

**THE COMMITTEE OF THE WHOLE
AGENDA
6:30 P.M.**

**Tuesday, September 12, 2023
Ladysmith Seniors Centre
630 2nd Avenue
Pages**

1. CALL TO ORDER AND ACKNOWLEDGEMENT

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

Members of the public may attend meetings in person at the Ladysmith Seniors Centre or view the livestream on YouTube:

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

2. AGENDA APPROVALRecommendation

That the agenda for this September 12, 2023 Committee of the Whole meeting be approved.

3. MINUTES**3.1 Minutes of the Committee of the Whole Meeting held July 11, 2023** 4Recommendation

That the minutes of the Committee of the Whole meeting held July 11, 2023 be approved.

4. REPORTS**4.1 Building Inspector's Report to August 31, 2023** 9Recommendation

That the Committee receive the Building Inspector's Report for the months May to August 2023.

4.2	Ladysmith Fire/Rescue Reports for April to August 2023	10
	<u>Recommendation</u>	
	That the Committee receive the Ladysmith Fire/Rescue Reports for the months April to August 2023.	
4.3	Coastal Animal Control Services Reports for April and June 2023	20
	*there were no service calls for the month of May	
	<u>Recommendation</u>	
	That the Committee receive the Coastal Animal Control Services Reports for the months April and June 2023.	
4.4	RCMP Reports for January to June 2023	22
	<u>Recommendation</u>	
	That the Committee receive the RCMP Reports for the months January to March, and April to June 2023 .	
4.5	2023 Q2 (April - June) Financial Update	26
	<u>Recommendation</u>	
	That the Committee receive the staff report dated September 12, 2023, regarding the 2023 Q2 (April - June) Financial Update and direct staff to prepare an amendment to the “Town of Ladysmith 2023-2027 Financial Plan Bylaw, 2023 No. 2141” to reflect the changes.	
4.6	Establishment of Electric Vehicle Charging rates	40
	<u>Recommendation</u>	
	That the Committee recommend that Council direct staff to amend the Town of Ladysmith Fees & Charges Bylaw 2008, No.1644 to include a charge of \$1 per hour for the first three hours and \$2 per hour thereafter for Electric Vehicle Charging.	
4.7	Rain Barrel Program	43
	<u>Recommendation</u>	
	That the Committee recommend that Council:	
	<ol style="list-style-type: none"> 1. Establish a Rain Barrel Rebate program starting in 2024 to rebate 50 percent to the maximum of \$75 of the cost of one new rain barrel purchased after January 1, 2024, manufactured from a BPA-free Polyethylene material and with the minimum barrel size of 189 litres; and 	

2. Create an annual Rain Barrel Rebate budget of \$7,500 by cancelling and redirecting the budgeted funds from the Low Flow Toilet Rebate program.

4.8 Aggie Hall – Wi-Fi Internet Service

46

Recommendation

That the Committee recommend that Council not provide Wi-Fi at Aggie Hall.

5. COUNCIL SUBMISSIONS

5.1 Per Diem Rates

49

The following item was referred to this agenda from the July 11, 2023 Committee of the Whole Meeting.

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.

5.2 Ladysmith Days Grant in Aid as a Budget Line Item

Councillor Virtanen has requested that the Committee discuss the Ladysmith Days Grant in Aid and consider adding it as a budget line item.

5.3 Allowing Goats or Sheep Under Permit for Plant or Weed Control

Councillor Paterson has requested that the Committee discuss the possibility of allowing goats or sheep under permit for plant or weed control.

6. NEW BUSINESS

7. ADJOURNMENT



COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, July 11, 2023

6:00 P.M.

Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Councillor Duck Paterson, Chair
Councillor Amanda Jacobson
Councillor Ray Gourlay

Councillor Tricia McKay
Councillor Jeff Virtanen
Councillor Marsh Stevens

Council Members Absent:

Mayor Aaron Stone

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Ryan Bouma

Ryan Bouma
Matt O'Halloran
Sue Bouma

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Councillor Paterson, Chair, called this Committee of the Whole meeting to order at 6:00 p.m., and acknowledged with gratitude that it was being held on the traditional, unceded territory of the Stz'uminus First Nation.

2. AGENDA APPROVAL

CW 2023-046

That the agenda for this July 11, 2023 Committee of the Whole meeting be approved as amended to include the following two items, received after publication of the agenda:

- Item 4.1., "National Drowning Prevention Week Proclamation"; and
- Item 6.4., "Verbal Update - Water Supply Status".

Motion Carried

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held May 9, 2023

CW 2023-047

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

Motion Carried

4. PROCLAMATIONS

4.1 National Drowning Prevention Week - July 16 - 22, 2023

On behalf of Mayor Stone, Councillor Paterson proclaimed July 16-22, 2023 as "National Drowning Prevention Week" in the Town of Ladysmith.

5. REPORTS

5.1 Financial Plan Policies and Objectives

CW 2023-048

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.

Motion Carried

CW 2023-049

That the Committee recommend that Council direct staff to return to a Council meeting in the near future with suggestions for an update to the Permissive Tax Exemption Policy.

Motion Carried

5.2 Grant in Aid Policy Update

CW 2023-050

That the Committee consider separately each recommendation for item 5.2, "Grant in Aid Policy Update".

Motion Carried

CW 2023-051

That the Committee recommend that Council 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.

Motion Carried

CW 2023-052

That the Committee recommend that Council approve the amended Grant in Aid Policy 05 1850 A as presented in the report by the Director of Financial Services dated July 11, 2023, with the following change:

- reduce the maximum funding request per organization, as outlined in item 8 of the policy, to \$10,000.

Motion Carried

OPPOSED: Councillor Virtanen

5.3 Civic Recognition Program

CW 2023-053

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

Motion Carried

5.4 Brown Drive Park Implementation Plan

CW 2023-054

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.

Motion Carried

5.5 2023-2026 Strategic Priorities Update

CW 2023-055

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

Motion Carried

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

CW 2023-056

That the Committee recommend that Council make the following amendments to the Corporate Flag Protocol Policy No. 01-0340-A:

1. Remove the condition for half-masting upon the death of a current Town employee by deleting "when their death has occurred as a direct result of performing their duties" from the second bullet of item 2.2; and
2. Add new wording under section 3.9 that states the following:
 - o Stz'uminus First Nation Flag to be flown permanently at City Hall; and
 - o Every Child Matters Flag – to be flown September 1-30, at Transfer Beach under the Stz'uminus First Nation Flag.

Motion Carried

6. COUNCIL SUBMISSIONS

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

CW 2023-057

That the Committee recommend that Council direct staff to return to a future meeting of Council with data regarding speed and traffic issues at school zone crosswalks.

Motion Carried

6.2 Tree Cutting Regulation Bylaw

CW 2023-058

That the Committee recommend that Council direct staff to review the draft Tree Protection Bylaw from 2006 and return to a future meeting of Council with an updated version.

Motion Carried

6.3 Per Diem Rates

CW 2023-059

That the Committee defer item 6.3., "Per Diem Rates" to the next Committee of the Whole meeting.

Motion Carried

6.4 Verbal Update - Water Supply Status

Staff updated the Committee regarding the current drought level and corresponding watering restrictions. Staff advised that lake levels are at the lower end of the seasonal levels, but they are not yet abnormally low.

7. ADJOURNMENT

CW 2023-060

That this Committee of the Whole meeting adjourn at 8:10 p.m.

Motion Carried

CERTIFIED CORRECT

Chair (Councillor D. Paterson)

Corporate Officer (M. O'Halloran)



TOWN OF LADYSMITH
Quarterly Building Permit Summary - YTD AUGUST 2023

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

	Commercial		Industrial		Institutional		Residential (NEW)		Residential Reno, Add, Suite, CH		Dwelling Units	Total Permits	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2023
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
AUG	1	\$250,000	0	\$0	0	\$0	6	\$2,632,373	1	\$55,000	9	8	\$33,859	\$2,937,373	\$13,615,901

Year to Date

JAN	0	\$0	0	\$0	0	\$0	2	\$900,000	1	\$15,000	3	3	\$10,581	\$915,000	\$915,000
FEB	1	\$200,000	0	\$0	0	\$0	1	\$342,760	1	\$20,020	2	3	\$6,647	\$562,780	\$1,477,780
MAR	0	\$0	2	\$536,500	0	\$0	3	\$1,155,953	6	\$72,500	2	11	\$26,457	\$1,764,953	\$3,242,733
APR	0	\$0	0	\$0	0	\$0	2	\$1,125,000	7	\$50,320	5	9	\$13,913	\$1,175,320	\$4,418,053
MAY	0	\$0	0	\$0	0	\$0	1	\$550,000	1	\$2,000	2	2	\$6,378	\$552,000	\$4,970,053
JUN	0	\$0	0	\$0	1	\$200,000	7	\$3,425,000	3	\$90,015	15	11	\$42,873	\$3,715,015	\$8,685,068
JUL	0	\$0	0	\$0	0	\$0	5	\$1,923,460	2	\$70,000	7	7	\$22,912	\$1,993,460	\$10,678,528
AUG	1	\$250,000	0	\$0	0	\$0	6	\$2,632,373	1	\$55,000	9	8	\$33,859	\$2,937,373	\$13,615,901
SEP															
OCT															
NOV															
DEC															
TOTAL	2	\$450,000	2	\$536,500	1	\$200,000	27	\$12,054,546	22	\$374,855	45	54	\$163,620	\$13,615,901	

