

**THE COMMITTEE OF THE WHOLE  
AGENDA  
IMMEDIATELY FOLLOWING  
A SPECIAL COUNCIL MEETING AT 5:30 P.M.**

Tuesday, May 14, 2024  
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 APPROVAL**

Recommendation

That the agenda for this May 14, 2024 Committee of the Whole meeting be approved.

**3. MINUTES**

**3.1 Minutes of the Committee of the Whole Meeting held March 12, 2024**

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Recommendation

That the minutes of the Committee of the Whole Meeting held March 12, 2024 be approved.

**4. PRESENTATION**

**4.1 Geographic Information System (GIS) DEMONSTRATION**

Staff from the Infrastructure Services department will provide a GIS demonstration.

<b>5.</b>	<b>DISCUSSION</b>	
5.1	<b>Ladysmith Detachment Annual Policing Priorities for 2024 to 2025</b>	10
<b>6.</b>	<b>REPORTS</b>	
6.1	<b>Building Inspector's Report to April 30, 2024</b>	11
	<u>Recommendation</u>	
	That the Committee receive the Building Inspector's Report for the months January to April 2024.	
6.2	<b>Ladysmith Fire/Rescue Reports for March and April 2024</b>	12
	<u>Recommendation</u>	
	That the Committee receive the Ladysmith Fire/Rescue Reports for the months March and April 2024.	
6.3	<b>Coastal Animal Control Services Reports for January to March 2024</b>	16
	<u>Recommendation</u>	
	That the Committee receive the Coastal Animal Control Services Reports for the months January to March 2024.	
6.4	<b>2024 Q1 (Jan-Mar) Financial Update</b>	19
	<u>Recommendation</u>	
	That the Committee receive the staff report dated May 14, 2024, regarding the 2024 Q1 (Jan to March) Financial Update from the Director of Financial Services.	
6.5	<b>2023-2026 Strategic Priorities Update</b>	31
	<u>Recommendation</u>	
	That the Committee receive the 2023-2026 Strategic Priorities Update dated May 14, 2024.	

**6.6 Proposed Animal Control Bylaw to allow Backyard Poultry and Goats for Vegetation Management**

34

Recommendation

That the Committee recommend that Council:

1. Give first, second and third readings to “Town of Ladysmith Animal Control Bylaw 2024, 2167”.
2. Direct staff to bring forward consequential amendments to the “Town of Ladysmith Zoning Bylaw 2014, No. 1860”.

**6.7 PRC Fees and Charges Proposed Changes and Amendments**

51

Recommendation

That the Committee recommend that Council direct staff to:

1. Amend “Town of Ladysmith Community Centre Facilities Fees and Charges Bylaw 2021, No. 2086,” as presented in Attachment A of the May 14, 2024, staff report;
2. Present the proposed FJCC admission changes to the Cowichan North Recreation Commission and Cowichan Valley Regional District for their respective endorsement;
3. Upon the Commission’s and Board’s endorsement, bring the amended “Community Centre Facilities Fees and Charges Bylaw 2021, No. 2086” to Town of Ladysmith Council for consideration; and
4. Amend the “Fees and Charges Department: Parks, Recreation and Culture Policy” definition of family from four to six children.

**7. COUNCIL SUBMISSIONS**

**7.1 Council Meeting Venue Change**

Councillor Jacobson has requested that the Committee discuss the possibility of holding a regular Council Meeting at Ladysmith Secondary School.

**8. NEW BUSINESS**

**9. ADJOURNMENT**



## COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, March 12, 2024

5:31 P.M.

Ladysmith Seniors Centre  
630 2nd Avenue

### **Council Members Present:**

Councillor Marsh Stevens, Chair  
Councillor Amanda Jacobson  
Mayor Aaron Stone

Councillor Ray Gourlay  
Councillor Duck Paterson  
Councillor Jeff Virtanen

### **Council Members Absent:**

Councillor Tricia McKay

### **Staff Present:**

Allison McCarrick  
Erin Anderson  
Chris Barfoot  
Jake Belobaba  
Ryan Bouma

Chris Geiger  
Trish McConnell  
Sue Bouma  
Andrea Hainrich

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## 1. **CALL TO ORDER AND ACKNOWLEDGEMENT**

Councillor Stevens, Chair, called this Committee of the Whole meeting to order at 5:31 p.m., and acknowledged with gratitude that it was being held on the unceded territory of the Stz'uminus First Nation.

## 2. **AGENDA APPROVAL**

### **CW 2024-011**

That the agenda for this March 12, 2024 Committee of the Whole meeting be approved as amended to include under item 5.1 – “Grant in Aid Requests”, the Ladysmith Pride Society budget estimate.

*Motion Carried*

### 3. MINUTES

#### 3.1 Minutes of the Committee of the Whole Meeting held January 16, 2024

##### **CW 2024-012**

That the minutes of the Committee of the Whole Meeting held January 16, 2024 be approved.

*Motion Carried*

### 4. RCMP FAREWELL AND WELCOME

Staff Sergeant Tim Desaulniers introduced Corporal Tracy Dubnyk, who will be taking over as the Acting Ladysmith Detachment Commander. Corporal Dubnyk spoke about her history with Ladysmith and with the RCMP and advised that she will be acting in the role until it is filled with a permanent replacement.

Chair Stevens thanked S./Sgt. Desaulniers for his service to the community and welcomed Sergeant Dubnyk to the role.

### 5. REPORTS

#### 5.1 2024 Grant in Aid Requests

The Committee agreed to consider separately the Grant in Aid request for the Ladysmith Show and Shine organization due to Councillor Paterson's involvement with the organization. They then discussed the grant-in-aid requests for 2024 and made tentative allocations to the various organizations prior to finalizing their decisions.

##### **CW 2024-013**

That the Committee recommend that Council approve the allocated amounts of the 2024 Grants-in-Aid requests as follows:

Art Council of Ladysmith and District (Arts on Avenue)	9,250
Cowichan Family Caregivers Support Society	2,750
Ladysmith and District Historical Society	2,000
Ladysmith and District Marine Rescue Society	3,250
Ladysmith Celebrations Society	10,000
Ladysmith Downtown Business Association	5,000
Ladysmith Family and Friends Society	2,500
Ladysmith Festival of Lights	2,500
Ladysmith Little Theater	2,800
Old English Car Club Central Island Branch	750
Big Brothers Big Sisters Central Vancouver Island	2,250
Crisis Intervention and Public Information Society of Greater Victoria - New Applicant	-
Ladysmith Pride Society - New Applicant	10,000

*Motion Carried*

Councillor Paterson declared a conflict of interest, due to his involvement with the Ladysmith Show and Shine organization, and vacated the meeting at 6:18 p.m.

**CW 2024-014**

That the Committee recommend that Council approve the allocated amount of \$3000 as the 2024 Grant in Aid for the Ladysmith Show and Shine organization.

*Motion Carried*

OPPOSED: Councillor Jacobson

Councillor Paterson returned to the meeting at 6:19 p.m.

**CW 2024-015**

That the Committee recommend that Council refer the late Grant in Aid application for waiving of fees from the Ladysmith Lion's Club to the Director of Parks, Recreation & Culture.

*Motion Carried*

**5.1.1 New Business - Ladysmith Senior Improv Team - Grant in Aid Application**

**CW 2024-016**

That the Committee recommend that Council approve allocating the \$1500 from the returned 2023 FJCC bursary to fund the Ladysmith Senior Improv Team Grant in Aid request.

*Motion Carried*

**CW 2024-017**

That the Committee refer the Grant in Aid policy to a future Committee of the Whole Meeting.

*Motion Carried*

OPPOSED: Mayor Stone and Councillor Gourlay

**5.2 Permissive Tax Exemption Policy Discussion**

**CW 2024-018**

That the Committee recommend that Council amend the Permissive Tax Exemption Policy to specify that affordable housing permissive tax exemptions would only apply to the percentage of units below market value.

*Motion Defeated*

OPPOSED: Mayor Stone, Chair Stevens, and Councillors Jacobson and Virtanen.

By unanimous consent the Committee recessed at 7:26 p.m. for a short break. The meeting reconvened at 7:31 p.m.

**5.3 Pavement Priorities 2024**

**CW 2024-019**

That the Committee receive the staff report dated March 12, 2024 from the Director of Infrastructure Services, regarding 2024 paving priorities.

*Motion Carried*

#### **5.4 Protective Services Department Report**

##### **CW 2024-020**

That the Committee receive the report dated March 12, 2024 from the Manager of Protective Services regarding the activities of the Protective Services Department.

*Motion Carried*

### **6. COUNCIL SUBMISSIONS**

#### **6.1 Community Gardens at the Urgent Care Centre**

Councillor Paterson discussed the current community gardens at the Little League Field, and the potential to expand to the Urgent Care Centre based on the need in the community.

##### **CW 2024-021**

That the Committee recommend that Council write a letter to Island Health requesting a meeting to discuss the possibility of turning the area around the Urgent Care Centre into community gardens.

*Motion Carried*

#### **6.2 Discussion on Bylaw 1781**

##### **CW 2024-022**

That the Committee recommend that Council repeal "Town of Ladysmith Downtown Development Cost Charges Reduction Bylaw, 2011, No. 1781".

*Motion Carried*

#### **6.3 Diversity, Equity and Inclusion Policy**

##### **CW 2024-023**

That the Committee recommend that Council direct staff, in consultation with all unionized and non-unionized employees, to develop a Diversity, Equity, and Inclusion Policy for the Town, and that regular and recurring training for staff and Council be a product of that policy.

*Motion Carried*



**7. ADJOURNMENT**

**CW 2024-024**

That this Committee of the Whole Meeting be adjourned at 8:15 p.m.

*Motion Carried*

CERTIFIED CORRECT

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Chair (Councillor M. Stevens)

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Corporate Officer (S. Bouma)

May 18, 2023

File No.: 7400-01

Royal Canadian Mounted Police  
PO Box 280, 320 6<sup>th</sup> Avenue  
Ladysmith BC V9G 1A2

VIA Email: wes.olsen@rcmp-grc.gc.ca

Attention Wes Olsen – Ladysmith Detachment Staff Sgt.

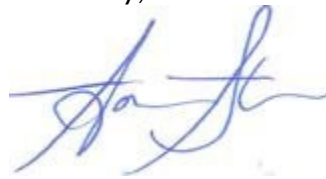
**RE: Ladysmith Detachment Annual Policing Priorities**

I am pleased to advise that at our meeting held Tuesday, May 16, 2023, Town of Ladysmith Council passed the following resolution:

That Council support the following policing priorities for 2023/2024:

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

Sincerely,



Aaron Stone  
Mayor





TOWN OF LADYSMITH  
Quarterly Building Permit Summary - YTD APRIL 2024

1 BP could = more than 1 Dwelling Unit  
(e.g. SFD + Suite is 1 permit but 2 Dwelling Units)

	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 2024
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
APR	1	\$5,000	0	\$0	0	\$0	5	\$2,320,112	2	\$101,275	10	8	\$27,973	\$2,426,387	\$7,495,887

Year to Date

Month	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values	Dwelling Units	Total Permits	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2024
JAN	0	\$0	0	\$0	0	\$0	4	\$1,700,000	2	\$34,500	7	6	\$20,042	\$1,734,500	\$1,734,500
FEB	0	\$0	0	\$0	0	\$0	5	\$1,575,000	4	\$159,000	8	9	\$20,122	\$1,734,000	\$3,468,500
MAR	1	\$8,000	0	\$0	0	\$0	3	\$1,500,000	4	\$93,000	6	8	\$18,623	\$1,601,000	\$5,069,500
APR	1	\$5,000	0	\$0	0	\$0	5	\$2,320,112	2	\$101,275	10	8	\$27,973	\$2,426,387	\$7,495,887
MAY															
JUN															
JUL															
AUG															
SEP															
OCT															
NOV															
DEC															
TOTAL	2	\$13,000		\$0		\$0	17	\$7,095,112	12	\$387,775	31	31	\$86,760	\$7,495,887	

Demos Mth	0	Demos YTD	0
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Comparison	#DU	Value	#BP	Value
YTD 2024	31	\$7,095,112	31	\$7,495,887
YTD 2023	12	\$3,523,713	26	\$4,418,053
YTD 2022	26	\$7,193,835	24	\$7,412,315

8 BPs = 10 Dwelling Units (DU)  
1 SFD = 1 DU  
2 SFD + Suite - 4 DU  
1 Multi-Family = 4 DU (1 Duplex with Suites)

NEW D.U. TYPE	SFD	SFD + Suite	Suite added to existing	Coach House	Multi-Family
THIS MONTH	1	2	1	0	4
YTD	3	10	2	0	6



