

**THE COMMITTEE OF THE WHOLE
AGENDA
6:00 P.M.**

**Tuesday, July 11, 2023
Ladysmith Seniors Centre
630 2nd Avenue
Pages**

1. CALL TO ORDER AND ACKNOWLEDGEMENT**2. AGENDA APPROVAL**Recommendation

That the agenda for this July 11, 2023 Committee of the Whole meeting be approved.

3. MINUTES**3.1 Minutes of the Committee of the Whole Meeting held May 9, 2023****4**Recommendation

That the minutes of the Committee of the Whole meeting held May 9, 2023 be approved.

4. REPORTS**4.1 Financial Plan Policies and Objectives****9**Recommendation

That the Committee recommend that Council approve the Financial Plan Policies and Objectives document as presented in Attachment B of the July 11, 2023 report from the Director of Financial Services.

4.2 Grant in Aid Policy Update**22**Recommendation

That the Committee recommend that Council:

1. Remove the Frank Jameson Bursary from the Grant in Aid process and instead annually fund the Bursary of \$1,500 from the general operations budget starting in 2024, and confirm that the Santa Parade, put on by the Ladysmith Fire Rescue members, be included in the Fire Department operations budget

starting in 2024; and

2. Determine if it wishes to make amendments to the Grant in Aid Policy 05 1850 A as discussed in the report by the Director of Financial Services dated July 11, 2023.

4.3 Civic Recognition Program 43

Recommendation

That the Committee recommend that Council approve the Town of Ladysmith Civic Recognition Policy as presented.

4.4 Brown Drive Park Implementation Plan 53

Recommendation

That the Committee recommend that Council:

1. Endorse the Brown Drive Park Plan as presented; and
2. Direct staff to include Phase 1, as described in the Brown Drive Park Plan, including up-to-date costing, with 2024 capital items for Council's consideration.

4.5 2023-2026 Strategic Priorities Update 66

Recommendation

That the Committee receive the 2023-2026 Strategic Priorities Update dated July 11, 2023.

4.6 Proposed Amendments to Corporate Flag Protocol Policy No. 01-0340-A 69

Recommendation

That the Committee recommend that Council amend the Corporate Flag Protocol Policy No. 01-0340-A, by adding new wording that states the following:

- Stz'uminus Flag to be flown permanently at City Hall; and
- Every Child Matters Flag – September 1-30, at Transfer Beach under the Stz'uminus Flag.

5. COUNCIL SUBMISSIONS

5.1 Request to Install Speed Humps and Flashing Lights at School Zone Crosswalks 75

Councillor Paterson has requested that the Committee discuss the possibility of installing speed humps and flashing lights at school zone crosswalks.

5.2 Tree Cutting Regulation Bylaw 77

Councillor Paterson has requested that the Committee discuss the possibility of developing a Tree Protection Bylaw.

5.3 Per Diem Rates 91

Mayor Stone has requested that the Committee discuss the Town's Per Diem policy to align the rates with the Provincial Government and to escalate as per the Provincial rates for Council, Staff and Fire Department members.

6. NEW BUSINESS

7. ADJOURNMENT



COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, May 9, 2023
6:30 P.M.

Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Councillor Duck Paterson, Chair
Mayor Aaron Stone
Councillor Ray Gourlay
Councillor Amanda Jacobson

Councillor Tricia McKay
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Jake Belobaba
Ryan Bouma

Chris Geiger
Matt O'Halloran
Mike Gregory
Andrea Hainrich

1. CALL TO ORDER

Councillor Paterson, Chair, called the Committee of the Whole meeting to order at 6:38 p.m.

2. AGENDA APPROVAL

CW 2023-028

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

Motion Carried

3. MINUTES

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

CW 2023-029

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

Motion Carried

4. DISCUSSION

4.1 Ladysmith Detachment Annual Policing Priorities for 2023 to 2024

CW 2023-030

By unanimous consent, the Committee agreed to move item 5.4 “RCMP Reports for October to December 2022” to appear after item 4.1 “Ladysmith Detachment Annual Policing Priorities for 2023 to 2024”.

Staff Sergeant Wes Olsen brought forward possible policing priorities for 2023-2024 and responded to the Committee’s questions. They expressed their appreciation and support of the RCMP.

CW 2023-031

That the Committee recommend that Council support the following policing priorities for 2023/2024, including:

- Continued visibility in the downtown core
- a bylaw, created by the Town, to aid the RCMP in addressing open drug use
- Online frauds/scams
- High risk driving and enforcement of the *Motor Vehicle Act*

Motion Carried.

4.2. RCMP Reports for October to December 2022

CW 2023-032

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

Motion Carried

5. REPORTS

5.1 Building Inspector's Report to April 30, 2023

CW 2023-033

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

Motion Carried

5.2 Ladysmith Fire/Rescue Reports for January to March 2023

CW 2023-034

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

Motion Carried

5.3 Coastal Animal Control Services Reports for March 2023

CW 2023-035

That the Committee receive the Coastal Animal Control Services Reports for the month of March 2023.

Motion Carried

5.4 Use of Growing Communities Fund

CW 2023-036

That the Committee refer consideration of the use of the Growing Communities Fund to a future Committee of the Whole meeting, in six months' time or sooner.

Motion Carried

5.5 2023 Q1 (January to March) Financial Update

CW 2023-037

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

Motion Carried

5.6 Protective Services Communication - New Format

CW 2023-038

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.

Motion Carried

The Committee requested that going forward the Manager of Protective Services keep the Committee informed by sharing with them communications received from other agencies, including reports.

5.7 Downtown Planter Contents and Historical Significance

CW 2023-039

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.

Motion Carried

5.8 Single-Use Plastics Business Engagement

CW 2023-040

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.

CW 2023-041

AMENDMENT

That the Committee amend resolution CW 2023-040 as follows:

1. Remove item 2; and
2. Remove “this feedback, as well as” from item 3.

Amendment Carried

OPPOSED: Councillor McKay

Mayor Stone called a Point of Order, clarifying the amendment.

Resolution CW 2023-040, as amended reads:

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; and
2. Direct staff to draft a single-use plastics bylaw incorporating best practices introduced by other municipalities.

Main Motion, as Amended, Carried

6. COUNCIL SUBMISSIONS

6.1 Wi-Fi at Aggie Hall and Transfer Beach

CW 2023-042

That the Committee recommend that Council direct staff to investigate costs of improving the wi-fi service at Aggie Hall and return to a future meeting of Council with a report outlining options.

Motion Carried

6.2 Rain Barrel Rebate Program

CW 2023-043

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

Motion Carried

7. NEW BUSINESS

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

CW 2023-044

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

Motion Carried

Staff confirmed that all edits will be made prior to publication.

8. ADJOURNMENT

CW 2023-045

That this Committee of the Whole meeting adjourn at 8:31 p.m.

Motion Carried

CERTIFIED CORRECT

Chair (Councillor A. Jacobson)

Corporate Officer (M. O'Halloran)

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Erin Anderson, Director of Financial Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: July 11, 2023
File No:
Re: **Financial Plan Policies and Objectives**

RECOMMENDATION:

That the Committee recommend that Council approve the Financial Plan Policies and Objectives document as presented in Attachment B of the July 11, 2023 report from the Director of Financial Services.

EXECUTIVE SUMMARY:

There have been discussions regarding completing the annual budget process earlier, together with an approved Financial Plan Bylaw. In order to complete the bylaw, a more robust Financial Plan Policies and Objectives document must be in place ahead of setting the tax rates. Staff have provided some suggested policy language.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

A new five-year financial plan (budget) is created each year to meet the strategic objectives of Council. The *Community Charter* (CC) specifies that the Town is required to include certain policies and objectives as part of the Financial Plan. These include:

- Funding sources;
- The distribution of property taxes among the property classes; and
- The use of permissive tax exemptions.

Attachment A presents the current Objectives and Policies.

The 2024 budget preparations will begin shortly. Finance provides each of the departments with current and historical revenue and expenses for each line item within their area. The departments then provide their proposed business plans that support Council's strategic priorities to Finance for initial review. Finance compiles the requests and begins drafting the budget. Budget meetings and public input on the budget begins in October and finishes in late December with a proposed plan that details the budget increase (or decrease) amount. The

process is then put on hold until late March when the Revised Assessment Roll is received. It is this assessment roll that determines the amount of taxation allocated to each property class. From this, the Financial Plan Bylaw and the Property Tax Bylaw are created, usually in mid-April and adopted before May 15th.

Some municipalities create their Financial Plan Bylaw before the Plan takes effect or early in the new year, ahead of receiving the Revised Assessment Roll. This is possible as they have an established tax rate policy, though their Council will not know the exact property tax impact.

With Regional Recreation funding through the CVRD, the Town will be required to endorse the FJCC operating budget in September/October in order to meet the CVRD's deadlines.

Should Ladysmith Council wish to know the taxation impact with certainty before approving the budget, the existing timeline will remain in place, with the budget being approved in May. If Council wishes to have a budget approved earlier, a new Policies document must be approved in order to prepare the Financial Plan Bylaw. This new Policies document could include:

Funding Sources

The suggested edits to the Funding Sources section are as follows:

Council's objectives and policies regarding funding sources are to:

- Use property taxes as the funding source for services that do not lend themselves to a user-pay approach;
- Review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service and align with those who use them;
- Consider borrowing when a capital project will provide benefits to taxpayers over a long period;
- Seek other sources of revenue in order to reduce reliance on property taxes;
- Allocate a minimum of 10% prior year's municipal tax levy to General Capital projects and a further 5% of the prior year's municipal tax levy to an infrastructure deficit.

Staff recommend removing the old language regarding increasing the proportion of revenue from user fees as it is already covered in the objectives as well as within the first bullet point. Staff also recommend removing the specific language regarding Water and Sewer rates as it is also covered with the policy.

The language regarding the capital allocation and infrastructure reserve remains to demonstrate the Town’s commitment for asset replacement and renewal though it could be included in a future budget principles policy.

Distribution of Property Tax Rates

The current policy states that the amount of taxes to be collected from each of the classes will be reviewed each year. Under the current policy, this analysis requires that the Revised Assessment roll is received before it can be complete. Instead, Council could remove this wording and establish a policy.

As shown in the table below, there have been minor adjustments to the percentages per property class over the last 5 years, the biggest change being in Class 5 – Light Industry in 2021 due to an assessment change in that Class.

Property Class	2023	2022	2021	2020	2019
Residential (1)	73.80%	73.28%	73.01%	72.85%	72.84%
Utilities (2)	0.48%	0.58%	0.54%	0.53%	0.57%
Supportive Housing (3)	0.00%	0.00%	0.00%	0.00%	0.00%
Major Industry (4)	11.37%	11.51%	11.83%	11.84%	12.01%
Light Industry (5)	1.00%	1.01%	0.86%	0.71%	0.67%
Business and Other (6)	13.10%	13.36%	13.51%	13.81%	13.63%
Managed Forest Land (7)	0.00%	0.00%	0.00%	0.00%	0.00%
Recreation/Non-profit (8)	0.25%	0.25%	0.24%	0.25%	0.27%
Farmland (9)	0.01%	0.01%	0.01%	0.01%	0.01%

Based on the above table, Council could establish the objective of:

- *Set tax rates and ratios that maintain tax stability between property classes while factoring in non-market growth within classes.*

Council could also create objectives that target a specific Class such as reducing the reliance on the Class 4 (Major Industry). Such an objective could be:

- *Ensure the Class 4 (Major Industry) percentage is lower than the previous year with a target percentage of 10% of the total taxation.*

Based on the table above, this objective is already occurring. It should be noted that the Residential property class will absorb (pay for) the reduction in this Class.

A previous Council objective was to strive to “attract more light industry, retail and commercial business”. Council could implement a policy to reduce the reliance on Class 6 (Business). Such an objective could be:

- *Ensure the Class 6 (Business/Other) percentage is lower than the previous year with a target percentage of 12% of the total taxation.*
- *Ensure the Class 5 (Light Industry) tax rate is not less than the Class 6 (Business/Other) rate.*

Again, the Residential property class will absorb any reductions in this Class.

The lowest municipal tax rate of all the classes is the Recreation/Non-profit rate. Ladysmith has 32 properties in this Class but only 5 are fully or partially taxable. They are:

- 921 1st Ave (the Eagle’s, which could apply for a partial permissive tax exemption)
- Oak Bay Marina (2 properties)
- Western Forest Products
- Ladysmith Maritime Society

The rate in this Class could be the same as the residential rate. In 2022, there were only 24 municipalities in BC with a municipal tax rate less than the residential rate, 47 with a rate equal to the residential rate and the remainder with a rate greater than the residential rate. Most of the tax rates for other agencies have this Class rate equal to the Residential rate. Should Council wish to increase this rate, the objective could be:

- *Set Class 8 (Recreation/non-profit) rate equal to the Class 1 (Residential) rate.*

Please note that this refers to the actual rate, not the percentage of taxation. If the rate was the same as the Residential rate in 2023, there would be an additional ~\$7,225 in municipal taxes gained in this class by:

- 921 1st Ave – additional \$519
- Oak Bay Marina – additional \$4,962
- Western Forest Products – additional \$1,096
- Ladysmith Maritime Society - additional \$648

Like the Province, some municipalities set their rates based on a ratio compared to the Residential Class. The Provincial ratios are set by legislation and are based on the Hospital

Assessment Values (not General Assessment Values like municipal taxes). Because of the Town’s significant reliance on Class 4 – Major Industry, this option is not recommended as the residential class would need to pay over \$1 million more than currently:

		Current Ratios		Provincial Ratios	
		Ratio	Levy	Ratio	Levy
1	Residential	1.000	6,970,228	1.0	8,167,723
2	Utilities	8.975	45,437	3.5	20,763
4	Major Industry	32.196	1,074,216	3.4	132,932
5	Light Industry	3.797	94,030	3.4	98,668
6	Business	3.590	1,237,119	2.5	989,318
7	Managed Forest	11.688	206	3.0	62
8	Rec Non Profit	0.762	23,191	1.0	35,653
9	Farm	14.233	766	1.0	63

Permissive Tax Exemptions and Revitalizations Tax Exemptions

Permissive Tax Exemptions are approved by Council ahead of the budget cycle. There is currently a policy for applying for and granting Permissive Tax Exemptions (PTE).

PTEs do not eliminate property taxes; rather they shift the tax burden to all other property tax payors.

Staff recommend continuing with similar policy language:

Council’s objectives and policies regarding Permissive Tax Exemptions are:

- *Continue to provide permissive tax exemptions to some non-profit societies.*
- *Continue the use of the revitalization tax exemption for economic revitalization to encourage the commercial and industrial redevelopment of specific areas.*

ALTERNATIVES:

Council can choose to:

1. Set a target tax rate that staff are required to adhere to with supplemental requests presented individually.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

Section 165 of the *Community Charter* provides details regarding what is required for the Financial Plan Bylaw.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Public is encouraged to participate in the budget discussions.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Earlier budget approval allows capital projects to proceed as soon as possible.

