

A REGULAR MEETING
OF THE TOWN OF LADYSMITH COUNCIL
AGENDA
5:30 P.M.

Tuesday, December 5, 2023
Ladysmith Seniors Centre
630 2nd Avenue

Pages

1. CALL TO ORDER

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

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

2. CLOSED SESSION

Recommendation

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

- (1)(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (1)(e) the acquisition, disposition or expropriation of land or improvements;
- (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or between a provincial government and a third party.

3. OPEN MEETING AND ACKNOWLEDGEMENT (7:00 p.m.)

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>.

4. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for December 5, 2023.

5. RISE AND REPORT- Items from Closed Session

Item from the Closed Meeting of Council held November 7, 2023

CE 2023-077

That Council:

1. Approve the renewal of the lease agreement with land owner Paul Jorjorian for use of 17 and 25 Roberts Street as a municipal parking lot for a period of five (5) years at a rate of \$900 per month in 2024; \$950 per month in 2025; and \$1000 per month in 2026, 2027 and 2028.
2. Rise and report on Recommendation No. 1 once the agreement has been signed by both parties

Item from the Closed Meeting of Council held November 21, 2023

CE 2023-084

That Council:

1. Appoint Bailey Dill, Ladysmith Chamber of Commerce, to the Ladysmith Harbour Economic Development Corporation under Article 13.2(a) of the Corporation's articles of incorporation; and
2. Rise and report on Recommendation No. 1 once all candidates have been notified.

6. MINUTES

- 6.1 Minutes of the Public Hearing and Regular Meeting of Council held November 21, 2023 6**

Recommendation

That Council approve the minutes of the Public Hearing and Regular Meeting of Council held November 21, 2023.

7. DELEGATIONS

- 7.1 Roberta Bowman, Ladysmith Chamber of Commerce & Ladysmith Visitor Centre 17**

8. COMMITTEE MINUTES

- 8.1 Parks, Recreation & Culture Advisory Committee - November 15, 2023 31**

Recommendation

That Council receive the minutes of the Parks, Recreation & Culture Advisory Committee meeting held November 15, 2023.

9. 2024-2028 FINANCIAL PLAN DISCUSSIONS - INTRODUCTION OF GENERAL CAPITAL PROJECTS

- 9.1 2024 Budget Deliberations – General Capital 33**

Recommendation

That Council direct staff to include the projects presented in the report dated December 5, 2023, from the Director of Financial Services for inclusion in the 2024 – 2028 Financial Plan.

9.2 Public Input and Questions

10. REPORTS

- 10.1 Street Sweeper Replacement Opportunity 55**

Recommendation

That Council amend the 2023-2027 Financial Plan to revise the street sweeper replacement budget to \$450,000, with the additional funds of \$30,000 to come from the savings in other projects and from the equipment replacement reserve and \$20,000 to come from the trade-in of the Town's current sweeper.

11. BYLAWS

11.1 Bylaws for Introduction

11.1.1 "2024 Revenue Anticipation Borrowing Bylaw 2023, No. 2162" 60

Recommendation

That Council give first, second and third readings to "2024 Revenue Anticipation Borrowing Bylaw 2023, No. 2162".

11.1.2 "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2023, No. 2164" 62

Recommendation

That Council give first, second and third readings to "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2023, No. 2164".

11.1.3 "Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2023, No. 2165" 65

Recommendation

That Council give first, second and third readings to "Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2023, No. 2165".

11.2 Bylaw Status Sheet 67

12. NEW BUSINESS

13. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be related to items on the agenda.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.

- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

14. ADJOURNMENT



MINUTES OF A PUBLIC HEARING AND REGULAR MEETING OF COUNCIL

Tuesday, November 21, 2023

5:30 P.M.

Ladysmith Seniors Centre

630 2nd Avenue

Council Members Present:

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

Councillor Duck Paterson
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba
Ryan Bouma

Sue Bouma
Andrew Wilson
Julie Thompson
Andrea Hainrich

1. CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 5:30 p.m., in order to retire immediately into Closed Session.

2. CLOSED SESSION

CS 2023-262

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

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (g) litigation or potential litigation affecting the municipality; and
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Motion Carried

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

Mayor Stone called this Public Hearing and Regular Meeting of Council to order at 6:00 p.m., recognizing with gratitude that it was taking place on the unceded territory of the Stz'uminus First Nation.

4. AGENDA APPROVAL

CS 2023-263

That Council approve the agenda for this Public Hearing and Regular Meeting of Council for November 21, 2023 as amended to include the following changes:

- Add “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2150” to Item 6.0 “Bylaws – Official Community Plan and Zoning (Subject of the Public Hearing) with the following recommendation:

That Council give third reading to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2150”

and renumber the agenda accordingly; and

- Replace recommendation 7(a) for Item 8.1, “OCP Amendment and Rezoning Application – 10940 Westdowne Road” with the following:

7(a) “The prohibition of fossil fuels as the primary energy source for space and water heating or cooling, with exemptions for gas powered on-demand hot water and secondary space heating, for all new heated/cooled buildings (e.g. dwellings, indoor activity spaces, etc.) for the whole Town and Country Mobile Home Park.”

Motion Carried

5. PUBLIC HEARING

“Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2150”

Property: 19 Gatacre Street

Members of the public attending: 4

5.1 Outline of Public Hearing Process - Mayor Stone

Mayor Stone outlined the Public Hearing process and stated that the public would have the opportunity to provide their comments to Council about Bylaw No. 2150.

He advised that staff would introduce the proposed bylaw amendment, followed by public submissions. He reminded the public that the content of submissions would be made public and form a part of the public record for the Hearing, and that the function of Council at a Public Hearing is to listen rather than to debate the merits of the proposed bylaws, although they may ask clarifying questions. He advised that once everyone had an opportunity to be heard, the Public Hearing would be closed and no further submissions or comments could be accepted by members of Council.

5.2 Introduction of Bylaw and Statutory Requirements - Planner, Development Services

Andrew Wilson, Planner, Development Services, introduced “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2150”.

Mr. Wilson advised that the purpose of Bylaw No. 2150 is to amend the Town of Ladysmith Zoning Bylaw 2014, No. 1860 to permit a *Funeral Home* as a permitted *Principal Use* subject to the condition that hosting funerals or memorials is prohibited.

Mr. Wilson confirmed the Public Hearing notification and engagement process. Notice of this Public Hearing was printed in the Ladysmith Chronicle on November 16, 2023, posted on the Town’s website and community notice boards, and mailed and delivered to all properties located within 60 metres of the subject property.

A copy of the Notice, the proposed Bylaw, and background information was made available at the Front Counter of City Hall and Development Services, and on the Town’s website for the Notice period. Staff in the Development Services office were available to respond to questions prior to the Public Hearing.

5.3 Submissions

Mayor Stone invited the applicant to make the first submission, but they declined.

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

Mayor Stone called for submissions from the public.

Mayor Stone called for submissions a second time.

Mayor Stone called for submissions a third time and final time.

No one wished to speak regarding “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2150”.

Mayor Stone asked the Corporate Officer, S. Bouma, if any submissions had been received during the hearing. The Corporate Officer advised that no submissions had been received.

5.5 Declaration that the Public Hearing for Bylaw No. 2150 is Closed - Mayor Stone

Hearing no comments and receiving no further submissions, Mayor Stone declared the Public Hearing for Bylaw No. 2150 closed at 6:06 p.m. and stated that no further submissions or comments from the public or interested persons could be accepted by members of Council.

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

6.1 “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2150”

CS 2023-264

That Council give third reading to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2150.”

Motion Carried

7. MINUTES

7.1 Minutes of the Regular Meeting of Council held November 7, 2023

CS 2023-265

That Council approve the minutes of the Regular Meeting of Council held November 7, 2023.

Motion Carried

8. BYLAWS- OFFICIAL COMMUNITY PLAN AND ZONING

8.1 OCP Amendment and Rezoning Application – 10940 Westdowne Road

CS 2023-266

That Council:

1. Defeat “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 73) 2022, No. 2130”.
2. Having considered s. 475 of the *Local Government Act*, and in particular the matters set out in subsections (2)(a) and (b), resolve that:
 - a. The Stz’uminus First Nation and the School District 68 Board are the only entities that are appropriate to consult in connection with “Official Community Plan Bylaw 2022, No 2200, Amendment Bylaw 2023, No. 2161”;
 - b. The consultation process described in the staff report to Council dated November 21, 2023, is sufficient in respect to the proposed Official Community Plan Amendment; and
 - c. The consultation process outlined in the staff report to Council dated April 6, 2021, for the application was carried out and there are no material changes in Bylaw No. 2161 that warrant additional consultation with agencies other than Stz’uminus First Nation and School District 68.
 - d. consultation should be early but need not be ongoing;
3. Give first and second readings to “Official Community Plan 2022, Bylaw No. 2200, Amendment Bylaw 2023, No. 2161”;
4. Consider “Official Community Plan 2022, Bylaw No. 2200, Amendment Bylaw 2023, No. 2161” in conjunction with the Town’s Financial Plan, the Town’s Liquid Waste Management Plan, and the Cowichan Valley Regional District Solid Waste Management Plan, pursuant to section 477(3) of the *Local Government Act*;
5. Consider “Official Community Plan 2022, Bylaw No. 2200, Amendment Bylaw 2023, No. 2161” in conjunction with the Town’s Housing Needs Report and the housing information on which the report is based, pursuant to section 473(2.1) of the *Local Government Act*;

6. Direct staff to refer “Official Community Plan 2022, Bylaw No. 2200, Amendment Bylaw 2023, No. 2161” to:
 - a. School District 68 pursuant to section 476 of the *Local Government Act*; and
 - b. Stz’uminus First Nation, pursuant to The Naut’sa Mawt Community Accord and Memorandum of Understanding between the Town and Stz’uminus First Nation.