# Ladysmith Fire /Rescue

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



## FIRE CHIEF'S REPORT

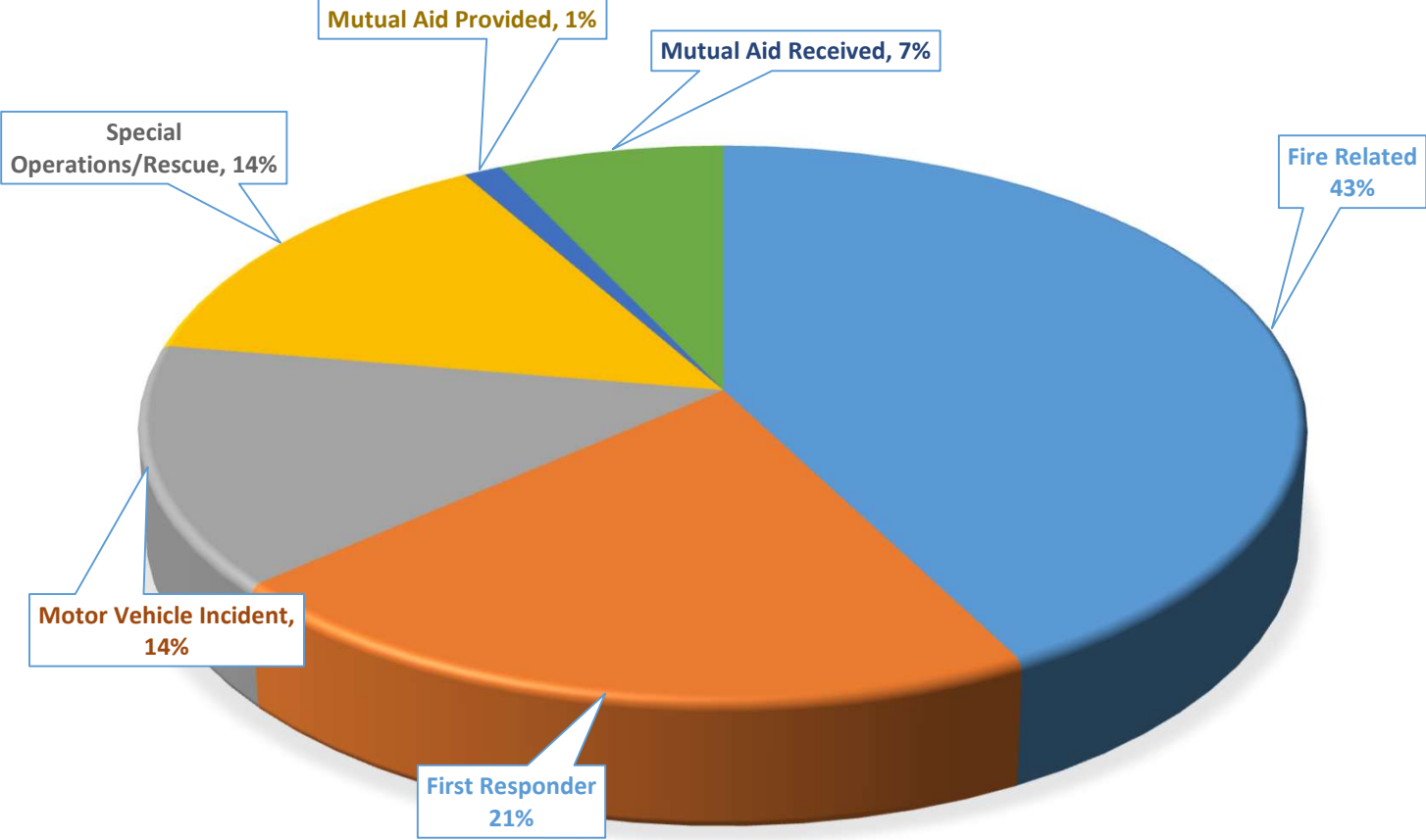
**MONTH: March 2024**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2023
Fire Related	10	11	15	0	0	0	0	0	0	0	0	0	36	22
Alarms Activated	2	4	6										12	12
Burning Complaint / Duty Officer	5	5	4										14	4
Outdoor Fire		1	1										2	1
Structure/Chimney	2	1	3										6	2
Vehicle Fire	1		1										2	3
First Responder	6	3	9										18	21
Motor Vehicle Incident	4	4	4										12	9
Special Operations/Rescue	7	1	4										12	6
Mutual Aid Provided		1											1	1
Mutual Aid Received	1	1	4										6	
<b>MONTH TOTALS (exc.. Practices)</b>	<b>27</b>	<b>20</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79</b>	<b>59</b>
Practices (Totals for each Month )	5	4	4										13	
Training Hours	386	284	465										1135	

APPROVED: \_\_\_\_\_

Fire Chief Chris Geiger

# MARCH 2024 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

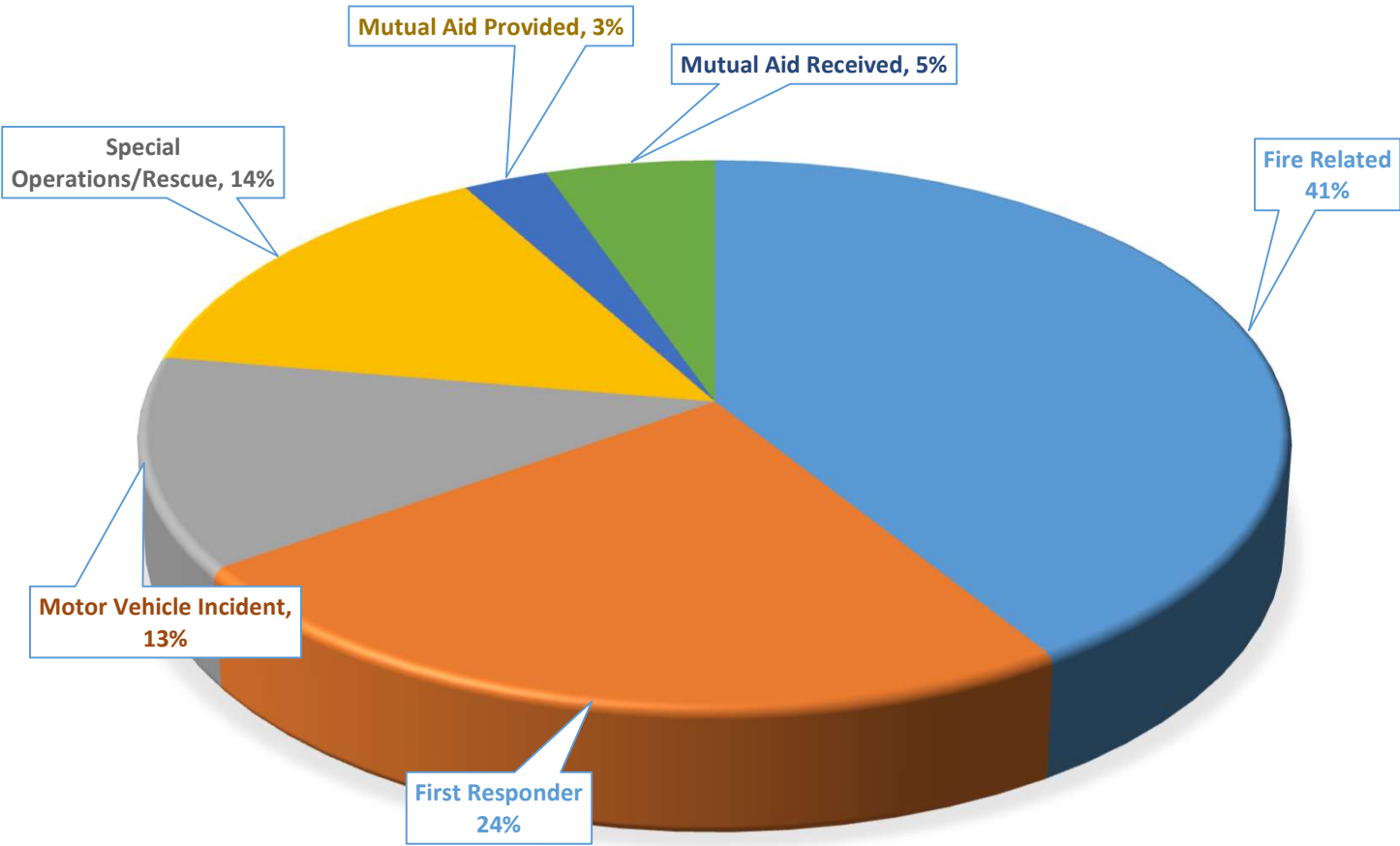
**MONTH: April 2024**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2023
Fire Related	10	11	15	10	0	0	0	0	0	0	0	0	46	34
Alarms Activated	2	4	6	3									15	18
Burning Complaint / Duty Officer	5	5	4	4									18	9
Outdoor Fire		1	1	2									4	1
Structure/Chimney	2	1	3	1									7	3
Vehicle Fire	1		1										2	3
First Responder	6	3	9	9									27	29
Motor Vehicle Incident	4	4	4	2									14	10
Special Operations/Rescue	7	1	4	4									16	10
Mutual Aid Provided		1		2									3	3
Mutual Aid Received	1	1	4										6	
<b>MONTH TOTALS (exc.. Practices)</b>	<b>27</b>	<b>20</b>	<b>32</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>106</b>	<b>86</b>
Practices (Totals for each Month )	5	4	4	5									18	
Training Hours	386	284	465	483									1618	

APPROVED:

Fire Chief Chris Geiger

# APRIL 2024 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:* 1  
At large 1

*01-Jan-24 to 31-Jan-24*

Issue	Call #	Received	Type	Completed
<b>Ladysmith</b>			<b>1 calls</b>	
At large			<b>1</b>	
	2263	09-Jan-24	Dog	09-Jan-24
<b>Total:</b>			<b>1 calls</b>	



# CACS Summary of Service Calls

*Total calls by type:* 2  
Aggressive 1  
Noisy 1

*01-Feb-24 to 29-Feb-24*

Issue	Call #	Received	Type	Completed
<b>Ladysmith</b>			<b>2 calls</b>	
Aggressive			<b>1</b>	
	2265	20-Feb-24	Dog	
Noisy			<b>1</b>	
	2264	20-Feb-24	Dog	21-Feb-24
<b>Total:</b>			<b>2 calls</b>	

# CACS Summary of Service Calls

<i>Total calls by type:</i>	<b>6</b>
At large	3
Confined	1
Noisy	2

*01-Mar-24 to 31-Mar-24*

Issue	Call #	Received	Type	Completed
<b>Ladysmith</b>			<b>6 calls</b>	
At large			<b>3</b>	
	2271	28-Mar-24	Dog	
	2270	22-Mar-24	Dog	28-Mar-24
	2266	04-Mar-24	Dog	05-Mar-24
Confined			<b>1</b>	
	2268	13-Mar-24	Dog	19-Mar-24
Noisy			<b>2</b>	
	2269	15-Mar-24	Dog	18-Mar-24
	2267	08-Mar-24	Dog	11-Mar-24
<b>Total:</b>			<b>6 calls</b>	

**INFORMATION REPORT TO COMMITTEE OF THE WHOLE**

**Report Prepared By:** Erin Anderson, Director of Financial Services  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** May 14, 2024  
**File No:** 0640-20  
**RE:** 2024 Q1 (Jan-Mar) Financial Update

**RECOMMENDATION:**

That the Committee receive the staff report dated May 14, 2024, regarding the 2024 Q1 (Jan to March) Financial Update from the Director of Financial Services.

**EXECUTIVE SUMMARY:**

This is the first quarterly update since the 2024-2028 Financial Plan was adopted. There have been some vacancies, additional operating grant revenues, some anticipated cost savings, and additional recreation revenues that will result in an anticipated surplus at year-end.

**PREVIOUS DIRECTION:**

N/A

**INTRODUCTION/BACKGROUND:**

This is the first quarterly financial report to the Committee for 2024.

General Revenues – Taxes & Other Revenues	<b>Projected to receive \$494k more in revenue</b>
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This report is as of March 31<sup>st</sup>. At that time, the property taxes had not been levied. The 2024 property tax bylaws were just adopted on May 7<sup>th</sup> and the property tax notices are about to be mailed. The due date for all taxes is July 2, 2024, after which a 2% penalty will be applied to the outstanding current balance. A further 8% penalty will be applied to current taxes outstanding as of September 11<sup>th</sup>, 2024. The Province sets the interest rate that is charged on arrears and delinquent taxes. It is currently set at 10.3%<sup>1</sup>.

The Town’s Return on Investment for this quarter is \$457,723 (in 2023 it was \$353,506). It is expected that it will exceed budget projections by year end.

General Government	<b>Projected to receive \$191k more in revenue Expenses projected to be \$52k under budget</b>
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<sup>1</sup> <https://www2.gov.bc.ca/gov/content/governments/local-governments/finance/requisition-taxation/arrears-or-delinquent-taxes-due-to-local-governments>



Grant funding is greater during this first quarter than last year. The Town received a three-year lump sum payment from the Province for the Climate Action Program Funding in the amount of \$290,317. Usually, the Town receives approximately \$98,000 per year with the funding to be used specifically on Provincially approved projects. For 2024, the funds are earmarked for energy-efficient electrical upgrades at Public Works. The additional funding will be placed in a reserve, as required by the Province, and included in the future year capital project budgets.

Though the Town's contracted services expenses in this area are greater than in previous years, mainly due to increased legal costs as well as an anticipated increase in auditing fees, the overall expenses in this area are less than last year (\$708,547 versus \$722,922 in 2023). This is due to a staff vacancy. There is a contingency built into this department budget for ongoing legal issues and a budgeted partial debt payment of \$590,520 on the proposed debt which will be reserved.

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.

The Electric Vehicle Charging Stations are now levied a per-use charge (as of January 1, 2024). The Town has received \$491 in revenue from the chargers and is awaiting the hydro billing for that period. To date, only one hydro billing has been received for \$342.

<i>Fire/Rescue</i>	<b>Revenues projected to be on budget Expenses projected to be \$4k over budget</b>
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There were more Fire/Rescue incidents in the first quarter of 2024 versus the same time last year (79 in 2024 versus 59 in 2023). This is reflected in the increased paid on call costs during the first three months of the year.

The variable interest rate on the fire truck loans and other fuel costs continues to affect the budget for the fire vehicles which accounts for an expected budget shortfall of \$4000. It is anticipated that other areas will offset this added expense.

<i>Bylaw</i>	<b>Revenues projected to be \$3k less than anticipated Expenses projected to be \$9k over budget</b>
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Bylaw services are expected to be over budget at the end of the year due to additional staffing utilized for bylaw compliance coverage.

Animal licence revenue continues to be less in 2024 than in 2022 and 2023. The 2022 door-to-door canvassing resulted in more licenses, but some of these licenses have not been renewed in 2023 or 2024. The Contractor is aware of all licenses that were purchased in 2022 and 2023 but not renewed in 2024.

*Policing*

**Revenues projected to be \$6k more than anticipated  
Expenses projected to be \$151k less than budget**

At the time of this report, the Town had not received the Jan – Mar invoice for the RCMP costs, which is not unusual due to the upper levels of government using March 31<sup>st</sup> as their fiscal year-end. Assuming that the per-member costs remain consistent with the budget, this area will still be under budget due to the E-Comm amount set aside in anticipation of the large expense when the Province starts billing the select municipalities of this service.

