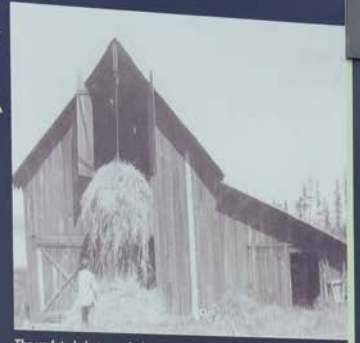
ACTIONS

- Amend the DCC Bylaw and Revitalization Tax Exemption to incentivize growth in Priority Growth Areas.
- As part of the Town's Mobility Strategy, undertake a cycling network plan to develop the short-term cycling network. (*Policy 2.19*).
- Dedicate funding to develop Ladysmith's first Mobility Plan (*Policy 2.3*).
- Amend the Subdivision and Development Servicing Bylaw (*Policy 2.4*).

- Undertake intersection and complete street improvements (*Policy 2.5*).
- Amend the Zoning Bylaw to modernize the parking pay-in-lieu regulation (*Policy 2.27*).
- Amend the Zoning Bylaw to eliminate the off-street parking requirement for all commercial uses in the Downtown Heart (*Policy 2.28*).
- Amend the Zoning Bylaw to align the bicycle parking requirements with current trends and best practices (*Policy 2.30*).
- Amend the Zoning Bylaw to include requirements for bicycle and end-of-trip facilities (*Policy 2.31*).
- To accommodate persons with disabilities, amend the Zoning Bylaw to include parking supply ratios and dimensions for van-accessible parking spaces (*Policy 2.32*).
- Conduct a job market analysis for Ladysmith and Stz'uminus First Nation (*Policy 7.2*).
- Develop cultural safety training and protocols for employers to create a work culture that supports First Nations employees to thrive (*Policy 7.3*).
- Support the provision of employer training, education, and support to reduce barriers to recruit, hire, and retain equity-seeking people seeking employment (*Policy 7.4*).
- Undertake research to explore how the impacts of climate change will affect businesses in Ladysmith (*Policy 7.11*).
- Amend the Building Bylaw to accelerate adoption of the BC Energy Step Code (*Policy 8.7*).
- Establish and promote incentive programs to support decarbonization and energy and water efficiency in existing buildings (*Policy 8.10*).
- Update Ladysmith's Heritage Strategic Plan (*Policy 9.9*).



RUTTI PARK



The undated photograph shows hay being put up into the barn.

This park occupies part of the former Rutti family farm. Hugo Rutti arrived in Ladysmith in 1910 via the U.S. from Finland. After working as a farm labourer and in the Extension coal mines for several years he purchased 10 acres from John Russell, and later expanded the farm. Hugo was a familiar sight in the town selling farm produce from his horse-drawn wagon.

Source: Ladysmith Archives



WATERFRONT AREA PLAN

We will implement our Waterfront Area Plan together with Stz'uminus First Nation, creating opportunities for economic prosperity, environmental restoration, and cultural celebration.

STRATEGY

Continue remediation of contaminated areas within Ladysmith Harbour.

ACTION

- Work with Stz'uminus First Nation to secure funding to complete foreshore remediation.



STRATEGY

Implement the Waterfront Area Plan.

ACTION

- Prepare necessary infrastructure and site planning for Waterfront Area Plan lands
- Complete Artisan Studio as part of the Arts and Culture Hub.
- Complete Machine Shop restoration and lease space in accordance with the Waterfront Area Plan when grant funding becomes available.



ECONOMY

We will promote an environment that facilitates business development and job creation.



STRATEGY

Pursue opportunities leading to economic development and job creation.

ACTION

- Implement the Economic Development Strategy 4 key strategies:
 - 1 Arts and Heritage Hub development.
 - 2 Walking tour app development.
 - 3 Develop project parameters and pursue funding for online investment and resident attraction tools to be combined with tourism promotion.
 - 4 Develop a funding ready plan for mountain bike trail development.

STRATEGY

Implement and support projects to maintain a vibrant downtown.

ACTION

- Pursue community improvement grants.
- Support the Chamber of Commerce and Ladysmith Downtown Business Association in their efforts to support downtown.



LEADERSHIP

We will show leadership in building strong relationships with First Nations, reconciliation, and excellence in good governance.



STRATEGY

Strengthen communication and meaningful collaboration with Stz'uminus First Nation.

ACTION

- Building on the Naut'Sa Mawt accord, the Town will initiate the co-creation of a Reconciliation Framework that is consistent with UNDRIP, seeking guidance on topics and directions from Stz'uminus First Nation and other First Nations whose traditional territories encompass Ladysmith. (OCP policy 1.2).

STRATEGY

Demonstrate Council's leadership and continued excellence in governance.

ACTION

- Continue to enhance Council's performance by conducting annual self-assessments.
- Foster Council excellence through training, workshops, and other opportunities.





Town of Ladysmith
410 Esplanade Avenue,
PO Box 220
Ladysmith, British Columbia, V9G 1A2
ladysmith.ca | (250) 245-6400