

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

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 Council approve the agenda for this Special Meeting of Council for May 9, 2023.

**3. BYLAWS**

**3.1 Bylaws for Adoption**

**3.1.1 "Financial Plan Bylaw 2023, No. 2141"**

**3**

Recommendation

That Council adopt "Financial Plan Bylaw 2023, No. 2141".

**3.1.2 "Property Tax Rates Bylaw 2023, No. 2142"**

**9**

Recommendation

That Council adopt "Property Tax Rates Bylaw 2023, No. 2142".

**3.1.3 "Sewer Parcel Tax Bylaw 2023, No. 2143" 13**

Recommendation

That Council adopt "Sewer Parcel Tax Bylaw 2023, No. 2143".

**3.1.4 "Water Parcel Tax Bylaw 2023, No. 2144" 15**

Recommendation

That Council adopt "Water Parcel Tax Bylaw 2023, No. 2144".

**4. NEW BUSINESS**

**5. ADJOURNMENT**

**TOWN OF LADYSMITH**

**BYLAW NO. 2141**

**Financial Plan Bylaw for the years 2023-2027**

---

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

Administration

1. Schedule "A" attached to and forming a part of this bylaw is hereby adopted and shall be the Financial Plan for the Town of Ladysmith for the five years ending December 31, 2027.
2. Schedule "B" attached to and forming a part of this bylaw is hereby adopted and shall be the Statement of Objectives and Policies for the Town of Ladysmith for the five years ending December 31, 2027.

Repeal

3. The "Town of Ladysmith Financial Plan Bylaw 2022, No. 2108" in its entirety is hereby repealed.

Citation

4. This bylaw may be cited for all purposes as "Financial Plan Bylaw 2023, No. 2141".

**READ A FIRST TIME** on the 2<sup>nd</sup> day of May , 2023  
**READ A SECOND TIME** on the 2<sup>nd</sup> day of May, 2023  
**READ A THIRD TIME** on the 2<sup>nd</sup> day of May, 2023  
**ADOPTED** on the day of , 2023.

---

Mayor (A. Stone)

---

Corporate Officer (M. O'Halloran)

**SCHEDULE “A”**

**2023 – 2027 Financial Plan**

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
<b>REVENUES:</b>					
Revenue From Property Tax Values	9,445,182	9,741,212	10,098,369	10,822,581	11,905,556
Revenue From Grants In Lieu	193,872	196,005	198,161	200,341	202,545
Revenue From Parcel Taxes	3,248,283	3,590,658	3,647,359	3,706,894	3,769,406
Revenue From Fees & Charges	5,663,587	5,758,362	5,854,771	6,025,784	6,126,750
Revenue From Other Sources	24,291,574	7,565,512	9,565,558	5,590,170	5,623,084
	<u>42,842,498</u>	<u>26,851,749</u>	<u>29,364,218</u>	<u>26,345,770</u>	<u>27,627,341</u>
<b>EXPENSES:</b>					
General Operating Expense	13,506,353	12,379,611	12,742,819	13,047,704	13,359,866
Sanitary Sewer Operating Expenses	2,152,361	1,718,577	1,774,259	1,822,053	1,871,042
Water Operating Expenses	2,347,421	2,089,781	2,166,649	2,232,628	2,300,256
Interest on Debt	754,808	881,108	881,108	1,121,554	1,602,446
Amortization	4,210,984	4,286,782	4,363,944	4,442,495	4,522,460
	<u>22,971,927</u>	<u>21,355,859</u>	<u>21,928,779</u>	<u>22,666,434</u>	<u>23,656,070</u>
Annual Surplus/Deficit	19,870,571	5,495,890	7,435,439	3,679,336	3,971,271
Add back: Unfunded Amortization	4,210,984	4,286,782	4,363,944	4,442,495	4,522,460
Capital Expenditures					
General Capital	17,230,846	2,442,005	14,189,762	3,318,959	2,354,240
Sanitary Sewer Capital	3,038,420	3,335,000	1,990,000	1,320,000	330,000
Water Capital	17,691,102	5,852,050	6,390,000	575,000	635,000
Proceeds from Borrowing	(4,088,725)	(3,549,275)	(10,400,000)	-	-
Principal Payments on Debt	1,015,717	1,171,192	1,171,192	1,445,706	1,720,220
Transfers to (from) Reserves Funds	(4,617,464)	(1,430,500)	(1,463,679)	(725,320)	(604,546)
Transfer to (from) Accumulated Surplus	(6,188,341)	1,962,200	(77,892)	2,187,486	4,058,817
Financial Plan Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

## SCHEDULE "B"

### Town of Ladysmith 2023 – 2027 Financial Plan

#### Statement of Objectives and Policies

In accordance with the *Community Charter*, the Town of Ladysmith (Town) is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in the *Community Charter*;
2. The distribution of property taxes among the property classes; and
3. The use of permissive tax exemptions.