*Public Works & Engineering*

**Revenues projected to be on budget  
Expenses projected to be \$40k less than budget**

Some of the Public Works staff worked on capital projects, which results in a savings in operational wages. This savings will be used to offset the snow and ice materials and supply budget which has already exceeded its budget.

*Solid Waste*

**Revenues projected to be on budget  
Expenses projected to be \$19k less than budget**

Solid Waste (garbage, recycling and organics) costs are similar to last year. The spring clean up costs are not included in the expenses for this period, nor is the recycling initiative. It is anticipated that the spring clean-up will be on budget (approximately \$39,000).

*Cemetery Operations*

**Revenues projected to be on budget  
Expenses projected to be \$3k less than budget**

Cemetery revenue is similar to the same time last year, though the expenses associated with the cemetery operations are approximately \$10,000 less than last year. It is anticipated that the expenses will catch up with the revenues and be close to budget by year-end.

*Development Services*

**Projected to receive \$59k more in revenue  
Expenses projected to be \$3k less than budget**

The Town received funding (\$191,995) from the Province to implement the small-scale, multi-unit housing (SSMUH) legislation. These funds were earmarked for legal review and reserved for 2025 implementation.

Building Inspection revenue is already at 38% of the anticipated budget, though the expenses are also greater as this area is fully staffed and the wages are no longer split with Bylaw. Should the building permit revenue trend continue, it is anticipated that there will be a surplus of \$67,000 in the area due to the additional building permit revenues.

Planning permits are about half of what they were during this time in 2023. This area will also have a planned vacancy for the remainder of the year, though the department is currently

recruiting to fill the position. It is anticipated that there will be some overlapping coverage, resulting in a small budget overage of \$4,000.

<i>Parks</i>	<b>Revenues projected to be on budget Expenses projected to be \$6k less than budget</b>
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The Parks department is preparing for the upcoming season. Employment costs are higher than in this period last year due to the additionally approved position being filled in this quarter though not last year. It is estimated that this area will be over budget at year end as the Federal summer jobs grant for 2 of the 3 budgeted positions was denied. As the Town relies on these positions to keep up with parks maintenance, funds will be diverted from other areas to cover the shortfall.

<i>Recreation &amp; Culture Services</i>	<b>Projected to receive \$63k more in revenue Expenses projected to be 13k more than budget</b>
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This is the second year of the Regional Recreation funding; 2/3rds of FJCC's operating costs will be funded by other CVRD jurisdictions.

Administration costs are similar to previous years, though rentals and other admin revenues are greater than this time last year. Aquatics expenses and Fitness Studio expenses are also greater than last year though this increase is also reflected in an increase in revenues. The Recreation area was fully staffed and running regular programs for the first quarter of 2024 in comparison to partial vacancies in the prior year.

<i>Facility Maintenance</i>	<b>Revenues projected to be on budget Expenses projected to be 19k more than budget</b>
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With the budget approved earlier, some facility projects commenced earlier than in the previous year, which results in greater spending in this quarter than the same time last year. There are some unexpected increases in costs at some locations, though some of these projects are billed back to the occupant.

<i>Expenses –Sewer &amp; Water Services</i>	<b>Projected to receive \$14k more in revenues Expenses projected to be \$610k under budget</b>
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The first quarterly utility bills were mailed in early April, due May 30<sup>th</sup>, 2024.

Water consumption for the first quarter was greater than in 2023 during the same time, though consistent with 2022 consumption amounts. It is expected that the revenues will meet budget projections at year end, though there are many other external factors that may impact the water revenues. Sewer revenues are on budget and are expected to result in approximately \$6,000 more collected by year-end due to additional properties registered.

Employment costs are less than budgeted for this quarter as there is a vacancy in this area. Treatment chemicals continue to vary in price and quantity. At this time, there is an expected \$30,000 savings, though it is dependent on water consumption (for water treatment chemicals) and storm events (for waste-water treatment chemicals).

There continues to be various vacancies in the utility department which adds \$140,000 to the surplus. Additionally, there is \$433,000 saved from the unexecuted water borrowing.

	Jan – Mar 2024	Jan – Mar 2023	Projected to year-end	2024 Budget (net)
Taxes & Other Revenues	(\$316,498)	(\$227,727)	(\$10,491,734)	(\$10,022,344)
General Government				
Services	\$698,147	\$716,270	\$3,185,569	\$3,437,963
Fire/Rescue	\$182,835	\$169,744	\$755,091	\$751,423
Bylaw	\$16,454	\$16,345	\$117,159	\$105,314
Policing	\$43,692	\$249,571	(\$287,401)	(\$129,686)
Public Works	\$330,227	\$442,753	\$1,941,647	\$1,982,854
Solid Waste Services	(\$81,482)	(\$74,983)	(\$19,352)	\$0
Cemetery Operations	(\$13,082)	(\$1,646)	(\$2,315)	\$461
Development Services	(\$113,715)	\$69,445	\$492,791	\$554,932
Parks	\$149,256	\$171,620	\$878,131	\$884,842
Recreation & Cultural				
Services	\$265,295	\$258,066	(\$73,368)	(\$23,716)
Facility Maintenance	\$473,449	\$436,063	\$1,611,798	\$1,593,269
Sewer Services	\$122,422	\$178,359	(\$1,153,212)	(\$1,010,558)
Water Services	\$223,131	\$359,222	(\$1,271,722)	(\$790,314)
Transfer to				
Capital/Reserve	\$0	\$0	\$2,665,560	\$2,665,560
<b>Grand Total</b>	<b>\$1,980,133</b>	<b>\$2,763,102</b>	<b>(\$1,651,361)</b>	<b>\$0</b>

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

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENTS:**

- A. Consolidated Statement of Operations March 31, 2024
- B. Consolidated Statement of Financial Position – as of March 31, 2024
- C. Listing of Vendor Payments over \$25,000 January 1 – March 31, 2024
- D. January – March 2024 Capital
- E. Reserves

ATTACHMENT A

**TOWN OF LADYSMITH  
CONSOLIDATED STATEMENT OF OPERATIONS  
AS AT March 31, 2024**

	Actuals 2024	Budget 2024	% of Budget
Revenue			
Taxes:			
Municipal purposes taxation	-	8,398,228	0%
Policing taxation	-	1,793,324	0%
Parcel taxes	18,452	3,261,583	1%
Grants in Lieu	-	189,549	0%
Sale of Services:			
General - other	20,814	22,377	93%
Recreation	162,679	543,833	30%
Protective Services	-	90,000	0%
Cemetery	16,190	42,000	39%
Solid Waste	173,333	712,404	24%
Sewer	465,375	1,844,487	25%
Water	365,134	1,672,128	22%
Investment Income	466,675	1,342,567	35%
Licence, Permits, Rentals & Penalties	372,907	915,655	41%
Grants	2,013,909	19,159,955	11%
Donations and contributed property	-	4,147,938	0%
Gain (loss) on foreign exchange	-	-	
Gain (loss) on disposal of tangible capital assets	20,449	20,000	
Development Cost Charges utilized	-	3,089,065	0%
Gas tax funds utilized	-	374,371	0%
	<u>4,095,917</u>	<u>47,619,464</u>	9%
Expenses: (excluding amortization)			
General government services	708,574	3,670,749	19%
Protective services	225,436	2,691,941	8%
Transportation services	506,039	2,448,218	21%
Garbage services	93,665	630,276	15%
Cemetery services	3,108	38,392	8%
Development services	219,049	1,007,092	22%
Recreation and cultural services	852,370	3,465,045	25%
Parks operation services	149,318	1,107,756	13%
Sewer	476,451	2,763,160	17%
Water	471,281	4,025,940	12%
Operating Expenses	<u>3,705,291</u>	<u>21,848,569</u>	17%
General Capital Projects	647,588	25,549,552	3%
Water Capital Projects	9,894	19,888,000	0%
Sewer Capital Projects	6,761	3,305,745	0%
Proceeds from New debt (capital financing)	-	(17,588,725)	0%
Principal Payments	532,380	1,174,842	45%
Internal Funding	(347,052)	(6,558,519)	5%
	<u>(458,946)</u>	<u>-</u>	
BALANCE	<u>(458,946)</u>	<u>-</u>	



**ATTACHMENT B**  
**TOWN OF LADYSMITH**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**AS AT March 31, 2024**

	2024
Financial Assets	
Cash and short term deposits	43,640,142
Accounts receivable:	
Property Taxes	897,920
User Fees	876,681
Other	379,973
	45,794,715
Liabilities	
Accounts payable and accrued liabilities	1,094,255
Taxes payable to other agencies	(144,546)
Post-employment benefits	334,200
Deferred revenue	2,351,290
Refundable deposits and other	2,123,889
Restricted reserves - other	543,918
Development cost charge reserve	9,112,297
Federal gas tax reserve	1,714,796
Obligations under capital lease	-
Equipment Financing	2,741,316
Short term debt (financing)	-
Debenture debt	13,159,923
Asset - retirement obligations	3,086,870
	36,118,207
Net Financial Assets	9,676,509
Non-Financial Assets	
Tangible Capital Assets	121,941,879
Capital Projects in Current Year	664,243
Prepays	35,774
Inventory	85,526
	122,727,423
Accumulated Surplus	132,403,931



Supplier Code From : 000003  
To : WORL001

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

Sequence : By Name Date Range From : 01-Jan-2024  
To : 31-Mar-2024

Suppress Printing for \$ Under 25,000.00

Supplier Code	Name	Total
7462500	COWICHAN VALLEY REGIONAL DISTRICT	751,383.27
000255	RECEIVER GENERAL (Payroll only)	515,638.12
4304274	VIMAR EQUIPMENT LTD	468,951.59
003159	MINISTRY OF SMALL BUSINESS AND REVENUE	461,859.77
001507A	RECEIVER GENERAL FOR CANADA	380,365.00
000653	MUNICIPAL INSURANCE ASSOCIATION OF BC	267,074.02
000224	MUNICIPAL PENSION FUND	219,161.66
7531077B	WSP CANADA INC.	199,912.31
000027	BC HYDRO	156,843.41
7584697	VANCOUVER ISLAND REGIONAL LIBRARY	144,546.00
000318	WORKSAFE BC	82,885.90
2488101A	WASTE CONNECTIONS OF CANADA INC	79,954.01
001419	PACIFIC BLUE CROSS	75,750.60
000223	MUNICIPAL FINANCE AUTHORITY	70,058.97
3327461	US BANK	64,401.27
2931411	ASSOCIATED ENGINEERING (BC) LTD	61,440.13
4192165	BC LIFE & CASUALTY COMPANY	61,030.15
004913	LIDSTONE & COMPANY	59,803.03
6642522	CLEARTECH INDUSTRIES INC	57,651.14
3611231	RUSHWORTH ELECTRICAL SERVICES INC	52,297.03
5218811	LAFARGE ASPHALT TECHNOLOGIES A DIV OF	51,820.60
000362	ICBC	48,677.00
000150	MINISTER OF FINANCE	48,438.66
7464511	COWICHAN PETROLEUM SALES (2007) LTD	44,327.54
M248	SCHOOL DISTRICT #68	33,073.21
5747790	AINSWORTH	31,871.30
4699757	ECORA ENGINEERING & RESOURCE GROUP LTD	31,576.80
8353533	MONARCH NA STRUCTURES LTD	29,536.46
000664	STEWART MCDANNOLD STUART	27,546.10
<b>Total Suppliers Equal and Over</b>		<b>25,000.00</b>
<b>Other Suppliers Under</b>		<b>25,000.00</b>
<b>Total Of Printed Suppliers :</b>		<b>5,452,770.14</b>

ATTACHMENT D

Project	Actuals to Mar	Commitment:	Actuals & com	Budget
Community to Community Surplus/Deficit	-	-	-	10,000
City Hall / BC Builds Surplus/Deficit	-	-	-	13,500,000
Turnout Gear Dryer Surplus/Deficit	-	-	-	15,000
Next Generation 911 Surplus/Deficit	-	-	-	45,000
Holland Creek Crossing (Traffic) Surplus/Deficit	-	-	-	3,200,000
Ludlow/Rocky Cr Roundabout Surplus/Deficit	-	-	-	1,616,702
Storm Master Plan Surplus/Deficit	-	128,520	128,520	177,669
GIS Stage 3 Implementation Surplus/Deficit	8,101	36,437	44,538	78,899
Tree Grating Curbs & Painting Surplus/Deficit	-	-	-	13,013
Bike Racks Surplus/Deficit	2,690	-	2,690	8,694
2nd Ave Slope Stability Study Surplus/Deficit	-	-	-	35,000
Marina Access Surplus/Deficit	48,762	39,553	88,315	239,985
Wayfinding Signs Surplus/Deficit	85,546	2,841	88,388	127,408
Diversity Square Surplus/Deficit	14,631	-	14,631	49,264
Decorative Streetlights & Lighting Surplus/Deficit	6,414	-	6,414	7,589
Replace Elgin Sweeper Unit 47 Surplus/Deficit	439,297	-	439,297	450,000
Firehall Front Apron Paving Surplus/Deficit	-	-	-	30,000
Single Area Traffic Study Surplus/Deficit	189	-	189	49,433
Radar Speed Signs Surplus/Deficit	-	-	-	35,000
Farrell Rd Sidewalk; Stirling-Gales Surplus/Deficit	-	-	-	46,050
Dump Site Survey & Study Surplus/Deficit	5,953	50	6,003	10,000
Scaffolding Equipment Surplus/Deficit	113	-	113	-
Replace Unit #97 Prius Surplus/Deficit	-	-	-	36,621
Kubota Lawn Mower Surplus/Deficit	-	-	-	20,000
Chip sealing Surplus/Deficit	-	-	-	20,000
Bollards 1st Ave Surplus/Deficit	-	-	-	30,000
Davidson sidewalk connector Surplus/Deficit	-	-	-	60,000
Dogwood Pedestrian Improvement Surplus/Deficit	-	-	-	65,000
Christie/4th flashing lights crossing Surplus/Deficit	-	-	-	15,000
Stephenson/Dogwood flashing lights Surplus/Deficit	-	-	-	15,000
V-plow and spreader Surplus/Deficit	-	-	-	40,000
Kay Grouhel Recognition Surplus/Deficit	-	-	-	10,000
Commercial Rotary Tri-Mower Surplus/Deficit	-	-	-	145,000
Aggie Field Drainage Improvements Surplus/Deficit	-	-	-	125,000
Harbourview Park Improvements Surplus/Deficit	-	-	-	75,000
Aggie Playground Walkway Surplus/Deficit	-	-	-	15,000
Cenotaph Restoration Surplus/Deficit	-	-	-	65,000
Forrest Field - outdoor equipment Surplus/Deficit	-	-	-	45,000
Mountain Bike Network Surplus/Deficit	-	-	-	125,000
Waterfront Stage 1 Remediation Surplus/Deficit	-	-	-	50,729
Parks Bench/Pavers Program Surplus/Deficit	61	-	61	-
Car Shop Repairs Surplus/Deficit	-	-	-	15,610
Loci Shop Roof Surplus/Deficit	-	7,921	7,921	46,026
FJCC Aquatic Wheelchair Replacement Surplus/Deficit	-	5,507	5,507	6,000
Poverty Reduction Stream 3 Surplus/Deficit	14,880	-	14,880	24,800
Museum Accessibiity Ramp Replacement Surplus/Deficit	-	-	-	59,292
FJCC Rec Room Play Equip Replacement Surplus/Deficit	-	3,900	3,900	10,000
City Hall Main HVAC Replacement Surplus/Deficit	39,327	-	39,327	70,797
Firehall HVAC Engineering Surplus/Deficit	2,438	1,000	3,438	15,000
City Hall Meeting Room Alterations Surplus/Deficit	-	-	-	75,000