Demos Mth	0	Demos YTD	1
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Comparison	#DU	Value	#BP	Value
YTD 2023	45	\$12,054,546	54	\$13,615,901
YTD 2022	75	\$22,267,378	52	\$24,026,286
YTD 2021	226	\$37,830,383	120	\$59,288,020

8 BPs = 9 dwelling units (DU)

4 SFD = 4 DU

2 SFD = 4 DU

1 suite added to SFD = 1 DU

NEW D.U. TYPE	SFD	SFD + Suite	Suite added to existing	Coach House	Multi-Family
THIS MONTH	4	2	1	0	0
YTD	13	12	4	1	4



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
 Phone: 250-245-6436 · Fax: 250-245-0917



FIRE CHIEF'S REPORT

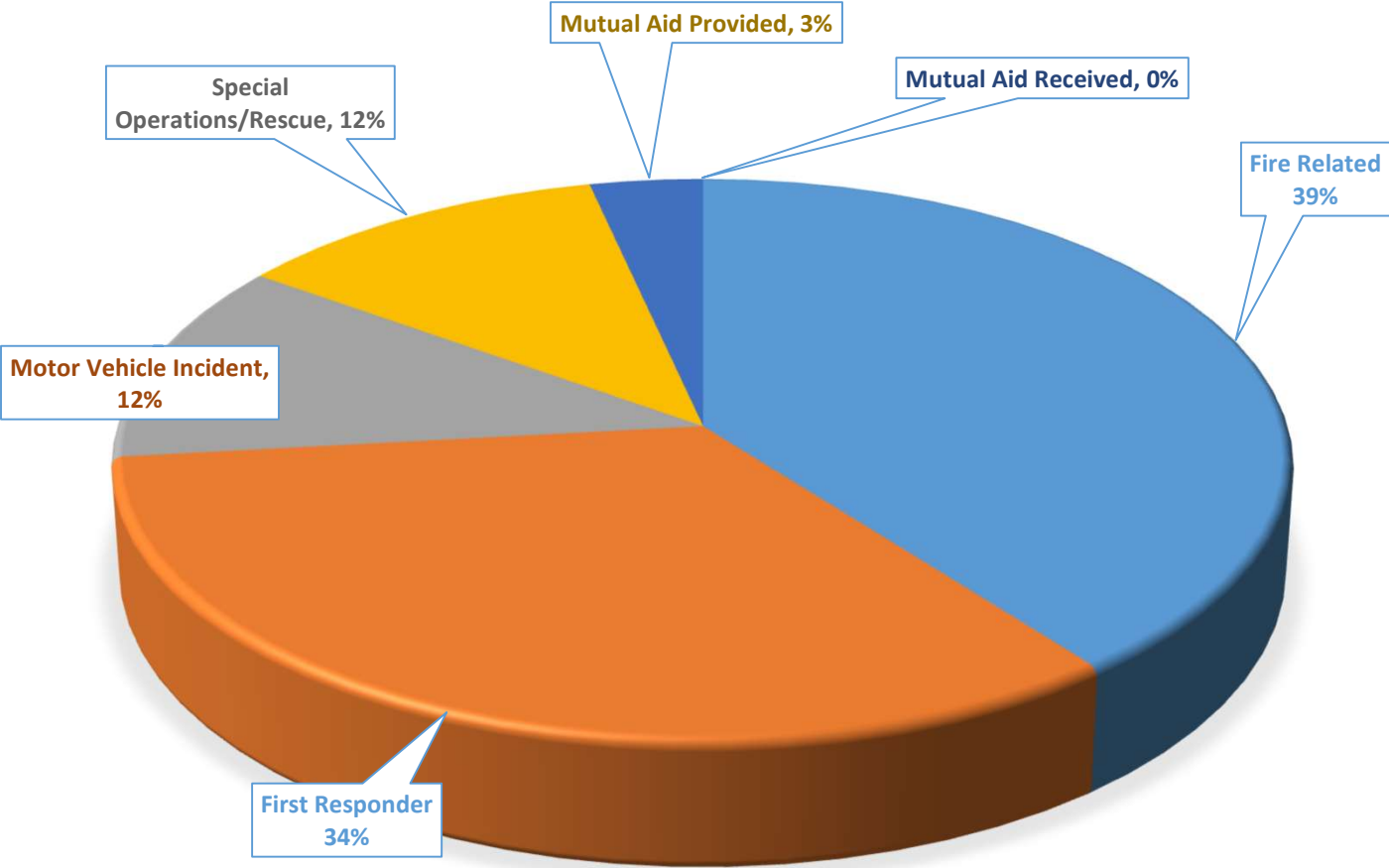
MONTH: April 2023

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2022
Fire Related	10	6	6	12	0	0	0	0	0	0	0	0	34	44
Alarms Activated	7	2	3	6									18	
Burning Complaint / Duty Officer	1	1	2	5									9	
Outdoor Fire		1											1	
Structure/Chimney		1	1	1									3	
Vehicle Fire	2	1											3	
First Responder	6	8	7	8									29	21
Motor Vehicle Incident	2	5	2	1									10	15
Special Operations/Rescue	2	3	1	4									10	3
Mutual Aid Provided	1			2									3	4
Mutual Aid Received													0	4
MONTH TOTALS (exc.. Practices)	21	22	16	27	0	0	0	0	0	0	0	0	86	87
Practices (Totals for each Month)	5	4	4	4									17	
Training Hours	288	218	200	478									1184	

APPROVED: _____

Fire Chief Chris Geiger

APRIL 2023 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided ■ Mutual Aid Received



Ladysmith Fire /Rescue

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FIRE CHIEF'S REPORT

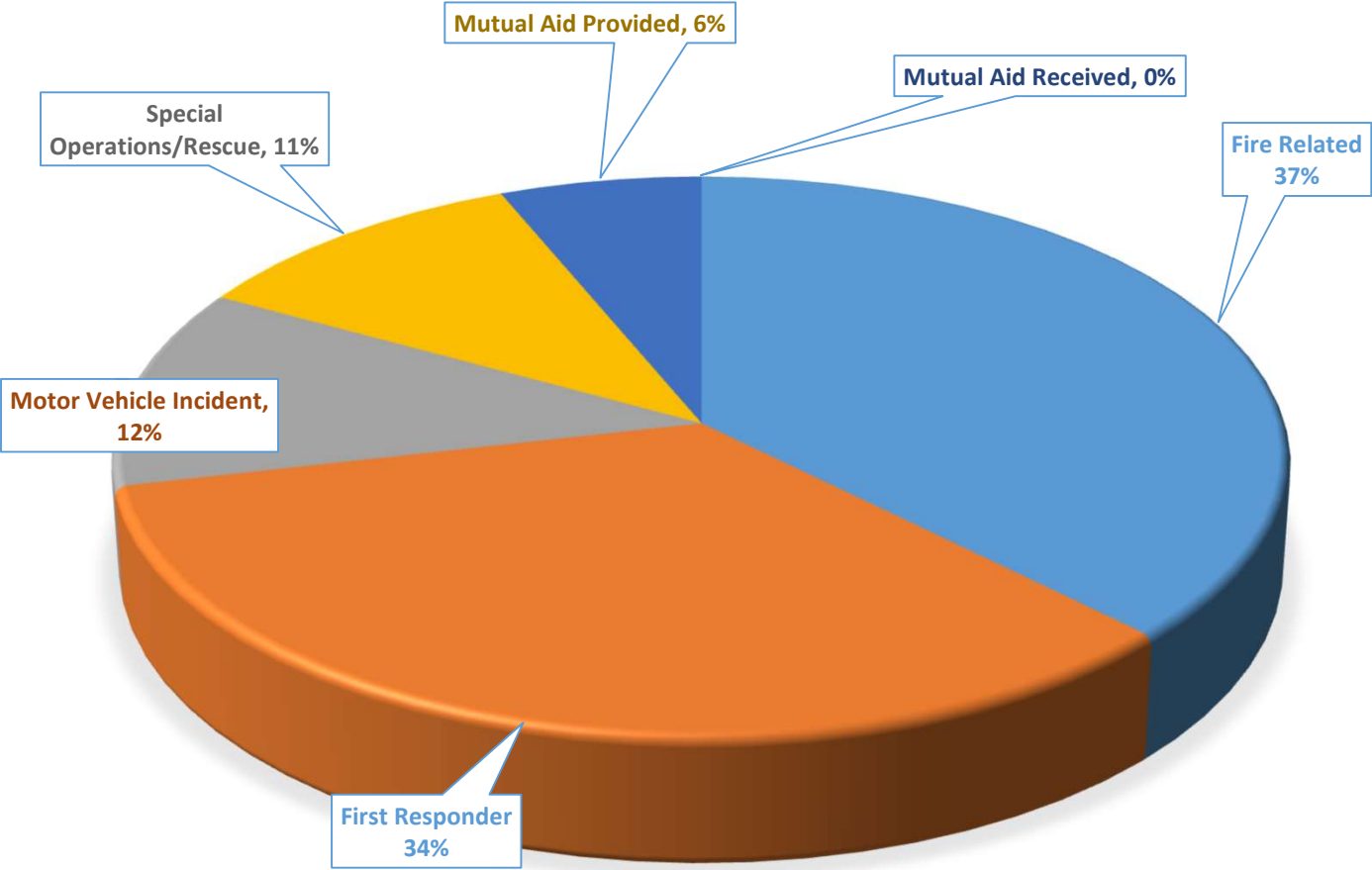
MONTH: **May 2023**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2022
Fire Related	10	6	6	12	8	0	0	0	0	0	0	0	42	66
Alarms Activated	7	2	3	6	4								22	
Burning Complaint / Duty Officer	1	1	2	5	4								13	
Outdoor Fire		1											1	
Structure/Chimney		1	1	1									3	
Vehicle Fire	2	1											3	
First Responder	6	8	7	8	9								38	28
Motor Vehicle Incident	2	5	2	1	3								13	18
Special Operations/Rescue	2	3	1	4	2								12	4
Mutual Aid Provided	1			2	4								7	9
Mutual Aid Received													0	4
MONTH TOTALS (exc.. Practices)	21	22	16	27	26	0	0	0	0	0	0	0	112	125
Practices (Totals for each Month)	5	4	4	4	5								22	
Training Hours	288	218	200	478	216								1400	