#### **Funding Sources**

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2023. Table 2 shows a further breakdown of the funding proposed to come from reserves, Development Cost Charges and surpluses. Council currently has no specific policy surrounding the proportion of total revenue to come from each funding source.

Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis.

User fees and charges form a large portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services will be charged on a user-pay basis. User fees attempt to apportion the value of a service to those who use the service.

#### ***Objectives & Policies***

- The Town will increase the proportion of revenue that is received from user fees and charges until the fees and charges more closely meet the costs incurred to provide the services.
- The Town will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Water and Sanitary Sewer Rates will be reviewed to ensure that appropriate user fees are charged, rather than taxation, to lessen the burden on its limited property tax base.
- Borrowing will be considered when a capital project will provide benefits to taxpayers over a long period.

- Pursuant to Council’s direction, the Town will build a reserve to fund major capital projects. A minimum of 10% prior year’s municipal tax levy will be transferred to General Capital projects. A further 5% of the prior year’s municipal tax levy will be transfer to an infrastructure deficit.

**Table 1: Sources of Revenue**

<b>Revenue Source</b>	<b>Dollar (\$)</b>	<b>Percent (%)</b>
Property value taxes	9,445,182	16%
Grants in Lieu	193,872	0%
Parcel Taxes	3,248,283	5%
User fees & charges	5,663,587	9%
Other Sources	4,297,598	7%
Borrowing	4,088,725	7%
Grants	19,993,976	32%
DCCs & Reserves	4,617,464	7%
Own Funds	10,788,899	17%

**Table 2: Utilization of Reserves, Development Cost Charges and Surplus for 2023**

<b>Source</b>	<b>Dollar Value</b>	<b>% of Total</b>
Development Cost Charges - Roads	1,860,417	12%
Development Cost Charges - Parks	50,000	0%
Development Cost Charges - Sewer	885,085	6%
Development Cost Charges - Water	600,663	4%
Cemetery Care Fund	2,200	0%
Canada Community Building Fund	1,221,299	8%
Carry-forward reserve	7,050,418	46%
Safe-restart funds	227,500	1%
Climate Action Program	90,000	1%
Surplus & Appropriated Equity	2,623,988	17%
Real Property Reserve	796,993	5%

**Distribution of Property Tax Rates**

Table 3 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of Town services.

***Objectives & Policies***

- The amount of taxes to be collected from each of the classes will be reviewed each year.
- Supplement, where possible, revenues from user fees and charges to help to offset the burden on the entire property tax base.
- Continue to maintain and encourage economic development initiatives designed to attract more light industry, retail and commercial businesses to invest in the community.
- Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage economic and environmental sustainability opportunities.
- Regularly review and compare the Town’s distributions of tax burden relative to other municipalities in British Columbia.

**Table 3: Distribution of 2023 Property Tax Rates**

<b>Property Class</b>	<b>2023</b>
	<b>% of Total Property Taxation</b>
Residential (1)	73.80%
Utilities (2)	0.48%
Major Industry (4)	11.37%
Light Industry (5)	1.00%
Business and Other (6)	13.10%
Managed Forest Land (7), Recreation/Non-profit (8), and Farmland (9)	0.25%
<b>Total</b>	<b>100.00%</b>

### **Permissive Tax Exemptions & Revitalizations Tax Exemptions**

The Town supports non-profit organizations through permissive tax exemptions. Permissive tax exemptions will be reviewed annually and considered in conjunction with:

- (a) other assistance being provided by the Town;
- (b) the potential demands for Town services or infrastructure arising from the property;  
and
- (c) the amount of revenue that the Town will lose if the exemption is granted.

The Town believes revitalizations tax exemptions are an appropriate tool to assist the Town to achieve its strategic objectives. The Town can exempt municipal taxes for up to ten years where the project meets specific criteria and objectives as defined by bylaw. Recipients of exemptions must enter into a Revitalization Tax Exemption Agreement with the Town.

### ***Objectives & Policies***

- The Town will continue to provide permissive tax exemptions to some non-profit societies.
- Continue the use of the revitalization tax exemption for economic revitalization in order to encourage the commercial and industrial redevelopment of specific areas.