7. Require that, as a condition of approval “Official Community Plan 2022, Bylaw No. 2200, Amendment Bylaw 2023, No. 2161” and “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 54) 2022, No. 2131” require that the applicant, at their cost and using the Town’s lawyer, register on the title of the consolidation of 10940 Westdowne Road (Lot 1, District Lot 72, Oyster District, Plan 24076, PID: 002-976-978), 10980 Westdowne Road (Lot 13, District Lot 72, Oyster District, Plan 8793, Except Part Shown Coloured Red on Plan 895 RW and Except Part in Plan 43821 VIP8793, PID: 001-618-920), **and** Parcel A (DD 391231-i) of Lot 14, District Lot 72, Oyster District Plan 8793 Except That Part in Plan 24076 (PID: 001-618-881), a covenant pursuant to section 219 of the *Land Title Act* requiring the following:
 - a. The prohibition of fossil fuels as the primary energy source for space and water heating or cooling, with exemptions for gas powered on-demand hot water and secondary space heating, for all new heated/cooled buildings (e.g. dwellings, indoor activity spaces, etc.) for the whole Town and Country Mobile Home Park.
 - b. Installation of a collective rainwater management system designed to manage flows to pre-development rates and incorporating an integrated approach (e.g. bioswales, rain gardens, etc.), prior to construction of any additional dwelling units on the area of the subject property (10940 Westdowne Road).

8. Direct staff to proceed with scheduling and notification of a public hearing for Bylaw No. 2161 pursuant to section 464(1) of the *Local Government Act*.

Motion Carried

9. COMMITTEE MINUTES

9.1 Community Planning Advisory Committee - November 1, 2023

CS 2023-267

That Council receive the minutes of the Community Planning Advisory Committee meeting held November 1, 2023.

Motion Carried

9.2 Public Art Committee - November 6, 2023

CS 2023-268

That Council receive the minutes of the Public Art Committee meeting held November 6, 2023.

Motion Carried

9.3 Committee of the Whole - November 14, 2023

CS 2023-269

That Council:

1. Rescind Street Naming Policy 11 5450 A and adopt Street Naming Guidelines Policy 11 5450 A.
2. Dedicate the 1st Avenue and Gatacre Street intersection as Harmony Square.
3. Refer the redesign of the Town of Ladysmith flag to the Public Art Committee.
4. Write a letter to the appropriate senior level of government regarding the regulation of the sale and use of fireworks.
5. Direct staff to bring a report to a future Committee of the Whole meeting regarding traffic calming, active transportation, and street landscaping infrastructure to enhance safety and traffic flows along Colonia Drive to Walkem Road.
6. Refer the subject of creating art on the Holland Creek Trail culvert to the Public Art Committee for recommendations regarding process.

CS 2023-270

AMENDMENT

That Council amend Item 5 of Resolution CS 2023-269 to replace “Colonia Drive to Walkem Road” with “Colonia Drive through Walkem Road to Cloke Road”.

Amendment Carried

Resolution CS 2023-269, as amended, reads:

CS 2023-269

That Council:

1. Rescind Street Naming Policy 11 5450 A and adopt Street Naming Guidelines Policy 11 5450 A.
2. Dedicate the 1st Avenue and Gatacre Street intersection as Harmony Square.
3. Refer the redesign of the Town of Ladysmith flag to the Public Art Committee.
4. Write a letter to the appropriate senior level of government regarding the regulation of the sale and use of fireworks.
5. Direct staff to bring a report to a future Committee of the Whole meeting regarding traffic calming, active transportation, and street landscaping infrastructure to enhance safety and traffic flows along Colonia Drive through Walkem Road to Cloke Road.
6. Refer the subject of creating art on the Holland Creek Trail culvert to the Public Art Committee for recommendations regarding process.

Main Motion, as Amended, Carried

10. 2024-2028 Financial Plan Discussions - Introduction of General Operations

10.1 Presentation and Council Discussion

Staff gave a presentation that reviewed details of the general operations budget and responded to Council's questions.

10.2 Public Input and Questions

A member of the public asked a general accounting question and inquired about the Parks budget and how it related to Parks staff hourly rates.

10.3 2024 Financial Plan – General Operations

CS 2023-271

By unanimous consent Council agreed to consider separately item 5 of the recommendation from the Committee of the Whole Meeting recommendations– held November 14, 2023.

CS 2023-272

That Council approve:

1. Continuing with the Temporary part-time positions of Development Services Administration Assistant and Planner starting January 1, 2024 with the funding to come from surplus;
2. Authorize an additional 728 hours annually in the Parks, Recreation & Culture Department for front counter reception at FJCC;
3. Authorize an additional 160 hours annually in the Parks department for casual employees; and
4. Remove one sustainability ambassador student position from the Solid Waste department and transfer the other sustainability student to the Parks department.

Motion Carried

CS 2023-273

That Council Authorize an additional Councillor (total of 5) to attend UBCM annually and direct staff to amend the Council Remuneration Policy 5-1790-B to reflect this change.

Motion Defeated

CS 2023-274

That Council allocate an additional \$5000 in the Council Training and Conference Budget to allow greater flexibility with Council conference participation.

Motion Carried

11. REPORTS

11.1 2023 Supplemental Grant in Aid Request

CS 2023-275

That Council:

1. Direct staff to waive the Grant in Aid Program Policy 05-1850 A and provide a supplemental grant in aid to the Arts Council of Ladysmith for \$2400 and to Laff for \$1500; and
2. Discontinue the grant in aid funded grant writing consultation service.

Motion Carried

OPPOSED: Councillors Jacobson and Stevens.

11.2 Aquatic Pool Accessible Lift Replacement

CS 2023-276

That Council

1. Direct staff to purchase a new Aquatic Accessible Lift for up to \$20,000 with the funds to come from the remaining funds in the 2023 Oasis Pool and Hot Tub Resurfacing Capital Project
2. Amend the 2023-2027 Financial Plan accordingly.

Motion Carried

11.3 2024 Community Banner Program Theme Selection

CS 2023-277

That Council approve the theme 'Ladysmith Celebrates' for the 2024 Community Public Banner Program.

Motion Carried

11.4 Public Art Deaccession – Julian North Collection

CS 2023-278

That Council direct staff to proceed with the deaccession of the Julian North Public Art Collection as recommended by the Public Art Committee, following the defined deaccession process outlined in the Public Art Policy.

Motion Carried

OPPOSED: Councillor Stevens.

12. BYLAWS

12.1 Bylaw Status Sheet

13. CORRESPONDENCE

13.1 Cowichan Valley Regional District Affordable Housing

CS 2023-279

That Council support the reallocation of Online Accommodation Platform (OAP) Municipal Regional District Tax (MRDT) revenue to affordable housing within the Cowichan Valley Regional District (CVRD) effective January 1, 2024, as outlined in the correspondence dated November 14, 2023 from the CVRD.

Motion Carried

14. QUESTION PERIOD

A member of the public asked about how community groups are made aware of the grant writing workshop, whether Council has considered developing a program to store art work in a climate controlled environment; and whether Council would consider creating a community-wide flag design contest.

15. RECESS

CS 2023-280

That Council recess at 7:45 p.m. in order to reconvene the Closed Session.

Motion Carried

16. RISE AND REPORT – Items from Closed Session

Council rose from Closed Session at 8:15 p.m. without report.

17. ADJOURNMENT

CS 2023-281

That this Regular Meeting of Council be adjourned at 8:16 p.m.