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Core Infrastructure | <input checked="" type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input type="checkbox"/> Not Applicable |

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT(S):

- A. Existing Policy
- B. Proposed Policy

ATTACHMENT A

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

Revenue Source	Dollar (\$)	Percent (%)
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

Source	Dollar Value	% of Total
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

Property Class	2023
	% of Total Property Taxation
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%
Total	100.00%

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.

ATTACHMENT B

Schedule 2

1. Funding Sources

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.

Council's objectives and policies regarding funding sources are to:

- Use property taxes as the funding source for services that do not lend themselves to a user-pay approach;
- Review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service and align with those who use them;
- Consider borrowing when a capital project will provide benefits to taxpayers over a long period;
- Seek other sources of revenue in order to reduce reliance on property taxes;
- Allocate a minimum of 10% prior year's municipal tax levy to General Capital projects and a further 5% of the prior year's municipal tax levy to an infrastructure deficit.

Tables to be included each year
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2. 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.

Council’s objectives and policies regarding distribution of property tax rates are to:

- Set tax rates and ratios that maintain tax stability between property classes while factoring in non-market growth within classes.
- Ensure the Class 4 (Major Industry) percentage is lower than the previous year with a target percentage of 10% of the total taxation.
- Ensure the Class 6 (Business/Other) percentage is lower than the previous year with a target percentage of 12% of the total taxation.
- Ensure the Class 5 (Light Industry) tax rate is not less than the Class 6 (Business/Other) rate.
- Set Class 8 (Recreation/non-profit) rate equal to the Class 1 (Residential) rate.

Table 3: Distribution of Property Tax Rates

	2023
Property Class	% of Total Property Taxation
Residential (1)	74%
Major Industry (4)	11%
Business and Other (6)	13%
Utilities (2) Light Industry (5) Managed Forest Land (7), Recreation/Non-profit (8), and Farmland (9)	2%
Total	100%

3. 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.

Council's objectives and polices regarding Permissive Tax Exemptions are:

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

STAFF REPORT TO THE COMMITTEE OF THE WHOLE

Report Prepared By: Erin Anderson, Director of Financial Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: July 11, 2023
File No: 1850-01
Re: Grant in Aid Policy Update

RECOMMENDATION:

That the Committee recommend that Council:

- 1) Remove the Frank Jameson Bursary from the Grant in Aid process and instead annually fund the Bursary of \$1,500 from the general operations budget starting in 2024, and confirm that the Santa Parade, put on by the Ladysmith Fire Rescue members, be included in the Fire Department operations budget starting in 2024; and
- 2) Determine if it wishes to make amendments to the Grant in Aid Policy 05 1850 A as discussed in the report by the Director of Financial Services dated July 11, 2023.

EXECUTIVE SUMMARY:

Over the years, the Committee has discussed making changes to the Grant in Aid policy. The attached policy incorporates many of the discussed amendments to the policy. If approved by Council, the policy will be effective for the 2024 Grant in Aid intake.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

Each year during the Grant in Aid discussions, there is the desire to amend the Grant in Aid policy. Some of the suggested changes are:

- Establishing a maximum budget for the Town as well as a maximum request by the organizations;
- Establishing a time limit on how long an organization can receive a Grant in Aid;
- Determine if organizations can receive other Town benefits, such as Permissive Tax Exemptions, Servicing Agreements, or reduced rents as well as a Grant in Aid; and
- Require organizations to provide better reporting to ensure value for money.

Budget

Staff recommend a budget amount be set for the whole Grant in Aid budget. The 2023 Grants in Aid budget was approximately 0.8% of the 2022 municipal tax levy. Furthermore, establishing that 90% of the budget amount is allocated for applications received by the

deadline, 5% is for late applications and 5% is for waiving of fees ensures there are adequate funds available.

Proposed Policy

11. Each year, Council may establish a Grant in Aid budget equal to 0.8% of previous year municipal tax levy for Grants in Aid. Council may approve up to 90% of this budget for applications received by the deadline. A further 5% will be allocated to late applications and the remaining 5% will be allocated to waiving fees.

Impact

The 2023 GIA budget was \$63,670 or 0.796% of the 2022 municipal tax levy. Of this budget, \$3,500 or 5.5% was earmarked for late applications and \$2,500 or 3.9% was set aside for waiving of fees. For 2024, the GIA budget would be \$62,812.

Should Council direct certain organizations, apart from the Fire Rescue Santa parade and Frank Jameson Bursary, from being an annual Grant in Aid to a “line item”, the total value of the GIA budget should be reduced accordingly.

Maximum Request

Staff propose setting a maximum dollar request of \$12,000.

Proposed policy

9. The maximum funding request per organization is limited to \$12,000.

Impact

Though the “asks” are often more, currently the maximum GIA amount provided to any one organization was \$10,000.

Time-limit/phasing

A few organizations rely on GIA funding to sustain operations. Instead of differentiating between operating, capital and event funding, staff recommend that a time limit be set, and the organization receive a reduced amount of funding each year. There will be one year the organization will receive no grant in aid funding. The organization is welcome to re-apply for a GIA in the 5th year after the initial request. Staff will scrutinize the amount of funds reserved or deferred each year to deter organizations from “front loading” grant funds.

Proposed policy

8. The maximum number of years an organization may receive a Grant in Aid is four (4) years with the first year funded at 100%, the second year funded at 75%, the third year funded at 50%, and the fourth year at 25%. Organizations must wait an entire year before re-applying for full funding.

Impact:

As most GIA applicants received a GIA for at least 5 years continuously, this will impact the majority of applicants.

Grant in Aid/Permissive Tax Exemption/Service Agreement/Other

Some organizations receive other benefits from the Town. This could be in the form of a Service Agreement, a Permissive Tax Exemption (PTE) or waiving of rental fees.

Like GIA's, property taxation also funds service agreement fees and permissive tax exemptions. Staff recommend that organizations receive only one of these benefits.

Proposed policy

10. Grant in Aid requests will be reduced by the value of any current service agreement, permissive tax exemption (municipal), in-kind donation or waived rental fees that the Organization receives before being presented for consideration.

Impact

2023 GIA applicants that currently receive other funding:

PTE (2022 municipal portion only):

- Ladysmith & District Historical Society – Archives \$3,788
- Ladysmith & District Historical Society - Museum \$ 5,959
- Ladysmith Maritime Society – Marina \$7,589
- Festival of Lights - \$8,944

Service Agreement (2022)

- Ladysmith & District Historical Society \$29,046

Use of Town Facilities:

- Ladysmith & District Historical Society – no rent charged
- 257 Royal Cadets – no rent charged
- Ladysmith Arts Council – use of Davis Road School (improvements)
- Ladysmith Friends and Family (LaFF) – no rent charged, though valued at \$40,000
- Ladysmith Maritime Society – no rent charged at Machine Shop area

Due Date

The current due date was December 31 each year, though City Hall is often closed during this time. Changing the due date to December 15th ensures City Hall is open to accept the applications.

Application Form

The application form has also been updated to ask more direct questions of the organization, such as:

Council has set our Strategic Priorities for this term. Please describe how your event, project or service will align with one or all of the Priorities, such as:

- *considers climate change and has minimal impact on core infrastructure;*
- *employs strategies and actions that maintain a diverse community;*
- *supports a vibrant downtown;*
- *creates opportunities for economic prosperity, environmental restoration, and cultural celebration; or*
- *shows leadership in building strong relationships with First Nations and supports reconciliation.*

The application also requires the organization to provide the amount of fundraising dollars earned in their previous year. The fundraising revenue will be considered as part of the evaluation process to ensure the Town is not the only source of revenue received by the organization.

ALTERNATIVES:

Should the Committee approve all of the options as presented, an alternative recommendation to Recommendation #2 could be:

- 2) To approve the changes to the Grant in Aid Policy 05 1850 A as presented in Attachment A of the staff report by the Director of Financial Services dated July 11, 2023.

FINANCIAL IMPLICATIONS:

The Grants in Aid budget is funded from property taxation. Any changes to the budget affects property owners.

LEGAL IMPLICATIONS:

There is no requirement to provide Grants in Aid.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Any changes to the Grant in Aid Policy will be communicated to the existing recipients and posted on the Town’s website.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input checked="" type="checkbox"/> Not Applicable |

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT(S):

- A. Proposed Grant in Aid Policy
- B. Previous staff reports regarding the Grant in Aid Policy
- C. Draft of revised application

ATTACHMENT A

TOPIC: Grant in Aid
POLICY No: 05-1850-A
APPROVED BY: COUNCIL RESOLUTION No:
ORIGINAL DATE: August 6, 2013 (Resolution No. CS 2013-266)
PREVIOUS AMENDMENT(S): November 21, 2016 (Resolution No. 2016-373)

Purpose:

The Grant in Aid program is designed to assist not-for-profit organizations in good standing with the Town of Ladysmith, the Registrar of Companies and with other community groups with projects or special activities, or to allow them to take advantage of development opportunities and events. In granting financial assistance to an organization for a discretionary Grant in Aid, the Council of the Town of Ladysmith will take into account the following objectives:

Policy:

1. The primary purpose of a Grant in Aid is to provide financial assistance to an organization for a specific project or event or service that benefits the residents of the Town of Ladysmith. The organization should be a registered Society or belong to a parent Society under the laws of British Columbia and/or Canada.
2. Preference will be given to organizations that are locally based and whose efforts are community based in nature.
3. The Council of the Town of Ladysmith will not grant monies for a 'for profit' organization.
4. Council will consider only one (1) application per Organization per year.
5. Funds must be used for the purpose for which they were requested. If the project or event is not completed, the Town of Ladysmith reserves the right to request the return of the grant.
6. By accepting Grant in Aid funds, the applicant agrees to acknowledge the support of the Town of Ladysmith in all print and publicity material related to the project including banners and signs on site during the event.
7. By accepting Grant in Aid funds, the applicant agrees to report to the Town, using

the prescribed form, how the Grant in Aid monies were used. If a report is not received by the Town on or before December 31st, the organization shall be notified that they may be ineligible for further grant funding.

8. The maximum number of years an organization may receive a Grant in Aid is four (4) years with the first year funded at 100%, the second year funded at 75%, the third year funded at 50%, and the fourth year at 25%. Organizations must wait an entire year before re-applying for full funding.
9. The maximum funding request per organization is limited to \$12,000.
10. Grant in Aid requests will be reduced by the value of any current service agreement, permissive tax exemption (municipal), in-kind donation or waived rental fees that the Organization receives before being presented for consideration.

Procedure:

Application Process

11. Each year, Council may establish a Grant in Aid budget equal to 0.8% of previous year municipal tax levy for Grant in Aid. Council may approve up to 90% of this funding for applications received by the deadline. A further 5% will be allocated to late applications and the remaining 5% will be allocated to waiving of fees.
12. The application deadline is December 15th each year for funding in the following year.
13. An organization applying for a Grant in Aid funding request must submit to the Finance Department complete information on the prescribed application form before the deadline to have its application considered.
14. The Finance Department will respond to organizations that have submitted an incomplete application. Failure to provide requested information before the agenda deadline will result in the application not being considered.
15. Grant in Aid applications received after December 15th may not be considered for funding in the following year. Further, the organization applying for the Grant in Aid must re-submit their application should they still be requesting financial assistance

for the subsequent year.

16. Applications may be mailed to the following address:

Town of Ladysmith

PO Box 220

Ladysmith, BC V9G 1A2

Or dropped off at City Hall: **410 Esplanade, Ladysmith, BC**

Evaluation Process

17. All compliant Grant in Aid requests will be presented to the Committee of the Whole for consideration.
18. The amount of the Grant in Aid provided will be evaluated against the amount of fundraising revenue earned in the previous fiscal year.
19. All decisions are final following ratification at the next Regular Meeting of Council.

Payment

20. No Grant in Aid payment will be disbursed until after the adoption of the Financial Plan.

Late Applications

21. Subject to budget, Council may allocate funding for extraordinary requests received after the deadline.

Reporting Process

22. An organization must, using the form provided, report back to the Town by December 31st of the same year funding was received regarding how the Grant in Aid monies were spent to support the organization's operations or event and provide evidence that the Town's funding was publicly acknowledged.
23. Reports may be mailed to the following address:
Town of Ladysmith
PO Box 220
Ladysmith, BC V9G 1A2
Or dropped off at City Hall: **410 Esplanade, Ladysmith, BC**

STAFF REPORT TO COMMITTEE OF THE WHOLE

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

RECOMMENDATION:

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

EXECUTIVE SUMMARY:

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

PREVIOUS COUNCIL DIRECTION:

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

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

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

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

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

ALTERNATIVES:

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

*Provided Ladysmith Historical Society and Ladysmith Resources Association servicing agreements

^Covid impacts; budget funds transferred to Downtown patio tables

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

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

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

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

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

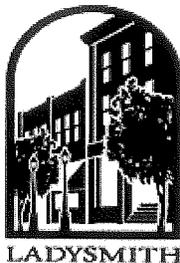
ATTACHMENTS:

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

Previously Presented

Town of Ladysmith

STAFF REPORT



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

RE: Grants in Aid Policy

RECOMMENDATION(S):

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

PURPOSE:

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

INTRODUCTION/BACKGROUND:

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

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

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

Current Policy:

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

Rationale:

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

Options:

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

ATTACHMENT B - Previous Staff Reports

#2 – No funding for operations

Current Policy:

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

Rationale:

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

Options:

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

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

Current Policy:

Nothing stated

Rationale:

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

Options:

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

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

Current Policy:

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

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

Rationale:

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

ATTACHMENT B - Previous Staff Reports

Options:

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

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

Current Policy:

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

Rationale:

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

Options:

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

#6 – Other benefits received from the Town

Current Policy:

None in GIA Policy.

Rationale:

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

Options:

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

SCOPE OF WORK:

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

ALTERNATIVES:

Alternatives are listed above.

FINANCIAL IMPLICATIONS:

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

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

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

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

n/a

RESOURCE IMPLICATIONS:

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

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

n/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Supportive Corporate Governance.

SUMMARY:

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

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENT:

Current Grants-in-Aid Policy

ATTACHMENT C - APPLICATION FORM

TOWN OF LADYSMITH

GRANT-IN-AID APPLICATION

GENERAL INFORMATION

Each year, Council makes a limited number of grants to support social, cultural and recreational special events and services that are provided on behalf of residents of the Town of Ladysmith. The main purpose of the Town’s Grants-in-Aid is to assist groups to organize themselves around community issues and projects. To be eligible for a grant, the applicant must be a not-for-profit organization, and must complete the attached application and include any necessary supporting documents prior to consideration.