APPROVED: _____

Fire Chief Chris Geiger

MAY 2023 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided ■ Mutual Aid Received



Ladysmith Fire /Rescue

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FIRE CHIEF'S REPORT

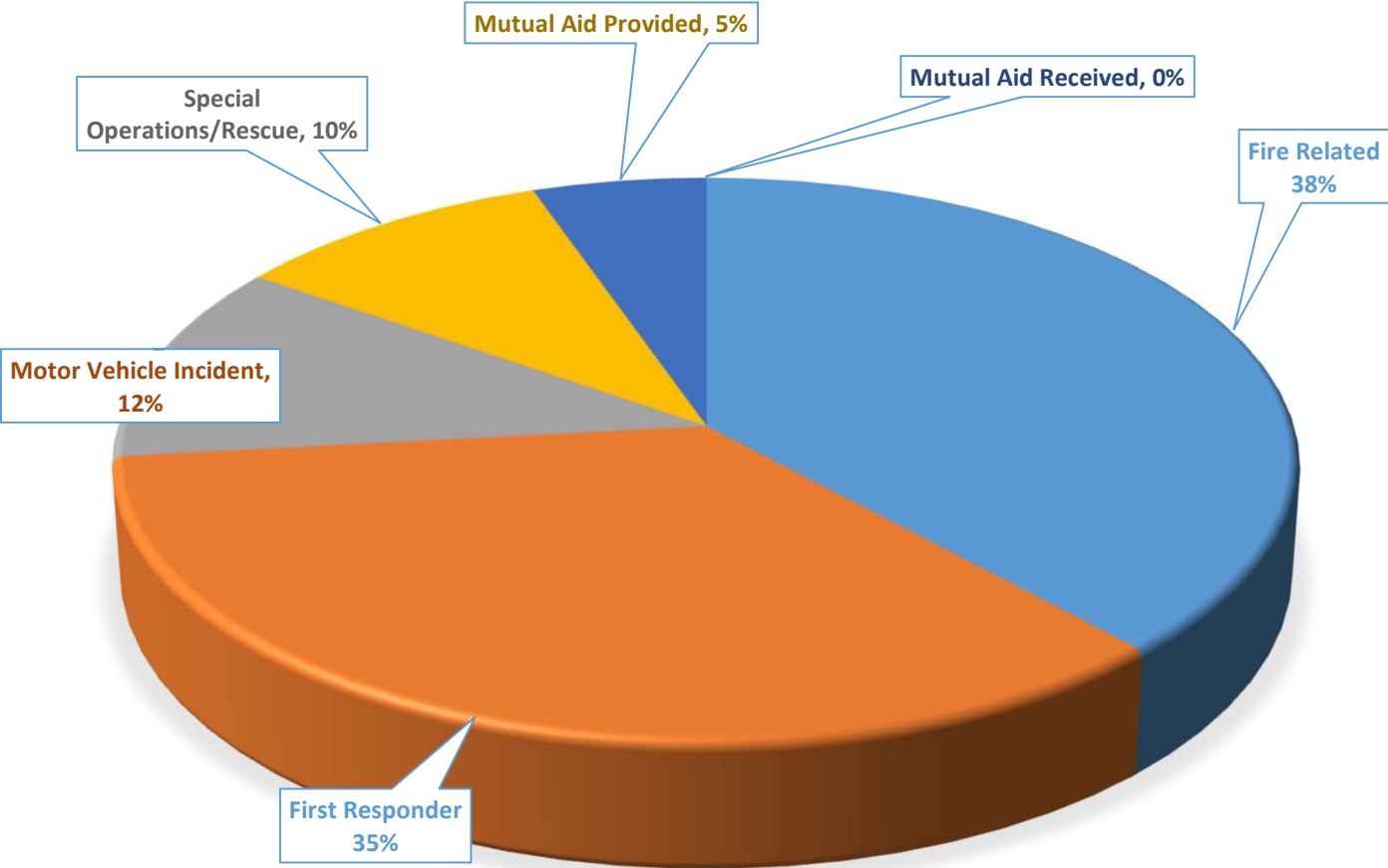
MONTH: June 2023

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2022
Fire Related	10	6	6	12	8	8	0	0	0	0	0	0	50	82
Alarms Activated	7	2	3	6	4	3							25	
Burning Complaint / Duty Officer	1	1	2	5	4	4							17	
Outdoor Fire		1											1	
Structure/Chimney		1	1	1		1							4	
Vehicle Fire	2	1											3	
First Responder	6	8	7	8	9	8							46	33
Motor Vehicle Incident	2	5	2	1	3	2							15	22
Special Operations/Rescue	2	3	1	4	2	1							13	4
Mutual Aid Provided	1			2	4								7	9
Mutual Aid Received													0	4
MONTH TOTALS (exc.. Practices)	21	22	16	27	26	19	0	0	0	0	0	0	131	150
Practices (Totals for each Month)	5	4	4	4	5	4							26	
Training Hours	288	218	200	478	216	170							1570	

APPROVED: _____

Fire Chief Chris Geiger

JUNE 2023 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided ■ Mutual Aid Received



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
 Phone: 250-245-6436 · Fax: 250-245-0917



FIRE CHIEF'S REPORT

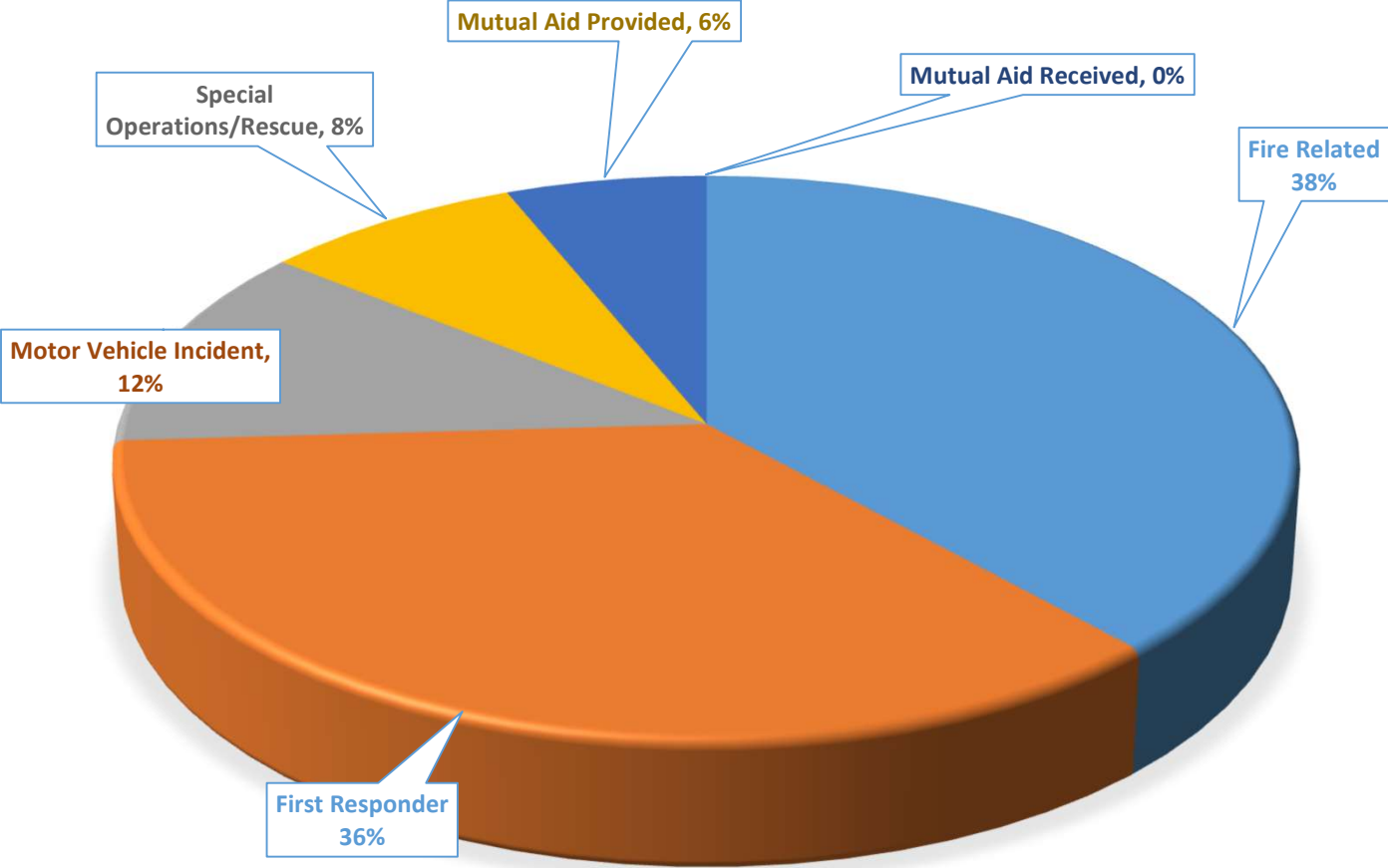
MONTH: July 2023

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2022
Fire Related	10	6	6	12	8	8	12	0	0	0	0	0	62	97
Alarms Activated	7	2	3	6	4	3	5						30	
Burning Complaint / Duty Officer	1	1	2	5	4	4	6						23	
Outdoor Fire		1											1	
Structure/Chimney		1	1	1		1	1						5	
Vehicle Fire	2	1											3	
First Responder	6	8	7	8	9	8	12						58	44
Motor Vehicle Incident	2	5	2	1	3	2	4						19	26
Special Operations/Rescue	2	3	1	4	2	1							13	6
Mutual Aid Provided	1			2	4		3						10	9
Mutual Aid Received													0	4
MONTH TOTALS (exc.. Practices)	21	22	16	27	26	19	31	0	0	0	0	0	162	182
Practices (Totals for each Month)	5	4	4	4	5	4	4						30	
Training Hours	288	218	200	478	216	170	154						1724	