Motion Carried

CERTIFIED CORRECT

Mayor (A. Stone)

Corporate Officer (S. Bouma)

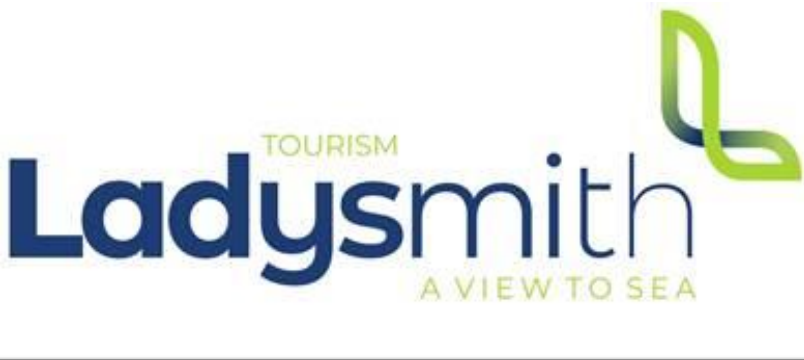
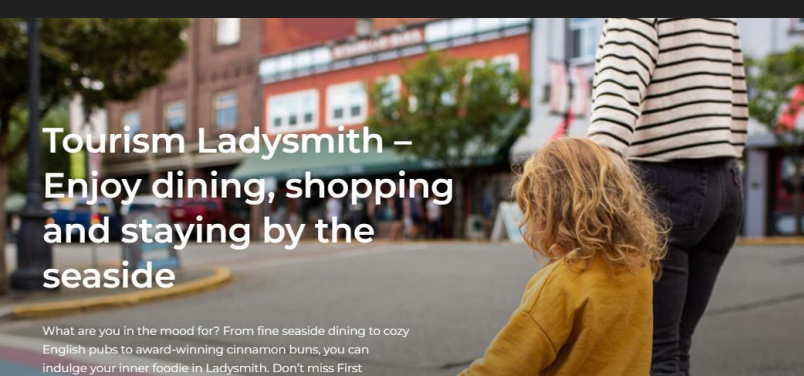
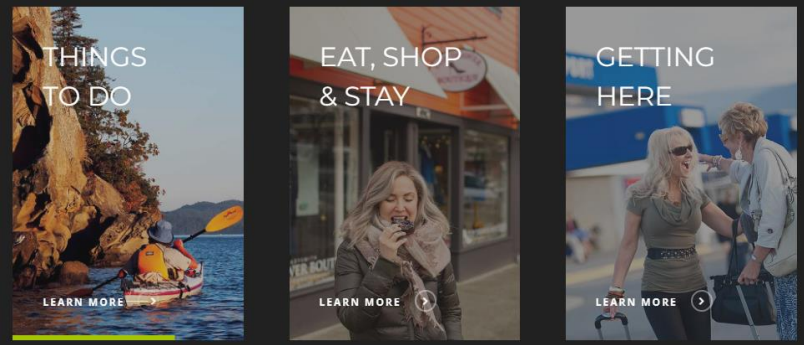


PRESENTATION TO COUNCIL DECEMBER 2023

- 2-year pilot project to provide support services for Tourism and Economic Development consisting of:
 - Partnership for a Vibrant Local Economy (PVLE)
 - Town of Ladysmith
 - Stz'uminus First Nation
 - Ladysmith Chamber of Commerce
 - Economic Development Cowichan
 - Nanaimo Airport
 - Ladysmith Downtown Business Association
- Challenges to date:
 - Pilot Project started in March 2020 at the start of Covid
 - Pilot Project never really got off the ground to it's full potential due to the longevity of Covid and staff changes at the Chamber during this time
- Current Initiatives to date:



ECONOMIC DEVELOPMENT & TOURISM SUPPORT PROGRAM



- Host & Maintain the Tourism Ladysmith Website (Farm Fresh Design)
- Increasing the Marine Tourism profile on the Tourism Ladysmith Website
 - Working with AHOY BC
 - Working with Ladysmith Yacht Club
- Working on a 3D Interactive Map (Farm Fresh Designs)
- Indigenous Learning & Projects Grant
 - Working on an Indigenous Tourism Video to play on the Tourism Ladysmith Website as well as a rotating reel at the Visitor Centre



- Host, Maintain, and Update Heritage App
 - Created an historical App which people can download onto their phone and guides them through Ladysmith to the historical buildings and Artifacts
 - App no longer works on Android devices and soon will be the same for Apple devices.
 - We are looking to upgrade to a universal QR code, which will be accessible through the Heritage Page on the Tourism website. Farm Fresh Design has recently worked with the Town of Ladysmith on upgrades to the Artifacts and we are currently in discussion with him.



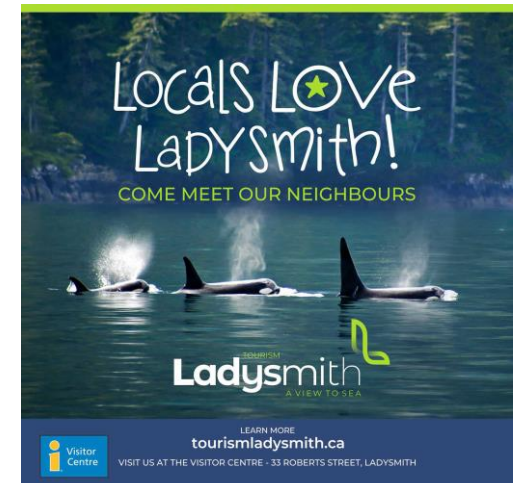
HERITAGE WALKING TOUR APP

TOURISM SUPPORT SERVICES DESTINATION MARKETING AND VISITOR SERVICES

...e're good for business!



- Marketing in Various Guides in the Region both in-print and online:
 - Cowichan Visitors Guide
 - Take5 / Explore Ladysmith Guide
 - Chronicle Ladysmith Visitor Guide
 - Cowichan Free Map
 - Cowichan Visitors Map
 - Vancouver Island Visitor Guide
 - Ladysmith Map
 - Chemainus Visitor Guide
 - Explore Duncan Visitor Guide
 - AHoy BC Enhanced Community Listing
- Online Social Media Platforms





- Locals Love Ladysmith (pride of Ladysmith)
- Initiative from BC Chamber of Commerce for Chamber's to create a Shop Local campaign
 - Initiatives for Ladysmith include:
 - Social Media Platforms
 - Items for sale: (bags, stickers, and Christmas ornaments)



Call to Action:
Work in Progress



- An Extension of the 2-year pilot project to continue to provide support services for Tourism and Economic Development:
 - Create the Partnership for a Vibrant Local Economy (PVLE) Committee
 - Town of Ladysmith
 - Stz'uminus First Nation
 - Ladysmith Chamber of Commerce
 - Economic Development Cowichan
 - Nanaimo Airport
 - Ladysmith Downtown Business Association
 - Formalize Terms of Reference
 - Discuss next steps within the committee and possible sub-committees

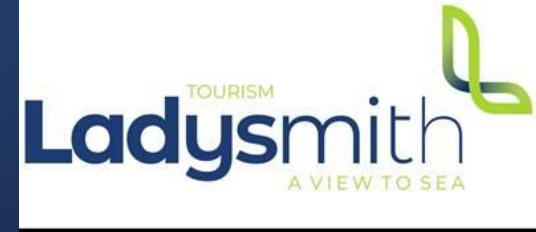


THANK YOU !

VISITOR INFORMATION CENTRE PROGRAM:



VISITOR CENTRE: WHAT WE DO!



- Respond to all drop-in, telephone, and website inquiries as well as mail out information packages
- Maintain an adequate supply of current, relevant information, and publications of the area for visitors
- Ensure that the Community Calendar of Events is kept current on the Chamber's website
- Maintaining and cleaning the Visitor Centre including the public washroom
- Market events on social media platforms
- Inclusion of the Visitor Centre to the Ale Trail
- Hold Tourism Tuesdays monthly – provides local Tourism stakeholders to collaborate with Tourism Cowichan / TVI
- Keep the events kiosk current outside the Visitor Centre
- Assist local events: ticket sales, pick up parade entry forms, etc..
- Administer the Transfer Beach Food Truck Program
- Put together Relocation Packages
 - Currently collaboration with the Chronicle to produce an updated Relocation and Business Resource Guide
- Run under industry standards:
- Visitor Centre Hours
- Monday – Friday: 9:30am – 4pm
- Closed on Weekends and Statutory Holidays and Christmas Holidays
- May long weekend to Labour Day – open Saturdays
- Introduced a Satellite Station - sent a councillor down to Transfer Beach to provide Visitor Services



- 2022 stats:

- 1435 Hours of Operation
- 1233 Alternate Support
- 4011 Visitors to the Office
- 17% Local visitors CVRD
- 16% Business Related
- 11% Attractions
- 78% Community Services
- 1% Accommodations

- 2023 stats:

- 1392 Hours of Operation
- 1409 Alternate Support
- 4065 Visitors to the Office
- 18% Local visitors CVRD
- 17% Business Related
- 10% Attractions
- 80% Community Services
- 1% Accommodations



VISITOR CENTRE:

FUTURE PLANS:



1. New Visitor Centre Location:

- 1-Year Memorandum of Understanding with Island Rail Corridor to explore the Train Station as a possible new location for the Visitor Centre
- REDIP Grant Application has been submitted
- Overwhelming support from the community

2. If Successful:

- Enhance the profile of the Tourism Centre at a new location keeping with the historical feel that Ladysmith is known for
- Moving of the centre will allow us to provide better Visitor Services including:
 - Visibility
 - Accessibility: Handicap access and support
 - Increased parking for Visitors and RV's
 - Designated bicycle parking area
 - Electric Bike/Scooter Rentals
 - And so much more...