Please read the revised Grant in Aid Policy prior to submitting your application.

Deadline to apply for the 2024 Grant in Aid is **DECEMBER 15th, 2023**.

Applications must be returned to the Town of Ladysmith on or before the deadline:

By mail:	Drop-off / courier:
Town of Ladysmith Grant in Aid program PO Box 220 Ladysmith, BC V9G 1A2	Town of Ladysmith Grant in Aid program 410 Esplanade Ladysmith, BC V9G 1A2

For specific questions, please contact:
Erin Anderson, Director of Financial Services,
250-245-6402



250.245.6400 / info@ladysmith.ca / www.ladysmith.ca
410 Esplanade MAIL PO Box 220, Ladysmith, BC V9G 1A2



ATTACHMENT C - APPLICATION FORM

**Town of Ladysmith
2024 Grant in Aid Application**

1. Details of the Organization	
Name of Organization	
Civic Address	
Mailing Address	
Phone Email	
Application Contact	
Society Number	

2. Board Member Details	
President/Chairperson	
Phone & Email	
Treasurer	
Phone & Email	

3. Funding Request (maximum request is \$12,000)	
Total funds requested	\$
Does your Organization currently receive: <ul style="list-style-type: none"> • Permissive Tax Exemption? <input type="checkbox"/> Yes <input type="checkbox"/> No • Service Agreement funding? <input type="checkbox"/> Yes <input type="checkbox"/> No • Reduce rents or access to a facility? <input type="checkbox"/> Yes <input type="checkbox"/> No 	

ATTACHMENT C - APPLICATION FORM

4. Event or Project or Service	
Please describe your event, project or service	
Please describe how the Community will benefit from your event, project or service	
<p>Council has set our Strategic Priorities for this term. Please describe how your event, project or service will align with one or all of the Priorities, such as:</p> <ul style="list-style-type: none"> • considers climate change and has minimal impact on core infrastructure; • employ strategies and actions that maintain a diverse community; • support a vibrant downtown; • creates opportunities for economic prosperity, environmental restoration, and cultural celebration; or • shows leadership in building strong relationships with First Nations and support reconciliation. 	

5. Members of the Board and Employees			
Number of Board Members		# of members attending at last AGM	
Number of PAID employees		Total salary, wages & benefits budgeted	\$

ATTACHMENT C - APPLICATION FORM

6. Financial Information	
Please list all other grants (pending or approved) your organization has applied for:	
Total amount of fundraising earned from the prior year	\$

From your Society's last Annual General Meeting (AGM), please attach the following:	
Budget (total local organization)	<input type="checkbox"/> Attached
Audited Financial Statements or Engagement Review	<input type="checkbox"/> Attached
Minutes from your last Annual General Meeting	<input type="checkbox"/> Attached

By signing this, I agree that I have read the Town's Grant in Aid policy, I understand that if approved my organization will report on how the funding was used and that the information included in this application is true and correct to the best of my knowledge.

Signature	
Name (print):	
Date	

APPLICATION DUE: DECEMBER 15, 2023

OFFICE USE

Date Application Received	
Amount Requested	\$
Prior year funding report Received	

The personal information on this form is collected under the general authority of the *Community Charter and Freedom of Information & Protection of Privacy Act (FOIPPA)* and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or foi@ladysmith.ca.

ATTACHMENT C - APPLICATION FORM

Grant-in-Aid - Report on Funding due December 31, 2024

Name of Organization	
Grant in Aid amount received from Town of Ladysmith	How much of your Grant in Aid funds are unspent as of Dec 31?
\$	\$
Please provide a description of how the funds were used to support your event/project/service:	
Please describe how the community benefited from your event, project or service:	
Number of clients serviced or attendees	
Proof of acknowledgement of Town funding <input type="checkbox"/> Attached	
Signature	
Name (print):	
Date	

The personal information on this form is collected under the general authority of the *Community Charter* and *Freedom of Information & Protection of Privacy Act* (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or foi@ladysmith.ca.

STAFF REPORT TO COUNCIL

Report Prepared By: Chris Barfoot, Director PR&C Department
Reviewed By:
Meeting Date: July 11, 2023
File No:
Re: **Civic Recognition Program**

RECOMMENDATION:

That the Committee recommend that Council approve the Town of Ladysmith Civic Recognition Policy as presented.

EXECUTIVE SUMMARY:

At their meeting held March 15th, 2022, the Committee discussed developing a Town of Ladysmith Civic Recognition Program and referred the item to the Parks, Recreation & Culture Advisory Committee (PRCAC) to develop a draft policy for Council’s consideration. Over the past year, The PRCAC has worked to develop a policy, including the necessary supporting documents; they endorsed the proposed draft Civic Recognition Policy at their meeting held on April 19, 2023.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2022-073	2022-03-15	That Council refer the “Civic Recognition” program to the Parks, Recreation & Culture Advisory Committee to develop a draft policy for Council’s consideration.

INTRODUCTION/BACKGROUND:

The Civic Recognition Program provides an opportunity for the Mayor and members of Council to recognize the efforts and achievements of residents and volunteers within the Town of Ladysmith. It is fitting that the Town is considering a formal recognition program since so much of what happens in the community to make it a great place to live, relies on the efforts of community members and volunteers.



The Civic Recognition Program Policy provides the opportunity for Council to award achievement as a meaningful and enduring way to recognize and celebrate its citizens. A civic recognition makes people feel that their work is valued. It shows approval and gratitude for each person's efforts, and it raises awareness of the value of these achievements within the Town.

There are already existing achievement award programs within the Town of Ladysmith that acknowledge business, and even one organization recognizing an annual 'Citizen of the Year'. Before developing the Town of Ladysmith Recognition Policy, an inventory of existing programs was completed and reviewed. It is important that the Town's proposed program does not duplicate or have any intention to replace the existing programs.

The purpose of this policy, shown in Attachment A, is to establish a multi-level program of recognition to individuals or organizations commensurate with the level of accomplishment or achievement attained by the individual or organization. There are people who, through their exceptional personal or public efforts, have brought recognition, fame, achievement or have otherwise contributed to the Town in tangible or intangible ways, such as countless hours in volunteer capacities; athletes and teams achieving local, national or international levels; donors providing gifts of lands or items; residents who have displayed acts of heroism or philanthropy, residents serving on Councils, Boards or Advisory Committees.

There are four categories of recognition proposed to establish a multi-level formal Civic Recognition Program consisting of the following categories:

1. Freedom of the Town;
2. Award of Honour;
3. Achievement Award; and the
4. Certificate of Appreciation.

The Parks, Recreation & Culture Advisory Committee reviewed and endorsed the revised draft Civic Recognition Policy and the nomination form shown in Attachment B.

There is no planned intake date or schedule for the recognition program, as they would be reviewed as received against the program criteria and merit on a case-by-case basis. All residents and organizations of the Town of Ladysmith would be eligible for recognition under this policy.

ALTERNATIVES:

The Committee can choose to:

1. Refer the Civic Recognition Policy back to the Parks, Recreation & Culture Advisory Committee for further revisions.
2. Not proceed with the recommendation and proposed implementation of a Town of Ladysmith Civic Recognition Program.

FINANCIAL IMPLICATIONS:

There would be a small cost for the awards themselves, and if determined necessary, all costs associated with the public display of the recipients. Based on the current proposed structure and open intake, costs associated with this program would be nominal.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Civic Recognition programs recognize and celebrate high achievements and motivate people to continue to support and build their communities.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The TOL Civic Recognition Program will be facilitated through the Department of Corporate Services.

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input checked="" type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input type="checkbox"/> Not Applicable |

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. TOL DRAFT Civic Recognition Policy
- B. TOL DRAFT Civic Recognition Nomination
- C. Civic Recognition Award Examples

TOPIC: CIVIC RECOGNITION PROGRAM	
POLICY No:	
APPROVED BY:	RESOLUTION No:
DATE:	
AMENDED:	

PURPOSE

To establish a multi-level program of awards to give a degree of recognition to individuals or organizations commensurate with the level of accomplishment or achievement attained by the individual or organization.

There are people who, through their exceptional personal or public efforts have brought recognition, fame, achievement or have otherwise contributed to the Town in tangible or intangible ways, such as countless hours in volunteer capacities; athletes and teams achieving local, national or international levels; donors providing gifts of lands or items; residents who have displayed acts of heroism or philanthropy, residents serving on Councils, Boards or Advisory Committees.

POLICY

The Town of Ladysmith has established a multi-level formal Civic Recognition Program consisting of the following:

1. Freedom of the Town
2. Award of Honour
3. Achievement Award
4. Certificate of Appreciation

1. Freedom of the Town

As the highest honour the Town can bestow, the Freedom of the Town honour is conferred as a way of recognizing individuals who have served the community with distinction, and whose exceptional contributions have helped to build the Town. This lifetime honour is given only in exceptional cases.

Nominations of potential recipients will be put forward by Council members. These will then be reviewed at a closed meeting of Council based on the established criteria. A unanimous vote of Council (by means of secret ballot) will be required in order to confer this award.

Section 158 of the Community Charter

- (1) A council may, by unanimous vote, confer freedom of the municipality on
 - (a) a distinguished person, or
 - (b) a distinguished unit of the armed forces of Canada or another nation.
- (2) Unless the council revokes the honour, a person given freedom of the municipality or the commander of the armed forces unit, as applicable,
 - (a) is deemed to be an elector of the municipality and is eligible to be registered as such and to vote in an election for mayor or councillor, and
 - (b) despite any other enactment, if the person is a Canadian citizen, is deemed to be qualified to be nominated, be elected and hold office on the council.

Provides Council the authority to confer, by unanimous vote of Council, the Freedom of the Municipality upon distinguished persons. The Town will take a very strict position of reserving the honour for cases of exceedingly high merit only. The criteria outlined in this policy will be used in considering nominations for this award.

In choosing residents for this honour, six criteria will be considered:

- **Contributions** - Relates to what the person has contributed or achieved that sets them apart.
- **Significance** - Looks at whether the person's contribution or achievement made a significant improvement to the Town of Ladysmith's life and culture.
- **Peer Recognition** - Relates to when an individual's peers view the person's contributions as outstanding.
- **Duration** - Considers the length of time the person has been actively involved in the community.
- **Personal Service** - Relates to how people who have made a significant contribution to the Town, Province or elsewhere through their sustained or outstanding personal service.
- **Breadth of Recognition** - Reflected in how well the distinguish person, or unit of the armed forces of Canada or another nation is known outside the Town of Ladysmith for a significant contribution or achievement.

2. AWARD OF HONOUR

The Award of Honour recognizes individuals or organizations that have made outstanding contributions to the community. This could include significant achievements in sports, science, social, and cultures either within the Town and the Province or nationally or internationally. It could also include significant acts of philanthropy. This award is used in those instances where the achievement is

significant but does not warrant or qualify for Freedom of the Town.

Nominations for the award are submitted to the Corporate Officer and are considered at a closed meeting of Council. A unanimous vote of Council (by means of a secret ballot) is required to give the Award of Honour.

In choosing residents for this honour, two criteria will be considered:

- The person will have a special achievement in the areas of sports, science, social and cultures.
- These individuals demonstrate leadership, care and compassion and/or ability to overcome personal challenges, motivate others or use special skills to improve the community quality-of-life.

3. ACHIEVEMENT AWARD

The Achievement Award is presented to individuals, teams or groups who achieve provincial, national or international recognition in the areas of sports, science, social, and culture or perform a noteworthy deed which is considered of benefit to the community.

The recognition of individuals and/or groups worthy of the Achievement Award may be suggested by any member of Council, staff or the public and is subject to the approval of the majority of Council.

In choosing residents for this award, two criteria will be considered:

- Must have won recognition at the provincial level or higher and brought honour to the Town of Ladysmith in (current year).
- The group/persons must have made a distinct contribution toward making the Town of Ladysmith a better place in which to live by improving the sports and cultures or perform a noteworthy deed.

4. CERTIFICATE OF APPRECIATION

The Certificate of Appreciation represents the expression of appreciation of an individual or organization or Town appointed Commission member in recognition of the commitment and contribution that person or organization made towards the Town of Ladysmith.

The recognition of individuals and/or groups worthy of the Certificate of Appreciation may be suggested by any member of Council, staff or the public and is subject to the approval of the majority of Council.

In choosing residents for this award, two criteria will be considered:

- The group/person must have contributed volunteering in (current year) to a project that has had a considerable impact on the community.
- Must have made a distinct contribution toward making the Town of Ladysmith a better place in which to live.

Selection Process

All nominations must be in writing and accompanied by an Award Nomination Form which can be obtained at City Hall or on the Town's website Civic Recognition Program page.

- Nominations will be considered at an "In Camera" Meeting of Council.
- A unanimous vote of all members of Council is required for a Freedom of the Town Honour to be granted.
- Nominees who have previously been nominated but were unsuccessful, will once again be eligible the following year.
- The Civic Recognition Program will be facilitated through the Department of Corporate Services.

Presentation

Freedom of the Town - Recipients of this award are recognized during a special ceremony at Council. The ceremony consists of the Mayor, or a designated representative of Council reading a summary of the recipients meritorious service to the Town, and then presenting the recipient with an award. Their photo with a description of the recipient's contribution will be listed in the Freedom of the Town section on the Town website page dedicated to the Civic Recognition program.

Award of Honour - Recipients will be recognized at a ceremony at a Council meeting and presented with an award. Their name will be listed in the Award of Honour section on the Town website page dedicated to the Civic Recognition program.

Achievement Award - The recipient of an Achievement Award will receive a Town of Ladysmith pin and certificate, presented during a regular Council meeting. Recipients will have their name listed in the Achievement Award section on the Town website page dedicated to the Civic Recognition program.

Certificates of Appreciation - Certificates of Appreciation would be presented to the recipients by the Mayor during a regular Council meeting.

Attachment B

TOWN OF LADYSMITH

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

CIVIC RECOGNITION AWARDS

Nomination Form

Name of Individual / Organization (Recipient)					
Home Phone		Mobile Phone		Email	
Street Address			City		Postal
Award Category	<i>(please select only one – see next page for full details on each award category)</i>				
	<input type="checkbox"/> Freedom of the Town <input type="checkbox"/> Award of Honour <input type="checkbox"/> Achievement Award				
Name of Contact Person (Nominator) <i>(must be main contact during review period)</i>					
Home Phone		Mobile Phone		Email	
<input type="checkbox"/> Will you (nominator) be available to communicate with event organizer and assist in gathering recipient information?					
Persons supporting this nomination (please provide a minimum of two)					
<i>(print name)</i>			<i>(signature)</i>		
1.				Phone	
2.				Phone	
3.				Phone	
4.				Phone	
5.				Phone	
Please attach all pertinent information/documentation that would support this nomination and assist the review panel in making its decision (a description of their background and up to 300 words, letters of support (minimum two), etc.). For additional information, please contact us directly.					