**TOWN OF LADYSMITH**

**BYLAW NO. 2142**

**Property tax rates for the year 2023**

---

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

1. Definitions

In this Bylaw, the following words, terms or phrases shall have the respective meaning assigned to them:

“City Hall”	means the Town of Ladysmith City Hall located at 410 Esplanade, Ladysmith, BC with a mailing address of Box 220, Ladysmith, BC V9G1A2.
“Collector”	means the person duly appointed as such from time to time by Council, and their designate.
“Alternative Municipal Tax Collection Scheme”	means the scheme for the payment of taxes established under sections 3, 4, and 5.2 of this bylaw.

2. Tax Rates

The following rates are hereby imposed and levied for the year 2023:

- 2.1 For lawful general purposes of the Town of Ladysmith on the value of land and improvements taxable for general municipal purposes, the tax rates shown in column ‘A’ of Schedule “A”, attached to and forming part of this Bylaw;
- 2.2 For lawful general purposes of the Town of Ladysmith on the value of land and improvements taxable for Library purposes, the tax rates shown in column ‘B’ of Schedule “A”, attached to and forming part of this Bylaw;
- 2.3 For purposes of the Cowichan Valley Regional District on the value of land and improvements taxable for Regional District purposes, the tax rates shown in column ‘C’ of Schedule “A”, attached to and forming part of this Bylaw; and
- 2.5 For purposes of the Cowichan Valley Regional Hospital District on the value of land and improvements taxable for Regional Hospital District purposes, the tax rates shown in column ‘D’ of Schedule “A”, attached to and forming part of this Bylaw.

3. Alternative Municipal Tax Collection Scheme

- 3.1 Unless section 3.3 applies, the rates and taxes imposed under this Bylaw are due and shall be paid on or before the 4<sup>th</sup> day of July, 2023.
- 3.2 An owner may elect to pay the rates and taxes imposed under this Bylaw in accordance with the Alternative Municipal Tax Collection Scheme by providing written notice of that election to the Collector at their office at City Hall, Ladysmith, BC on or before the 15<sup>th</sup> day of June, 2023.
- 3.3 An owner may elect to pay the rates and taxes imposed under this Bylaw in accordance with the General Tax Collection scheme established in the *Community Charter*, by providing written notice of that election to the Collector at their office at City Hall, Ladysmith, BC on or before the 15<sup>th</sup> day of June, 2023.
- 3.4 If an owner does not make an election under Section 3.2 or 3.3, the Alternative Municipal Tax Collection Scheme applies to the rate and taxes payable by that owner.

4. Penalties – Alternative Municipal Tax Collection Scheme

- 4.1 Upon the 5<sup>th</sup> day of July, 2023, or as soon thereafter as is practicable, the Collector shall add to the unpaid balance of the current year’s taxes two (2) percent of the amount unpaid as of the 4<sup>th</sup> day of July, 2023.
- 4.2 Upon the 16<sup>th</sup> day of September, 2023, or as soon thereafter as is practicable, the Collector shall add to the unpaid balance of the current year’s taxes an additional eight (8) percent of the amount unpaid as of the 15<sup>th</sup> day of September, 2023.

5. Supplementary Tax Rolls

- 5.1 Upon receipt of a Supplementary Tax Roll from BC Assessment, the Collector shall levy taxes in accordance with the rates specified in Schedule “A” of the Bylaw according to the taxable values as shown on the Supplementary Tax Rolls.
- 5.2 For each Supplementary Tax Roll, where the Alternative Municipal Tax Collection Scheme applies, the Collector shall add penalties to the unpaid amounts as follows:
  - a) Where Supplementary Tax Notices are sent before the 1<sup>st</sup> day of June, 2023, penalties shall be added as set out in Section 4 of this Bylaw; and
  - b) Where Supplementary Tax Notices are sent on or after the 15<sup>th</sup> day of August, 2023, ten (10) percent shall be added on any amount unpaid after thirty (30) days.

Citation

6. This Bylaw may be cited for all purposes as "Property Tax Rates Bylaw 2023, No. 2142".

**READ A FIRST TIME** on the 2<sup>nd</sup> day of May, 2023

**READ A SECOND TIME** on the 2<sup>nd</sup> day of May, 2023

**READ A THIRD TIME** on the 2<sup>nd</sup> day of , 2023

**ADOPTED** on the day of , 2023

---

Mayor (A. Stone)

---

Corporate Officer (M. O'Halloran)

**SCHEDULE "A"**  
**"Tax Rates Bylaw 2023, No.2142"**

Tax Rates (Dollars of Tax per \$1,000 Net Taxable Value)