3. Additional Future Plans Include:

- Additional Staff
- Volunteers



NEXT STEPS:



- Both these services that we provide together, total: \$60,400 in funding from the Town of Ladysmith including \$700 towards our rent (per month).
- There has not been an increase in Fee for Service since the start of this program in 2011
- We would like to propose a cost-of-living increase in fees to assist us with increasing costs to run the Visitor Center, continue the initiatives we have in place, and to implement new initiatives and staffing.

THANK YOU!



**Minutes of the Parks, Recreation & Culture Advisory Committee
Wednesday, November 15, 2023 at 7:00pm
Frank Jameson Community Centre**

COMMITTEE MEMBERS PRESENT:

Lynda Baker
Colleen Butcher
Geoff Dean
Gordon Filewych
Jacqueline Huard

Councillor Duck Paterson
Kim Nakahara
Jane Nettleton
Pamela Walker

STAFF PRESENT:

Chris Barfoot, Lead
Kim Cheang, Minute Taker
Mike Gregory, Guest

REGRETS:

Bruce Mason
Terri Merritt-Worden

**CALL TO ORDER AND
ACKNOWLEDGEMENT**

The Chair called the meeting to order at 7:01pm and acknowledged with gratitude that the meeting was taking place on the unceded territory of the Stz’uminus First Nation.

AGENDA

2023-24:
That the Parks, Recreation & Culture Advisory Committee approve the agenda for the meeting as presented.
Motion Carried.

MINUTES

2023-25:
That the Parks, Recreation & Culture Advisory Committee approve the minutes of the September 20, 2023 meeting as presented.
Motion Carried

NEW BUSINESS

Ladysmith Skatepark Society Presentation

- Presentation was given regarding the Ladysmith Skatepark Society.
- The Society has raised the profile of the skatepark usage, building a sense of community with variety of ages and gender dynamics. They have also reclaimed the space within the last 1.5 years.
- The current goal is to raise money and rebuild the skatepark with an estimated cost of \$1 million+ . The design is pivotal in determining these costs. Staff will be submitting a 2024 Capital Request for a skatepark design for Council consideration. Once the design is complete, the community engagement and fundraising campaigns will begin, and the society has the target goal to fundraise the project costs.
- The Committee suggested the Society join the BC Cycling Coalition, as an organization. Members of the Coalition, receive free insurance for events and other initiatives.

Rutti Park – Public Engagement Plan timeline and next steps

The Committee will provide the Rutti Park Plan Public Engagement timeline and next steps at the June 21, 2024 meeting, and will reconfirm the timeline.

Public Art Committee appointee

2023-26:

With the upcoming transition of the Public Art Committee in 2024, the Committee appointed L. Baker as a voting member, and G. Filewych as a non-voting member.

Motion Carried.

**PRC DEPARTMENT
UPDATE**

PRC Department Update

C. Barfoot provided an update on the department, as well as on the Practice Pitch and Forrest Field Phase 1 upgrades.

NEXT MEETING

7:00pm on Wednesday, December 20, 2023 at FJCC

ADJOURNMENT

2023-27:

That the Parks, Recreation & Culture Advisory Committee adjourn this meeting at 8:16pm.

Motion Carried

STAFF REPORT TO COUNCIL

Report Prepared By: Erin Anderson, Director of Financial Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: December 5, 2023
File No: 1700
Re: 2024 Budget Deliberations – General Capital

RECOMMENDATION:

That Council direct staff to include the projects presented in the report dated December 5, 2023, from the Director of Financial Services for inclusion in the 2024 – 2028 Financial Plan.

EXECUTIVE SUMMARY:

Continuing with the 2024 budget deliberations, staff have presented the proposed general capital projects for consideration for the upcoming year.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

There are a number of new projects set to begin in 2024. Keeping with the current Financial Plan policy, 10% of the previous year's municipal taxes are allocated to fund a portion of the 2024 projects. Reserves, Canada Community-Building Fund, grants, regional recreation funding and donations fund the remainder.

Projects are included in the Financial Plan based on a number of factors:

- Alignment with Strategic Plan;
- Supports ongoing service delivery (operations);
- Legislative requirements.

From there, the projects are evaluated based on priority. The priority rankings are:

- Immediate –corrective action is required immediately to reduce further issues;
- Important but not critical –a plan is in place currently but attention to this matter will be needed in the future;
- Optional – there are existing options, though enhancements could be made that would improve the functionality.

Often the priority is tied to the risk of the project.

The 2024 general capital projects are estimated to cost over \$1.8 million. The projects are proposed to be funded by:

Total Projects	\$1,814,171
Funding from:	
Taxation	790,717
Real Property Reserve	250,000
Surplus	25,000
Fire Hall Building	20,000
Building	12,000
COVID	110,000
Policing Reserve	25,000
Equipment Reserve	56,621
Transportation Reserve	15,000
Canada Community-Building	110,000
Grant – awaiting decision	100,000
Regional Recreation	268,333
Donation – unconfirmed	31,500

The capital projects at the FJCC are funded through Regional Recreation,, essentially making the Town’s contribution 1/3rd of the costs directly.

There are a few high-priority/ high-risk projects that are required by outside authorities. These projects include:

- Fire Hall Bay Floor Refinishing due to reducing slip hazards; and
- First Aid Room at Public Works (and Mechanical/Engineering/HVAC and Electrical upgrade at PW) as a new requirement by WorkSafe. In order to do this renovation, an upgrade to the electrical and mechanical system at Public Works is also required.

The total cost of the high-priority/high-risk projects is \$572,500, with \$199,167 of the funding to come from taxation.

There are several medium-priority/medium risk projects. These are projects that require attention, just not necessarily immediately:

- Aggie Hall - Floor refinish;
- Bollards - 1st Avenue;
- Chip sealing select alleyways;
- Design for Clubhouse at Forrest Field;
- FJCC - Accessibility Improvements;
- Kubota Lawn Mower (Equipment Replacement);
- Security/Fire Monitoring System Upgrades;
- Skate Park - preliminary redesign;
- V-plow and spreader (Equipment Replacement);
- Waterfront projects;
- 630 2nd Ave building – Painting;

- Aggie Playground Accessible Walkway to Gazebo;
- Brown Drive Park Plan Phase 1;
- Dogwood pedestrian improvement;
- Duct Cleaning - TOL buildings;
- High Street Ball Field Washroom and Concession repairs;
- Museum Accessible Ramp Replacement;
- Prius – (Equipment Replacement).

The value of these projects is \$827,421 with \$387,300 of the funding coming from taxation.

Some optional projects include the following. What makes them optional is there are currently workable options for these projects, though enhancements would be better:

- Davidson sidewalk connector;
- Fire Hall - Security Gate and Driveway for FD Vehicles;
- Mountain Bike Trail Network;
- Cenotaph Restoration;
- Fire Hall - HVAC (Boiler replacement);
- Pedestrian crossing flashing lights - Christie/4th;
- Pedestrian crossing flashing lights - Stephenson/Dogwood;
- RCMP - workstation partitions.

The value of these optional projects is \$407,500 with \$197,500 coming from taxation.

Looking forward to 2025, there are some additional high-priority projects that are scheduled to begin:

- The remaining phases of the FJCC roof replacement for \$882,500.

ALTERNATIVES:

Council can choose to:

1. Add, modify, or replace projects though staff will be required to determine the amount of funding and taxation impacts of any changes.

FINANCIAL IMPLICATIONS:

There is 10% of the prior year taxation set aside for capital. Council could change this amount, though it would impact property taxes.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Citizens may be interested in some of the coming projects set for 2024.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Each department is responsible for costing and evaluating their capital projects. If approved, the Director in each area will lead their project.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT(S):

- A. 2024 Proposed Capital List

ATTACHMENT A

Development Services

Planning/Development

Project Name **Mountain Bike Trail Network**

Description Through grant funding, create a Mountain Bike Trail Network

Purpose To establish a mountain bike trail network

Consequence of not funding Status quo

Priority Optional *Risk Level* Low Risk

Focus Area Community

Asset Type *Early Budget Approval*

Useful life 0 years

YEAR	2024
Amounts	\$125,000

Funding Sources:

Taxation	0
Water Utility	0
Sewer Utility	0
Reserve	25,000
	<i>Surplus</i>
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	100,000

ATTACHMENT A

Parks & Rec

Facility Maintenance

Project Name	<u>630 2nd Ave building - Painting</u>		
Description	The exterior of the building is in need of repainting. Some repairs and maintenance will all be required		
Purpose	To paint the exterior of the 630 2nd Ave (LRCA/Seniors) building		
Consequence of not funding	Deterioration and eventual siding failure		
Priority	Important but not critical	<i>Risk Level</i>	Medium Risk
Focus Area	Core Infrastructure (2023-26)		
Asset Type	Repair	<input type="checkbox"/>	<i>Early Budget Approval</i>
Useful life	10	years	

YEAR	2024
Amounts	\$50,000
<u>Funding Sources:</u>	
Taxation	50,000
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