APPROVED: _____

Fire Chief Chris Geiger

JULY 2023 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided ■ Mutual Aid Received



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
 Phone: 250-245-6436 · Fax: 250-245-0917



FIRE CHIEF'S REPORT

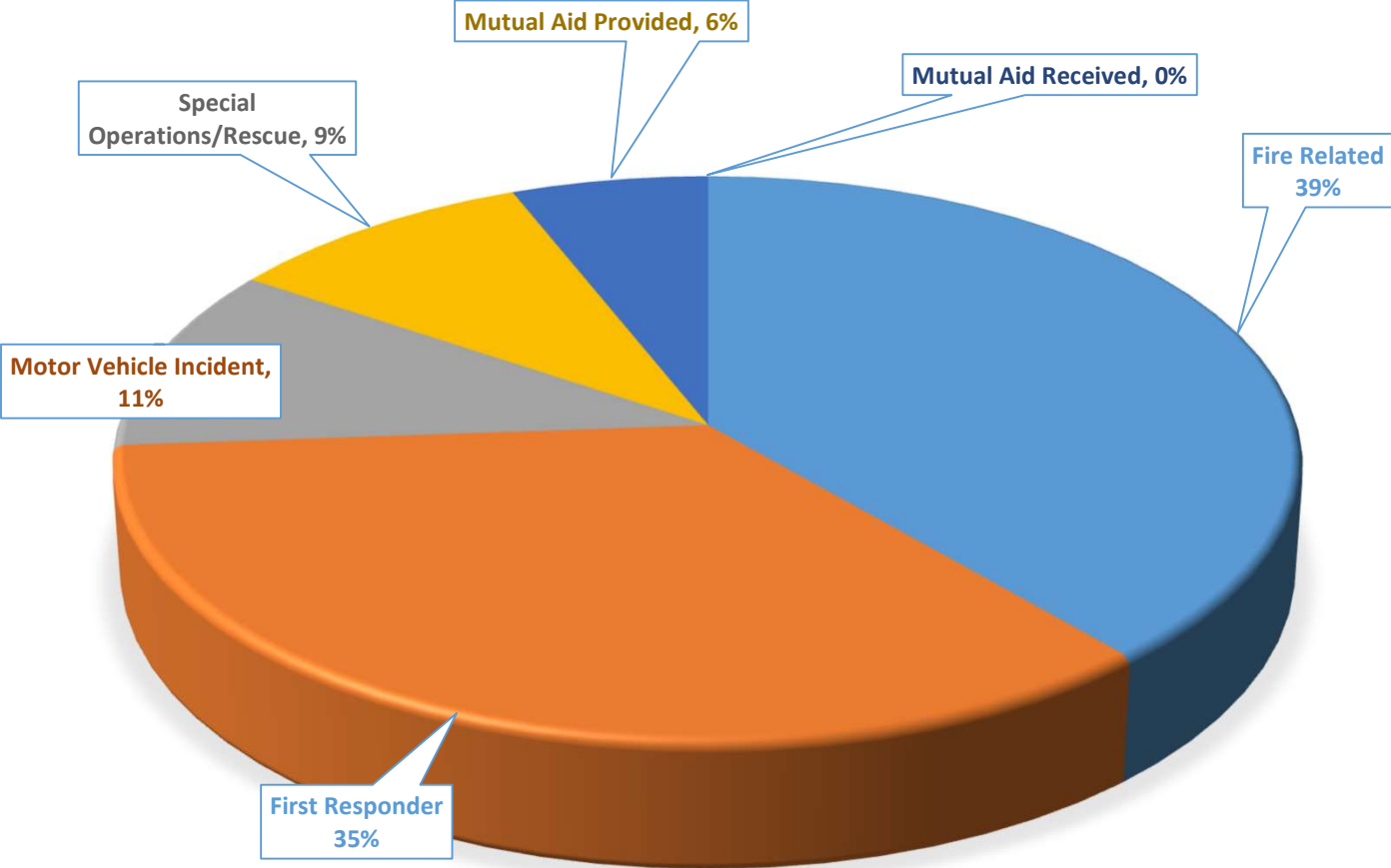
MONTH: August 2023

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2022
Fire Related	10	6	6	12	8	8	12	15	0	0	0	0	77	116
Alarms Activated	7	2	3	6	4	3	5	6					36	
Burning Complaint / Duty Officer	1	1	2	5	4	4	6	6					29	
Outdoor Fire		1						3					4	
Structure/Chimney		1	1	1		1	1						5	
Vehicle Fire	2	1											3	
First Responder	6	8	7	8	9	8	12	12					70	51
Motor Vehicle Incident	2	5	2	1	3	2	4	2					21	29
Special Operations/Rescue	2	3	1	4	2	1		6					19	6
Mutual Aid Provided	1			2	4		3	2					12	12
Mutual Aid Received													0	4
MONTH TOTALS (exc.. Practices)	21	22	16	27	26	19	31	37	0	0	0	0	199	214
Practices (Totals for each Month)	5	4	4	4	5	4	4	5					35	
Training Hours	288	218	200	478	216	170	154	134					1858	

APPROVED: _____

Fire Chief Chris Geiger

AUGUST 2023 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided ■ Mutual Aid Received

CACS Summary of Service Calls

Total calls by type: 3
Confined 2
Noisy 1

01-Apr-23 to 30-Apr-23

Issue	Call #	Received	Type	Completed
			3 calls	
Ladysmith Confined			2	
	2221	19-Apr-23	Dog	20-Apr-23
	2220	14-Apr-23	Dog	14-Apr-23
Noisy			1	
	2222	26-Apr-23	Dog	01-May-23
Total:			3 calls	

CACS Summary of Service Calls

<i>Total calls by type:</i>	7
Aggressive	2
At large	1
Confined	3
Other	1

01-Jun-23 to 30-Jun-23

Issue	Call #	Received	Type	Completed
			7 calls	
Ladysmith				
Aggressive	2			
	2234	30-Jun-23	Dog	
	2233	22-Jun-23	Dog	
At large	1			
	2229	09-Jun-23	Dog	21-Jun-23
Confined	3			
	2235	30-Jun-23	Dog	01-Jul-23
	2232	15-Jun-23	Dog	16-Jun-23
	2231	13-Jun-23	Dog	13-Jun-23
Other	1			
	2230	12-Jun-23	Dog	16-Jun-23
Total:	7 calls			

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

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



Your File - Votre référence

Our File - Notre référence

302-5

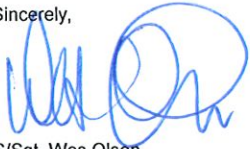
Date

May 18, 2023

1st Quarter Mayor's Report – January, February, March of 2023 with a comparison to the same time frame of 2022. Ladysmith Municipal area only.

Type of Offence & Occurrences	1st Quarter 2023 Municipal area only	1st Quarter 2022 Municipal area only
Sexual Assaults	1	5
Assaults	5	10
Break & Enter – Business	0	6
Break & Enter – Residence	1	1
Break & Enter – Other	2	5
Theft of Vehicle	1	2
Theft fm Vehicle - Over \$5K	0	0
Theft fm Vehicle - Under \$5K	5	9
Theft Over \$5K	0	3
Theft Under \$5K	15	16
Possession Stolen Property	2	5
Mischief/Property Damage Over \$5K	0	0
Mischief/Property Damage Under \$5K	12	22
Victim Services Calls for Service	53	87
Total Calls for Service, Ladysmith	485	473
Total Calls for service, Detachment	806	1009

Sincerely,



S/Sgt. Wes Olsen

Non Commissioned Officer in Charge

Ladysmith Detachment

(250) 245-2215

wes.olsen@rcmp-grc.gc.ca

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

Your File - Votre référence

Our File - Notre référence

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

302-5

Date

August 16, 2023

2nd Quarter Mayor's Report – April, May, June of 2023 with a comparison to the same time frame of 2022. Ladysmith Municipal area only.