<b>Project</b>	<b>Actuals to Mar</b>	<b>Commitment:</b>	<b>Actuals &amp; com</b>	<b>Budget</b>
RCMP Chairs & Desks Surplus/Deficit	1,041	34,347	35,388	45,000
Archives Fire Suppression Engineering Surplus/Deficit	-	3,450	3,450	20,000
Ampitheatre Enhancement (Tent) Surplus/Deficit	9,127	-	9,127	8,650
Aquatic Accessible Lift Surplus/Deficit	15,638	-	15,638	20,000
630 2nd Ave Building - Painting Surplus/Deficit	-	-	-	50,000
Aggie Hall - Floor Refinish Surplus/Deficit	-	-	-	15,000
Duct Cleaning - TOL Buildings Surplus/Deficit	-	-	-	15,000
Fire Hall - HVAC Boiler Replacement Surplus/Deficit	-	-	-	77,500
Fire Hall - Security Gate and Driveway Surplus/Deficit	-	-	-	25,000
Fire Hall Bay Floor Refinishing Surplus/Deficit	-	-	-	20,000
FJCC - Accessibility Improvements Surplus/Deficit	-	-	-	37,500
FJCC - Dry-o-tron Mechanical Eng Surplus/Deficit	-	-	-	20,000
FJCC Main Pool Regrouting Surplus/Deficit	-	-	-	25,000
FJCC Roof Replacement PH1 Surplus/Deficit	-	-	-	320,000
High St Ball Field Facilities Repairs Surplus/Deficit	-	-	-	35,000
PW - Additional Offices Surplus/Deficit	-	-	-	60,000
PW- HVAC & Mech replacement Surplus/Deficit	-	-	-	127,500
Alarm system upgrades Surplus/Deficit	-	-	-	25,300
Brown Dr Park Ph 1 Surplus/Deficit	-	-	-	60,000
Forrest Field clubhouse design Surplus/Deficit	-	-	-	50,000
Skate Park redesign Surplus/Deficit	-	-	-	21,750
RCMP HVAC Redesign Surplus/Deficit	-	26,179	26,179	50,000
Heart of Hub (Machine Shop Grant) Surplus/Deficit	-	-	-	4,289,809
City Hall Painting Surplus/Deficit	-	14,026	14,026	14,026
VIHA Resilience & Safety Surplus/Deficit	-	-	-	50,000
Edgewood Estates Water Meter Replacement Surplus/Deficit	-	-	-	125,000
Oyster Bay Dr Watermain Surplus/Deficit	-	-	-	207,505
Chicken Ladder Flood Hardening Surplus/Deficit	-	14,027	14,027	349,688
Diamond Meter & Vault Replacement Surplus/Deficit	-	-	-	125,000
Diamond Meter Replacement Surplus/Deficit	-	-	-	40,000
Holland Dam Inspection Report Surplus/Deficit	-	-	-	30,227
Water Filtration Plant Deficiencies	-	-	-	-
WFP Deficiencies - consulting	899	-	899	-
Water Filtration Plant Deficiencies	-	-	-	573,972
Water Filtration Plant Deficiencies Surplus/Deficit	899	-	899	573,972
6th Ave & Dead Ends Watermain Repl Surplus/Deficit	-	-	-	385,000
Holland Dam Storage Upgrade Surplus/Deficit	-	-	-	15,547,387
Rocky Creek PRV & Vault Removal Surplus/Deficit	-	-	-	50,000
Holland Creek Dam Assessment Surplus/Deficit	4,065	46,960	51,025	86,748
Davis Rd PRV Replacement Design Surplus/Deficit	-	-	-	25,000
Roberts St Watermain Surplus/Deficit	9,894	-	9,894	406,375
Abandon Twin AC Watermains below Thetis Surplus/Deficit	-	-	-	75,000
Stocking Lake Dam Design Surplus/Deficit	-	-	-	534,550
Holland Creek Weirs Surplus/Deficit	-	-	-	1,087,500
Stocking Supply Main Preliminary Design Surplus/Deficit	-	-	-	150,000
HC Weir - Colonia Surplus/Deficit	-	-	-	462,500
HC Weir - Upper Intake Surplus/Deficit	-	-	-	1,200,000

<b>Project</b>	<b>Actuals to Mar</b>	<b>Commitment:</b>	<b>Actuals &amp; com</b>	<b>Budget</b>
Stage 2 Environmental Study Surplus/Deficit	47,214	118,548	165,762	142,612
Inflow & Infiltration Connections Surplus/Deficit	1,638	-	1,638	156,817
Sandy Beach Lift Station Generator Surplus/Deficit	441	-	441	232,420
Ludlow Pump Station Upgrade Surplus/Deficit	5,887	45,458	51,344	735,145
Ludlow Lift Station Generator Surplus/Deficit	-	-	-	100,000
Holland Cr Dev Downstream (offsite imp) Surplus/Deficit	-	-	-	443,000
Compost Curing Building Surplus/Deficit	-	13,375	13,375	550,000
Rocky Cr Sewer Upgrade (Boundary-Ludlow) Surplus/Deficit	-	-	-	750,000
Artist Studio Sewer Main Connection Surplus/Deficit	-	-	-	100,000
UV Phase 2 Design Surplus/Deficit	-	-	-	100,000
WWTP Servers Surplus/Deficit	-	9,638	9,638	50,000
Compost Facility Odour Reducing Improv Surplus/Deficit	1,612	68,000	69,612	153,541
Sandy Beach Inflow & Infiltration Surplus/Deficit	-	-	-	75,000
Centrifuge Rebuild Surplus/Deficit	875	43,401	44,276	47,600
Spirogester Condition Assessment Surplus/Deficit	5,714	-	5,714	8,036
Sandy Beach Lift Station Upgrade Surplus/Deficit	-	-	-	75,000
SCADA Upgrades Surplus/Deficit	-	-	-	80,000
WWTP Chlorinator Surplus/Deficit	-	-	-	125,000
WWTP Improvements Surplus/Deficit	-	26,824	26,824	175,000

**ATTACHMENT E**

	Balance Dec 31, 2023	Contributions	Funded	To be funded/received	Projected balance
<b>Reserves</b>					
Amenity Funds	\$ 184,393	\$ 2,649	\$ -	-	187,042
Covid Safe Restart	1,322,311	-	-	(235,000)	1,087,311
Growing Communities Fund	3,406,000	-	-	(267,275)	3,138,725
Climate Action Program	153,100	290,317	-	(57,500)	385,917
Municipal Office reserve	655,000	-	-	60,000	715,000
Filming reserve	632	15	-	-	647
Perpetual Safety Fund	15,205	218	-	-	15,423
Sale Real Property	390,754	5,613	-	-	396,367
Tax Sale	30,556	439	-	-	30,995
Gas Tax	1,690,208	24,587	-	(374,372)	1,340,424
DCC's	8,944,042	301,141	-	(3,046,065)	6,199,117
<b>Total Reserves</b>	<b>\$ 16,792,202</b>	<b>\$ 624,979</b>	<b>\$ -</b>	<b>\$ (3,920,212)</b>	<b>\$ 13,496,969</b>
<b>Appropriated Equity</b>					
<b>General Operating Fund</b>					
Continuing Projects	2,009,677	-	(172,082)	(1,837,595)	-
Future Projects	3,573,598	-	-	66,318	3,639,916
Equipment	2,182,173	-	(395,983)	22,400	1,808,591
Land & Building	562,073	-	-	-	562,073
Tax Contingency	7,986	-	-	-	7,986
Snow & Ice Removal	90,000	-	-	-	90,000
Infrastructure Deficit	963,648	-	-	-	963,648
Solid Waste	1,159,829	-	-	-	1,159,829
	<b>10,548,985</b>	<b>-</b>	<b>(568,065)</b>	<b>(1,748,877)</b>	<b>8,232,043</b>
<b>Water Operating Fund</b>					
Continuing Projects	1,949,515	-	-	(1,949,515)	0
Future Projects	1,038,811	-	-	-	1,038,811
MFA Surplus Refunds	524,076	-	-	-	524,076
<b>Water Operating Fund Total</b>	<b>3,512,402</b>	<b>-</b>	<b>-</b>	<b>(1,949,515)</b>	<b>1,562,887</b>
<b>Sewer Operating Fund</b>					
Continuing Projects	2,118,756	-	-	(2,118,756)	-
Future Projects	1,257,743	-	-	(249,500)	1,008,243
<b>Sewer Operating Fund</b>	<b>3,376,499</b>	<b>-</b>	<b>-</b>	<b>(2,368,256)</b>	<b>1,008,243</b>

**INFORMATION REPORT TO COMMITTEE OF THE WHOLE**

**Report Prepared By:** Management  
**Meeting Date:** May 14, 2024  
**File No:** 0640-20  
**Re:** **2023-2026 Strategic Priorities Update**

**RECOMMENDATION:**

That the Committee receive the 2023-2026 Strategic Priorities Update dated May 14, 2024.

**EXECUTIVE SUMMARY:**

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

**PREVIOUS COUNCIL DIRECTION:**

CW 2024-07	2024-01-16	That the Committee receive the 2023-2026 Strategic Priorities Update dated January 16, 2024.
CW 2023-055	2023-07-11	That the Committee receive the 2023-2026 Strategic Priorities Update dated July 11, 2023.
CS 2023-147	2023-06-06	That Council adopt the 2023-2026 Strategic Plan and direct staff to publish the plan online and in hard copy.

**DISCUSSION:**

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

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT:**

- A. 2023-2026 Strategic Priorities Update – May 14, 2024



■ In Progress ■ Completed ■ Starting Soon

**Priority: Core Infrastructure**

Major Initiatives	Status	Comment
Holland Lake Dam Capacity & Climate Resiliency Improvements		Funding secured; consultant engaged to complete preliminary & detailed design
Stocking Lake Supply Main Replacement		Funding secured; consultant engaged to complete preliminary design including options for phasing
Roberts Street Watermain Replacement		Project tender closes on May 16, 2024
Holland Creek Weirs (Upper, Mackie, Colonia)		Consultant engaged to assess & prepare plan
Stage 2 Wastewater Environmental Study		Report received & provided to surrounding First Nations for review
Sewer Inflow & Infiltration Connection Replacement		Report received & prioritized work identified
Compost Facility Curing Building		Completed Phases 1 & 2; Phase 3 in progress
Implement GIS to Prioritize Infrastructure		Nearing completion of the internal mapping system
FJCC Roof Replacement		Two sections of the roof are in progress with completion anticipated by end of summer
Lot 108 Park Improvements		Parking expansion, practice pitch, accessible walkway completed; fitness stations in progress
Brown Drive Park Improvements		Phase 1 in progress
Aggie Field Drainage		Design completed; project to commence in July
Cenotaph & Garden Area Restoration		Design in progress
Colonial / Delcourt Sidewalks & Traffic Calming		
City Hall Short-Term Improvements		
Storm Water Master Plan		
Marina Wall Repair		
Fourth Avenue Paving & Improvements		
FJCC Improvements		Upgrades to Rec Room & accessibility improvements to be completed by December 2024
Aggie Hall Improvements		Roof maintenance & floor resurfacing will be completed by September 2024

**Priority: Official Community Plan Implementation**




Dedicate Funding to Develop Mobility Plan		Committee formed & working on plan
Amend the Subdivision & Development Servicing Bylaw		In accordance with the OCP & SSMUH legislation
Amend the Zoning Bylaws		In accordance with the OCP & SSMUH legislation
Develop Cultural Safety Training & Protocols for Employers		Poverty Reduction Task Group continues to foster Cultural Safety by offering training seminars

■ In Progress ■ Completed ■ Starting Soon






2023-2026 Strategic Priorities Update cont.