Project Name	<u>Aggie Hall - Floor refinsh</u>		
Description	Refinishing the floors will help protect them from damage and extend their life. Protective coating will be added.		
Purpose	To refinish the historic floors in the Aggie Hall		
Consequence of not funding	Wood floor will deteriorate resulting in unnecessary structural repairs		
Priority	Important but not critical	<i>Risk Level</i>	Low Risk
Focus Area	Core Infrastructure (2023-26)		
Asset Type	Repair	<input type="checkbox"/>	<i>Early Budget Approval</i>
Useful life	10	years	

YEAR	2024
Amounts	\$15,000
<u>Funding Sources:</u>	
Taxation	15,000
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

<i>Project Name</i>	<u>Duct Cleaning - TOL buildings</u>		
<i>Description</i>	Performing intensive duct cleaning at select building which will allow for regular maintenance going forward		
<i>Purpose</i>	To perform duct cleaning at all necessary Town buildings		
<i>Consequence of not funding</i>	continued poor HVAC performance and poor air supply. Additional strain on HVAC system resulting in repairs		
<i>Priority</i>	Important but not critical	<i>Risk Level</i>	Medium Risk
<i>Focus Area</i>	Asset Management		
<i>Asset Type</i>		<input type="checkbox"/>	Early Budget Approval
<i>Useful life</i>	0	years	

YEAR	2024
Amounts	\$15,000
<u>Funding Sources:</u>	
Taxation	15,000
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

<i>Project Name</i>	<u>Fire Hall - HVAC (Boiler replacement)</u>		
<i>Description</i>	Replace the old antiquated oil burning boiler to high efficiency HVAC including A/C		
<i>Purpose</i>	To help reduce our GHG's by removing the old oil burning boiler system. Add A/C to have better comfort levels when staff are in the building.		
<i>Consequence of not funding</i>	Continuing burning oil, extreme monthly costs to use oil. Continue not helping with reducing our GHG's. Avoid possible expensive unexpected repairs to the aging HVAC system currently in place.		
<i>Priority</i>	Optional	<i>Risk Level</i>	Medium Risk
<i>Focus Area</i>	Asset Management		
<i>Asset Type</i>	Replacement	<input type="checkbox"/>	Early Budget Approval
<i>Useful life</i>	15	years	

YEAR	2024
Amounts	\$77,500
<u>Funding Sources:</u>	
Taxation	77,500
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

Project Name **Fire Hall - Security Gate and Driveway for FD Vehicles**

Description Install a secured parking area for FD support vehicles

Purpose To have an area where support vehicles can be parked when not in use. Keep the front of the Fire Hall clear for emergency vehicles as they exit the facility.

Consequence of not funding Continued congestion out front hampers moveability at times. No secure parking for the support vehicles when not in use.

Priority Optional *Risk Level* Low Risk

Focus Area Core Infrastructure (2023-26)

Asset Type New Asset *Early Budget Approval*

Useful life 10 years

YEAR 2024
Amounts **\$25,000**

Funding Sources:

Taxation	25,000
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

Project Name **Fire Hall Bay Floor Refinishing**

Description Polish & refinish apparatus bay floors at Fire Hall

Purpose To add a nonslip coating and repair cracks in concrete floors.

Consequence of not funding Slipping hazard

Priority Immediate *Risk Level* High Risk

Focus Area Asset Management

Asset Type Repair *Early Budget Approval*

Useful life 0 years

YEAR 2024
Amounts **\$20,000**

Funding Sources:

Taxation	0
Water Utility	0
Sewer Utility	0
Reserve	20,000
	<i>Fire Hall Building</i>
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

<i>Project Name</i>	<u>FJCC - Accessibility Improvements</u>		
<i>Description</i>	To add specific accessibility items to FJCC, additional handicap washroom, automated doors for changerooms to pool deck, tactile strips, high viz nosing, proper handrails		
<i>Purpose</i>	To improve areas for accessibility per 2022 audit.		
<i>Consequence of not funding</i>	Continue limiting access to individuals with mobility and dexterity challenges at FJCC		
<i>Priority</i>	Important but not critical	<i>Risk Level</i>	Low Risk
<i>Focus Area</i>	Core Infrastructure (2023-26)		
<i>Asset Type</i>		<input type="checkbox"/>	Early Budget Approval
<i>Useful life</i>	0	years	

YEAR	2024
Amounts	\$37,500
<u>Funding Sources:</u>	
Taxation	12,500
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	25,000
Grant-confirmed	0
Grant - TBD	0

<i>Project Name</i>	<u>FJCC - Dry-o-tron - mechanical engineering</u>		
<i>Description</i>	Dry-o-tron is nearing end of life. Deficiency within system need to be address during future replacement		
<i>Purpose</i>	To have engineered plans and drawings for replacement of dry-o-tron.		
<i>Consequence of not funding</i>	Dry-o-tron is scheduled to be replaced in 2025.		
<i>Priority</i>	Immediate	<i>Risk Level</i>	Medium Risk
<i>Focus Area</i>	Core Infrastructure (2023-26)		
<i>Asset Type</i>	Design/Study	<input type="checkbox"/>	Early Budget Approval
<i>Useful life</i>	0	years	

YEAR	2024
Amounts	\$20,000
<u>Funding Sources:</u>	
Taxation	6,667
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	13,333
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

<i>Project Name</i>	<u>FJCC main pool regrouting</u>		
<i>Description</i>	Main pool requires a schedule regrouting every 5 years. Next one is due in 2024		
<i>Purpose</i>	To regrout the main pool as required		
<i>Consequence of not funding</i>	Water leaks may occur which will could compromise the foundation and structure of the pool.		
<i>Priority</i>	Immediate	<i>Risk Level</i>	Medium Risk
<i>Focus Area</i>	Core Infrastructure (2023-26)		
<i>Asset Type</i>	Repair	<input type="checkbox"/>	Early Budget Approval
<i>Useful life</i>	5	years	

YEAR	2024
Amounts	\$25,000
<u>Funding Sources:</u>	
Taxation	8,333
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	16,667
Grant-confirmed	0
Grant - TBD	0

<i>Project Name</i>	<u>FJCC Roof replacement - phase 1</u>		
<i>Description</i>	Per assessment, 2 lower roof sections need to be replaced in 2024		
<i>Purpose</i>	To replace 2 roof sections to be replaced		
<i>Consequence of not funding</i>	Roof failure and leaks will occur causing more damage and costly repairs		
<i>Priority</i>	Immediate	<i>Risk Level</i>	High Risk
<i>Focus Area</i>	Core Infrastructure (2023-26)		
<i>Asset Type</i>	Replacement	<input type="checkbox"/>	Early Budget Approval
<i>Useful life</i>	20	years	

YEAR	2024
Amounts	\$320,000
<u>Funding Sources:</u>	
Taxation	106,667
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	213,333
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

Project Name **High Street Ball Field Washroom and Concession repairs**

Description Address structural and mechanical issue with the current building

Purpose There is evidence of water penetration in the ceilings of the lower washrooms. Work will include a thorough assessment and work to address current issues.

Consequence of not funding Not addressing these issues will result in further deterioration of the building will have higher costs if issues are not addressed.

Priority Important but not critical *Risk Level* Medium Risk

Focus Area Core Infrastructure (2023-26)

Asset Type Repair *Early Budget Approval*

Useful life 15 years

YEAR 2024
Amounts **\$35,000**

Funding Sources:

Taxation	35,000
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

Project Name **Museum Accessible Ramp Replacement**

Description Replace ramp that was removed due to rot.

Purpose To construct new ramp meeting the current building codes and accessibility standards.

Consequence of not funding No Museum access for those with mobility challenges

Priority Important but not critical *Risk Level* Medium Risk

Focus Area Core Infrastructure (2023-26)

Asset Type Replacement *Early Budget Approval*

Useful life 20 years

YEAR 2024
Amounts **\$48,000**

Funding Sources:

Taxation	12,000
Water Utility	0
Sewer Utility	0
Reserve	12,000
	<i>PRC - Building</i>
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	24,000
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

Project Name **PW - First Aid and Safety Room/Additional offices**

Description The Town is in need of a designated first aid room/ safety officer investigation area due to the size of the facility & number of workers. The reno of existing space will also accommodate the addition of 3 extra offices for staff.

Purpose Reno existing space to build a first aid station at Public Works and additional offices

Consequence of not funding Penalty for not meeting WorkSafe requirements based on facility and staff. Lack of work space for the safety officer is a challenge. No storage for first aid supplies. Other staff are working in inadequate spaces, more offices needed.

Priority Immediate *Risk Level* High Risk

Focus Area Core Infrastructure (2023-26)

Asset Type New Asset *Early Budget Approval*

Useful life 20 years

YEAR 2024
Amounts **\$60,000**

Funding Sources:

Taxation	0
Water Utility	0
Sewer Utility	0
Reserve	60,000
	COVID
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

Project Name **PW - Mech Eng/Electric/ & HVAC repl**

Description To find cost effective solutions to replace current HVAC system and add a/c and fresh air. Power supply at PW has reached its capacity.

Purpose To prepare for replacement of HVAC system at PW

Consequence of not funding High electrical use and ineffective and sporadic air conditioning.