Type of Offence & Occurrences	2nd Quarter 2023 Municipal area only	2nd Quarter 2022 Municipal area only
Sexual Assaults	2	1
Assaults	17	11
Break & Enter – Business	3	0
Break & Enter – Residence	0	4
Break & Enter – Other	2	1
Theft of Vehicle	4	2
Theft fm Vehicle - Over \$5K	0	0
Theft fm Vehicle - Under \$5K	4	9
Theft Over \$5K	1	1
Theft Under \$5K	17	15
Possession Stolen Property	2	0
Mischief/Property Damage Over \$5K	0	0
Mischief/Property Damage Under \$5K	18	19
Total Calls for Service, Ladysmith	623	523
Total Calls for service, Detachment	1166	1113

Sincerely,



Sgt. Tim DESAULNIERS
Acting Detachment Commander
Ladysmith Detachment
(250) 245-2215
tim.desaulniers@rcmp-grc.gc.ca

INFORMATION REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Erin Anderson, Director of Financial Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: September 12, 2023
File No: 1880-20
RE: 2023 Q2 (April - June) Financial Update

RECOMMENDATION:

That the Committee receive the staff report dated September 12, 2023, regarding the 2023 Q2 (April - June) Financial Update and direct staff to prepare an amendment to the "Town of Ladysmith 2023-2027 Financial Plan Bylaw, 2023 No. 2141" to reflect the changes.

EXECUTIVE SUMMARY:

Overall the Town is expected to be within budget by the end of the year, though some updates to the Financial Plan are required to capture additional revenues and expenses.

PREVIOUS DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

This is the second quarterly financial report to the Committee for 2023.

Table 1: Actuals to June 30th, 2023

Area	Jan - June 2023	Jan - June 2022	Budget 2023	Projected to Dec 31, 2023	Difference	at year end
Taxes & Other Revenue	-9,003,745	-8,499,260	-8,786,363	-9,499,454	713,091	Will receive more revenue
General Government Services	935,488	569,881	2,172,501	2,208,712	- 36,211	Over Budget
Fire/Rescue	378,780	209,873	677,310	677,726	- 416	Will be on budget
Building & Bylaw	52,904	-4,180	166,433	167,344	- 911	Will be on budget
Police	-1,131,938	-1,213,960	- 112,421	- 112,608	187	Will be on budget
Public Works	851,241	535,899	1,816,213	1,815,325	888	Will be on budget
Solid Waste Services	- 91,561	- 103,244	-	- 26,086	26,086	Under budget
Cemetery Operations	3,295	10,375	709	-1,738	2,447	Under budget
Development Services	191,157	138,629	393,852	389,717	4,135	Under budget
Parks	435,460	396,766	811,319	823,485	- 12,166	Over Budget
Recreation & Cultural Services	474,839	512,427	438,771	328,753	110,018	Under budget
Facility Maintenance	778,944	736,667	1,524,677	1,521,698	2,979	Under budget

Sewer Services	-1,332,391	-1,202,409	-1,061,595	-1,119,100	57,505	Under budget
Water Services	-1,371,260	-1,207,172	- 673,439	-1,085,564	412,125	Under budget
Transfer to Capital/Reserve	1,879,453	2,068,909	2,632,033	2,632,033	-	Will be on budget

General Revenues – Taxes & Other Revenues	Projected to be \$713k more in revenue
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The 2023 property taxes were levied in mid-May based on budget.

The Town’s Return on Investment is significantly greater than this period in 2022 due to the Bank of Canada’s interest rates increasing (2023 - \$713,675, 2022 - \$198,642). Most of the Town’s funds are invested with the LDCU.

General Government	Projected to be \$36k over budget
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There was greater spending in this area for the first half of 2023 (\$1,383,458) versus 2022 (\$1,158,382). Some of this can be attributed to employment costs, insurance increases and legal matters as well as the additional public engagement software approved in the budget.

Revenues in this area are not expected to meet projections. The Small Communities Protection grant received was \$10k less than expected.

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

Overall, the area is expected to exceed budget by year end though other areas will offset this overage.

Fire/Rescue	Projected to be on budget
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The Fire/Rescue training hours are greater for the first half of the year compared to last year and the hours for fire calls are lower. Some of the Town’s fire crew were deployed to other regions in the Province to assist with forest fire fighting efforts. The Town initially pays for these deployment costs, but will receive reimbursement from the Province based on the Emergency Task Code.

The aerial truck debt payments are at a variable interest rate. Even though a \$30k payment was made, the monthly debt payments are only covering interest at this time. The Town will be required to increase the payments in 2024 which will amount to approximately \$54,000 increase in debt servicing.

Building & Bylaw	Projected to be on budget
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Building Inspection revenue continues to be lower than in 2022. There is a \$15k difference between this period compared to the same time last year, though it is still expected to meet/exceed revenue projections by year end. There has been a partial vacancy in this area.

Animal license revenue continues to be less in 2023 than in 2022. Some of these licenses were the result of the 2022 door-to-door canvassing and were not renewed in 2023. The Contractor is aware of all licenses that were purchased in 2022 but not renewed in 2023. This decrease will result in a budget revenue shortfall of approximately \$10k.

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

<i>Policing</i>	Projected to be on budget
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The quarterly invoice to June from the RCMP has been received. The Town's member strength was 7.97 which is an increase from the usual ~6.1 members and a deviation from the budgeted 7.5 members. At this time with the January – March invoice for 5.8 members, this area is within budget, but if this trend continues there will be an increase to the budget to account for the full 8 authorized members.

There will still be a surplus in this area to account for the budgeted E-Comm expense.

<i>Public Works & Engineering</i>	Projected to be on budget
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Engineering permits (subdivision) revenue is expected to be on budget by year-end. There is an upcoming partial vacancy in this area that will result in an expected budget surplus.

Public Works Operations is estimated to be underbudget, though this savings could be offset with the anticipated overage in Snow & Ice Clearing if we experience the same weather pattern as 2022.

<i>Solid Waste</i>	Projected to be \$26k under budget
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Revenues from Solid Waste services are as expected at 51% of the budget for the first half of the year.

The expenses in this area are greater than in this period last year (2023 - \$253,804 versus 2022 - \$238,085) due to contract increases and tipping fee increases, though this was factored into the budget.

There is an expected \$10k surplus due to Recycle BC rebate. These funds, along with the expected surplus in contractor savings will be reserved for future changes in solid waste services.

Cemetery Operations

Projected to be \$2k under budget

Spending within the Cemetery operations is similar to last year at this time (2023 - \$28,800, 2022 \$29,675). It is expected that Cemetery operations will be \$2k under budget by year end.

Development Services

Projected to be \$4k under budget

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

Though the expenses in Planning are greater than last year (2023 - \$224,468, 2022 - \$176,460), the budget was adjusted to reflect the additional approved temporary personnel.

This area is still expected to be \$4k under budget at year end.

Parks

Projected to be \$12k over budget

The Parks department now includes the fourth full-time employee. The total expenses for the first half of 2023 are greater than in 2022 (2023 - \$435,460, 2022 - \$396,766) though this area is still expected to be within budget. Fuel costs are impacting this budget.

Recreation & Culture Services

Projected to be \$86k under budget

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

- Aquatics:
 - Revenues are nearly \$46k greater than the first half in 2022 and are expected to be \$40k more than anticipated at year end with admissions and passes making up the majority of the expected surplus.
 - Expenses for this area are greater than last year as more programs are offered. There is an expected overage in this area.
 - Overall, it is expected that this section will be under budget by \$6k.
- Fitness:

- Revenues are \$47k greater than this first half in 2022 and are expected to be \$28k more at year-end with Passes being most of the surplus.
- Expenses are similar to previous year (\$140k for 2023 versus \$142 for 2022) and are expected to be on or under budget at year end.
- Overall, it is expected that this section will be under budget by 37k.
- Recreation:
 - Revenues are down compared to 2022 by \$8k and are not expected to meet budget projections. This is offset by the saving in contract instructors for some of these programs.
 - There was a vacancy in this area resulting in less expenses in this half compared to last year.
 - Overall, it is expected that this section will be under budget by \$31k.
- Administration:
 - There are more rentals at FJCC than in the previous year which has resulted in a slight surplus (\$11k).
 - Expenses are expected to be on budget at year end.

<i>Facility Maintenance</i>	Projected to be \$3k under budget
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Facility rental revenue has already exceeded budget revenues. As bookings increase, so does the offsetting cost of managing the facilities. This area is expected to be slightly under budget by year end.

<i>Expenses –Sewer & Water Services</i>	Projected to be \$469k under budget
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The second quarter utility bills were due August 30th. Water revenues for the first half of the year were higher than last year, though additional leaks are reducing the amount of revenue projected. Watering Restrictions for the summer months also skew the projected water revenues. At this time, water revenues may be \$23k below revenue targets. Sewer Revenues are at 50.7% of budget and are projected to slightly exceed budget by year-end.

There have also been some vacancies in this area, though additional coverage is required that will offset some of these savings. There continues to be \$432k savings in debt servicing for unexecuted water borrowing.

Changes needed to the Financial Plan	
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There are some capital projects that will require additional funds or transfers from other projects. These changes will require an amendment to the Financial Plan. The

differences will be listed here and, if approved, the bylaw will be presented at an upcoming Council meeting.

4th Ave Improvements

As of June 30th, the project is nearing completion. The project requires an additional \$270,000 since the March 21st staff report due to further change orders and contractor overruns as well as engineering costs not anticipated. Generally, these included contamination in the road soil, work east of Root St., additional boulevard prep and top soil, and storm drain changes and repairs. The funding for this is proposed to come from the additional return on investment revenue.

Colonia/Delcourt Active Transportation

This project is also complete. An additional \$45,500 is required due to change orders related to Allan block retaining walls, extra catch basin installation, additional surveying, and irrigation. It is proposed to use the surplus funding from the Dogwood Bike Lanes of \$15,500 and the remaining \$30,000 be reallocated from the Bollard program budget.