Please send the completed Form and attachments to:

Email cs@ladysmith.ca
 Mail City Hall - Department of Corporate Services
 PO Box 220
 Ladysmith, BC V9G 1A2
 In Person 410 Esplanade

For more information, contact us by phone: 250.245.6400 or email: cs@ladysmith.ca

Thank you for your nomination

About the Town of Ladysmith Civic Recognition Program

A multi-level program of awards to give a degree of recognition to individuals or organizations commensurate with the level of accomplishment or achievement attained by the individual or organization.

There are people who, through their exceptional personal or public efforts have brought recognition, fame, achievement or have otherwise contributed to the Town in tangible or intangible ways, such as countless hours in volunteer capacities; athletes and teams achieving local, national or international levels; donors providing gifts of lands or items; residents who have displayed acts of heroism or philanthropy, residents serving on Councils, Boards or Advisory Committees.

We welcome nominations for the following categories:

FREEDOM OF THE TOWN

As the highest honour the Town can bestow, the Freedom of the Town honour is conferred as a way of recognizing individuals who have served the community with distinction, and whose exceptional contributions have helped to build the Town. This lifetime honour is given only in exceptional cases.

Nominations of potential recipients will be put forward by Council members. These will then be reviewed at a closed meeting of Council based on the established criteria. A unanimous vote of Council (by means of secret ballot) will be required in order to confer this award.

AWARD OF HONOUR

The Award of Honour recognizes individuals or organizations that have made outstanding contributions to the community. This could include significant achievements in sports, science, social, and cultures either within the Town and the Province or nationally or internationally. It could also include significant acts of philanthropy. This award is used in those instances where the achievement is significant but does not warrant or qualify for Freedom of the Town.

Nominations for the award are submitted to the Corporate Officer and are considered at a closed meeting of Council. A unanimous vote of Council (by means of a secret ballot) is required to give the Award of Honour.

ACHIEVEMENT AWARD

The Achievement Award is presented to individuals, teams or groups who achieve provincial, national or international recognition in the areas of sports, science, social, and culture or perform a noteworthy deed which is considered of benefit to the community.

The recognition of individuals and/or groups worthy of the Achievement Award may be suggested by any member of Council, staff or the public and is subject to the approval of the majority of Council.

ATTACHMENT C

Examples of Awards of Distinction (Approximate cost \$100–\$200)



STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Lynda Baker, Chair PR&C Advisory Committee
Reviewed By: Chris Barfoot, Director PR&C Department
Meeting Date: July 11, 2023
File No: **6140-20**
Re: **Brown Drive Park Implementation Plan**

RECOMMENDATION:

That the Committee recommend that Council:

1. Endorse the Brown Drive Park Plan as presented; and
2. Direct staff to include Phase 1, as described in the Brown Drive Park Plan, including up-to-date costing, with 2024 capital items for Council’s consideration.

EXECUTIVE SUMMARY:

The purpose of this staff report is to present the final draft of the Brown Drive Park Implementation Plan to the Committee for its approval and recommendation that Council endorse it.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2021-244	2021-07-20	That Council request that the Parks, Recreation & Culture Advisory Committee provide recommendations to Council on ways that Brown Drive Park can be used to its full potential, including the possible creation of a Parks Implementation Plan.

INTRODUCTION/BACKGROUND:

The Town of Ladysmith currently provides 110 square metres of parkland per person which is in line with the national standards for parkland provision. According to the [2016 Parks, Recreation & Culture Master Plan](#), the overall impression of the parks system is that it is well maintained and functions well. The Town of Ladysmith is well serviced by parks; 86% of Town residents are able to access a public outdoor space using the benchmark of a 10-minute walking distance. The Town’s Park system is categorized into 6 categories. These are:



- Linear Parks
- Waterfront Parks
- Neighborhood Parks
- Community Parks
- Athletic Parks; and
- Open Space Parks.

Neighborhood Parks are defined as spaces that provide nearby recreation and leisure opportunities within a 20-minute walking distance of any residential front door. These spaces are developed and designed to be a social and recreational focal point in the neighborhood and serve as a high use amenity within existing and developing neighborhoods.

Community Parks are defined as centrally and strategically located parks that provide an active and passive recreation amenity to several neighborhoods through trail, sidewalk and street access. Community Parks are diverse in nature, serving a broader purpose than the Neighborhood Parks.

Brown Drive Park (formerly known as Hill Top Park) is a Neighborhood Park that meets some of the criteria of an emerging Community Park. It is situated where Brown Drive meets Colonia Drive, offering a large open green space with a small brook. The Kinsmen Club of Ladysmith and community partners installed new playground equipment in phases over a decade ago. According to the Town's Park Bylaws, the original name of the park was Hill Top Park, and it was dedicated under this name in 1984. However, it is now known by its more common name of Brown Drive Park. The site is made up of three parks. One is dedicated by plan and was named Hill Top Park in Bylaw 811 and the others were never dedicated by bylaw or plan.

In 2022 the Town began engaging the community with regards to the park plan, both through an online survey and an in-person event. The in-person event at Brown Drive Park in early summer of 2022 included a small barbeque, providing an opportunity for public feedback on potential park and amenity improvements. It was also an opportunity to hear and learn from the perspectives of those within the community who use the park spaces on a regular and frequent basis. The event was attended by close to 50 community members and supported by Town staff and members of the Parks, Recreation & Culture Advisory Committee. The public engagement approach encouraged open dialogue by allowing the public to both review comments and make their own suggestions, ask questions, and highlight their own experiences in the space.

Key Messages from the Public Engagement

- Ensure meaningful recognition of First Nations in the park, including development of interpretive elements and/or hul'qumi'num language
- Improve overall accessibility and connectivity between park amenities through pedestrian access
- Park identification/dedication
- Education regarding the water system, native plants and ecological restoration
- Utilize existing 'passive' and 'active' areas
- Keep the park natural
- Focus on improvements and enhancements without changing park

The Brown Drive Park Plan identifies both short- and long-term goals with a focus on improvements and enhancements without making any significant changes to the park. The plan utilizes a 3-phased approach, proposed to take five years to implement. It also captures opportunities for future consideration. The Brown Drive Park Plan aligns with both the recently adopted [Official Community Plan](#) and the 2016 Parks, Recreation & Culture Master Plan.

The costs to complete Phase 1 of the proposed park plan are estimated to be \$30,000 and if approved can be completed in one to two years.

Proposed Phase 1 Components are:

- Accessibility Audit
- Park Benches (with arm rests located at the playground and perimeter trail park benches)
- Bike Station
- Walking Bridge over the brook along the main foot path in the forest
- Complete Recreational Bike Trails Skill Development section
- Drinking Fountain

It is recommended to complete Phase 1 within the first 2 years of implementing the proposed Brown Drive Park Plan.

ALTERNATIVES:

The Committee can choose to:

1. Not endorse the Draft Brown Drive Park Plan as presented and instead, refer the item back to the PRCAC for further revisions.

FINANCIAL IMPLICATIONS:

The implementation of this plan is not currently budgeted. It is recommended for staff to investigate up-to-date costing for the implementation of Phase 1 of the proposed Brown Drive Park Plan for Council's consideration.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The community and neighboring residents provided valuable feedback and suggestions with regards to the park and overall site. The proposed Brown Drive Park Plan aligns with the 2016 Parks, Recreation & Culture Master Plan and the newly adopted Official Community Plan.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

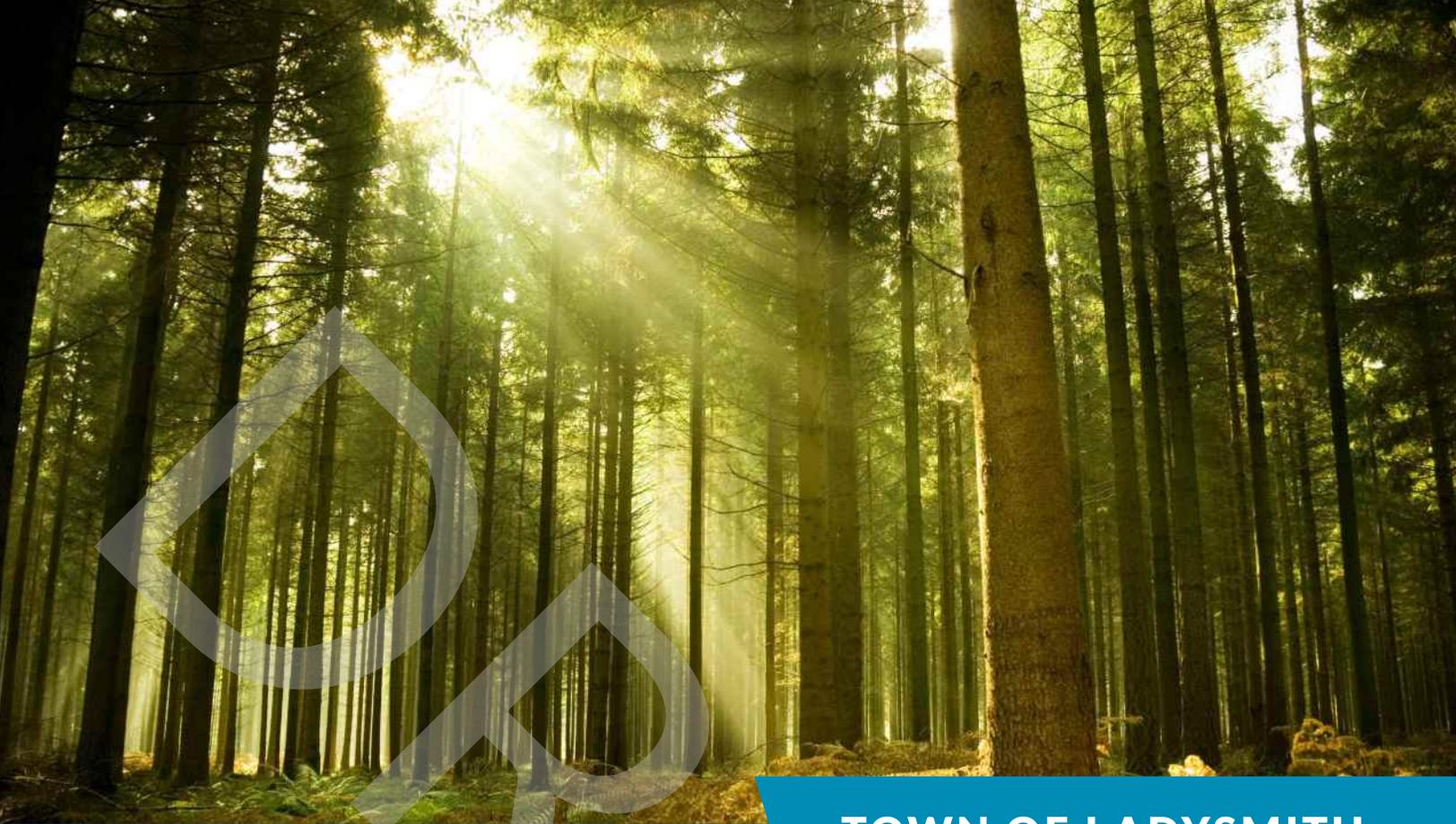
- | | |
|--|---|
| <input checked="" type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input checked="" type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input type="checkbox"/> Not Applicable |

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. Brown Drive Park Plan



TOWN OF LADYSMITH

BROWN DRIVE PARK

KINSMEN PLAYGROUND
IMPLEMENTATION PLAN





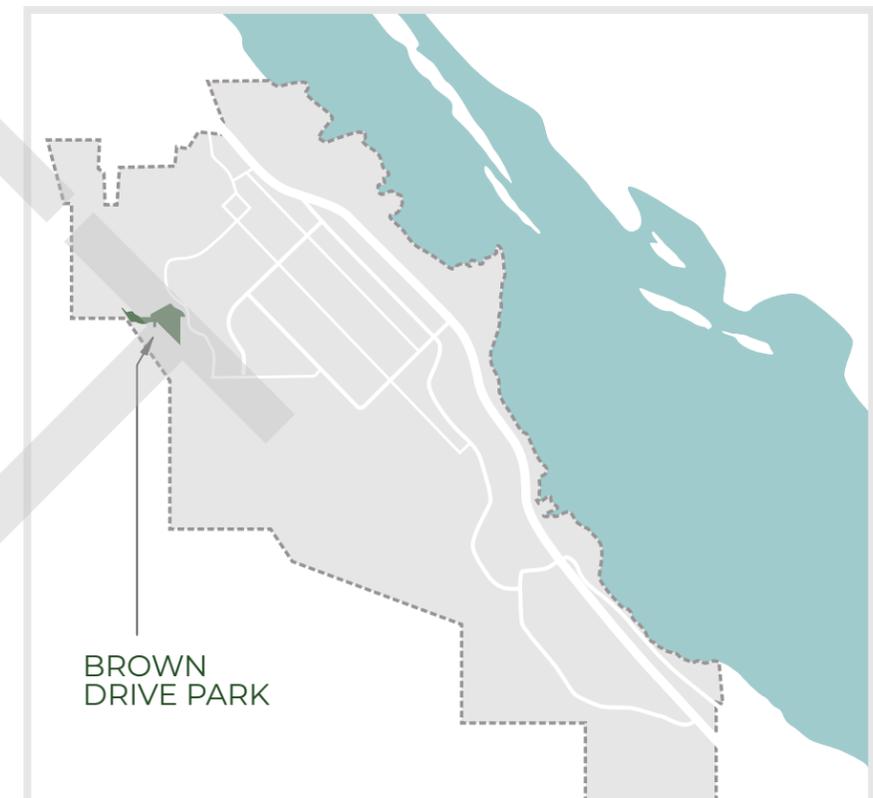
Purpose of the Plan

In recent years, identifying potential uses at the park, recreational bike trails were added through a collaborative effort between the Town and the Cowichan Trail Stewardship Society Ladysmith Chapter and many youth from the community. The Ladysmith Resources Centre Association currently operates the Storybook Walk Through, a Memorandum of Understanding with the Town. Both amenities provide opportunities for families and youth to gather as community. The Kinsmen playground is the centre of most of the parks activities

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PHASE DESCRIPTIONS & PRIORITIES	9

Town of Ladysmith



Overview

History

Brown Drive Park is a neighbourhood park situated where Brown Drive meets Colonia Drive, offering a large open green space with a small brook. The Kinsmen Club of Ladysmith with community partners installed new playground equipment in phases a decade ago and has since been titled Kinsmen Playground. According to the Town's Park Bylaws, the original name of the park is Hill Top Park and it was dedicated under this name in 1984. The community commonly refers to it as Brown Drive or Kinsmen Park.