Priority Immediate *Risk Level* High Risk

Focus Area Core Infrastructure (2023-26)

Asset Type Replacement *Early Budget Approval*

Useful life 20 years

YEAR 2024
Amounts **\$127,500**

Funding Sources:

Taxation	77,500
Water Utility	0
Sewer Utility	0
Reserve	50,000
	COVID
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

Project Name **RCMP - workstation partitions**
Description As requested by RCMP, replace old workstations partitions

Purpose To replace old workstation partitions

Consequence of not funding Continue with existing workstation partitions

Priority Optional *Risk Level* Medium Risk

Focus Area Asset Management

Asset Type Replacement *Early Budget Approval*

Useful life 0 years

YEAR 2024
Amounts **\$25,000**

Funding Sources:

Taxation	0
Water Utility	0
Sewer Utility	0
Reserve	25,000
	<i>Policing</i>
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

Project Name **Security/Fire Monitoring System Upgrades**

Description Allow TOL to make changes and updates to system and remove phonelines from sites

Purpose To update monitoring system

Consequence of not funding Continue to pay additional costs for each site

Priority Important but not critical *Risk Level* Low Risk

Focus Area Asset Management

Asset Type *Early Budget Approval*

Useful life 0 years

YEAR 2024
Amounts **\$25,300**

Funding Sources:

Taxation	25,300
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

Parks & Playgrounds

<i>Project Name</i>	<u>Brown Drive Park Plan Ph 1</u>		
<i>Description</i>	Begin implementation of Phase 1		
<i>Purpose</i>	To address items within the Park Plan especially safety concerns and other engagement items		
<i>Consequence of not funding</i>	Safety concerns with pathway over seasonal water course		
<i>Priority</i>	Important but not critical	<i>Risk Level</i>	Medium Risk
<i>Focus Area</i>	Core Infrastructure (2023-26)		
<i>Asset Type</i>	New Asset	<input type="checkbox"/>	<i>Early Budget Approval</i>
<i>Useful life</i>	0	years	

YEAR	2024
Amounts	\$60,000
<u>Funding Sources:</u>	
Taxation	60,000
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

<i>Project Name</i>	<u>Design for Clubhouse at Forrest Field</u>		
<i>Description</i>	As per Phase 4 for Lot 108 Plan, develop preliminary design for stakeholders of lot 108		
<i>Purpose</i>	To start on preliminary design for clubhouse		
<i>Consequence of not funding</i>	Delay fundraising efforts for stakeholders and phase 4 of Lot 108 Plan.		
<i>Priority</i>	Important but not critical	<i>Risk Level</i>	Low Risk
<i>Focus Area</i>	Community		
<i>Asset Type</i>	Design/Study	<input type="checkbox"/>	<i>Early Budget Approval</i>
<i>Useful life</i>	0	years	

YEAR	2024
Amounts	\$50,000
<u>Funding Sources:</u>	
Taxation	50,000
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

Project Name **Skate Park - preliminary redesign**

Description Redesign will address safety concerns and identify current and future needs, cost estimates and assist the Skateboard Association with fundraising efforts

Purpose To obtain preliminary redesign of skate park

Consequence of not funding The Skate Park has developed over time through volunteer efforts. A new design is needed to incorporate more users and differed wheeled activities.

Priority Important but not critical *Risk Level* Low Risk

Focus Area Core Infrastructure (2023-26)

Asset Type New Asset *Early Budget Approval*

Useful life 0 years

YEAR	2024
Amounts	\$21,750

Funding Sources:

Taxation	21,750
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

Public Works

Equipment

Project Name **Equipment Replacement - Unit #97 Prius**

Description To Replace Unit #97 - 2009 Toyota Prius

Purpose To replace 15 year old vehicle

Consequence of not funding Increased maintenance costs

Priority Important but not critical *Risk Level* Low Risk

Focus Area

Asset Type Replacement *Early Budget Approval*

Useful life 15 years

YEAR 2024
Amounts **\$36,621**

Funding Sources:

Taxation	0
Water Utility	0
Sewer Utility	0
Reserve	36,621
	<i>Vehicle/Equip Reserve</i>
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

Project Name **Kubota Lawn Mower -**

Description Replacement of 15 year old well used more

Purpose To replace Unit #99 - 2009 Kubota Mower

Consequence of not funding increased maintenance costs, lower level of service

Priority Important but not critical *Risk Level* Low Risk

Focus Area

Asset Type Replacement *Early Budget Approval*

Useful life 15 years

YEAR 2024
Amounts **\$20,000**

Funding Sources:

Taxation	0
Water Utility	0
Sewer Utility	0
Reserve	20,000
	<i>Vehicle/Equip Reserve</i>
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

Parks & Playgrounds

<i>Project Name</i>	<u>Aggie Playground Accessible Walkway to Gazebo</u>		
<i>Description</i>	The Aggie Playground utilized by LAFF needs handicap parking stall, let down curb and accessible walkway. Stall and new sidewalk to be created on 2nd Avenue.		
<i>Purpose</i>	Creation of Handicap Parking Stall, new sidewalk and walkway to enhance accessibility to Gazebo		
<i>Consequence of not funding</i>			
<i>Priority</i>	Important but not critical	<i>Risk Level</i>	Medium Risk
<i>Focus Area</i>	Core Infrastructure (2023-26)		
<i>Asset Type</i>	New Asset	<input type="checkbox"/>	Early Budget Approval
<i>Useful life</i>	25	years	

YEAR	2024
Amounts	\$15,000

Funding Sources:

Taxation	7,500
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	7,500
Grant-confirmed	0
Grant - TBD	0

<i>Project Name</i>	<u>Cenotaph Restoration</u>		
<i>Description</i>	Desire to enhance accessibility of the cenotaph -levelling of subsurface, removal of grass area, addition of pavers, renovation of flower beds and creation of sidewalk letdown.		
<i>Purpose</i>	Ladysmith Cenotaph to be renovated using existing and new material.		
<i>Consequence of not funding</i>	The accessibility to the monument is difficult especially during Remembrance day. Monument is confined space for people with mobility issues. Grass area is not conducive for the November ceremony.		
<i>Priority</i>	Optional	<i>Risk Level</i>	Medium Risk
<i>Focus Area</i>	Community		
<i>Asset Type</i>		<input type="checkbox"/>	Early Budget Approval
<i>Useful life</i>	0	years	

YEAR	2024
Amounts	\$65,000

Funding Sources:

Taxation	65,000
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

Roads/Sidewalks

<i>Project Name</i>	<u>Bollards - 1st Avenue</u>		
<i>Description</i>	Continue with Bollard installations on 1st		
<i>Purpose</i>	Install Bollards on 1st Ave per CS2018-144		
<i>Consequence of not funding</i>	Possibility of accidents		
<i>Priority</i>	Important but not critical	<i>Risk Level</i>	Low Risk
<i>Focus Area</i>	Core Infrastructure (2023-26)		
<i>Asset Type</i>		<input type="checkbox"/>	Early Budget Approval
<i>Useful life</i>	years		

YEAR	2024
Amounts	\$30,000
<u>Funding Sources:</u>	
Taxation	30,000
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

<i>Project Name</i>	<u>Chip sealing select alleyways</u>		
<i>Description</i>	Chip seal is a semi-permanent road surface treatment less costly than asphalt paving.		
<i>Purpose</i>	Gravel alleys require mtce to grade/repair potholes and control dust. Chip seal provides a hard surface similar to asphalt but at a fraction of the cost. The up front cost is offset over time with reduced mtce (no need for grading or dust control)		
<i>Consequence of not funding</i>	Continued complaints and will still require additional grading in alleyways.		
<i>Priority</i>	Important but not critical	<i>Risk Level</i>	Low Risk
<i>Focus Area</i>	Core Infrastructure (2023-26)		
<i>Asset Type</i>	New Asset	<input type="checkbox"/>	Early Budget Approval
<i>Useful life</i>	5 years		

YEAR	2024
Amounts	\$20,000
<u>Funding Sources:</u>	
Taxation	20,000
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

<i>Project Name</i>	<u>Davidson sidewalk connector</u>		
<i>Description</i>	Linking these two sidewalks provides better and safer access for pedestrians and people with mobility challenges. There are a lot of sidewalks in the area but these were never connected.		
<i>Purpose</i>	There is a 142m portion of Davidson that has no sidewalk, pedestrians must walk on road. Links new Colonia upgrades to existing sidewalks,		
<i>Consequence of not funding</i>	Continued use of roadway for pedestrians walking along Davidson		
<i>Priority</i>	Optional	<i>Risk Level</i>	Low Risk
<i>Focus Area</i>	Core Infrastructure (2023-26)		
<i>Asset Type</i>		<input type="checkbox"/>	Early Budget Approval
<i>Useful life</i>	0	years	

YEAR	2024
Amounts	\$60,000
<u>Funding Sources:</u>	
Taxation	0
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	60,000
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