 In Progress  Completed  Starting Soon

Major Initiatives	Status	Comment
Support the Provision of Employer Training Education, & Support to reduce Barriers to Recruit, Hire, & Retain Equity Seeking People pursuing Employment		Poverty Reduction Task Group has hosted its first two employer’s seminars on “Living Wage”
Establish & Promote Incentive Programs to Support Energy & Water Efficiency in Existing Buildings		Introduced rain barrel program
Complete Consequential OCP Policies Changes		Secondary suites, cash in lieu of parking & bicycle parking amendments; reserve bylaw for cash in lieu of parking has been approved & the Community Amenity Contribution Policy repealed



**Priority: Waterfront Area Plan**

Continue Remediation of Contaminated Areas within the Harbour		Applications have been submitted to obtain a certificate of compliance; under review by the province
Complete Machine Shop Restoration		Funding secured; project manager engaged
Transfer Beach Amenities		

**Priority: Economy**

Walking Tour App Enhancements		Enhanced walking tour with QR codes hosted on Tourism Ladysmith website nearing completion
Mountain Bike Trail Network		Request for provincial funding was denied; Staff to work with SFN & Mosaic to initiate trail study
Pursue Community improvement grants		Ongoing; recently completed Downtown Amenities & Improvements through grant funding
Develop Buller Street Property		

**Priority: Leadership**

Community to Community Meeting with Stz’uminus First Nation Chief & Council		Grant received; event on hold
Diversity, Equity, and Inclusion Policy		

 In Progress  Completed  Starting Soon

**STAFF REPORT TO COMMITTEE OF THE WHOLE**

**Report Prepared By:** Julia Tippet, Planner  
**Reviewed By:** Jake Belobaba, RPP MCIP, Director of Development Services  
**Meeting Date:** May 14, 2024  
**File No:** 3360-23-09  
**Re:** **Proposed Animal Control Bylaw to allow Backyard Poultry and Goats for Vegetation Management**

**RECOMMENDATION:**

That the Committee recommend that Council:

1. Give first, second and third readings to “Town of Ladysmith Animal Control Bylaw 2024, 2167”.
2. Direct staff to bring forward consequential amendments to the “Town of Ladysmith Zoning Bylaw 2014, No. 1860”.

**EXECUTIVE SUMMARY:**

This report presents a new Animal Control Bylaw (Attachment A) for the Committee’s consideration. The proposed bylaw contains new rules allowing backyard poultry and the use of goats for vegetation management. Consequential zoning amendments will be presented at a future Council meeting should the Committee of the Whole recommend that staff take the proposed bylaw forward to Council.

**PREVIOUS COUNCIL DIRECTION:**

Resolution	Meeting Date	Resolution Details
CW 2023-073	2023-09-12	That the Committee direct staff to return to a future Committee of the Whole meeting with policy options for allowing livestock, under permit, for plant or weed control. <i>Motion Carried.</i>
CS 2023-019	2023-01-24	That Council: ... 3. Refer consideration of backyard chickens to a future meeting after the adoption of the Official Community Plan (OCP), when it can be considered as an OCP Implementation Policy.... <i>Motion Carried.</i>
CW 2023-009	2023-01-17	That the Committee recommend that Council refer consideration of backyard chickens to a future meeting after the adoption of the Official Community Plan (OCP), when it can be considered as an OCP Implementation Policy. <i>Motion Carried.</i>



MS 2017-083	2017-11-27	That the Committee recommend that Council introduce an amendment to Animal and Poultry Bylaw 1994, No. 1136 that would permit the raising of hens in backyards in appropriate residential zones in Ladysmith. <i>Motion Defeated.</i>
CS 2017-255	2017-08-21	That Council direct staff to: 1. Conduct a public consultation with Town residents on the desirability and possible content of an amendment to the “Animal and Poultry Bylaw 1994, No. 1136” to allow the keeping of hens on residentially zoned properties in the Town of Ladysmith... <i>Motion Carried.</i>

**INTRODUCTION/BACKGROUND:**

Section 318 of the *Local Government Act* gives local governments the authority to adopt a bylaw that regulates the keeping of animals, including the authority to define areas in which animals may or may not be kept. The current “Animal and Poultry Bylaw 1994, No. 1136” does not permit livestock, including poultry and goats, to reside on properties less than 2.0 acres in size.

Other municipalities on Vancouver Island, such as the City of Duncan and the City of Nanaimo, allow the keeping of backyard chickens and/or poultry on appropriately zoned residential properties or on properties of a certain size. Similarly, the City of Parksville and the City of Port Alberni have adopted bylaws to allow and regulate the use of goats for vegetation control and management. The proposed Animal Control Bylaw was informed by policies from similar sized and/or nearby municipalities that allow backyard hens and ducks and/or have bylaws for goat vegetation management.

The Town must consider how to manage compliance with the proposed Animal Control Bylaw. Other municipalities require licences from those who wish to keep backyard poultry on their property. It is also important to consider that exposure to backyard poultry can lead to human illnesses and that backyard poultry can lead to human-wildlife conflicts if precautions are not followed and if the poultry are improperly cared for.

Staff received comments from Conservation Officer Services regarding the allowance of backyard poultry and goats for vegetation management within the Town of Ladysmith., The Conservation Officer expressed concerns that chickens, ducks, and other livestock and animal feed are attractants for dangerous wildlife, including bears and in cougars. Conservation Officer Services stated that bears have a strong sense of smell, and in their opinion, introducing backyard poultry and other livestock into the Town would lead to an increase in human-wildlife conflicts and the destruction of more wildlife. Due to these observations, Conservation Officer Services does not support the allowance of backyard poultry and other livestock animals within the Town of Ladysmith.

Town staff received direction from the Committee of the Whole on September 12, 2023, to return with policy options to allow goats to be used for vegetation management and weed control. This direction came after a residential property had hired a local business employing goats for the removal of invasive plants.

In 2017, Council directed staff to conduct public consultation to gauge community support of an amendment to the “Animal and Poultry Bylaw 1994, No. 1136” that would permit the keeping of hens on certain residential properties in the Town. Public engagement results were generally favourable regarding the keeping of hens. In a survey carried out by the Town, 82 respondents were in favour of allowing backyard hens and 42 respondents were opposed.

Ultimately, Council defeated a motion to amend the Animal and Poultry Bylaw to allow the keeping of hens in certain residential zones.

More recently, Council passed resolution 2023-019 on January 24<sup>th</sup>, 2023, directing that backyard poultry be considered at a future meeting once the new OCP was adopted. Policy 2.4(ab) of the new OCP supports allowing backyard chickens.

Town of Ladysmith Development Services and Parks staff met with a local goat vegetation management business at Transfer Beach Park to discuss the benefits and challenges associated with operating a goat vegetation management business. The business owner informed staff that sheep tend to eat grasses, whereas goats prefer woody and leafy plants. The appropriateness of a vegetation control site is determined on a case-by-case basis. The business owner stated that leaving the goats onsite overnight depends on property surveillance and the goats’ safety.. Several of the business owner’s goats were obtained through a livestock supplier and would otherwise have been butchered for meat.

Attachment C contains photographs taken during an outdoor meeting at Transfer Beach Park with a local goat vegetation management business.

**PROPOSAL:**

Except for the properties within the proposed exclusion areas (Attachment B), the keeping of up to six backyard poultry would be permitted in specified residential zones in the Zoning Bylaw (consequential zoning amendments will be brought forward if the committee endorses the bylaw). The proposed Animal Control Bylaw includes rules related to the size and siting of coops and pens, adequate animal care, prevention of nuisances, and mitigation of wildlife associated risks. The bylaw proposes to allow any combination of adult hens and/or ducks. Additionally, the proposed bylaw sets parameters for the number of goats permitted for vegetation control purposes, temporary fencing, wrangling and safe keeping of the goats, and associated business licencing requirements.

Staff propose the creation of education programming, such as information pamphlets or a Frequently Asked Questions list, on the proposed bylaw requirements to promote awareness of rules and best practices associated with the keeping of backyard poultry.

**DISCUSSION:**

*Official Community Plan Policy*

Food security is identified as one of the most important actions within the Ladysmith/Stz’uminus Poverty Reduction Strategy (2022) and is recognized within the “Official Community Plan 2022, No. 2200”.

Table 1. provides a review of the OCP policies in relation to the keeping of backyard poultry and vegetation management using goats.

*Table 1: OCP Policies relating to backyard poultry and vegetation management using goats.*

OCP Policy Category and Policies	Comments
<b>Part B: 2.4 General Land Use Policies</b>	
<b>Ecological and Resource Protection</b>	
ab. Encourage food production in public and private lands and buildings. Examples include community gardens, Indigenous harvesting spaces, edible landscaping, permaculture, and small urban farms including those with urban farm animals such as chickens.	Allowing urban chickens encourages small scale food production. This can contribute to local food security and enhance education around home-based food production.
<b>Part C: 4. Parks and Open Space</b>	
4.19. Consider the following opportunities for use in parks: <ul style="list-style-type: none"> <li>• New models for promoting and sustaining biodiversity;</li> <li>• Planting of local and climate-adapted species, and the restoration of habitats;</li> </ul>	Vegetation management using goats can contribute to a more balanced ecosystem by targeting and removing invasive plants and making resources and space available for native and climate-adapted species in Town parks. Employing goats for vegetation management is a model for promoting biodiversity and controlling invasive plant species. Temporary fencing and other control methods can be carefully placed as goats may also eat some materials that have not been targeted for removal.
4.22. Strive to eradicate invasive plants from Town parkland.	The proposed Animal Control Bylaw exempts government authorities, such as the Town of Ladysmith, from the bylaw regulations. This will allow the Town and other government authorities (e.g. BC Hydro) to employ goats for invasive plant removal without limitations. Although goats employed for invasive plant removal may not completely eradicate the invasive species, it can help reduce the abundance and growth of invasive plants. Repetitive use of goats for vegetation control (e.g., having the goats graze on the site annually) can reduce the presence and recurrence of some invasive plant species in that area where grazing was permitted.

Rationale for Proposed Backyard Poultry Regulations

The proposed regulations have been designed to ensure adequate space is provided for backyard poultry while limiting proximity to residential dwellings, protecting against potential wildlife conflicts, and addressing concerns associated with health, safety, and associated nuisances.

Some of the primary concerns associated with the keeping of backyard poultry in urban areas include the possibility of attracting wildlife and increasing the incidences of human-wildlife conflicts. Several regulations aim to mitigate these concerns by requiring exclusion areas around places more suitable for wildlife habitat, such as parks and forested lands. A 200.0-metre buffer was applied to the P-3 – Nature Park zone, and currently forested, undeveloped parcels of land. The exclusion areas in Attachment B are based on this buffer and provide separation between wildlife habitat and corridor areas from residential zones that allow backyard poultry. Additional provisions, such as requiring fully enclosed coop and pen structures surrounded by fencing and securing the backyard poultry inside the coop from sunset to 7:00 a.m., intend to prevent wildlife from accessing the hens and ducks. Pen fencing and roofs must consist of corrosion-resistant metal wire with a minimum wire gauge of 14 and a maximum opening of two inches and must be fastened to the structure with corrosion resistant staples to ensure backyard poultry enclosures are strong enough to keep out wildlife, such as raccoons and bears, and to prevent wildlife from becoming entangled in the wire fencing.

The proposed Animal Control Bylaw prohibits the sale of meat, manure, and other backyard poultry products, except for the small-scale selling of eggs in accordance with BC Centre for Disease Control's "Guidelines for the Sale of Foods at Temporary Food Markets<sup>1</sup>". These guidelines establish standards that reduce the risk of illness associated with consumption of ungraded eggs, such as prohibiting the sale of cracked or dirty eggs that may be contaminated with pathogens that could cause an individual to become ill. The sale of eggs is limited to the direct consumer or household of the individual purchasing the eggs to maintain awareness of quality control and assurance.

#### Rationale for Proposed Goat Vegetation Management

The Animal Control Bylaw proposes limits on the maximum number of goats onsite, proportional to parcel size, to ensure the herd can be adequately managed and contained within the worksite and to mitigate any potential impacts, such as nuisances, on neighbouring properties. The proposed regulations include a maximum duration of 30 consecutive days for goat vegetation management to ensure the goats do not remain on a parcel in Town for extended periods of time beyond those 30 days. Measures are also proposed to ensure that, if goats are to remain onsite overnight, that a wrangler or property owners is present and properly trained and equipped to respond to the goats' needs. Goats must be kept inside a temporary shelter overnight to provide the animals with protection from weather and wildlife. Temporary animal-proof fencing made of woven wire, or like materials, must contain the goats to ensure they do not consume toxic plants and to provide protection against wildlife and other animals, such as dogs.

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<sup>1</sup> BC Centre for Disease Control's "[Guideline for the Sale of Foods at Temporary Food Markets](#)" establish the requirements for the sale of ungraded eggs.

## **Benefits and Challenges**

### Benefits

#### *Backyard Poultry*

Allowing backyard poultry supports sustainability and food security, community building and social wellbeing, food waste reduction, and public education. Residents can keep poultry that produce eggs to mitigate high food costs and provide a regular food source. This can also encourage individuals to learn more about sustainable, local food production and animal husbandry practices. Backyard poultry can help control pest and insect populations, complementing urban gardens. Hens and ducks can be fed food scraps reducing food waste (which the Town must otherwise collect and dispose of) and reducing the cost of egg production.

#### *Goats for Vegetation Management*

Prescribed goat browsing is an effective and sustainable method of preventing, containing, and suppressing proliferation of invasive and non-native plant species. Goats are browsers and prefer a variety of woody plants, leaves, twigs, and shrubs, which includes some of the most invasive plant species on Vancouver Island including Scotch Broom, Himalayan Blackberry and English Ivy. Goats can help clear dry bramble or vegetation that would otherwise contribute to forest fire risk. Additionally, goats can reach difficult, steep terrain that may be less accessible to mechanical equipment and are gentler ecologically when removing vegetation than herbicides and mechanical-based vegetation control measures. The allowance of this practice would also support local businesses established in the region by permitting them to be hired for vegetation removal within the Town of Ladysmith.

### Challenges

#### *Enforcement*

Staff do not believe that licencing for backyard poultry should be required as it would strain existing staff capacity and resources. The proposed bylaw, if adopted, can be changed in the future should staff determine that the benefits of backyard poultry licencing necessitate its introduction. The proposed bylaw establishes requirements that must be met by those intending to keep backyard poultry, and these are enforceable with both warnings and—if necessary—fines.

#### *Health Concerns*

Public education on illness prevention measures, such as handwashing before and after handling poultry, maintaining the cleanliness of the enclosures, and obtaining veterinary care for ill birds, can help address health concerns associated with keeping backyard poultry. The proposed bylaw contains measures to address such concerns, such as requiring that backyard poultry owners follow the Canadian Food Inspection Agencies biosecurity procedures and obtain veterinary care to prevent or treat pain, suffering or disease of animals.