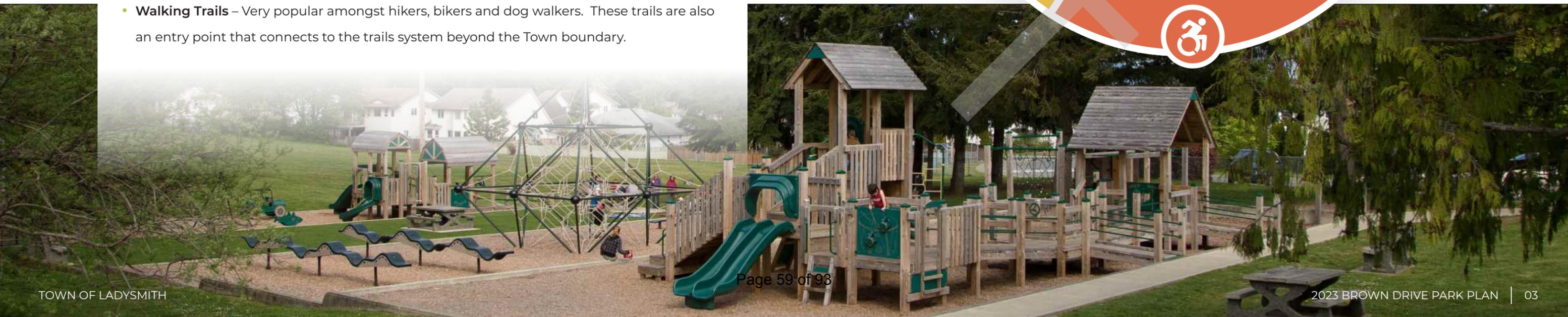
Brown Drive Park Defining Characteristics:

- **Open Space** – Offering multiple opportunities for unstructured and structured play.
- **Kinsmen Playground** – The centre of most of the activities on the site and a popular destination for children of various age groups.
- **Small Brook** – Very popular with children and an excellent opportunity to teach children about the water cycle and the environment.
- **Storybook Walk** – A community collaboration with key community stakeholders that has become extremely popular and is an excellent example of multigenerational experiential programming.
- **Recreational Bike Trails** – A youth driven community building project involving the community, volunteers and many of the youth who ride and enjoy the trails.
- **Walking Trails** – Very popular amongst hikers, bikers and dog walkers. These trails are also an entry point that connects to the trails system beyond the Town boundary.

Emerging Themes

Considering the user experience and the overall feedback from the community, the following themes represent how Brown Drive Park can continue to be a safe, enjoyable, inviting and engaging space.

They reflect the experiences people want to see and the practical applications to achieve this.



Community Engagement

The Town of Ladysmith hosted an in-person public engagement event at the Park in early summer 2022 to gather feedback on potential park and amenity improvements. The event was attended by close to 50 community members supported by Town staff and members of the Parks, Recreation & Culture Advisory Committee.

Temporary panels were installed at four key focus areas in the park: Green Space, Forest Area, Playground and Open Space. The public was encouraged to leave feedback and perspectives on improvements by leaving a notes and comments on the panels.

The public engagement approach encouraged an open dialogue by allowing the public to both review comments and make their own suggestions, ask questions and highlight their own experiences in the space. A BBQ was held in conjunction with this event.



Key Messages

- Ensuring meaningful recognition of First Nations in the park, including development of interpretive elements and hul'qumi'num language.
- Improve overall accessibility and connectivity between park amenities through pedestrian access.
- Park identification/dedication.
- Education of the water system, native plants and ecological restoration.
- Utilizing existing 'passive' and 'active' areas.
- Keeping the Park natural.
- Focus on improvements and enhancements without changing the parks atmosphere.



Implementation

EXISTING

- ① Kinsmen Playground
- ② Washrooms
- ③ Storybook Walk
- ④ Recreational Bike Trails
- ⑤ Bike Skills Terrain Trail
- ⑥ Open Play Space

PHASE 1

- ① Bridge for Safe Crossing of Small Brook
- ② Park benches
- ③ Drinking fountain
- ④ Parking/Staging Area

PHASE 2

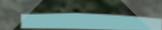
- ① Playground Improvements
- ② Seating
- ③ Small Brook Enhancements & Naturalization
- ④ New Accessible Pathway
- ⑤ Gazebo

PHASE 3

- ① New Washroom Building
- ② Connectivity to the Overall Parks and Trail Systems.

Potential Future Priorities:

- Ensuring meaningful recognition of First Nations in the park, including development of interpretive elements and hul'qumi'num language.
- Improve overall accessibility and connectivity between park amenities through pedestrian access.
- Park identification/dedication.
- Education of the water system, native plants and ecological restoration.
- Utilizing existing 'passive' and 'active' areas.

-  Creek
-  Park Boundary
-  Walking Trails
-  Bike Trails
-  Entry/Proposed Entry

Detailed Phase Descriptions

PHASE 1 1-2 YEARS

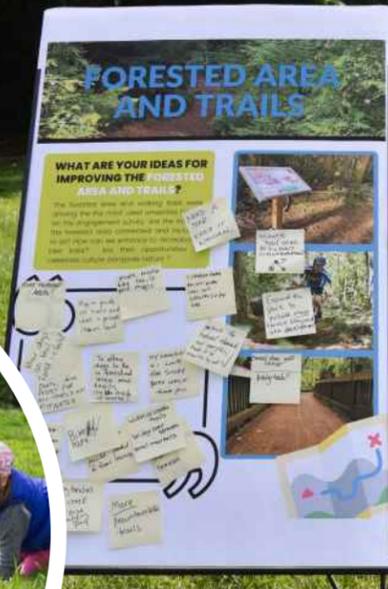
- Accessibility Audit.
- Park Benches (with arm rests located at playground, and perimeter trail park benches).
- Bike rack/repair station.
- Walking bridge over brook along main foot path in forest.
- Introduce naturalization and protection of the brook.
- Complete Recreational Bike Trails Skill Development section.
- Drinking fountain.

PHASE 2 2-3 YEARS

- Tree planting & native vegetation.
- Gazebo/picnic shelter.
- Accessible walking path around the perimeter of park.
- Continue naturalization of the brook with information on the water cycle with interpretive signage.
- Natural exercise options in the forest along main trail.
- Natural log benches along edge of brook for viewing.
- Swing for older children and accessible swing set.

PHASE 3 3-5 YEARS

- Signage and connectivity to the overall Town and Regional trail system.
- Naturalization of the western edge of the open space.
- New washroom building.



Park Amenity Priorities & Timeline

The following amenities are included in the Phasing Plan, with each identified as a high, medium or low priority and with an estimated timeline and order of magnitude cost. Some items are a high priority, but due to the potential high costs are not likely to be feasible in the short term.

- HIGH** Items identified as a safety concern, must have through the community engagement integral to the success of the park.
- MEDIUM** Lower risk items identified through the public engagement process that would enhance the park.
- LOW** Park amenities that are desired but not integral to the success of the park.

Amenity	Priority	Timeline
Accessibility Audit	HIGH	PHASE 1
Addition Park Benches	MEDIUM	PHASE 1
Community Garden	FOR CONSIDERATION	
Bike rack and repair station	MEDIUM	PHASE 1
Walking bridge over brook along main foot path in forest	HIGH	PHASE 1
Introduce naturalization and protection of the brook	MEDIUM / ONGOING	
Complete Recreational Bike Trails Skill Development section	MEDIUM	PHASE 1
Adding drinking fountain/water bottle fill station	HIGH	PHASE 1
Add Hul'qumi'num translation for Hilltop Park	FOR CONSIDERATION	
Tree planting & native vegetation	MEDIUM	PHASE 2
Gazebo/picnic shelter	MEDIUM	PHASE 2
Accessible walking path around the perimeter of park	HIGH	PHASE 2
Continue naturalization of the brook with information (interpretive signage) on the water cycle	MEDIUM / ONGOING	
Natural exercise options in the forest along main trail	MEDIUM	PHASE 2
Natural log benches along edge of brook for viewing	LOW	PHASE 2
Add swing for older children (e.g. friendship swing)	MEDIUM	PHASE 2
Add accessible swing set	HIGH	PHASE 2
Signage and connectivity to the overall Town and Regional trail system	MEDIUM	PHASE 3
Naturalization of the western edge of the open space	MEDIUM	PHASE 3
New washroom building	HIGH	PHASE 3

Public Engagement Event

This event was an opportunity to inform the community of the park planning process and to invite their input and engage them in a discussion to identify all the positive aspects of the existing park, identify potential opportunities and to identify any existing challenges and solutions to these. Many great ideas were shared and although it would be desired to accommodate them all in the plan, key priorities were identified to be included within the plan. Below is a list of all the comments from this session that were captured through comments and on idea boards.

Forest Area

- Circuit training course through forest for all levels of fitness.
- Leave trails as natural as possible – perfect for forest learning.
- More mountain bike trails.
- Bridge over stream.
- Bike park.
- Wider, accessible trails.
- Bridge over stream.
- Trail markers.
- Allow dogs on trail and in field.
- All dogs to be in the forest area and trails (on leash of course)
- More forested areas.
- My grandkids and I love the Storybook Walk. Thank you.
- Map or guide of trails and what is private/Town land.
- Make more bike trails and maps.
- Need a map.
- Keep it natural.
- Small disc golf course
- Bike trails!
- Bicycle 'tool' area to fix bikes (like at Rathtrevor)
- Climbing things, tire swing, zip line on top of trail.
- Expand the park to include more forest beyond the development.
- Protect the natural elements. Not everything needs to be accessible by all.
- Log benches by the creek for ease of watching play.
- The trails are already pretty awesome. General trail upgrades?
- More, bigger trails? Bridge over brook? More wheelchair accessible?
- We are so grateful for the Storybook Walk.

Green Space

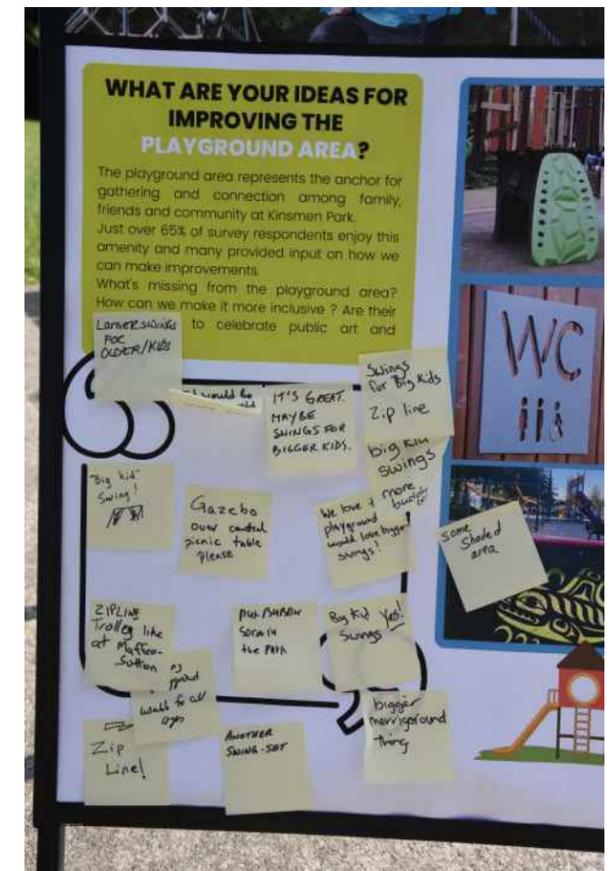
- Having more 'utilities' and support infrastructure – drinking water fountain, covered picnic area.
- Mini splash park for kids.
- Second bathroom and spray park.
- One of the best multi-usage parks around.
- Maintain the creek as an amenity.
- Leave a natural gathering space for different impromptu activities – Frisbee, football, picnics etc.
- Revegetate the stream area more.
- Covered eating area.
- Keep natural, keep open space.
- Shelter and water bottle fill station.
- Water is great.
- Not all parks and their spaces need to be 'developed.'
- Let it be as wild (as possible).
- More benches.
- Cover the creek or put up a fence.
- Gazebos.
- Picnic shelter.
- Water fountain.
- Water park, water feature.

Open Space

- Creek great for nature learning.
- Leave nature in its natural form as much as possible.
- Leave the open field. We use it a lot. Perimeter benches.
- It would be great to have an area where dogs are allowed to be too.
- It would be great to add a water park.
- Allow dogs in the open field.
- Additional access gate at end of park near crosswalk.
- Small shelter/eat space like Transfer Beach.
- Trees on the far side provides shade for those who want it.
- Signage for leashed and voiced controlled dogs in the field.
- Two soccer goals with nets.
- Dog park area.
- Spray park.
- Community Garden.
- Leave a book, take a book.
- Fenced off leash area for dogs.
- Proper pump track at the back of the field (with maybe a mountain bike skills park).
- No dogs – leave big field for free play / multi-usage.
- More features like 'big rock' (Saltair).
- Dogs leashed under verbal control should be allowed on the field at off peak hours. It's a great space for pups.
- Love the open field and brook for open nature-based play.
- The hills are great for sledding in the winter.
- Theatre in the park for entertainment. Invite dance studies to perform at musical venues.
- Some park benches to rest and enjoy scenery and picnic tables too.
- Leashed dogs allowed (no off leash)
- Disc golf course.
- Goat farm where you can pet them.
- Water park.
- Multi-seasonal usage – sledding, leaf-play, etc.
- Dog park area.
- Picnic tables with big space for sports.
- The open green space is nice for kites, Frisbee, whatever.
- Some 'improvements' to the brook. Fruit trees along shore, little more accessible, replace culvert with a bridge.

Playground Area

- Larger swings for older kids.
- Amazing playground – usable for all ages.
- Zip line.
- Another swing set.
- Bigger merry-go-round.
- Zip line trolley like at Maffeo Sutton.
- Gazebo over central picnic table, please.
- We love the playground but would love bigger swings.
- Some shaded area.
- Big kid swings.
- It would be great to add swings for older kids.
- Swings for big kids. Zip line.
- It's great. Maybe swings for bigger kids.
- Big kid swings. More buddy benches.
- Big kid swing.
- Put (inflatable) bubble soccer in the park.





Town of Ladysmith
250-245-6424
Email: info@ladysmith.ca
www.ladysmith.ca

INFORMATION REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Management
Meeting Date: July 11, 2023
File No: 0640-20
Re: 2023-2026 Strategic Priorities Update

RECOMMENDATION:

That the Committee receive the 2023-2026 Strategic Priorities Update dated July 11, 2023.