<i>Project Name</i>	<u>Dogwood pedestrian improvement</u>		
<i>Description</i>	Construct sidewalk along Dogwood from Forward to Bayview to provide access to safe crossing. Add flashing crosswalk at Developer's expense		
<i>Purpose</i>	Pedestrians along this corridor often j-walk to get to businesses on the northside, or walk along parking lot with no handicap access, to get to the only crosswalk. Proper sidewalk connection will reduce j-walking and improve both safety and access.		
<i>Consequence of not funding</i>	Accept limited safe and easy access to properly designated crosswalk for people with mobility issues or pedestrians as a whole, and continued j-walking		
<i>Priority</i>	Important but not critical	<i>Risk Level</i>	Medium Risk
<i>Focus Area</i>	Core Infrastructure (2023-26)		
<i>Asset Type</i>		<input type="checkbox"/>	Early Budget Approval
<i>Useful life</i>	30	years	

YEAR	2024
Amounts	\$65,000
<u>Funding Sources:</u>	
Taxation	0
Water Utility	0
Sewer Utility	0
Reserve	15,000
	<i>TRSP - Future Projects</i>
DCC	0
Gas Tax	50,000
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

<i>Project Name</i>	<u>Pedestrian crossing flashing lights - Christie/4th</u>		
<i>Description</i>	This crosswalk has reduced sight lines and is located on a high volume road where speed often exceeds posted limits. Implementing flashing lights would improve pedestrian safety		
<i>Purpose</i>	install flashing lights at crosswalk locations: 4th / Christie		
<i>Consequence of not funding</i>	Accept minimum traffic standard for safety and continue to monitor conditions		
<i>Priority</i>	Optional	<i>Risk Level</i>	Medium Risk
<i>Focus Area</i>	Core Infrastructure (2023-26)		
<i>Asset Type</i>		<input type="checkbox"/>	Early Budget Approval
<i>Useful life</i>	0	years	

YEAR	2024
Amounts	\$15,000
<u>Funding Sources:</u>	
Taxation	15,000
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

<i>Project Name</i>	<u>Pedestrian crossing flashing lights - Stephenson/Dogwood</u>		
<i>Description</i>	This crosswalks has reduced sight lines and are located on higher volume roads where speed often exceeds posted limits. Implementing flashing lights would improve pedestrian safety		
<i>Purpose</i>	install flashing lights Dogwood / Stephenson		
<i>Consequence of not funding</i>	Accept minimum traffic standard for safety and continue to monitor conditions		
<i>Priority</i>	Optional	<i>Risk Level</i>	Medium Risk
<i>Focus Area</i>	Core Infrastructure (2023-26)		
<i>Asset Type</i>		<input type="checkbox"/>	Early Budget Approval
<i>Useful life</i>	0	years	

YEAR	2024
Amounts	\$15,000
<u>Funding Sources:</u>	
Taxation	15,000
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

<i>Project Name</i>	<u>V-plow and spreader</u>		
<i>Description</i>	Current equipment is too large to effectively clear snow from cul-de-sac, parking lots, intersections and other narrow/tight spaces. Utilizing existing trucks otherwise parked increases resources.		
<i>Purpose</i>	This snow plow and sand/salt spreader would be retrofitted to an existing F-550 in our fleet		
<i>Consequence of not funding</i>	Inefficient service level in areas of town where large equipment is impractical, furthering complaints from residents.		
<i>Priority</i>	Important but not critical	<i>Risk Level</i>	Low Risk
<i>Focus Area</i>	Core Infrastructure (2023-26)		
<i>Asset Type</i>	New Asset	<input type="checkbox"/>	<i>Early Budget Approval</i>
<i>Useful life</i>	10	years	

YEAR	2024
Amounts	\$40,000
<u>Funding Sources:</u>	
Taxation	40,000
Water Utility	0
Sewer Utility	0
Reserve	0
DCC	0
Gas Tax	0
Carry-forward	0
Borrow	0
Donation/Other	0
Grant-confirmed	0
Grant - TBD	0

ATTACHMENT A

Waterfront

Waterfront

Project Name **Waterfront projects**
Description Annual allotment of waterfront projects

Purpose To implement the Waterfront Area Plan

Consequence of not funding Inconsistent with WAP

Priority Important but not critical *Risk Level* Low Risk

Focus Area Waterfront Area Plan (2023-26)

Asset Type New Asset *Early Budget Approval*

Useful life years

YEAR 2024
Amounts **\$250,000**

Funding Sources:
 Taxation 0
 Water Utility 0
 Sewer Utility 0
 Reserve 250,000
 Real Property Reserve
 DCC 0
 Gas Tax 0
 Carry-forward 0
 Borrow 0
 Donation/Other 0
 Grant-confirmed 0
 Grant - TBD 0

ANNUAL TOTAL \$1,814,171

Taxation	790,717
Water Utility	0
Sewer Utility	0
C/F	0

DCC	0
Reserve	513,621
Gas Tax	110,000
Grant-confirmed	0

Grant - TBD	100,000
Borrow	0
Donation/Other	299,833

STAFF REPORT TO COUNCIL

Report Prepared By: Ryan Bouma, Director of Infrastructure Services
Reviewed By: Len Thew, Manager of Operations
Meeting Date: December 5, 2023
File No:
Re: **Street Sweeper Replacement Opportunity**

RECOMMENDATION:

That Council amend the 2023-2027 Financial Plan to revise the street sweeper replacement budget to \$450,000, with the additional funds of \$30,000 to come from the savings in other projects and from the equipment replacement reserve and \$20,000 to come from the trade-in of the Town’s current sweeper.

EXECUTIVE SUMMARY:

The Town’s street sweeper, which is a 2004 model, was due for replacement in 2023 with a budget of \$400,000. In the time between initial pricing, budgeting, and updated quotes, the price increased to \$440,000 for a demo unit. Recently, the equipment supplier offered the demo unit for \$411,866 plus taxes with a \$20,000 trade in value for the 2004 model. The demo unit realizes significant cost savings and immediate delivery.

PREVIOUS COUNCIL DIRECTION:

Meeting Date	Resolution	ResolutionDetails
August 1, 2023	CS 2023-199	That Council direct staff to: <ol style="list-style-type: none"> 1. Amend the 2023-2027 Financial Plan to include \$10,000 for the purchase of scaffolding equipment, with the funds to come from prior year surplus; 2. Amend the 2023-2027 Financial Plan to include \$12,000 for the purchase of a passenger truck, with the funding to come from the proceeds of the sale of the Unit 239 Dump Truck; and 3. Utilize Canoe Procurement Group to source the purchase of the Parks Tractor and the Streets Sweeper. Motion Carried



INTRODUCTION/BACKGROUND:

The Town's street sweeper is a 2004 model that was purchased used in 2010. Repair costs have been escalating, including \$22,415 in repairs in 2022, and the vehicle is now due for further repairs in 2024 estimated to be \$30,000.

A \$400,000 budget was set to replace the street sweeper in 2023, but pricing came in higher than expected with a quote of \$440,000 for a demo unit. Pricing for a new unit was not sought after this initial price was quoted. After some discussion with the supplier, Vimar Equipment, the demo unit was offered for \$411,866 plus taxes with a trade in value of \$20,000 for our 2004 model. After non-rebate taxes and trade in, the price is now \$420,696; however, staff are requesting the budget be updated to \$450,000 to ensure delivery incidentals are covered.

Staff have tested the demo unit on Town streets and are satisfied with the performance. A new unit is expected to cost \$50,000 or more over the demo unit and would likely have one year or more lead time for delivery.

Several other municipalities have been offered and expressed interest in the same purchase opportunity. It is possible that despite approval, the Town may miss this opportunity. Staff will contact Vimar Equipment at the earliest opportunity should Council approve the additional funds.

ALTERNATIVES:

Council can choose to not increase the 2023 budget and wait for a future year to replace the street sweeper.

FINANCIAL IMPLICATIONS:

As the street sweeper ages, repairs are becoming more common and costly. The street sweeper is at an ideal age to replace.

The additional funds are to come from savings in the replacement of Unit #66 (tractor) for \$4,500, savings from the EV charging station (1st Ave) for \$6,500 and savings from the Dump Site Survey of \$4,000. An additional \$15,000 will come from the equipment replacement reserve which currently has \$1.9 million before this purchase is made.