Forrest Field Phase 1

As the contractor was preparing the site, a few discrepancies with the drawings were discovered which resulted in additional contractor excavation, time and materials. Also, a contractor was required to complete the forming that was initiated by the volunteer group, and hydroseeding was required to ensure the slope around the field would not erode in the rainy weather. A portion of the project could be cancelled (ie, remove the outdoor exercise equipment), but staff request an additional \$75,000 with the funds proposed to come from the Trail Kiosk for \$9,000 and the surplus funds from the return-on-investment.

Paved Food Truck Pad & Walkway & Transfer Beach Amenities

This project required work to be done in order to meet a grant deadline. As a result an additional \$25,000 in extras were required by the contractor due to modifications to existing sidewalks, changes to the proposed sidewalks, and additional sidewalks not proposed. These changes were made during construction to better match grades and connectivity as the project progressed. It is proposed that the additional funds come from the surplus return on investment funds.

Childcare Spaces

Though this was a grant project, additional work was completed outside the grant funds as it was more efficient to do the work during a renovation than afterwards. This additional work included outside fencing and access improvements. There were unforeseen electrical work necessary to connect the new addition to the existing building. An additional \$15,000 is required and is proposed to be funded from the return-on-investment revenue.

Stocking Lake Dam Emergency Repairs

The emergency work at the Stocking Lake Dam is anticipated to be over budget when the project ends. The engineering and remediation construction costs were ballpark estimates at the time of the budget but the full scope of necessary work is now available. An additional \$50,000 is required for the project with the funding proposed to come from the budgeted interest payments of unexecuted water debt.

Operations

In General Government Operations, an additional \$50,000 will be required for the Corporate Legal budget. It is proposed to fund this from the return-on-investment revenue.

Overall, an amendment to the Financial Plan will be:

Other Sources of Revenue (Return on Investment)	\$426,000
General Government	\$50,000
General Capital	\$376,000
Water Operating Expense	\$50,000
Interest on Debt	(\$50,000)

Even though a Financial Plan amendment is permitted in the *Community Charter*, the Town’s Financial audit will be performed based on the original bylaw.

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

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Consolidated Statement of Operations June 30, 2023
- B. Consolidated Statement of Financial Position – as of June 30, 2023
- C. Listing of Vendor Payments over \$25,000 January 1 – June 30, 2023
- D. January – June 2023 Capital

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT June 30, 2023

	Actuals 2023	Budget 2023	% of Budget
Revenue			
Taxes:			
Municipal purposes taxation	7,849,130	7,851,469	100%
Policing taxation	1,593,179	1,593,713	100%
Parcel taxes	3,197,882	3,248,283	98%
Grants in Lieu	194,031	193,872	100%
Sale of Services:			
General - other	44,944	20,600	218%
Recreation	321,891	514,958	63%
Protective Services	30,000	121,762	25%
Cemetery	25,585	34,140	75%
Solid Waste	196,301	692,492	28%
Sewer	445,684	1,751,960	25%
Water	289,942	1,620,200	18%
Investment Income	733,388	653,162	112%
Licence, Permits, Rentals & Penalties	561,829	907,475	62%
Grants	4,943,575	19,993,976	25%
Donations and contributed property	95,304	3,647,598	3%
Gain (loss) on foreign exchange	-	-	
Gain (loss) on disposal of tangible capital assets	2,675	-	
Development Cost Charges utilized	257,100	3,396,165	8%
Gas tax funds utilized	531,568	1,221,299	44%
	<u>21,314,008</u>	<u>47,463,124</u>	45%
Expenses: (excluding amortization)			
General government services	1,346,213	2,953,226	46%
Protective services	953,770	2,661,400	36%
Transportation services	801,757	2,460,010	33%
Garbage services	251,598	619,271	41%
Cemetery services	23,867	33,513	71%
Development services	403,628	996,066	41%
Recreation and cultural services	1,483,729	3,440,407	43%
Parks operation services	378,324	798,430	47%
Sewer	792,471	2,309,861	34%
Water	911,807	2,819,921	32%
Operating Expenses	<u>7,347,163</u>	<u>19,092,105</u>	38%
General Capital Projects	4,302,608	16,922,846	25%
Water Capital Projects	308,322	17,691,102	2%
Sewer Capital Projects	41,732	3,018,420	1%
Proceeds from New debt (capital financing)	-	4,088,725	0%
Principal Payments	560,836	1,015,717	55%
Internal Funding	927,218	6,188,341	-15%
	<u>7,826,127.79</u>	<u>-</u>	
BALANCE			

**TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT June 30, 2023**

	2023
Financial Assets	
Cash and short term deposits	46,751,274
Accounts receivable:	
Property Taxes	10,038,131
User Fees	159,690
Other	820,953
	57,770,049
Liabilities	
Accounts payable and accrued liabilities	9,244,376
Taxes payable to other agencies	243,179
Post-employment benefits	288,800
Deferred revenue	1,261,858
Refundable deposits and other	2,466,240
Restricted reserves - other	525,741
Development cost charge reserve	8,657,413
Federal gas tax reserve	1,491,038
Obligations under capital lease	-
Equipment Financing	2,783,960
Short term debt (financing)	-
Debenture debt	14,001,694
	40,964,299
Net Financial Assets	16,805,749
Non-Financial Assets	
Tangible Capital Assets	116,279,171
Capital Projects in Current Year	4,652,662
Prepays	36,092
Inventory	100,149
	121,068,074
Accumulated Surplus	137,873,823



Supplier Code From : 000003
To : WORL001

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

Sequence : By Code Date Range From : 01-Jan-2023
To : 30-Jun-2023

Suppress Printing for \$ Under 25,000.00

Supplier Code	Name	Total
002605	HAZELWOOD CONSTRUCTION SERVICES INC	2,148,382.99
000255	RECEIVER GENERAL (Payroll only)	1,065,650.72
7482095	STONE PACIFIC CONTRACTING LTD	835,874.11
7462500	COWICHAN VALLEY REGIONAL DISTRICT	824,952.93
001507A	RECEIVER GENERAL FOR CANADA	581,778.00
5944494	MKM PROJECTS LTD	545,838.43
000224	MUNICIPAL PENSION FUND	475,555.51
003159	MINISTRY OF SMALL BUSINESS AND REVENUE	402,368.98
000027	BC HYDRO	281,397.06
7531214B	FMC HOLDINGS LTD	264,801.50
000653	MUNICIPAL INSURANCE ASSOCIATION OF BC	258,337.31
7584697	VANCOUVER ISLAND REGIONAL LIBRARY	243,203.50
7461515	P & R TRUCK CENTRE LTD	232,897.01
7518558	HEROLD ENGINEERING LTD	216,184.43
9516659	MILESTONE EQUIPMENT CONTRACTING INC	215,735.89
2457157	DAVID STALKER EXCAVATING LTD	172,623.32
6693444	CHECKWITCH POIRON ARCHITECTS INC	158,475.77
2488101A	WASTE CONNECTIONS OF CANADA INC	156,860.07
000318	WORKSAFE BC	151,400.01
001419	PACIFIC BLUE CROSS	145,882.39
000223	MUNICIPAL FINANCE AUTHORITY	133,734.94
6642522	CLEARTECH INDUSTRIES INC	125,192.87
3327461	US BANK	122,691.08
3611231	RUSHWORTH ELECTRICAL SERVICES INC	105,493.68
4192165	BC LIFE & CASUALTY COMPANY	94,785.97
9570050	MLT AIKINS LLP IN TRUST	85,000.00
000150	MINISTER OF FINANCE	84,561.97
7531077C	WSP CANADA INC	82,931.36
7542195	HUB CITY PAVING LTD	80,914.51
2330247	FORESEESON EVSE TECHNOLOGY INC	70,352.24
8155775	C3 MAINLINE INSPECTIONS INC	68,547.29
5218811	LAFARGE ASPHALT TECHNOLOGIES A DIV OF	65,802.33
8843381	DRAKENSBURG DEVELOPMENT CORP	58,974.70
3901200	FITNESS EXPERIENCE	58,645.14
005066	BEAVER ELECTRICAL MACHINERY LTD	57,683.36
2483151	KOERS & ASSOCIATES ENGINEERING LTD	56,981.43
7464511	COWICHAN PETROLEUM SALES (2007) LTD	56,130.07
3245645	MARSTON JOHN	50,535.00
2931411	ASSOCIATED ENGINEERING (BC) LTD	50,206.36
7297557	CUPE LOCAL 401	46,279.66
000664	STEWART MCDANNOLD STUART	42,780.97
000362	ICBC	42,268.00
3901475	HOLLAND CREEK LIMITED PARTNERSHIP 0963984 BC	41,369.40
2734987	ICONIX WATERWORKS LIMITED PARTNERSHIP	39,452.23
7092300	WEST COAST PRE FAB LTD	39,293.77
7328731	RBS MANAGED IT SERVICES INC	35,921.92
003038	LADYSMITH & DISTRICT HISTORICAL SOCIETY	35,626.92
9213317	ALUMICHEM CANADA INC	31,678.30
8000710	AARTECH CANADA INC	30,382.67
001507	RECEIVER GENERAL FOR CANADA	27,696.75
004913	LIDSTONE & COMPANY	27,223.11
4160212	PROFAB MANUFACTURING LTD	27,029.48
4573400	TROJAN UV	26,040.61
002337	COASTAL ANIMAL CONTROL SERVICES OF BC LTD.	25,462.50