EXECUTIVE SUMMARY:

The Strategic Plan was deliberated and approved by Council in the Spring of 2023. This is the first update presented to the Committee.

PREVIOUS COUNCIL DIRECTION:

Table with 3 columns: CS 2023-147, 2023-06-06, and That Council adopt the 2023-2026 Strategic Plan and direct staff to publish the plan online and in hard copy.

DISCUSSION:

Council has provided direction regarding the strategic priorities of the Town for 2023-2026 and the attached report provides a high-level update of the projects that support those priorities.

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. 2023-2026 Strategic Priorities Update – July 11, 2023



TOWN OF LADYSMITH

Status Key
 Not Started ■
 In Progress ■
 Completed ■

2023-2026 Strategic Priorities Update – July 11, 2023

Core Infrastructure

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

MAJOR INITIATIVES	STATUS	COMMENT
Increase Capacity of Holland Lake Dam		Pending grant approval
Stage 2 Wastewater Environmental Study		
Sewer Inflow & Infiltration Connection Replacement		Beginning 2 nd phase
Lift Station, Pump & Generator Replacements		Plan phase
Compost Facility Odour Reducing		Effective improvements have been completed & more expected
Implement GIS to Prioritize Infrastructure		
Phase1 & 2 of 4 th Ave		
Colonial / Delcourt Sidewalks & Traffic Calming		
City Hall Short-Term Improvements		Tender phase
Storm Water Master Plan		Approximate completion 09/23 with implementation to follow
Marina Wall Repair		Utility upgrades have been completed
Lot 108 Plan Phase 1		Parking lot & practice pitch will be completed 08/23 followed by accessible walkway & fitness stations
Aggie Field Drainage		Design phase
Install New Flag Poles at City Hall		

Official Community Plan Implementation

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

Complete Consequential OCP Policies changes		Bylaw amendments have been approved (secondary suites, cash in lieu of parking & bicycle parking); a reserve bylaw for cash in lieu of parking has been approved & the Community Amenity Contribution Policy has been repealed
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2023-2026 Strategic Priorities Update – July 11, 2023 continued

Waterfront Area Plan

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

MAJOR INITIATIVES	STATUS	COMMENT
Complete Phase 1 remediation of contaminated areas		Certification of Compliance application to be submitted Fall 2023
Construct Artist Studio as part of the Arts & Heritage Hub		Tender phase
Transfer Beach Amenities, Paved Paths & Pads		

Economy

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

Downtown Amenities & Improvements		EV Charger in place; lights purchased; crosswalk design complete
Wayfinding & Welcome Signs		Design complete; fabricating and construction in progress
Childcare Space Creation		
Develop Buller Street Property		

Leadership

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

Community to Community Meeting with Stz’uminus First Nation Chief and Council		Grant received; planning event
Complete annual Council assessment		Expected to take place 09/23

Status Key	
Not Started	
In Progress	
Completed	

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Sue Bouma, Administrative Coordinator/Deputy Corporate Officer
Reviewed By: Matt O'Halloran, Manager of Corporate Services
Meeting Date: July 11, 2023
File No: 0340-50
Re: **Proposed Amendments to Corporate Flag Protocol Policy No. 01-0340-A**

RECOMMENDATION:

That the Committee recommend that Council amend the Corporate Flag Protocol Policy No. 01-0340-A, by adding new wording that states the following:

- Stz'uminus Flag to be flown permanently at City Hall; and
- Every Child Matters Flag – September 1-30, at Transfer Beach under the Stz'uminus Flag.

EXECUTIVE SUMMARY:

In 2021 Council adopted several amendments to the Corporate Flag Protocol Policy. Since then, additional flag opportunities have arisen. Staff are seeking authorization to amend the Corporate Flag Protocol Policy to formalize these current practices that were not in place during the previous amendment, and which are not presently explicit in the most recent version of the policy, such as:

- Flying the Stz'uminus Flag permanently at City Hall; and
- Flying the Every Child Matters Flag at Transfer Beach for the month of September, in support of this initiative and of the National Day for Truth and Reconciliation.

PREVIOUS COUNCIL DIRECTION:

N/A

ALTERNATIVES:

Council can choose to:

1. Not amend the Policy at this time.
2. Request that staff include other amendments to the Policy.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Flag Policy amendments outlined in this report provide an opportunity for the Town to recognize and honour the Stz'uminus First Nation in the spirit of Reconciliation.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Corporate Officer has the responsibility and authority to manage the flying of guest flags, half-masting and any other discretionary matters. Parks, Recreation & Culture (Facilities) raise and lower the flags and ensure the inventory of flags flown throughout the Town is maintained.

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|--|
| <input type="checkbox"/> Core Infrastructure | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Official Community Plan Implementation | <input checked="" type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan | <input type="checkbox"/> Not Applicable |

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. Corporate Flag Protocol Policy No. 01-0340-A including proposed amendments

Attachment A

TOPIC:	CORPORATE FLAG PROTOCOL
POLICY No:	01-0340-A
APPROVED BY: COUNCIL	RESOLUTION No:
ORIGINAL DATE: AUGUST 18, 2014 (Resolution No. CS 2014-292)	
AMENDED DATE: JANUARY 19, 2021 (Resolution No. CS 2021-021)	

PURPOSE

This policy sets out the Town of Ladysmith's policies and procedures for flying flags on all Town-owned buildings and structures.

POLICY**1. General Flag Etiquette**

- 1.1. The Canadian Flag shall always be displayed in the position of priority.
- When flags are displayed at the same height, the Canadian flag is flown on the left as seen by the observer of the flags.
 - In a line of three flags, the Canadian flag should be in the centre.
 - When flags are displayed on an angle such that the centre flag is higher than the other flags, the Canadian flag is flown in the centre.
- 1.2. It is acceptable to fly the Canadian flag at night.

2. Half-masting

- 2.1. Flags are flown at half-mast as a sign of mourning. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast. When one flag is flown at half-mast, all flags flown together should also be at half-mast.
- 2.2. All Canadian flags that are displayed on flagpoles with halyards will be flown at half-mast on the following occasions:
- On the death of a Sovereign or a member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, a former governor general, a former prime minister, or a federal cabinet minister;
 - On the death of the Lieutenant Governor or the Premier;
 - On the death of a Member of the House of Commons or a Member of the Legislative Assembly when that member represents the Town of Ladysmith;

Attachment A

- On the death of the Mayor, former Mayor, a current Town of Ladysmith Councillor or a former Town Councillor;
- On the death of a Town of Ladysmith employee when their death has occurred as a direct result of performing their duties;
- On Remembrance Day (November 11) from 11 a.m. until sunset;
- On the Day of Mourning for Persons Killed or Injured in the Workplace (April 28) from sunrise to sunset;
- On the National Day of Remembrance and Action on Violence Against Women (December 6) from sunrise to sunset; and,
- On the death of a person to whom Council wishes to bestow this honour or an event that Council wishes to recognize.

2.3. In the case of a death, flags shall be flown at half-mast from the day of the death until sunset on the day of the funeral or the seventh day following the death, whichever occurs first.

2.4. The flags to be flown at half-mast will include all flags flown on Town-owned properties and all of the flags flown on the Town's flag islands.

2.5. In the event of a death not specified in this policy, the Town of Ladysmith will follow the direction of the Federal Department of Canadian Heritage.

2.6. When half-masting has been deemed appropriate based on 2.2 or 2.5 above, the Corporate Officer or designate will notify the following by e-mail:

- Town Council
- Senior Management Team
- Manager of Facilities (to arrange for lowering the flags)
- Ladysmith Fire/Rescue Department
- Ladysmith Detachment of the RCMP

2.7. Ladysmith Fire/Rescue may lower their flag to half-mast for any "Line of Duty Death" of an emergency responder (Fire, Police or Ambulance) or a longstanding member.

3. Guest Flags

3.1. At the direction of the Council, the Town will fly the flags of other sovereign nations, non-profit societies and other local organizations upon request.

Attachment A

- 3.2. Flags of other sovereign nations will be displayed at City Hall. In these cases, the flags normally flown will be removed so that only the guest flag will be flown in that location.
- 3.3. In the event of an overlap, more than one guest flag may be flown. All guest flags will be displayed at City Hall.
- 3.4. The Town reserves the right to decide whether or not to fly the flag of a nation when there is political unrest or conflict in that country. The decision to fly the flag of any nation neither implies nor expresses support for the politics of those nations.
- 3.5. Flags or banners of non-profit organizations may be displayed at City Hall or on other flag stations throughout the Town.
- 3.6. Parties wishing to have their flags displayed by the Town are required to supply the flag(s). These flags must be in good condition.
- 3.7. Events involving flag raising ceremonies may be held at City Hall upon request and at the Town's discretion. Corporate Services should be contacted to make arrangements for such events.
- 3.8. The Corporate Officer or designate shall notify the Manager of Facilities of all flag raising ceremonies pertaining to City Hall.
- 3.9. The following guest flags shall be flown annually:
 - 3.9.1. **At City Hall:**
 - [Stz'uminus First Nation Flag – permanently flown at City Hall](#)
 - Pride Flag – June 1-30
 - Metis Flag (Louis Riel Day) – November 16; and
 - 3.9.2. **At Transfer Beach:**
 - [Every Child Matters Flag – September 1 -30, under the Stz'uminus Flag](#)

4. Responsibility and Maintenance of Flags

- 4.1. The Corporate Officer has the responsibility and authority to manage the flying of guest flags, half-masting and any other discretionary matters.

Attachment A

- 4.2. Maintenance of the flags flown at all Town-owned sites is the responsibility of the Parks, Recreation & Culture (Facilities) Department.

- 4.3. For operational reasons, the raising and lowering of flags will occur during the regular work hours of the Parks, Recreation & Culture (Facilities) Department.

Brittany Cahill
509 Douglas Place
Ladysmith, BC
Redacted

April, 28, 2023

Aaron Stone
Mayor, Town of Ladysmith
410 Esplanade
Ladysmith, BC

Re: Speed humps and flashing lights in school zones

Good morning,

My name is Brittany Cahill. I am currently attending Sprott Shaw Community College, in the Early Childhood Education program. Advocacy is part of this program. I wanted to reach out to you regarding a topic of advocacy that I am working on to make our school zones safer for the youngest members of our community.

In our town of Ladysmith, in SD68, we have 3 schools, Ladysmith Primary grades k-3 including the Strong Start program, Ladysmith Intermediate grades 4-7 and Ladysmith Secondary School grades 8-12. At each of these schools, Ladysmith Primary and Secondary schools, located on 6th Ave and Ladysmith Intermediate on 4th Ave, there are signage notifying motorists that they are entering a school zone, as well as, crosswalks with . At the Intermediate school, certain staff monitor the crosswalks, stopping traffic for children to cross. Occasionally, the RCMP or the group Citizens on Patrol (COPS) monitor speeding at our schools. Most people follow the laws while traveling in school zones, however, there have been multiple times, when I have been taking children to and from school, and have observed motorists still speeding and neglecting to stop at the crosswalks in the school zone. It is my belief that installing speed humps and flashing lights at crosswalks would result in making those motorists, who neglect to follow the law, slow down, improving and ensuring the safety of our children and families.

There are several traffic calming products available, however, the focus of my advocacy is the implementation of speed humps and speed reader signs in school zones. Speed humps and speed reader signs are effective tool used to control traffic speeds. These speed humps use 'vertical deflection.' At speeds that are too fast, vertical deflection creates a small but uncomfortable jolt for vehicle occupants, which drivers avoid by slowing down. Speed humps have a CRF of 50% for urban and suburban roads and for all injuries. They are effective in reducing vehicle travel speeds, and have a positive effect on reducing crash injuries.

One speed hump product is made in Surrey, B.C. by Trans Canada Traffic. Their rubber speed humps are environmentally friendly, cost effective, durable and can be removed and reinstalled, for street repairs, without road closures or heavy equipment. They also make rubber speed cushions which are customizable, narrow enough for emergency vehicles to straddle and wide

enough that typical vehicles can't, effective in slowing traffic while narrow enough for typical ambulances and fire trucks to ride over. In addition, they produce Safe Pace flashing speed readers.

I am wondering if:

1) Do feel that the installation and implementation of speed humps and flashing lights would be of a benefit to schools and the community?

2) Would these speed humps negatively impact emergency vehicles?

3) Are there statistics regarding accidents, or incidents, occurring within these school zones?

4) Does the town of Ladysmith have a traffic calming policy for school zones?

5) Would you support this project?

Thank you, in advance, for your prompt cooperation and response regarding this project.

Sincerely

Brittany Cahill

TOWN OF LADYSMITH
BYLAW NO. 695

A Bylaw to regulate the cutting of trees in park, greenbelt and public areas within the Town of Ladysmith.

WHEREAS Section 868 (f) of the Municipal Act provides that the Council may, by Bylaw, regulate or prohibit the cutting of trees on lands within any area within the municipality, and require the holding of a permit for such purposes; and

WHEREAS it is deemed desirable and in the public interest to regulate the cutting of trees in parks, greenbelt or public areas within the Town of Ladysmith;

NOW, THEREFORE, the Municipal Council of the Town of Ladysmith, in open meeting assembled, enacts as follows:

1. In this Bylaw the following words and terms shall, unless the context otherwise requires, include the following meanings:

"Person" shall when necessary, mean and include natural persons of either sex both plural and singular, associations, corporations, bodies politic, co-partnerships, whether acting by themselves or by a servant, agent or employee, and their heirs, executors, administrators, successors or assigns or other legal representatives of such person to whom this context can apply according to law.

"Town" means the municipality known as the Town of Ladysmith.

"Council" means the Municipal Council of the Town of Ladysmith.

"Public Area" means any area of land within the Town of Ladysmith that comes under the jurisdiction and control of the Council, but does not include privately owned lands.

"Works Foreman" means the person appointed by the Council from time to time to perform the duties of the Works Foreman in the Town.

2. No person, other than an authorized regular employee of the Town, shall cut trees of any kind within any area of the Town set aside for use as a park, greenbelt or public area, without first obtaining a permit to do so.

3. Any person wishing to cut trees on such lands may make application to the Council for a permit to do so, in the form set forth as Appendix "A" to this Bylaw.

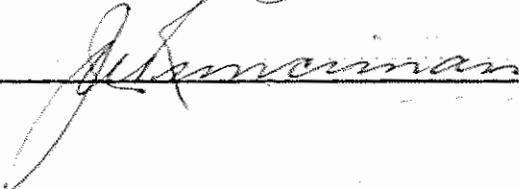
4. The cutting of trees in an area set aside for use as a park, greenbelt or other public area may be approved by Council where deemed necessary and desirable, by authorizing the issue of a permit to do so. Such permit shall be in the form set forth in Appendix "B" to this Bylaw.