LEGAL IMPLICATIONS:

Council has already authorized utilizing Canoe Procurement for this purchase.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

If repairs become excessive, the street sweeper may be retired without a replacement and streets would not be adequately cleaned in the fall and spring.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

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

ATTACHMENT:

- A. Vimar Equipment E000860 Crosswind 1 Quote

ATTACHMENT A



VIMAR
EQUIPMENT

November 20, 2023

Town of Ladysmith
330 6th Avenue
PO Box 220
Ladysmith, BC V9G 1A2

[Via email: lthew@ladysmith.ca](mailto:lthew@ladysmith.ca)

Attn: Len Thew, Manager of Operations

RE: E000860 ELGIN CROSSWIND 1 QUOTE

Len,

Further to our conversation we are pleased to quote you on the following:

One only Vimar Demo **2023 Elgin Crosswind 1 Regenerative Air Street Sweeper**, mounted on a **2023 Peterbilt 220 cab over chassis**, all as per standard specifications, and including the following:

- Air Purge
- 6" Hopper Drain
- Front Spray Bar
- Cab/Dual Rear LED Strobos
- LED Stop, Turn, Tail Lights
- Flower Blocker
- Memory Sweep
- In-Cab Vacuum Enhancer
- Righthand Side Broom Tilt w/Display
- Lefthand Side Broom Tilt w/Display
- Side Broom & Rear LED Flood Lights
- Individual Water System
- Side Broom Scrub
- Stainless Steel Inspection Door and Step
- In Cab Hopper Dump
- Life Liner Hopper Liner
- Rear/Pick Up Head and Left Side Cameras
- Smart BU Alarm
- Rear Fenders and Mudflaps
- 240HP Upgrade

Total price for this unit would be \$411,866.00

(FOB: your yard, all taxes extra, operator orientation included, NetCASH, subject to availability)

TRADE IN: we are pleased to offer you \$20,000 for your current Crosswind sweeper, unit to have a fresh external MVI and be in good operational condition.

Thank you for the opportunity to quote on your equipment requirements. If you have any questions or require anything further, please do not hesitate to contact me.

Yours truly,
VIMAR EQUIPMENT

David Klym, Territory Manager
DK/hr | Cc: file copy | enclosures

TOWN OF LADYSMITH

BYLAW NO. 2162

A Bylaw to Provide for the Borrowing of Money in Anticipation of Revenue

WHEREAS the Town of Ladysmith does not have sufficient money on hand to meet the current lawful expenditures of the municipality;

AND WHEREAS it is provided by Section 177 of the *Community Charter* that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year.

AND WHEREAS the total amount of liability that Council may incur is seven million and four hundred thousand dollars (\$7,400,000);

AND WHEREAS there are no liabilities outstanding under Section 177;

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

1. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the Town of Ladysmith an amount or amounts not exceeding the sum of seven million and four hundred thousand dollars (\$7,400,000).
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the officer assigned the responsibility of financial administration of the municipality.
3. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

Effective Date

4. This bylaw comes into effect January 1, 2024.

Citation

5. This bylaw may be cited for all purposes as “2024 Revenue Anticipation Borrowing Bylaw 2023, No. 2162”.

READ A FIRST TIME on the _____ day of _____, 2023

READ A SECOND TIME on the _____ day of _____, 2023

READ A THIRD TIME on the _____ day of _____, 2023

ADOPTED on the _____ day of _____, 2023

Mayor (A. Stone)

Corporate Officer (S. Bouma)

TOWN OF LADYSMITH

BYLAW NO. 2164

A Bylaw to amend the Waterworks Regulations

The Council of the Town of Ladysmith in open meeting assembled amends “Waterworks Regulations Bylaw 1999, No. 1298” as follows:

1. Delete Schedule “A” in its entirety and replace with the attached Schedule “A”.

Effective Date

2. The provisions of this bylaw shall become effective and be in force as of January 1, 2024.

Citation

3. This bylaw may be cited as Town of Ladysmith “Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2023, No. 2164”.

READ A FIRST TIME on the _____ day of _____, 2023

READ A SECOND TIME on the _____ day of _____, 2023

READ A THIRD TIME on the _____ day of _____, 2023

ADOPTED on the _____ day of _____, 2023

Mayor (A. Stone)

Corporate Officer (S. Bouma)

SCHEDULE "A"
TOWN OF LADYSMITH
"Waterworks Regulations Bylaw 1999, No. 1298"

1. METERED SINGLE UNIT DWELLING

Per billing period:

Base Rate, including consumption to 25 m ³	\$ 60.95	
Next 26 m ³ to 50 m ³	\$ 1.1091	per m ³
Next 51 m ³ to 75 m ³	\$ 1.3106	per m ³
Next 76 m ³ to 100 m ³	\$ 1.6128	per m ³
Next 101 m ³ to 125 m ³	\$ 2.1171	per m ³
Over 125 m ³	\$ 2.8228	per m ³
Over 200 m ³ (April to September only)	\$ 3.6696	per m ³

2. METERED SINGLE UNIT DWELLING WITH SUITE

Per billing period:

Base Rate, including consumption to 37.50 m ³	\$ 91.43	
Over 37.50 m ³	\$ 1.0081	per m ³

3. METERED SERVICE - all other users

Per billing period:

Base Rate, including consumption to 25 m ³	\$ 60.95	
Over 25 m ³	\$ 1.0081	per m ³

4. NON-METER SERVICE

Per billing period: \$ 88.39 per unit

5. BULK WATER RATE

\$ 2.54 per m³

6. WATER SERVICE CONNECTION RATES

Where a service connection has not been previously provided to a parcel but where the Public Waterworks system front or abuts the parcel:

(A) Up to a 25mm (4") service connection including meter, meter box, meter setter, check valves, shut-off valves and other related appurtenances: \$3,000 per connection

(B) Larger than 25mm (4") shall be: At cost but no less than \$3,000 per connection

SCHEDULE "A" (cont.)

Where a service connection has been previously provided to a parcel:

- (C) Service connection including meter, meter box, meter setter, check valves, shut-off valves and other related appurtenances and is the requested size: \$100 per connection

- (D) Owner requested service modification including installation of a water meter, meter box, meter setter, check valves, shut-off valve and any other related appurtenances shall be: At cost, but no less than \$3,000 per connection

7. FINES

Every person who violates any provision of this bylaw shall be guilty of an offence punishable on summary conviction and shall be liable to a fine or to imprisonment for not more than 6 months, or both. \$2,000 per offence
Each day that a violation of the provisions of this bylaw occurs, exist or is permitted to occur or exists, shall constitute a separate offense.

TOWN OF LADYSMITH

BYLAW NO. 2165

A Bylaw to amend the Sanitary Sewer Rates

The Council of the Town of Ladysmith in open meeting assembled amends "Sanitary Sewer Rate Bylaw 1999, No. 1299" as follows:

1. Delete Schedule "A" in its entirety and replace with the attached Schedule "A".

Effective Date

2. The provisions of this bylaw shall become effective and be in force as of January 1, 2024.

Citation

3. This bylaw may be cited as "Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2023, No. 2165".

READ A FIRST TIME on the _____ day of _____, 2023

READ A SECOND TIME on the _____ day of _____, 2023

READ A THIRD TIME on the _____ day of _____, 2023

ADOPTED on the _____ day of _____, 2023

Mayor (A. Stone)

Corporate Officer (S.Bouma)

**SCHEDULE “A”
TOWN OF LADYSMITH
“Sanitary Sewer Rate Bylaw 1999, No. 1299”**

SCHEDULE OF RATES

CLASSIFICATION		Sewer Charge Per Month (\$)
Residences or Apartments:	For each Dwelling Unit	\$ 31.87
Motels & Auto Courts:	Premises of owner or operator	\$ 31.87
	For each rental unit	\$ 4.87
Mobile Home Parks:	Public rest rooms and/or service rooms	\$ 31.87
	For each mobile home with sewer connection	\$ 31.87
Hotels:	Owners or managers quarters	\$ 31.87
	Per apartment for rent	\$ 31.87
	Per room for rent	\$ 4.87
Beer Parlours, Pubs, Licenced Cabarets & Lounges:	For each separately licenced area	\$ 66.35
	Cafes, Restaurants & Dining Rooms:	\$ 66.35
Offices, Shops and Stores:	Per office, store & store unit not otherwise specified	\$ 31.87
Store(s) and Suites(s) combined:	Per store unit	\$ 31.87
	Per suite	\$ 31.87
Stores(s) and Office(s) combined:	Per store unit	\$ 31.87
	per office unit	\$ 31.87
Office Building:	per office unit	\$ 31.87
Laundry or Laundromat:		\$ 105.43
Services Stations and Garages:	Without car wash	\$ 31.87
	With car wash	\$ 70.92
Public or Social Club with licenced bar:		\$ 66.35
Church Hall, Public Hall or Lodge Room		\$ 24.67
Hospitals & Nursing Homes	per bed	\$ 14.82
Schools	per classroom, auditorium or office	\$ 31.87

Effective January 1, 2024

BYLAW STATUS SHEET December 6, 2023

Bylaw #	Description	Status
2131	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 54) 2022, No. 2131" (10940 Westdowne Rd.) Changes zoning from Rural Residential (RU-1) to Manufactured Home Park (MHP-1).	First and second readings, December 20, 2022. Public Hearing required. MOTI approval required.
2133	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 56) 2023, No. 2133". Allows convenience store at 1132-1142 Rocky Creek Rd.	First and second readings, January 10, 2023. Public Hearing required. MOTI approval required.
2150	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2023, No. 2150". To permit a funeral consulting business at 19 Gatacre Street.	First and second readings, October 17, 2023. Public Hearing and third reading held November 21, 2023. MOTI approval required.
2161	"Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2023, No. 2161". To expand the mobile home park at 10940 Westdowne Road.	First and second readings, November 21, 2023. Public Hearing required.