TOWN OF LADYSMITH
YTD Paid Report



AP5070

Date : Aug 21, 2023

Page : 2

Time : 2:56 pm

Supplier Code From : 000003
To : WORL001

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

Sequence : By Code Date Range From : 01-Jan-2023
To : 30-Jun-2023

Suppress Printing for \$ Under 25,000.00

Total Suppliers Equal and Over	25,000.00	<u>11,405,870.52</u>
Other Suppliers Under	25,000.00	<u>1,479,331.80</u>
Total Of Printed Suppliers :		<u>12,885,202.32</u>

ATTACHMENT D

Project Name	Spent +	
	Commitments	Budget
Arts & Heritage Hub	230,169	4,515,341
Geotechnical Study for Road Alignment	0	50,000
Legal Survey of Development Parcels	0	17,934
Storm Drainage Relocation	0	15,000
Audio-Visual System at Seniors Centre	2,485	10,849
Community to Community	0	10,000
Aerial Fire Truck	9,946	14,031
Mobile Computer Aided Dispatch	12,298	29,846
Turnout Gear Dryer	14,363	15,000
Fire Department Printer	6,090	6,090
4th Ave Improvements (Root St-White St)	2,312,612	2,482,768
Holland Creek Crossing (Traffic)	0	3,200,000
Ludlow/Rocky Cr Roundabout	0	1,616,702
Storm Master Plan	232,715	281,865
Colonia/Delcourt Active Transportation	849,579	833,500
Electric Vehicle Charging Station	13,470	19,966
GIS Stage 3 Implementation	235	68,655
Dogwood Drive Bike Lanes Design	8,244	25,752
Tree Grating, Curbs, & Painting	44,008	52,556
Bike Racks	2,680	15,000
2nd Ave Slope Stability Study	0	35,000
Marina Access (LMS Wall)	145,899	381,635
Wayfinding Signs	124,589	219,554
Diversity Square	6,949	75,000
Level 2 Charger	69,106	109,273
Decorative Streetlights & Lighting	53,909	65,000
Replace Tractor Unit 66	0	75,000
Alley Chip Sealing	0	20,000
Replace Elgin Sweeper Unit 47	0	400,000
Firehall Front Apron Paving	0	30,000
Single Area Traffic Study	0	50,000
Radar Speed Signs	0	35,000
Farrell Rd Sidewalk; Stirling-Gales	0	46,050
Dump Site Survey & Study	0	20,000
1st Ave Bollards	0	30,000
Scaffolding Equipment	0	10,000
Compost Vehicle	0	12,000
Oyster Bay Rd Boat Ramp Stairs	0	12,000
Forrest Field Phase 1	387,828	629,436
Trail Kiosk/Maps/Markers	0	14,457
Paved Food Truck Pad & Walkway	144,732	125,000
Transfer Beach Park Amenities	18,822	17,553
Electronic Scoreboards	23,373	27,295
Kay Grouhel Recognition	0	8,000

Commercial Rotary Tri-Mower	142,432	145,000
Aggie Field Drainage Improvements	0	125,000
Harbourview Park Improvements	0	85,000
Waterfront Zoning Update	0	10,000
OCP Review Phase 1	37,251	40,864
Waterfront Stage 1 Remediation	115,148	145,891
Waterfront Projects	0	250,000
Waterfront Area Plan: Business Plan	0	30,000
Waterfront Park Master Plan	0	75,000
Community Profile Update	0	10,000
Parks Bench/Pavers Program	6,189	0
Art in Accordance with Art Strategy	0	4,187
Childcare Space Creation	407,179	390,865
RCMP Interview Soundproofing	0	11,500
Fire Hall Exhaust System	14,500	20,812
Fitness Cardio Equipment	54,312	51,698
Seniors Strategy	0	25,000
Car Shop Repairs	0	15,610
Loci Shop Roof	11,446	49,551
Poverty Reduction Planning - Stream 2	13,070	25,000
Flag Poles	12,814	12,000
FJCC Security Camera System	26,648	26,000
FJCC Pool Condition Assessment	0	50,000
FJCC Aquatic Wheelchair Replacement	0	6,000
RCMP Building HVAC	9,352	12,000
Fire Monitoring System (220 High St)	51,776	55,000
Poverty Reduction Stream 3	0	50,000
Museum Accessibiity Ramp Replacement	613	15,000
FJCC Gym Chairs Replacement	0	9,000
FJCC Rec Room Play Equip Replacement	0	10,000
City Hall Main HVAC Replacement	148	90,000
Oasis Pool & Hot Tub Resurfacing	0	150,000
Firehall HVAC Engineering	0	15,000
Comprehensive Roof Assessments	4,950	14,000
RCMP Interior Repairs & Painting	0	30,000
City Hall Meeting Room Alterations	0	75,000
City Hall Roof	0	150,000
RCMP Chairs & Desks	0	45,000
City Hall Windows	0	120,000
Archives Fire Suppression Engineering	0	20,000
Edgewood Estates Water Meter Replacement	0	125,000
Oyster Bay Dr Watermain	0	207,505
Chicken Ladder Flood Hardening	36,341	375,470
Diamond Meter & Vault Replacement	0	125,000
Diamond Meter Replacement	0	40,000
Holland Dam Inspection Report	0	30,135
High St (1st-TCH) Watermain Replacement	276,947	275,740

Water Filtration Plant Deficiencies	16,488	600,000
6th Ave & Dead Ends Watermain Repl	0	385,000
Stocking Lake Dam Emergency Repair	22,889	100,000
Holland Dam Storage Upgrade	0	15,547,387
Rocky Creek PRV & Vault Removal	0	50,000
Holland Creek Dam Assessment	0	125,000
Davis Rd PRV Replacement Design	0	25,000
Stage 2 Environmental Study	126,260	179,957
Inflow & Infiltration Connections	7,235	199,097
Sandy Beach Lift Station Generator	0	232,420
Ludlow Pump Station Upgrade	0	750,000
Ludlow Lift Station Generator	0	100,000
Holland Cr Dev Downstream (offsite imp)	0	443,000
Compost Curing Building	13,375	150,500
Rocky Cr Sewer Upgrade (Boundary-Ludlow)	0	750,000
Artist Studio Sewer Main Connection	0	100,000
Swettenham Lift Station Pump	32,068	35,000
UV Phase 2 Design	0	100,000
WWTP Servers	0	50,000
Compost Facility Odour Reducing Improv	8,247	187,500
Sandy Beach Inflow & Infiltration	0	75,000
Centrifuge Rebuild	1,632	40,000
MBBR Blower	5,446	30,000
Spirogester Condition Assessment	0	20,000
Sandy Beach Lift Station Upgrade	0	75,000

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Ryan Bouma, Director of Infrastructure Services
 Erin Anderson, Director of Financial Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: September 12, 2023
File No:
Re: **Establishment of Electric Vehicle Charging rates**

RECOMMENDATION:

That the Committee recommend that Council direct staff to amend the Town of Ladysmith Fees & Charges Bylaw 2008, No.1644 to include a charge of \$1 per hour for the first three hours and \$2 per hour thereafter for Electric Vehicle Charging.

EXECUTIVE SUMMARY:

With the addition of the new electric charging station on Roberts Street, there are now two charging locations in Ladysmith offering a total of six ports. Currently the stations are free to use. There is a cost to operate the stations and supply the power. Staff recommend establishing a nominal fee for using the stations.

PREVIOUS COUNCIL DIRECTION:

CW 2023- 026	2023- 03-14	That the Committee direct staff to gather information from Vancouver Island local governments on EV charging station user fees and report back to the Committee with fee options to ensure cost recovery for energy consumption, maintenance and end of life replacement of charging infrastructure.
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INTRODUCTION/BACKGROUND:

There are two publicly accessible charging stations in Ladysmith – one in front of the Museum on 1stAvenue and the other in the Roberts Street parking lot. Both stations are Level 2 chargers. The one on 1st Avenue has two charging ports and the one on Roberts Street has four charging ports.

The original charging station on 1st Avenue was built using grant funds and was operational starting in 2013. The internal components were replaced in 2022/2023. The Roberts Street parking lot charges were also installed using grant funds.

Both charging stations use ChargePoint. Like many municipalities, the Town does not currently charge a fee for the electricity used while charging. There is the ability to establish a user-fee within the ChargePoint system that will be billed directly to the user.



There are a variety of pricing strategies available through ChargePoint. Some of these options include:

- Cost per kWh, per hour or per minute
- Variable (depending on time of day)
- Step amount based on duration
- Parking fee charge

Though most municipal EV stations do not charge a fee, Staff are recommending \$1 for the first three hours and \$2 thereafter, which is similar to the fees charged in Duncan.



1-Charging Station in Duncan

ALTERNATIVES:

Council can choose to:

1. Not impose a fee.
2. Propose a different fee structure.

FINANCIAL IMPLICATIONS:

If a fee was imposed, ChargePoint would retain 10% of the fee charged and pay the remainder (90%) to Ladysmith.

The current BC Hydro cost is based on the Small General Service Rate with a base charge of \$0.3679 per day plus \$0.1265/kWh. The average session (based on data from August 2-23, 2023) uses 8.55kWh or \$1.08 per use.

Based on the first 23 days of August, where the Town supplied 1,453.011kWh of power, the Town would have paid \$183.81 for providing the hydro. There were 172 sessions during that time. If all 172 sessions paid a dollar for their charge, the Town would have lost \$29.01 after the ChargePoint commission.