5. An application made under the provisions of Section 3 of this Bylaw shall clearly set forth the area in which it is proposed to cut trees, specify the species and location of the trees to be cut, state whether the tree is to be completely felled or, if the tree is to be topped only, the total length of the top to be removed.
6. When an application to cut trees is approved by Council the Works Foreman shall issue a permit authorizing the work to be done by the applicant in the manner approved by Council.
7. When a permit is issued under the provisions of Section 6 of this Bylaw, no cutting of trees shall be done by the permit holder until the trees to be cut are "flagged" by the Works Foreman, with the degree of cutting approved by Council clearly noted on such flag.
8. If the cutting of trees in accordance with the terms of a permit issued under the provisions of Section 6 of this Bylaw is done under the personal supervision of the Works Foreman, the "flagging" of trees to be cut, as required by Section 7 of this Bylaw, may be waived.
9. All residue resulting from the cutting of trees under an approved permit shall be disposed of in a workmanlike manner and the site left in a tidy condition.
10. Every person who violates any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, shall in addition to any other penalties otherwise provided for herein be deemed to be guilty of an infraction thereof and shall be liable to the penalty hereinafter provided.
11. Any person guilty of an infraction of this Bylaw shall be liable upon conviction to a fine not exceeding \$500.00 and costs or to imprisonment for a period not exceeding 30 days, or to both fine and imprisonment, which penalty and costs shall be recoverable and enforceable upon summary conviction in the manner provided by the "Summary Convictions Act".
12. This Bylaw may be cited as the "Tree Cutting Regulation Bylaw, 1979, No. 695".

Read a First time on the 13th day of August , 1979.
 Read a Second time on the 13th day of August , 1979.
 Read a Third time on the 13th day of August , 1979.

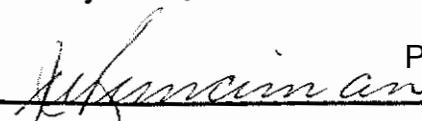
REconsidered , Finally Passed and Adopted on the 27th day of August , 1979.



 Mayor


 Clerk

I hereby certify the above to be a true and correct copy of Bylaw # 695 of the Town of Ladysmith.



 Clerk

Page 78 of 93

Draft 7
07-02-15

**TOWN OF LADYSMITH
BYLAW No. 0000**

Tree Protection Bylaw

**A BYLAW TO PROVIDE FOR THE PROTECTION AND PRESERVATION
OF TREES WITHIN THE TOWN OF LADYSMITH**

WHEREAS, pursuant to the provisions of the Community Charter, RSBC 2003. Council may, by bylaw, exercise certain powers to preserve and protect trees within the Township, to regulate their cutting and removal and to require their replacement; and

WHEREAS the Council considers it in the public interest to provide for the protection and preservation of trees, the regulation of their cutting and removal and their replacement;

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

1. CITATION

This bylaw may be cited for all purposes as “Town of Ladysmith Tree Protection Bylaw, 2007, No. 0000”

2. DEFINITIONS

In this Bylaw,

“**Arborist**” means a person currently certified by the International Society of Arboriculture as a professional Arborist or Arboriculturist;

“**Boulevard**” means all of that part of a road or highway not improved and designated for vehicular or pedestrian travel;

“**Breast Height**” means a point on the trunk of a tree, 1.3 metres above the natural grade of the land adjacent to the tree, measured from the base of the tree;

“**Bylaw Enforcement Officer**” means the person currently employed by the Town of Ladysmith to ensure all bylaws are being abided;

“**Council**” shall mean the Town Council of the Town of Ladysmith;

“**Cut Down**” means to cut down, kill or remove a tree by any means and without limiting the generality of the of the foregoing includes the topping of a tree or the removal of any branch or stem of a tree where the branch or stem removed or cut has a diameter of more than 10 centimetres (3.9 inches);

“**Diameter at Breast Height (DBH.)**” means the diameter of the trunk of the tree measured at breast height or 1.3 meters;

“**Director of Parks, Recreation & Culture, (Director)**” means the person appointed by the Town Council as the Director of Parks, Recreation and Culture and the deputy of such person or the person temporarily appointed to act on behalf of the Director and here after referred to by Director

“**Drip Line**” means a line on the surface of the ground around the trunk of a tree which is the vertical extension down from the outermost branches of a tree to the ground;

“**Engineer**” means the person appointed by the Town Council as the Director of Public Works, and the deputy of such person or the person temporarily appointed to act on behalf of the Director of Engineering Services;

“**Development Permit Area or Environmentally Sensitive Area**” means a specific area or parcel of land within the Town boundaries, which has been designated and declared as having habitat, growth or other natural features which are considered by the Town Council to be sensitive and necessary to protect from encroachment by development, vehicles, human access or contamination;

“**Hazardous**” includes any tree which due to its location, condition, health or any other circumstances has been determined by a Certified Arborist or the Director, presents a hazard to the safety of persons or to the public or to private property;

“Heritage Tree” means a tree listed and identified in Schedule “C” attached hereto;

“Landmark Tree” means a tree of the genus / species and size outlined in Schedule B attached hereto;

“Owner” means the registered owner in fee simple of a parcel of land and the trees growing on it;

“Protection” means taking any and all actions necessary to ensure that trees on a parcel of land are not in any way damaged;

“Prune” means the removal of living or dead parts of a tree, including branches in order to reduce size, to maintain shape, health, encourage flowering or to regulate growth;

“Qualified Expert” means either an Arborist certified by the International Society of Arboriculture, a forester registered with the Association of Forest Professionals, or a landscape architect registered with the B.C. Society of Landscape Architects; provided they have specialized training and experience;

“Replacement Tree” means a tree replacing a tree cut, removed or damaged in accordance with Section 13 and replaced with a tree listed in Schedule “D” of this bylaw;

“Significant Tree” means a tree which has been identified in this bylaw as being important to the community and includes heritage trees, landmark trees and wildlife trees;

“Stem” means the main ascending axis of a woody plant;

“Tree Removal Permit” means written permission from the Director authorizing the removal of one or more trees from a specified parcel of land;

“Town” means, as the context requires, the Town of Ladysmith or the area within the boundaries of the Town of Ladysmith;

“Tree Management Plan” means a plan of a parcel of land prepared by or for an owner indicating the location, size and type of trees which the owner proposes to cut or remove from the parcel of land or protect on the parcel of land;

“Wildlife Tree” means trees which provide shelter or wildlife habitat for an egg or a nest protected under Schedule A of this bylaw or which is listed under Section 34 of the Wildlife Act;

3. SIGNIFICANT TREES

Council considers:

3.1. The trees set out in “Schedule A” important to the community as wildlife habitat;

3.2. The trees set out in “Schedule B” important to the community for landmark value;

3.3. The trees set out in “Schedule C” important to the community for their heritage value;

4. LOCATION AND MEASURING

- 4.1. For the purposes of this bylaw:
- 4.2. the location of a tree on a lot must be measured at the point at which the trunk of the tree meets the ground;
- 4.3. a tree must be considered to be located on the same side of a building envelope line that the major part of the trunk of that tree is located;
- 4.4. the diameter of a tree is determined by dividing the circumference of it's trunk, measured at 1.3 m above the ground, by 3.142;
- 4.5. the diameter of a tree having multiple trunks 1.3 m above the ground is the sum of:
- 4.6. 100% of the diameter of the largest trunk; and
- 4.7. 60% of the diameter of each additional trunk;

5. APPLICATION

- 5.1. Except in respect of a Significant Trees listed on Schedule A, B, or C, this bylaw does not apply to trees having a D.B.H. of less than 150mm;
- 5.2. Except in respect of a Significant Trees listed on Schedule A, B, or C, this bylaw does not apply to a parcel of land that is less than 0.6 hectares in size unless it is located within an Environmentally Sensitive Area or a Development Permit Area;

6. CUTTING AND REMOVAL OR PRUNING OF TREES

- 6.1. Except as provided in Section 6.2 a tree may only be cut or removed in accordance with all the provisions of this bylaw and pursuant to a valid and subsisting permit to do so. As noted in Section 15, no permit shall be required prior to the removal of any tree or part of any tree when there is imminent danger of the tree or any part of the tree falling and injuring persons or damaging property;
- 6.2. No permit, except in respect of a Significant Tree, is required to prune the roots or branches of a tree where pruning is required by sound arboricultural practice;

7. PROHIBITIONS

- 7.1. No person shall cut, remove or damage any Significant Tree, or a tree within a Development Permit Area in the Town of Ladysmith Official Community Plan, or suffer or permit any such tree to be cut, removed or damaged, except where permitted by and in accordance with the terms of this bylaw;
- 7.2. No person shall cut, remove or damage a tree growing on any land designated as a Development Permit Area in the Town of Ladysmith without first obtaining a Development Permit, except any tree certified by a Qualified Expert approved by the Town, in a written statement to be diseased or damaged beyond reasonable expectation of recovery, dead, or that for a specified reason, presents a hazard or danger to a person or a property;

- 7.3. No person shall cut, remove or damage a tree shown “to be retained” on a tree management plan or a plan attached to a Development Permit except where permitted by and in accordance with the terms of this bylaw;
- 7.4. No person shall fail to comply with the terms and conditions of a permit issued pursuant to this bylaw;

8. EXEMPTIONS

- 8.1. This bylaw does not apply to trees cut or removed:
- 8.2. pursuant to the Hydro Power and Authority Act, R.S.B.C. 1979, c.188. if the tree or trees are hazardous and present an immediate danger to the safety of persons, or are likely to damage public or private property;
- 8.3. on land if forestry practices on the land are governed by a tree farm licence, permit or other authority or tenure under the Forest Act;
- 8.4. on land if section 21 of the Private Managed Forest Land Act applies to the land;
- 8.5. This bylaw does not apply to trees cut or removed on Town property in accordance with approved Town operations.
- 8.6. Any person acting under the written direction of the DPRC conducting work for and on behalf of the Town is exempt from the provisions of this bylaw.

9. OTHER WORKS

- 9.1. Any excavation, construction or engineering works of any nature, howsoever authorized or permitted, carried out on, under or above land within five (5) metres of the Drip Line of any Protected Tree, shall be undertaken only to the extent and in a manner that does not damage the trunk, branches or root structure of any tree;

10. PERMITS

- 10.1. Notwithstanding any provision of this bylaw, a permit for the cutting or removal of any tree prohibited by this bylaw from being cut or removed may be issued by the Director upon application by the Owner in accordance with this Section 10;
- 10.2. An application for a permit to cut or remove a tree shall be submitted on the forms as provided for this purpose by the Town and shall be accompanied by the applicable fee and by all documents listed as required on the application form, including a tree management plan;
 - 10.2.1. Fees for a Tree Removal Permit shall be determined by the Town. Amount to be payable upon issuance of the Permit;
- 10.3. Where the application for a permit is made to facilitate a proposed building development, other than an individual single-family dwelling, and where one or more significant trees are proposed to be removed, the applicant shall make provision in the tree management plan to provide replacement trees as set out in Section 13;

- 10.4. Where an application for a permit is made to facilitate the subdivision of a parcel of land, the tree management plan shall provide for:
 - 10.4.1. the protection or replacement of all significant trees on the parcel of land; and
 - 10.4.2. the protection of a minimum of 20-percent of the trees on the parcel of land exclusive of any area set aside for park dedication pursuant to the provisions of the Municipal Act, when the parcel of land to be subdivided is greater than 0.6 hectare in size;
- 10.5. When the application for a permit is made to facilitate the logging of commercial timber on a parcel of land, the tree management plan shall provide information on the logging methods and measures for the protection of trees which are to be left on the parcel of land. A tree management plan developed to facilitate the issuance of a permit for the logging of a parcel of land shall make provision for the retention of a minimum of 20-percent of the trees on the parcel of land exclusive of any area set aside for park dedication pursuant to the provisions of the Local Government Act and Community Charter;
- 10.6. The applicant shall mark all trees proposed to be removed or retained from a parcel of land in a manner satisfactory to the Director;
- 10.7. When it is proposed that one or more significant trees are to be cut during the course of the development of a parcel of land, the Director may consider approving removal of such trees subject to a satisfactory replacement program in the tree management plan. (Schedule 'D' provides suggested replacement trees);
- 10.8. The owner shall notify the Director prior to commencing any work authorized by a tree removal permit and following completion of the works authorized. It is the responsibility of the owner to notify the Director if any part of the work is not carried out in accordance with the tree removal permit;
- 10.9. Where an owner applies for a permit prior to the development and/or subdivision of a parcel of land, the tree management plan shall in addition to any other requirement of this bylaw, provide for the full protection of trees in an area equal to 5-percent of the parcel size at a location to be determined in consultation with the Director;
- 10.10. A permit to cut or remove a tree, other than a Significant Tree may be issued by the Director:
 - 10.10.1. where the tree is certified as being an unreasonable hazard to the safety of persons or property in the opinion of a Qualified Expert;
 - 10.10.2. where the tree is certified by a Qualified Expert to be diseased or damaged beyond reasonable expectation of recovery, or is certified to be dead or in decline;
 - 10.10.3. where the Director, the Engineer or the duly authorized representative of an engineer employed by any public utility or a Qualified Expert certifies that in his or her opinion a tree is impairing, interfering with or, presents a risk or hazard to the operation of sewers, drains, water lines, electrical, telephone and cable lines, poles or other similar equipment and appurtenances and structures

as approved by the Town or highways and street works as approved by the Town or the Province of British Columbia or approved driveways, parking spaces or septic fields;

10.10.4. where a tree other than a Significant Tree situated within 2-metres of the building foundation wall permitted pursuant to zoning bylaws and/or a building permit approved by the Town, where the building configuration cannot reasonably be modified to accommodate the tree;

10.10.5. where a tree other than a Significant Tree is situated in a required yard or on a Boulevard and must be cut or removed for a driveway access route or the construction, placing or laying or any building, utility, structure or septic field and which is permitted pursuant to zoning bylaws and/or a building permit approved by the Town, where the layout or configuration cannot reasonably be modified to accommodate the tree;

10.10.6. for the pruning or topping of a Significant Tree where the pruning or topping is certified as being necessary by a Qualified Expert, and where it is certified the work will not affect the health or life expectancy of the tree, in which case the Director may require a condition of such permit that all pruning activity be carried out under the on-site supervision of a Qualified Expert;

10.10.7. Except as in Section 10.10.5, Significant Trees cannot be cut, removed, damaged or significantly altered in any way unless they are first removed by Order of Council from Schedule A, B or C;

10.11. The Director may, as a condition of any permit:

10.11.1. Require that the cutting or removal of trees or specific trees be carried out under the supervision of a Qualified Expert;

10.11.2. Revoke a Tree Removal Permit if the terms or conditions have been breached;

10.11.3. Determine the number, species and sizes of Replacement Trees required;

10.11.4. Determine the location of Replacement Trees when they are planted on private lands or on Boulevards; and

10.11.5. Refuse to grant a Tree Removal Permit in areas designated as Environmental Sensitive Areas or Development Permit Area;

10.12. No permit shall be issued until the Owner has complied with all the applicable requirements of Section 10 of this bylaw;

10.13. A tree prohibited from being cut or removed shall only be cut or removed where the Owner holds a valid approved and subsisting permit to do so;

11. OFFENCE

11.1. Every person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done or omits to do anything required to be done in

contravention or in violation of any of the provisions of this bylaw, is guilty of an offence against this bylaw and is liable to the penalties hereby imposed.;

- 11.2. For the purposes of this bylaw, each tree cut or removed or damaged in violation of this bylaw and each day that a violation is permitted to exist or continues shall constitute a separate offence.