PROPERTY CLASS		<u>A</u> Municipal	<u>B</u> Library	<u>C</u> Cowichan Valley Regional District	<u>D</u> Cowichan Valley Regional Hospital District
<b>1</b>	<b>Residential</b>	2.4519	0.1263	0.7603	0.3434
<b>2</b>	<b>Utilities</b>	22.0058	1.1335	2.6611	1.2019
<b>3</b>	<b>Supportive Housing</b>	2.4519	0.1263	0.7603	0.3434
<b>4</b>	<b>Major Industry</b>	78.9400	4.0664	2.5850	1.1675
<b>5</b>	<b>Light Industry</b>	9.3095	0.4796	2.5850	1.1675
<b>6</b>	<b>Business/Other</b>	8.8023	0.4534	1.8627	0.8413
<b>7</b>	<b>Managed Forest</b>	28.6569	1.4762	2.2809	1.0302
<b>8</b>	<b>Rec Non Profit</b>	1.8688	0.0962	0.7603	0.3434
<b>9</b>	<b>Farm</b>	34.8976	1.7976	0.7603	0.3434

**TOWN OF LADYSMITH**

**BYLAW NO. 2143**

**Sewer parcel tax bylaw for the year 2023**

---

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

Definitions

1. In this Bylaw, the following words or terms shall have the respective meaning assigned to them:

"Parcel" Means any lot, block or other area of land in which real property is held, or into which it is subdivided, as identified in the 2023 Revised Assessment Roll and all amendments thereto.

"Group of Parcels" Means where a building or improvement is constructed over more than one parcel of land, those parcels, if contiguous, may be dealt with by the Assessor as one parcel and be assessed accordingly.

Levy

2. A parcel tax shall be levied annually against each parcel or group of parcels of land within the Town of Ladysmith which is capable of being connected to the sewer system of the Town, or which is deemed to abut on the said sewer system.
3. The annual sewer parcel tax shall be in the amount of Three Hundred Sixty Dollars (\$360.00) per parcel or group of parcels.
4. The sewer parcel tax imposed by this bylaw on each parcel of land shall be shown by the Collector on the real property tax roll, and the payment of the parcel tax shall be made in the same manner, on or before the same dates, as other real property taxes.
5. The sewer parcel tax shall have the same rights and remedies as other real property taxes.
6. Every parcel tax assessment roll and every revision thereof shall be considered and dealt with by a Parcel Tax Roll Review Panel appointed pursuant to the provisions of the *Community Charter*.

Repeal

7. "Sewer Parcel Tax Bylaw 2022, No. 2110" is hereby repealed.

Citation

8. This bylaw may be cited as "Sewer Parcel Tax Bylaw 2023, No. 2143".

**READ A FIRST TIME** on the 2<sup>nd</sup> day of May, 2023

**READ A SECOND TIME** on the 2<sup>nd</sup> day of May, 2023

**READ A THIRD TIME** on the 2<sup>nd</sup> day of May, 2023

**ADOPTED** on the day of, 2023

---

Mayor (A. Stone)

---

Corporate Officer (M. O'Halloran)

**TOWN OF LADYSMITH**

**BYLAW NO. 2144**

**Water parcel tax bylaw for the year 2023**

---

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

Definitions

1. In this Bylaw, the following words or terms shall have the respective meaning assigned to them:

"Parcel" means any lot, block or other area of land in which real property is held, or into which it is subdivided, as identified in the 2023 Revised Assessment Roll and all amendments thereto.

"Group of Parcels" means where a building or improvement is constructed over more than one parcel of land, those parcels, if contiguous, may be dealt with by the Assessor as one parcel and be assessed accordingly.

Levy

2. A parcel tax shall be levied annually against each parcel or group of parcels of land within the Town of Ladysmith which is capable of being connected to the water system of the Town, or which is deemed to abut on the said water system.
3. The annual water parcel tax shall be in the amount of Four Hundred and Fifty Nine Dollars (\$459.00) per parcel or group of parcels.
4. The water parcel tax imposed by this bylaw on each parcel of land shall be shown by the Collector on the real property tax roll, and the payment of the parcel tax shall be made in the same manner, on or before the same dates, as other real property taxes.
5. The water parcel tax shall have the same rights and remedies as other real property taxes.
6. Every parcel tax assessment roll and every revision thereof shall be considered and dealt with by a Parcel Tax Roll Review Panel appointed pursuant to the provisions of the *Community Charter*.

Repeal

7. "Water Parcel Tax Bylaw 2022, No. 2111" is hereby repealed.

Citation

8. This bylaw may be cited as "Water Parcel Tax Bylaw 2023, No. 2144".

**READ A FIRST TIME** on the 2<sup>nd</sup> day of May, 2023

**READ A SECOND TIME** on the 2<sup>nd</sup> day of May, 2023

**READ A THIRD TIME** on the 2<sup>nd</sup> day of May, 2023

**ADOPTED** on the day of , 2023.

---

Mayor (A. Stone)

---

Corporate Officer (M. O'Halloran)