#### *Wildlife Conservation*

Staff have established a buffer zone around areas more suitable for wildlife habitat which disallows the keeping of backyard poultry on properties that fall within the exclusion areas. Wildlife-human conflicts should be monitored to determine the impact of the proposed bylaw

and consequential zoning amendments. If there are notable increases in bear and cougar interactions within the Town, rules allowing backyard poultry can be altered or abandoned if necessary. Other measures, such as requiring robust wildlife proof enclosures and storage containers and fencing, aim to address concerns associated with potential wildlife conflicts.

Staff have assessed the benefits and challenges associated with the proposed Animal Control Bylaw changes and understand that the introduction of animals may lead to an increase in human-wildlife conflicts. The proposed bylaw and consequential Zoning Bylaw amendments should be revisited should there be an increase in human-wildlife conflicts, dangerous wildlife sightings, and/or the destruction of wildlife. Staff also recommend that education programming, such as information pamphlets and/or a Frequently Asked Questions list, be developed and available to the public to ensure backyard poultry are adequately cared for in accordance with the proposed bylaw regulations and that necessary measures to mitigate possible wildlife conflict and health concerns. Lastly, it is important to understand that other activities that are already permitted, such as storing residential waste bins, pet food and grills outdoors can also contribute to human-wildlife conflicts if not done properly. Holistically managing all wildlife attractants through public education is essential to ensure the success of the proposed backyard poultry program.

**ALTERNATIVES:**

The Committee can choose to:

1. Recommend that Council not adopt the proposed Animal Control Bylaw
2. Recommend that Council consider the proposed Animal Control Bylaw for first and second readings, with amendments.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Staff recommend that a public hearing be held for the consequential amendments to the Zoning Bylaw.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The Bylaw Compliance department provided input on the proposed Animal Control Bylaw, as they will be responsible for the enforcement of the proposed Bylaw. The Town of Ladysmith Parks and Public Works departments expressed interest in hiring local goat vegetation management businesses to help clear invasive plant in Town parks.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |  |                                     |
|--|-------------------------------------|
| <input type="checkbox"/> Core Infrastructure                               | <input type="checkbox"/> Economy    |
| <input checked="" type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership |



Waterfront Area Plan

Not Applicable

***I approve the report and recommendation(s).***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT(S):**

- A. Draft Animal Control Bylaw
- B. Backyard Poultry Exclusion Areas
- C. Photos of Goats from a Local Vegetation Management Business

BYLAW NO. 2167

A Bylaw to provide for the management and regulations in relation  
to animals in the Town of Ladysmith

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

**1. Definitions**

**1.1** In this Bylaw, unless the context otherwise requires:

- (a) "Animal" means any member of the animal kingdom, other than a human being (as defined in the *Community Charter*).
- (b) "Backyard Poultry" "means domesticated adult hens and ducks permitted on a *Residential Parcel of Land* pursuant to section 3 of this bylaw.
- (c) "Business License" means a license to carry on business issued pursuant to "Business License Bylaw No. 1513, 2003 and all amendments thereto."
- (d) "Intermunicipal Business License" means a business licence issued by the Licence Inspector of the Town of Ladysmith or another participating Local Government to carry on business within the boundaries of any participating municipality and issued pursuant to the Intermunicipal Business License Agreement.
- (e) "Bylaw Enforcement Officer" means a Public Officer, as defined in the *Interpretation Act*, and those persons designated by the Town of Ladysmith as Bylaw Compliance Officers from time to time.
- (f) "Coop" means a shelter for *Backyard Poultry* with a solid roof, floor and walls with entries and exits that can be secured with animal proof closures during the evening.
- (g) "Hen" means a domesticated female chicken that is at least 4 months old.
- (h) "Livestock" means an Animal raised or kept for food, meat, milk or for wool or fiber, or a beast of burden, and includes, alpaca, cattle, donkeys, emus, goats, horses, llamas, mules, ostriches, sheep, or swine, including miniature pigs, and all other animals that are solely used for agricultural purposes. Livestock also includes wild animals kept in captivity for food or commodity production, including bison and ungulates.

- (i) “Pen” means a fully enclosed outdoor space for Backyard Poultry.
- (j) Residential Parcel means: A parcel zoned to permit a single-family dwelling and excludes properties zoned for agriculture or a *Farm Use* pursuant to the *Agricultural Land Commission Act* and *Agricultural Land Reserve Regulations*.
- (k) “Town” means the Town of Ladysmith.
- (l) “Wildlife” means a wild animal.
- (m) “Wrangler” means a person who transports animals to and from the work site, sets up fencing and provides 24-hour care and security for the animals.

## 2. General Provisions

### 2.1 General Provisions

- (a) A person shall not keep livestock on a *Residential Parcel* that is less than 0.81 hectares.
- (b) A person must immediately remove and lawfully dispose of any excrement deposited by an animal in their care and custody on any public property or private property not owner or occupied by the owner.
- (c) No person who has removed animal excrement may deposit the excrement into a municipal litter receptacle except where the excrement is securely contained in an impermeable bag or other impermeable container so as not to ooze, leak, or fall out, into a municipal litter receptacle.

## 3. Keeping of Backyard Poultry

3.1 Notwithstanding subsection 2.1(a) a person may keep Backyard Poultry on a residential parcel, subject to the following provisions:

- (a) No person shall keep Backyard Poultry within the area shown on Schedule A.
- (b) No person shall keep Backyard Poultry without the written consent of the owner of the parcel where the Backyard Poultry is to be located.
- (c) No more than six Backyard Poultry may be kept on *Residential Parcel*.
- (d) No person shall keep Backyard Poultry within a dwelling unit or on a balcony or deck.

- (e) No person shall allow Backyard Poultry outside of a Coop or Pen except to perform typical animal husbandry practices such as wing clipping and veterinary care.
- (f) Coops and Pens shall not be located:
  - i. in a front yard.
  - ii. within 1.0 metre from any property line.
  - iii. within 3.0 metres of any dwelling unit.
- (g) A Coop shall:
  - i. provide a minimum volume of 0.6 cubic metres per hen or duck;
  - ii. provide a minimum floor area of 0.37 square metres per hen or duck; and
  - iii. not exceed a maximum floor area of 10.0 square metres or volume of 30.0 cubic metres;
  - iv. not exceed a height of 3.0 metres;
  - v. provide each Hen with its own nesting box and perch that is at least fifteen (15) centimetres long, and each duck with adequate ground-level nesting space.
  - vi. be kept clean and in good repair.
- (h) A Pen shall:
  - i. provide a minimum volume of 1.0 cubic metres per hen or duck;
  - ii. have a minimum Pen area of 0.93 square metres per hen or duck;
  - iii. not exceed an area of 10.0 square metres;
  - iv. shall not exceed a height of 3.0 metres;
  - v. be fully enclosed at all sides with corrosion-resistant metal wire fencing with a minimum wire gauge of 14 and a maximum opening of 2 inches (5.08 centimeters) securely fastened to the structure with corrosion-resistant fencing staples;
  - vi. be covered with a roof wire fencing meeting the criteria under subsection v.
- (i) A Parcel on which Backyard Poultry are kept must have a continuous animal proof fence that encloses the Coop and Pen.
- (j) A Pen shall be attached to or surround the Coop so as to provide the Backyard Poultry with full and unobstructed access to enter and exit the Coop at their leisure during daylight hours.
- (k) All Backyard Poultry must be kept within a secure Coop from sunset to 7:00 a.m.

- (l) All Backyard Poultry shall be provided with adequate litter within the Coop to nest in which shall be cleaned weekly.
- (m) The owner must ensure that the Coop and Pen are situated in a way that would reasonably prevent entry by Wildlife and constructed to prevent any rodent from harbouring underneath or within it or within its walls.
- (n) No person shall keep Backyard Poultry in a cage unless for the purposes of transport of the Backyard Poultry.
- (o) Unless ordered to by an authority having jurisdiction, slaughtering Backyard Poultry is prohibited.
- (p) No person shall sell any products associated with Backyard Poultry, including manure and meat, except for the selling of eggs.
- (q) Backyard Poultry eggs shall be sold in accordance the BC Centre for Disease Control “Guidelines for the Sale of Foods at Temporary Food Markets”. In addition to the BC Centre for Disease Control guidelines, the following conditions shall be met:
  - a. The eggs must be produced on the property upon which the Backyard Poultry owner resides.
  - b. The eggs must be only for the consumption of the individual purchasing the eggs and/or that individual’s household.
- (r) The owner of Backyard Poultry shall ensure poultry food is stored and secured in vermin-proof and wildlife-proof containers, and that no more than 0.085 cubic metres (3.0 cubic feet) may be stored at a time.
- (s) The owner of Backyard Poultry shall ensure manure is stored in an enclosed vermin-proof and wildlife-proof container that does not generate excessive heat or odour, and that no more than 0.085 cubic metres (3.0 cubic feet) may be stored at a time.
- (t) A person shall not dispose of deceased Backyard Poultry other than by delivering it to a veterinarian, landfill in a sealed bag, a farm, an abattoir, or other facility with the ability to lawfully dispose of the carcass.
- (u) The owner of Backyard Poultry must follow biosecurity procedures recommended by the Canadian Food Inspection Agency.
- (v) Backyard Poultry shall not be left unattended for periods of more than 12 hours.

**4. Prohibition of Cruelty to Animals**

4.1 No person shall keep any animal unless the animal is provided with:

- (a) Clean, potable drinking water and food in sufficient quantity and of a recognized nutritional quality to allow for the animal's normal growth and the maintenance of the animal's normal body weight;
- (b) Sanitary food and water receptacles;
- (c) The opportunity for periodic exercise sufficient to maintain the animal's good health;
- (d) Clean bedding material and an area maintained at a temperature warm and dry enough to prevent the animal from suffering discomfort; and
- (e) The necessary veterinary care to prevent or treat pain, suffering, or disease.

4.2 No person shall keep any animal outside for more than 3 hours in any day unless the animal is provided with a shelter that allows the animal to move freely, and stand, sit or lie in a position that:

- (a) Protects the animals from heat, cold and wetness; and
- (b) is shaded.

4.3 No person shall keep any animal confined in an enclosed space, including a motor vehicle, without sufficient ventilation to prevent the animals from suffering discomfort, heat stroke or injury.

4.4 No person shall keep any animal hitched, tied or fastened to a fixed object where a choke collar or choke chain forms part of the securing apparatus, or where a rope or cord is tied directly around the animal's neck.

4.5 No person shall keep any animal hitched, tied or fastened to a fixed object as the primary means of confinement for an extended period of time.

## **5. Goat Vegetation Management**

5.1 Notwithstanding Section 2.1 (a) of this Bylaw, a person may keep goats on any parcel of land within the Town, on a temporary basis, for vegetation management subject to the following requirements:

- (a) Goats shall be used to clear vegetation for no more than 30 consecutive days.
- (b) For the purposes of vegetation management, the total number of goats permitted on a parcel of land is to be calculated at one (1) goat per 100.0

square metres (1076.4 square feet) of parcel area to a maximum of thirty (30) goats per parcel.

- (c) Goats must be contained within a temporary, animal proof woven wire (or similar material) fence at all times while on a work site or performing their vegetation management activities and must be cared for in a manner consistent with the requirements of the Society for Prevention of Cruelty to Animals.
- (d) Goats used for vegetation management shall not remain overnight onsite unless a Wrangler or a person living onsite has been trained and equipped to wrangle the goats is present.
- (e) Any goats remaining onsite overnight shall be kept in a portable wildlife-proof enclosed shelter, and the shelter must have a minimum floor area of 1.9 square metres (20.0 square feet) per goat and a minimum overhead clearance of 1.4 metres (4.6 feet).
- (f) Vegetation management using goats shall only be carried out by business holding a valid Business License or Intermunicipal Business License.
- (g) A business providing goat vegetation management services must obtain and maintain third party liability insurance in the amount of \$5,000,000.

## **6. Application**

- 6.1 Any government authority or farm operations are exempt from this bylaw.

## **7. Enforcement**

- 7.1 A Bylaw Compliance Officer for the Town may enter onto any property in accordance with the *Community Charter* to inspect and determine whether the provisions of this bylaw are being met.
- 7.2 A person must not obstruct or interfere with a Bylaw Compliance Officer who has entered onto property pursuant to Section 7.1, or other person assisting the Bylaw Compliance Officer.

## **8. Penalties**

- 8.1 A person who contravenes this bylaw by doing an act that it forbids, or by omitting to do an act that it requires to be done, commits an offence and is liable, upon summary conviction, to the penalties prescribed by the *Offence Act*, provided that such penalty shall not exceed \$10,000 and the cost of prosecution. Each day during which there is an infraction of this Bylaw shall constitute a separate offence.

**8. Repeal**

8.1 “Animal and Poultry Bylaw, 1994, No. 1136” is hereby repealed.