12. PENALTY

- 12.1. Every person who commits an offence against this bylaw is liable to a fine and penalty allowed by the Community Charter for each tree unlawfully cut down, removed or damaged.

- 12.2. The minimum penalty for each tree that is cut down, damaged or removed in contravention of this bylaw is a fine of:

12.2.1. \$500.00 for the first offence;

12.2.2. \$1,000.00 for a second or subsequent offence;

- 12.3. The voluntary penalty for a first contravention of a provision of this bylaw is:

12.3.1. \$300 if paid within 14 days from the date of the offence notice;

12.3.2. \$400 if paid after 14 days but within 45 days from the date of the offence notice;

12.3.3. \$500 if paid after 45 days from the date of the offence notice;

- 12.4. The voluntary penalty for a second or subsequent contravention of a provision of this bylaw is:

12.4.1. \$800 if paid within 14 days from the date of the offence notice;

12.4.2. \$900 if paid after 14 days but within 45 days from the date of the offence notice;

12.4.3. \$1,000 if paid after 45 days from the date of the offence notice;

- 12.5. In addition to any penalty that may be imposed under this bylaw where any person cuts, removes or damages, or suffers or permits any tree to be cut, removed or damaged in contravention of this bylaw, or in excess of any permission, or in violation of any terms and conditions of a permit issued under this bylaw, such tree shall be replaced by a new tree on the same parcel of land in accordance with the provisions of Schedule "D", and Section 13 applies;

- 12.6. Any person who is authorized by the Council and who has reason to believe that another person has committed an offence under this bylaw may deliver an offence notice to that other person;

- 12.7. An offence notice may be delivered by giving it in person to, or by sending it by prepaid registered mail to the person believed to have committed an offence;

- 12.8. An offence notice shall indicate the offence and the amount of voluntary penalty that may be paid to the Town for the offence;
- 12.9. A prosecution may not be commenced for an offence described in an offence notice if a voluntary penalty is paid in accordance with this bylaw before information is sworn and a summons is issued;

13. REPLACEMENT TREES

- 13.1. Where compliance is required with this Section, the Owner shall replace the trees to be cut or removed with a new tree planted on the same parcel in accordance with the requirements specified, as to number, size and species, set out in and determined in Schedule "D";
- 13.2. Where Replacement Trees are required to be planted on a Boulevard the species shall be selected by the Director, and the trees shall be located to approval of the Director and shall conform to the size and type as set out in Schedule "D";
- 13.3. An Owner who has planted a replacement tree as required by this bylaw shall provide to the Director a written statement to the effect detailing the location, height, D.B.H., species and date of placement of the replacement tree;
- 13.4. An Owner shall maintain every replacement tree in accordance with good and sound horticulture practice. If a replacement tree dies, or gives other indication of imminent failure, within one (1) growing season of being planted it must be replaced pursuant to Section 12.5.
- 13.5. Where a Replacement Tree is required to be planted pursuant to Section 12 it shall be planted within 90 days of the cutting or removal requiring replanting, and where the Replacement Tree is required to be planted pursuant to Section 12 it shall be planted within 90 days of the issuance of the occupancy permit for the last house or other principal building being constructed as part of the project, or within not more than three (3) years of the date of the permit when the date of construction completion is unknown;
- 13.6. Except as specified in Section 13.7 the Town may require two (2) Replacement Trees for every one tree (1) removed pursuant to this bylaw;
- 13.7. Where an Owner who is required by the terms of this bylaw, or a permit issued pursuant to the bylaw, to plant Replacement Trees, provides to the Director the report of a Qualified Expert stating that one or more of the Replacement Trees cannot be planted in accordance with sound arboricultural practice such that the survival of adjacent existing trees is unlikely, or where it is not possible due to other considerations, such as required setbacks, lot size or topography, the Owner will not be required to plant the required 2:1 replacement ratio;
- 13.8. Where replacement trees of a similar size are not available or where in the opinion of a Registered Professional Forester or a Certified Arborist such trees would not survive, smaller trees may be substituted and the size shall be based on the opinion of a Registered Professional Forester or Certified Arborist that the trees are the largest trees of that species that would achieve a 90% survival rate over a one (1) year period.

- 13.9. Where the owner of a parcel of land is required to replant trees as set out in this Section, he shall be responsible for maintenance of any replacement tree on the parcel of land to be developed or logged for a one (1) year period. The owner shall post with the municipality security in the amount of 120% of the cost of replacing and maintaining the trees for a period of one (1) year to guarantee the performance of the requirements of this section.
- 13.10. Where a tree is planted to replace a tree that has been cut down, removed or damaged and the replacement tree dies within one year of replanting, the owner shall replace the dead tree.
- 13.11. Where more than ten trees are planted to replace trees that have been cut down, removed or damaged and fewer than 90% of the replacement trees survive for one year following replanting, the owner shall replace the dead trees.

14. SECURITY FOR REPLACEMENT

- 14.1. Wherever in this bylaw, or in the terms of the permit granted hereunder, a Replacement Tree is to be planted and maintained, the Owner thereof, shall, prior to issuance of a permit or upon request of the Director, as the case may be, provide to the Town a security deposit in cash or letter of credit in the amount, for the period and on the terms specified. No interest shall be paid on cash security deposits;
- 14.2. Any letter of credit required to be provided under this bylaw shall be a clean, unconditional and irrevocable letter of credit drawn from a Canadian financial institution acceptable to the Town and in a form acceptable to the Town. The irrevocable letter of credit shall be automatically extended until such time as it is cancelled by mutual consent of the owner and director. The Town may draw down the letter of credit without notice or restriction and hold the monies in lieu thereof.
- 14.3. The amount of any deposit to secure provision and maintenance of Replacement Trees required by the bylaw, to be planted and maintained, shall be as follows:
- 14.3.1. Except where Replacement Trees are required as part of a penalty, as stated in Section 12, no security will be required when less than five Replacement Trees are required to be planted;
- 14.3.2. Where five or more Replacement Trees are required to be planted, security of \$200.00 per Replacement Tree shall be required;
- 14.4. The amount of security deposit held by the Town shall be reduced in stages as provided in Sections 14.5 and 14.6 of this Bylaw. It shall be a condition precedent to each reduction of the security deposit that the Owner request an inspection and assessment per section 16 and that the Director be satisfied that the Owner has complied with the tree replacement and maintenance requirements of this bylaw, including the replacement of any Replacement Tree that has failed to establish, is dead or is dying;
- 14.5. Subject to Section 14.4 of this Bylaw, a deposit shall be reduced as follows:
- 14.5.1. by 50-percent of the original amount after the planting of all Replacement

Trees required to be provided, and the Town's approval of these trees;

14.5.2. by the balance of the deposit after one year from the date of the first reduction provided for in Section 14.5.1 provided that the planted Replacement Trees receive Town approval;

14.6. Subject to Section 14.5 of this Bylaw, where a developer submits a letter of credit to cover the total cost of required project site landscaping, and when that letter of credit includes the amount of security required to cover Replacement Trees, the security shall be reduced as follows:

14.6.1. by 90% of the original amount after the landscaping is complete, including all planting of Replacement Trees, and has been approved by the Town;

14.6.2. by the balance of the deposit after one year from the date of the first reduction, provided for in Section 14.6.1 provided that the landscaping and the Replacement Tree planting receives Town approval;

14.6.3. Whenever the Town holds cash as security no interest shall be paid to the Owner;

14.7. If at any time an Owner fails to comply with the provisions of this bylaw relating to requirements for Replacement Trees and their maintenance, the Town may by its employees or others under its direction, enter upon the lands that are the subject of such requirements to plant Replacement Trees and/or maintain the same, and for such purpose may draw upon the deposit and expend the deposit to cover all costs and expenses of so doing;

14.8. Authority to Enter upon Property, the Bylaw Enforcement Officer is hereby authorized to enter at all reasonable times upon any property within the Town for the purpose of ascertaining whether the regulations herein or directions hereunder are being observed.

15. EMERGENCIES

15.1. Necessity shall be a defence to the cutting or removal of trees contrary to this bylaw where such necessity arises from imminent danger of the tree or any part of it falling and damaging persons or property;

16. INSPECTION AND ASSESSMENT

16.1. The Director may inspect or cause an inspection to be made of any tree in the Town;

17. APPEAL PROCESS

17.1. In respect of any delegation of authority under this bylaw to the Director, an Owner or occupier of real property subject to any decision of the Director is entitled to have the Council reconsider the decision without charge. Any person wishing to have Council reconsider a decision of the Director shall apply in writing to the Town Clerk, substantially in the form supplied by the Town, within thirty (30) days of the Director's decision;

17.2. On receipt of an application for reconsideration pursuant to Section 17.1, Council shall require a written report from the Director and upon receipt of same shall hear the applicant before rendering a decision;

18. GENERAL PROVISIONS

18.1. All Schedules referred to herein are attached to and form a part of this bylaw.

18.2. The provisions of this bylaw are severable and the invalidity of any part of this bylaw shall not affect the validity of the remainder of this bylaw.

READ A FIRST TIME this day of 2006
READ A SECOND TIME this day of 2006
READ A THIRD TIME this day of 2006
RECONSIDERED AND FINALLY ADOPTED this day of 2006

Mayor

Clerk

!

POLICIES AND PROCEDURES MANUAL

TOPIC:	TRAVEL EXPENSES	
APPROVED BY: Council	ORIGINAL DATE:	June 6, 1988
	CURRENT AMENDMENT DATE:	September 18, 2017
RESOLUTION #: CS 2017-279		
Amended: October 15, 1990 October 04, 1993 (Res. #716) August 08, 1995 (Res. #495) November 20, 1995 (Res. #742) (Bylaw 1186/Council Remuneration) December 16, 1996 (Res. #767) August 16, 1999 (Res. #539) February 5, 2001 (Res. #01-045) January 21, 2002 (Res. #02-030) February 16, 2004 (Res.#04-072) August 5, 2008 (Res. #08-441) March 21, 2011 (Res. #2011-136) September 18, 2017 (Res. #2017-279)		

This policy applies to the reimbursement of allowable expenses for employees and Council members who attend conferences, meetings or workshops related to their role with the Town, or who travel on Town business.

Eligible expenses must not be extravagant or unnecessary. All travel, entertainment and like expenses incurred by authorized Town employees or elected representatives must have prior approval and budget provisions.

Reimbursement will be provided for reasonable out-of-pocket expenses incurred including reasonable expenses for the entertainment of municipal guests as approved by the Financial Officer, on Town business upon submission of itemized expense accounts, duly approved and supported by receipts.

Authorization for approval of expenses is the responsibility of the Department Heads or their authorized delegate, who must sign all expense claims as approved and in order prior to any payment or reimbursement being issued.

The Department of Financial Services will review all expense accounts after Department Head (or delegate) approval and prior to payment to ensure conformity with regulations. Any items open to question will be referred back to the Department Head for clarification.

1. NON-ALLOWABLE EXPENSES

The Town will not provide reimbursement for non-allowable expenses included but not limited to:

- Alcohol
- Reading material
- Personal care items
- Personal entertainment that is not directly related to Town business (including but not limited to, movie rentals, meals that are otherwise included in meeting registration)
- Personal phone calls
- Air Travel Insurance

- Expenses for travelling companions, included but not limited to any expenses of spouses accompanying employees and Council members. Council may waive this exception before travelling commences under special circumstances.

2. ALLOWABLE EXPENSES

The Town will provide reimbursement for allowable expenses included but not limited to:

Travel

- 2.1 Fares for transportation by rental car, railroad, plane, bus, taxi or other public conveyance. Type of carrier and accommodation shall be chosen to effect early completion of the trip and at the most reasonable cost. Taxi fares where great distances are involved or where other transportation is provided such as airline limousines will not be reimbursed except under exceptional circumstances, and with the approval of the Director of Financial Services.
- 2.2 Where possible, hotel accommodations shall be booked based on the Business Travel Accommodation Listing. Reasonable accommodation will be reimbursed, with standard, single accommodation as the preference.
- 2.3. Public transportation should be used where clearly this is less expensive and circumstances permit. When travelling by vehicle, the first priority is to use a Town vehicle.
- 2.4 Use of a personal vehicle is authorized when necessary. The automobile allowance rate, as set by the Canada Revenue Agency, shall apply. Reimbursement shall be calculated based on distance from City Hall or from another location (i.e. home), whichever is less.

Conventions & Conferences

- 3.1 Employees will be reimbursed for expenses for attending conventions or similar conferences upon approval of the Department Head or their delegate.
- 3.2 Members of Council will be reimbursed for expenses for attending conventions or similar conferences, when attendance has been authorized by Council:
 - A. Attendance at Union of BC Municipalities annual convention – the Mayor and up to four Councillors are authorized to attend.
 - B. Attendance at Association of Vancouver Island and Coastal Communities annual convention - the Mayor and up to four Councillors are authorized to attend.
 - C. Those members of Council who are official Council representatives to Executive Boards or official sub-committees of bodies such as the UBCM and AVICC are authorized to attend in addition to the number of delegates authorized above.
 - D. The Mayor, or his/her delegate, is given blanket authority to attend unforeseen or emergency meetings on behalf of the Town, with reimbursement subject to subsequent Council approval.

Cash Advance

- 4.1 A cash advance may be made if necessary, for authorized travel to a maximum of \$50.00 per day. Receipts must be submitted for all expenses. Any portion of the advance not supported by proper receipts must be returned to the Town of Ladysmith within five (5) working days following completion of travel.

Meal Allowances

- 5.1 Meals will be reimbursed, based on reasonable departure time or return time, for the authorized traveller when the meal is not included in the organized event or program, up to the maximum amounts:

Breakfast	\$ 15.00
Lunch	20.00
Dinner	30.00

FULL DAY: \$ 65.00

- 5.2 Meals should not be charged to Town visas.