The newest charging station on Roberts Street, paid for with a grant, cost approximately \$70,000 to install and is expected to last 10 years. If the Town wanted to recoup all the fees associated with the charging, components, hydro and maintenance, a per session rate would be much higher.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The current EV stations are being used regularly.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Public Works currently monitors the charging stations and arranges for repairs as required.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

STAFF REPORT TO THE COMMITTEE OF THE WHOLE

Report Prepared By: Ryan Bouma, Director of Infrastructure Services
Erin Anderson, Director of Financial Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: September 12, 2023
File No:
Re: **Rain Barrel Program**

RECOMMENDATION:

That the Committee recommend that Council:

- 1) Establish a Rain Barrel Rebate program starting in 2024 to rebate 50 percent to the maximum of \$75 of the cost of one new rain barrel purchased after January 1, 2024, manufactured from a BPA-free Polyethylene material and with the minimum barrel size of 189 litres; and
- 2) Create an annual Rain Barrel Rebate budget of \$7,500 by cancelling and redirecting the budgeted funds from the Low Flow Toilet Rebate program.

EXECUTIVE SUMMARY:

A rain barrel program could be created to provide an incentive for property owners to collect/store rainwater for use during dry periods. This program would replace the Low Flush Toilet Rebate program.

PREVIOUS COUNCIL DIRECTION:

At the May 9, 2023 meeting, Councillor Gourlay requested that the Committee discuss a rain barrel rebate program.

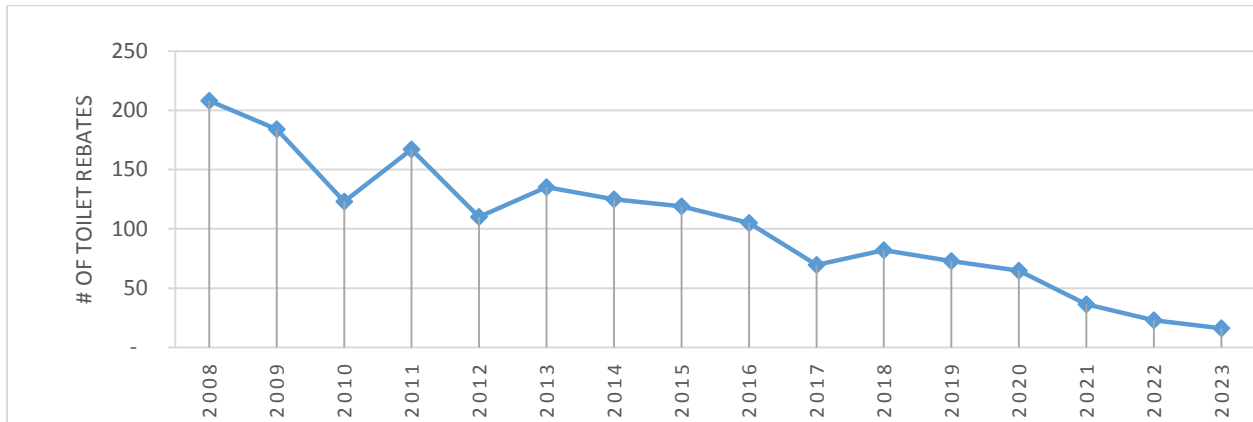
INTRODUCTION/BACKGROUND:

A rain barrel rebate program could aid in the Town's water conservation program. Storing rainwater during rainy periods:

- Provides a non-potable water source for garden watering during the dry periods, reducing water demands on the drinking water supply.
- Captures grit and other contaminants from roofs, preventing them from reaching the drainage system and eventually the environment.
- Lessens or delays peak run off from storms, provided the rain barrel is empty.

The Low Flush Toilet Rebate program was established in 2008 with the intention of providing an incentive to homeowners to opt for a low flow toilet over the regular 4-6 gallon toilet. Initially, the budget was \$10,000 and was quite popular. The graph below shows

a steady decline in rebates issued for the Low Flush Toilet program, which indicates to staff that the program accomplished its goal.



With government plumbing standards changing, the low flow option is now the norm, making the intent of this program irrelevant.

Another option to encourage water conservation is creating a rain barrel rebate program. Staff reviewed programs offered in other municipalities and discussed internally the kind of program that could work in Ladysmith. Staff suggest that upon providing photographic evidence that the rain barrel was installed, a property owner could apply for a 50% rebate (credit) up to a maximum of \$75.00 to be applied against their quarterly water bill. Only one rebate per property would be issued. Rebates would be on a first-come basis up to a maximum budget; a \$7,500 budget would allow for 100 rain barrels to be installed.

Plastic drums would not be eligible for the rebate.

This program is similar to other municipal water barrel rebate programs, though the rebates are often a flat rate of \$50 (Cranbrook) or 50% to a maximum of \$50 (Parksville).

ALTERNATIVES:

Council can choose to:

1. Continue with the Low Flush Toilet Rebate program.
2. Establish a different amount for the rebate.
3. Establish a rebate program to include water efficient appliances, though operational savings are already gained.

FINANCIAL IMPLICATIONS:

The 2023 Low Flush Toilet Rebate program budget was \$5,000. Establishing a \$7,500 rebate budget would require additional funds (\$2,500) from the Water Utility.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The Low Flush Toilet Rebate program was popular, although use of the program has been declining. Staff anticipate a new Rain Barrell program will reinvigorate the water conservation program.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

This program would be overseen by Public Works though Finance would provide the rebate credit to the individual utility accounts, similar to the current Low Flush Toilet Rebate program.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Chris Barfoot, Director Parks, Recreation & Culture
 Gerry Fukakusa, Manager of Accounting Services
Reviewed By: Allison McCarrick, Chief Administrative Officer
Meeting Date: September 12, 2023
File No:
Re: **Aggie Hall – Wi-Fi Internet Service**

RECOMMENDATION:

That the Committee recommend that Council not provide Wi-Fi at Aggie Hall.

EXECUTIVE SUMMARY:

Staff have investigated providing Wi-Fi internet service to renters of Aggie Hall. Three design options were developed for consideration with each option presenting varying degrees of effectiveness and administration.

PREVIOUS COUNCIL DIRECTION:

CS 2023- 135	2023- 05-16	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.
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INTRODUCTION/BACKGROUND:

At a previous Committee meeting, staff were asked for a cost to provide Wi-Fi at Aggie Hall. Staff investigated various options for providing the service for external rentals with oversight provided by the Town. The following will outline the process and requirements for providing Wi-Fi internet service at Aggie Hall.

The process would begin with a customer’s request to book Aggie Hall for an event. During the booking process, the client would be asked if wireless internet access would be required (possibly for an additional fee). Upon confirmation that internet access is required, staff would generate and provide the client the unique log in information for wireless access at Aggie Hall, which the client would enter on site. Wi-Fi access would automatically end at the conclusion of the booking.

Ideally, the system would be restricted to just bookings and would be provided to the client as a one-time code or changing password. The client could also provide the code to their patrons for use during the event. There will be limits on the bandwidth to prevent streaming services.



There are basically three options for providing this Wi-Fi service. These options are ordered least effective to most effective.

Option 1 - Shaw Hardware Only- \$3,500

This option is the most basic implementation of the options. However, the management and control of the wireless system will require a high level of manual work on the front end by FJCC booking staff and the facilities maintenance staff during the time of each booking.

Limitations

- A Shaw Wi-Fi internet modem can only provide a signal so far. Wi-Fi performance will be poor for people the farthest away from the modem.
- No automated way of starting and stopping internet access.
- Currently there are not the staffing capacities to manage Option 1.

Option 2 – Shaw and Ubiquiti Hardware - \$4,639

The Town currently uses Ubiquiti UniFi hardware for Wi-Fi connectivity. UniFi hardware includes a captive portal for guest Wi-Fi hotspots with multiple forms of authentication, including a voucher system. This solution would setup a new and independent Unifi network at Aggie Hall. An electrician would be required to install network drops for wireless access points.

Limitations

- Vouchers cannot be scheduled to start and stop at specific times.
- Vouchers still require manual administration to ensure connected sessions end.
- Voucher codes that are used in the closing minutes of an event will remain active for the defined voucher expiration time.
- There is no way to force disconnect for active devices that connected with a valid voucher.
- Currently there are not the staffing capacities to manage Option 2.

Option 3 – Shaw and Ubiquiti Hardware with Third Party Captive Portal- \$5,639

To achieve all of the requirement goals, third party software is required. A company called Art of WiFi, provides captive portal solutions for UniFi networks. Art of Wifi's upcoming software release will effectively meet all the requirements for WIFI service at Aggie Hall.

Limitations

- Meets all requirements for providing Wi-Fi with minimal additional staff hours being required beyond the original rental booking.

ALTERNATIVES:

Council may choose options 1, 2, or 3 to provide Wi-Fi at Aggie Hall. Although options 1 and 2 are not recommended by staff.

FINANCIAL IMPLICATIONS:

The average rental at Aggie Hall ranges from approximately \$80 per hour to \$425 for most larger events that utilize a full day rental rate.

Product	Option 1	Option 2	Option 3
Shaw Internet Service/Modem (annual)	\$3,500*	\$3,000	\$3,000
UniFi Cloud Key G2		266	266
UniFi U6 Long Range Access Point (2)		478	478
Unifi Lite 8-Port PoE Switch		145	145
Art of Wifi Captive Portal System			1,000
Electrician		750	750
Total	\$3,500**	\$4,639**	\$5,639

*With Wi-Fi modem management portal

** Both Options 1 and 2 require high staffing levels to manage

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There have been occasional requests for WIFI that could not be fulfilled, resulting in the customer renting at another location.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

If approved, Information Services will lead the set-up of the IT services along with Parks, Recreation & Culture – Facilities.

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 recommendation.

Allison McCarrick, Chief Administrative Officer

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.