**9. Citation**

9.1 This Bylaw may be cited for all purposes as “Town of Ladysmith Animal Control Bylaw 2024, No. 2167”.

**READ A FIRST TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2024

**READ A SECOND TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2024

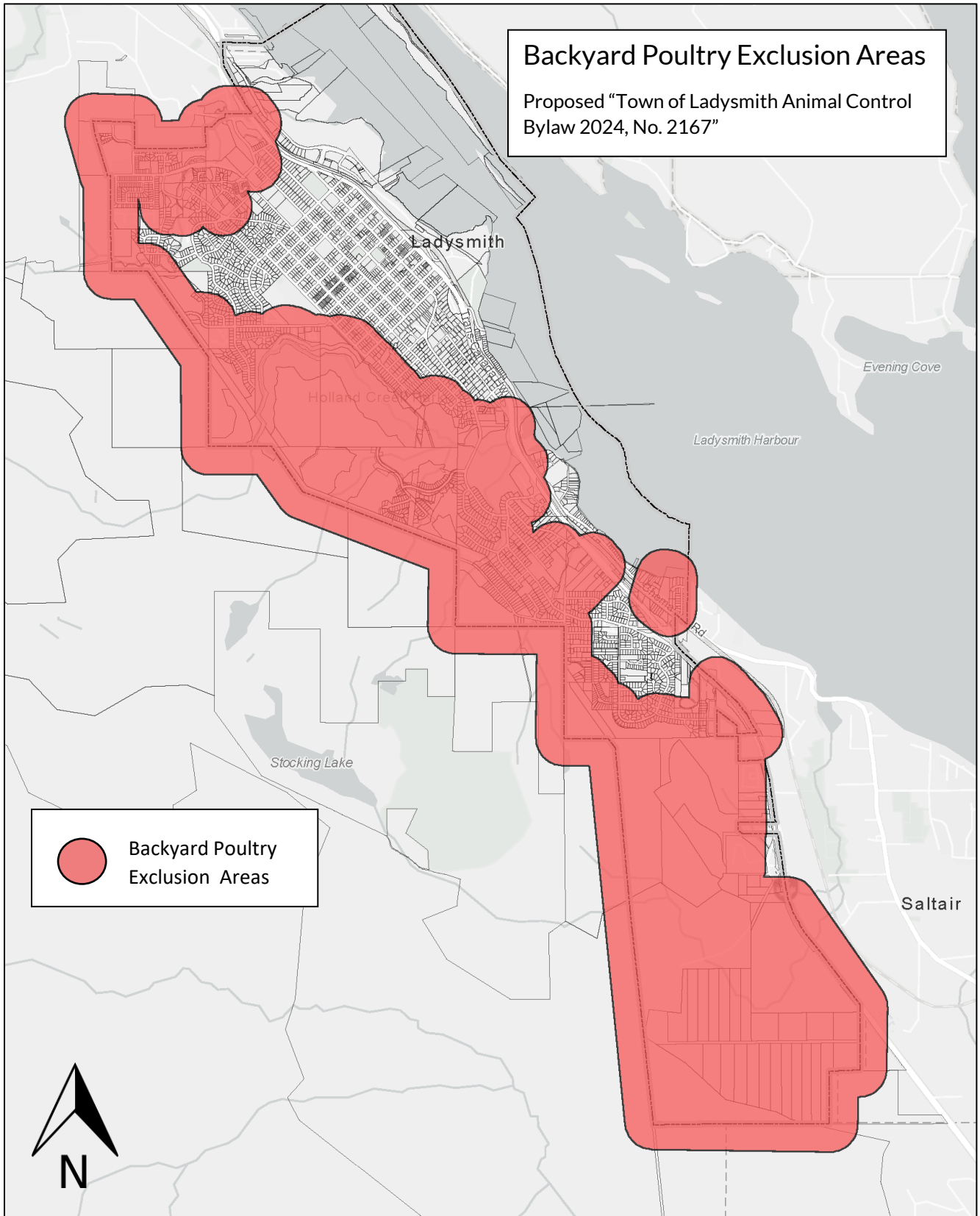
**READ A THIRD TIME** on the \_\_\_\_\_ day of \_\_\_\_\_, 2024

**ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Mayor (A. Stone)

\_\_\_\_\_  
Corporate Officer (\_\_\_\_\_)







**STAFF REPORT TO COMMITTEE OF THE WHOLE**

**Report Prepared By:** Chris Barfoot, Director Parks, Recreation and Culture  
**Reviewed By:** Allison McCarrick, Chief Administrative Officer  
**Meeting Date:** May 14, 2024  
**File No:**  
**Re:** **PRC Fees and Charges Proposed Changes and Amendments**

**RECOMMENDATION:**

That the Committee recommend that Council direct staff to:

1. Amend “Town of Ladysmith Community Centre Facilities Fees and Charges Bylaw 2021, No. 2086,” as presented in Attachment A of the May 14, 2024, staff report;
2. Present the proposed FJCC admission changes to the Cowichan North Recreation Commission and Cowichan Valley Regional District for their respective endorsement;
3. Upon the Commission’s and Board’s endorsement, bring the amended “Community Centre Facilities Fees and Charges Bylaw 2021, No. 2086” to Town of Ladysmith Council for consideration; and
4. Amend the “Fees and Charges Department: Parks, Recreation and Culture Policy” definition of family from four to six children.

**EXECUTIVE SUMMARY:**

Staff have reviewed the current Town of Ladysmith “Community Centre and Facilities Fees and Charges Bylaw 2021 No. 2086”. This report discusses the proposed increases to the fees.

**PREVIOUS COUNCIL DIRECTION:**

Resolution	Meeting Date	Resolution Details
CS 2021-305	09/21/2021	That Council adopt “Community Centre Fees and Charges Bylaw 2021 No. 2086”.

**INTRODUCTION/BACKGROUND:**

In September 2021, Council authorized a 2% increase per year in admission and pass fees and endorsed the continued practice of waiving admission for seniors over the age of eighty and children under the age of three. Council also authorized a 2% increase per year for facility rentals, park permits and sport field light fees.

To align with current inflation and operational costs, staff recommend an annual increase of 3% be implemented for the next three years for adult admissions and passes, facility rentals, park permits and sport field light fees. The additional admission fee increases are listed below and the entire fee schedule is attached (Attachment A). “Fees and Charges Department: Parks,



Recreation and Culture Policy”, (included as Attachment B, and from this point on referred to as “Policy”), specifies the degree of subsidy that should be applied as a percentage of the base adult rate for the respective user classifications as follows:

- 0% for adult
- 25% for seniors / students/ youth
- 50% for children (over 3 years)
- 100% for children (under 3 years) and seniors (over 80-years)
- Families = the rate of two adults

Staff have completed a review of the Town’s existing fees and charges and those within the region, (Attachment C). During the review, staff used the Policy to develop recommendations noted within this report. Staff considered the market analysis, operational and inflationary costs while remaining within range of regional fees.

### **Bylaw/Policy Amendments**

**Seniors and Youth Rates:** Staff are proposing an increase of 5.5% each year, bringing the fees in line with the Policy by 2026/2027.

**Family Rates:** Staff are proposing an increase of 5% each year, bringing the fees in line with the Policy by 2026/2027.

**Child Rates:** Staff are proposing an increase of 2% each year, bringing the fees in line with the Policy by 2026/2027.

### **Proposed Additions/Removals**

#### **Add: Monthly Child Pass**

Adding a child (3-12 years of age) 1-month pass, is consistent with the region and will provide children access to recreation facilities and services for a reduced cost.

#### **Add: Practice Pitch**

The practice pitch is open to the public for use at no charge, however, the proposed fee would secure specific booking times and exclusive use for games and other programs. The field would likely only be used for child-aged games due to its size and available playing surface. The proposed hourly fee for the practice pitch is based on one-quarter of the full artificial field fee.

#### **Add: Transfer Beach Amphitheatre with saddle span tent**

Similar tent rental rates within the region range from \$1,500 - \$6,000. A fee of \$2,950 is proposed for the full day rental of the amphitheatre including saddle span tent. The fee covers the contracted service costs associated with the tent set up and take down.

#### **Remove: 30-Visit Pass**

There are challenges associated with the 30-visit pass to achieve program cost recovery, particularly with aquatic class/programs, as the base-line cost to operate is significantly higher due to operational costs.

**Regional Recreation Considerations**

The proposed incremental adjustments will align all fees and charges with the Policy by 2026/2027 and be consistent within our region. The fees specific to FJCC, are within the scope and responsibility of Regional Recreation.

**Policy Amendments**

**Family Definition**

The proposed amendment to the existing family definition will allow for up to two parents or guardian(s) and up to six dependent children under the age of 18 within one family to attend at the family rate, which is an increase from four dependent children.

**ALTERNATIVES:**

Council can choose to:

1. Direct staff to adjust all rates by a percentage determined by Council.
2. Direct staff to amend the existing policy to align with current fees.

**FINANCIAL IMPLICATIONS:**

There will be a slight increase in recreation fees and charges over the next three years.

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

It is anticipated that the proposed admission fee increase will have minimal impact on user participation, in part because Ladysmith residents with financial barriers may participate in the Leisure Access Program, which allows participants to receive a 50% discount on admissions and passes.

Staff will communicate the new rental fees well in advance of the effective date. Community groups and organizations will continue to have an opportunity to receive rate reductions or fees waived, where appropriate for special community events, as part of Council’s grant-in-aid program.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

*I approve the report and recommendations.*

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENTS:**

- A. Proposed Fees (2024 -2027)
- B. PRC Fees and Charges Policy
- C. Regional Comparison
- D. "Town of Ladysmith Community Centre Facilities Fee and Charges Bylaw 2021, No. 2086"

ATTACHMENT A

**TOWN OF LADYSMITH**

**PROPOSED FEES 2024 - 2027 (GST NOT INCLUDED)**

<b>Single Admissions</b>				
<b>Type</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
Child 0-3 yrs	FREE			
Child 3-12 yrs	3.20	3.27	3.33	3.40
Youth 13-18 yrs	4.37	4.61	4.87	5.14
Adult 19-59 yrs	6.27	6.46	6.66	6.86
Senior 60-79 yrs	4.37	4.61	4.87	5.14
Senior 80 & up	FREE			
Family*	11.82	12.41	13.03	13.69
<b>10 X Pass</b>				
<b>Type</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
Child 0-3 yrs	FREE			
Child 3-12 yrs	27.13	27.67	28.22	28.79
Youth 13-18 yrs	37.42	39.48	41.65	43.94
Adult 19-59 yrs	52.99	54.58	56.22	57.90
Senior 60-79 yrs	37.42	39.48	41.65	43.94
Senior 80 & up	FREE			
Family	99.87	104.86	110.10	115.61
<b>1-Month Pass</b>				
<b>Type</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
Child 0-3 yrs	FREE			
Child 3-12 yrs	N/A	29.40	29.99	30.59
Youth 13-18 yrs	44.31	46.75	49.32	52.04
Adult 19-59 yrs	55.45	57.12	58.83	60.59
Senior 60-79 yrs	44.31	46.75	49.32	52.04
Senior 80 & up	FREE			
Family	104.51	109.73	115.22	120.98
<b>12-Month Pass</b>				
<b>Type</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>
Child 0-3 yrs	FREE			
Child 3-12 yrs	N/A			
Youth 13-18 yrs	429.29	452.90	477.81	504.09
Adult 19-59 yrs	538.23	554.38	571.01	588.14
Senior 60-79 yrs	429.29	452.90	477.81	504.09
Senior 80 & up	FREE			
Family	1014.38	1065.10	1118.35	1174.27

## PROPOSED RECREATION FACILITY RENTAL FEES

### Commercial bookings.....plus 20%

Any individual, group or company engaged in the pursuit of commerce for profit through the use of Parks, Recreation & Culture facilities.

### Non-profit bookings.....less 50%

Any registered non-profit group whose primary purpose is to provide organized sport, leisure or cultural activities.

Membership must be open to the public and group must be volunteer based.

\*\*does not include specialized facilities such as swimming pool.

### Private.....as listed

Any individual, group or organization not meeting the definition of non-profit or commercial.

### Registered non-profit youth swim club(s).....less 15%

Facility	2023/24 Current	2024/25	2025/26	2026/27
<b>Frank Jameson Community Centre</b>				
Meeting Room Hourly Rate	26.33	27.12	27.93	28.77
Meeting Room Hourly with Pool	24.26	24.99	25.74	26.51
Meeting Room Daily Rate	105.20	108.36	111.61	114.95
Gymnasium Hourly Rate	47.42	48.84	50.31	51.82
Gymnasium Daily Rate	408.61	420.87	433.49	446.50
Lower Program Room Hourly Rate	46.75	48.15	49.60	51.08
Lower Program Room with Pool	24.26	24.99	25.74	26.51
Lower Program Room Daily Rate	186.99	192.60	198.38	204.33
Lower Rec Room Hourly Rate	47.42	48.84	50.31	51.82
Lower Rec Room Daily Rate	408.61	420.87	433.49	446.50
Locker Rental	0.25	0.50	0.50	0.50
One Pool	88.38	91.03	93.76	96.57
Two Pools	129.82	133.72	137.73	141.86
<b>Aggie Hall</b>				
Aggie Hall Hourly Rate (no kitchen)	47.42	48.84	50.31	51.82
Aggie Hall Hourly Rate (with kitchen)	80.09	82.49	84.97	87.51
Aggie Hall Daily Rate (includes kitchen)	218.57	225.12	231.88	238.83
Aggie Hall Receptions Party, Dance	429.63	442.52	455.80	469.47
<b>Transfer Beach</b>				
Transfer Beach Kin Shelter Half Day	35.19	36.24	37.33	38.45
Transfer Beach Kin Shelter Full Day	58.76	60.52	62.33	64.20



Transfer Beach Sportsmen Shelter Half DAY	35.19	36.24	37.33	38.45
Transfer Beach Sportsmen Shelter Full DAY	58.75	60.51	62.33	64.20
Transfer Beach Amphitheatre – Full Day Private Family Function	108.19	111.43	114.77	118.22
Transfer Beach Amphitheatre – Half Day Private Family Function	61.80	63.66	65.57	67.53
Transfer Beach Amphitheatre – Full Day Public Special Event	417.32	429.84	442.74	456.02
Transfer Beach Amphitheatre with Saddlespan Tent - Full Day Only	2,950.00	3,009.00	3,069.18	3,130.56
Transfer Beach Amphitheatre – Performances per Hour	29.56	30.45	31.36	32.30
Park Permit (parking lot, upper beach, or lower beach) Full Day	108.19	111.43	114.77	118.22
Park Permit (parking lot, upper beach, or lower beach) Half Day	61.80	63.66	65.57	67.53
Park Permit (parking lot, upper beach, or lower beach) per Hour	29.56	30.45	31.36	32.30
<b>Sports Fields</b>				
Aggie Ball Diamonds per Hour Youth	No Charge			
Aggie Ball Diamonds per Hour Adult	17.92	18.45	19.01	19.58
Aggie Ball Diamonds Tournament per Day	153.96	158.58	163.34	168.24
High Street Little League Diamonds per Hour Youth	No Charge			
High Street Little League Diamonds Tournament per Day	153.96	158.58	163.34	168.24
Holland Creek Ball Diamonds per Hour Youth	No Charge			
Holland Creek Ball Diamonds per Hour Adult	17.92	18.45	19.01	19.58
Holland Creek Ball Diamonds Tournament per Day	153.96	158.58	163.34	168.24
Forrest Field per Hour Youth	7.92	8.16	8.41	8.66
Forrest Field per Hour Adult	28.34	29.19	30.07	30.97
Forrest Field per Day Youth	51.44	52.98	54.57	56.21
Forrest Field per Day Adult	191.26	197.00	202.91	209.00
<b>Miscellaneous</b>				
Chairs (25)	25.05	25.80	26.58	27.37
Forrest Field Half Lights per Hour	13.29	13.69	14.10	14.52
Forrest Field Full Lights per Hour	17.25	17.77	18.30	18.85
Aggie Field Lights	6.64	6.84	7.05	7.26
FJCC Field Lights	6.64	6.84	7.05	7.26
NEW - Practice Pitch per Hour Youth	N/A	2.04	2.10	2.16
NEW - Practice Pitch per Hour Adult	N/A	7.30	7.52	7.74
NEW - Practice Pitch per Day Youth	N/A	13.25	13.64	14.05
NEW - Practice Pitch per Day Adult	N/A	49.25	50.73	52.25

TOPIC:	<b>Fees &amp; Charges – Department: Parks, Recreation &amp; Culture</b>
POLICY No:	<b>05-1810-E</b>
APPROVED BY:	<b>Council</b>
ORIGINAL DATE:	<b>October 7, 2002</b>
AMENDMENT DATE(S):	<b>August 18, 2020</b>

### Criteria to Use When Considering Grant Requests

1 (low) through 5 (high)

- Indirect benefit to residents of the community  
i.e. Youth Event. Proactive approach to policing / social services  
Event designed to encourage positive behaviour amongst youth.
- Socially worthwhile  
i.e. Contributes to sense of community
- Immediate economic impact within the community
- Long term economic impact / exposure to the community
- Contributes to the quality of life experience for all residents

\* Minimum score of 15 to be advanced for resolution.

### **FEES AND CHARGES POLICY**

The following policy pertains to the Department's three major service areas of pre-registered programs, general admissions and facility rentals. This policy is consistent with, and derived from, the preceding Fees and Charges principles and Leisure Services justification. It will provide the guidelines for the development of the additional policy, which may be necessary to address specific and at times, changing community needs, e.g., employee wellness, economically disadvantaged, etc.

Fees and charges policy development, implementation and evaluation is a dynamic process. Regular policy review and adjustment will occur to ensure that the policy addresses current community needs. Fees and charges will be reviewed annually and any pricing adjustments will be effective September 1<sup>st</sup>.

**A. PRE-REGISTERED PROGRAMS**

*Principles:*

Fees for programs sponsored directly by the Department will be based on the following principles:

- The fees will be partially based on recovery of direct cost.
- The fees will encourage maximum public participation and at the same time, minimize, within reason, the tax subsidy.
- Users will be responsible for financially contributing to their recreation activity.

*Direct Cost Recovery:*

Registered programs are to recover the direct costs of the program. Direct program costs include:

- **Materials:** Includes all items necessary to ensure the program meets recognized standards. This includes items such as arts and crafts supplies, balls and nets, camping equipment, vehicle and equipment rental, tools and parts, stationery and printing, program cards and badges, candidate fees, etc.
- **Leadership:** Includes all persons directly involved in the teaching, coaching and immediate supervision of a program or activity. This category refers to all leaders, instructors and activity supervisors, whether paid by wage, honorarium (and/or contract).
- **Transportation:** Includes vehicle lease, rentals, tolls, fuel and labour costs.
- **Facilities:** Includes admission rates or rentals of non-district recreation facilities.
- **Administrative Surcharge:** A 10% surcharge, (15% for aquatic programs) based on the total amount of all other direct program costs, will be included as part of the Direct Program Cost. The surcharge is to compensate for other indirect costs associated with the program production, e.g., administration / supervision, facility fixed charges, advertising, etc.

Pricing for programs will reflect fees based on staff and material costs and contribute a portion to administrative services.

Target margin:

<u>Dryland Programs</u>	<u>Aquatic Programs</u>
Preschool programs – 5%	Beginners – 15%
Youth programs – 10%	Advanced – 25%
Adult programs – 20%	

Fees will be determined through a program cost analysis to be reviewed annually.

*Factors for Consideration:*

Other factors which may be taken into account when establishing program fees are:

- Program fees charged by other agencies and municipalities for similar services.
- Grants: If the Department is successful in obtaining provincial or federal grant funding or funding from corporate sponsors, the standard program fees may be decreased in order to encourage greater participation, e.g. summer playgrounds, community special events, special interest programs, etc.
- Developmental Programs: May not initially recover costs but are continued at a loss in order to encourage and promote interest. It is expected however, that over a period of time, these programs will break even.
- “Loss Leader” or “Service” programs are programs which provide service to patrons of other functions within the operation. These “Loss Leaders” are considered necessary for the success of other “profitable” operations within the facility, e.g. child minding, free introductory sessions, etc.

**B. GENERAL ADMISSION PROGRAMS**

The Town of Ladysmith is one of several leisure delivery agencies operating within the geographic region of the CVRD. If one organization is not price consistent with other agencies providing comparable service, the demand for their service will vary accordingly.

Consistent with the principle outlined in this policy, general admission fees should not be so high as to prohibit the participation of the majority of the public, but not so low as to ignore the obligation of the user to pay for service and minimize the cost to the taxpayer.

In consideration of the above, and within the principles and rationale of the Fees and Charges policy, the following General Admission pricing policy will apply.

*User Classifications:*

Adult	19 years of age and older
Senior Citizens	60 years of age and older
Youth	13 years of age to 18 years
Child	3 years of age to 12 years
Tot	0 to 36 months of age

Family – Parent(s) or guardian(s) with dependent children aged 18 or under.  
 \*Family rate pays for one or both parents/guardians plus up to four (4) children, whether related or not, or all the children in the same family even if there are more than four.

General Admission Programs will include but not necessarily be limited to: swimming, aerobics and recreational sports. A base rate for all General Admission Programs which will be equal to the adult admission rate and will be determined by:

- a) a market analysis of comparable services in the CVRD and
- b) consideration of inflationary costs providing the service.

*Degree of Subsidy:*

The fee structure as a percentage of the base rate for the respective user classification will be as follows:

0%	Adult	
25%	Seniors	→
50%	Children	
25%	Students	
100%	Pre-school	
	Families	The rate equal to 2 adults

Free General Admission access to any member of the community who is 80 years or older.

Strip or multiple admission tickets may be available for up to 20% off applicable single rates for multiple admissions.

Other passes may be developed where appropriate to facilitate long term use, e.g. three to twelve month passes may be available at 24 and 75 times their respective single admission rates.

The Director of Parks, Recreation & Culture will have the authority to waive or reduce set fees for programs and services not identified in the Fees and Charges scheduled to provide for unusual, promotional and /or experimental purposes.

### C. FACILITY RENTALS

*Principles:*

Fees for facilities run by the Department will be consistent with the rationale and principles described in this policy and with specific consideration given to:

- CVRD market rate for facility services of same or similar nature.
- Users contribution to the voluntary provision of recreation opportunities for the Ladysmith community.
- Users ability to pay.
- The encouragement of responsible and efficient use of facilities.
- Maximize revenue potential to recover maintenance, capital and labour costs and minimize financial burden to the taxpayer.
- Ensure fee equity to facilities of same or similar size and quality.

The base rate for all facility rentals will be established and consistent with the rate of same or comparable facilities in the CVRD market. Variations of the base rate in consideration of the aforementioned principles will be designated to various categories of use. The categories are as follows:

*User Categories:*

- 1.) Official Town functions and special status groups/events sanctioned by the Town of Ladysmith.
- 2.) Registered non-profit volunteer groups that use facilities for the provision of leisure-oriented activities that are open to all citizens or the neighbourhood and/or community.
- 3.) Private, educational, religious, labour, government, political and social service agencies, social/sports clubs, groups, and/or individuals.
- 4.) Commercial / Business

*Degree of Subsidy:*

Facility subsidy will increase with the degree to which the user group generally supports and/or contributes to the Municipality’s mandate of providing public leisure services and are as follows (figures shown reflect percentage subsidy of regular rate):

	<b>Users</b>	<b>Percentage of Subsidy</b>
1	Town	100
2	Registered non-profit volunteer community leisure groups/service clubs	50
3	Private, Religious, Political, Government	0
4	Registered non-profit youth swim club	15
5	Commercial/Business	(20)

The above subsidies apply to the rental fees only of general purpose program spaces within the Department’s Community Recreation Facilities. Additional direct costs such as materials, custodial services, etc., will be borne 100% by the renter. Reductions in fees may be made for groups and low priority times to facilitate maximum use of facilities in conjunction with other section managers.

*Requests for Waiving of Fees:*

The Department cannot waive fees but it can work cooperatively with organizations on joint programs where there is clear proof of benefit. All requests for joint initiatives will be addressed to the Director of Parks, Recreation & Culture and forwarded to the Parks and Recreation Commission for their consideration.

Council will not waive the fee but will provide a grant to the group to cover all, or a portion of the fee.

The following items should be considered in recommending whether Council provides a grant:

- a) Parks, Recreation & Culture Department recommendation
- b) grants will be limited to fund raising events
- c) grants will only be considered for Ladysmith-based non-profit organizations.
- d) only one grant per organization will be considered in one calendar year
- e) Criteria rating form.

NOTE\* Volunteer non-profit groups will be provided space at no charge for public service functions such as registrations, equipment swaps, etc. Each group would be limited to three per year and provided only on availability of the facility.



## TOWN OF LADYSMITH

## CURRENT REGIONAL ADMISSION COMPARISON

NO	COMMUNITY	CHILDREN	TEENS	SENIORS	ADULTS	FAMILY
		2023/2024	2023/2024	2023/2024	2023/2024	2023/2024
1	Campbell River - Strathcona Gardens	3.10	4.10	4.35	5.95	12.00
	10X Pass (exclude GST)	27.00	36.90	38.75	54.00	108.00
	1-Month Pass (exclude GST)	28.60	39.50	42.90	58.25	
	3-Month Pass (exclude GST)	81.65	118.85	126.65	174.25	
	6-Month Pass (exclude GST)	141.75	196.10	204.70	300.15	
2	City of Campbell River	3.00	6.00	6.00	7.00	N/A
3	Comox Valley Sports Centre (SC) - All Facility Access - Including Pool	3.35	3.95	5.30	6.25	13.40
	Comox Valley Aquatic Centre (AC) - All Facility Access Including Pool	3.35	3.95	5.30	6.25	13.40
	Comox Valley Sports Centre - Arenas	3.35	3.95	5.30	6.25	13.40
	child 2 yrs & under free - 85+ free - SC & AC & Arenas					
4	Cowichan Aquatic Centre	3.10	4.45	4.70	6.20	14.00
5	Cowichan Arena	3.50	3.50	3.50	5.00	13.50
	Parent & Tot	5.00		with skate rentals		24.00
6	Cowichan Lake Recreation - Cowichan Lake Sports Arena (CLSA)	3.50	3.50	3.50	5.00	13.50
				with skate rentals		24.00
	Daytime Skate	2.75	2.75	2.75	4.25	Prnt&tot 5.00
	Fitness Centre Drop in		4.25	4.50	5.50	
	10X Fitness Centre Pass		34.00	36.00	44.00	
	1-Month Fitness Centre Pass		38.00	40.00	49.00	
	12-Month Fitness Centre Pass		195.00	200.00	245.00	
7	Esquimalt	2.75	3.00	4.25	5.75	11.50
8	Fuller Lake	3.25	4.65	4.95	6.50	N/A
9	Kerry Park	3.50	3.50	3.50	5.00	13.50
	Parent & Tot	5.00		with skate rentals		24.00
10	Gold River	3.55	4.05	4.40	5.55	11.45
11	Ladysmith	3.36	4.59	4.59	6.59	12.41
	10X Pass	28.49	39.29	39.29	55.64	104.86
	30X Pass	68.38	104.24	104.24	146.83	276.72
	1-Month Pass	N/A	46.53	46.53	58.22	109.73
	12-Month Pass	N/A	450.75	450.75	565.15	1065.10

NO	COMMUNITY	CHILDREN	TEENS	SENIORS	ADULTS	FAMILY
12	Nanaimo 2023	3.75	5.25	5.25	7.00	14.00
		child 2 yrs & under free		over 80 free (Nanaimo Residents only)		
	Nanaimo 2024	3.85	5.40	5.40	7.20	14.40
13	Oak Bay	3.50	5.50	5.50	7.00	14.00
14	RDN Parksville (Oceanside Place) & Qualicum (Ravensong Aquatic Centre)	3.35	4.47	5.00	6.39	12.98
		Tots 0- 3 yrs free. Golden 80+yrs free.				
15	Port Alberni					
16	Port Hardy	3.65	4.40	3.65	5.78	12.60
		Fitness Rate 16+ Drop in / Punch Card		57.90		
		10X Pass (exclude GST)		36.27	57.90	125.64
17	Powell River	3.70	5.00	5.50	6.60	13.55
18	Sidney/North & Central/Saanich - Panorama Recreation	3.75	3.75	5.75	7.00	14.00
19	Sooke - SEAPARC	3.25	3.75	5.00	6.75	13.50
20	Saanich - Saanich Commonwealth Place, Gordon Head Recreation, G.R. Pearkes Recreation, Cedar Hill Recreation	under 5 free		over 90 free		
		4.25	4.20	6.50	7.25	14.50
21	City of Victoria (Crystal Pool & Fitness) (Save On Foods Memorial Centre)	3.12	3.66	4.76	6.01	12.50
		under 6 free		over 90 free		
22	Salt Spring Island - Rainbow Road Aquatic Centre	3.99	4.94	adult price	6.62	13.23
		under 5 free				
23	Sunshine Coast - SCRD - Regional Recreation Admission (MYPASS)	4.25	5.25	6.00	7.00	14.00
	Sunshine Coast - SCRD - (Sunshine Coast Arena)	3.75	4.50	4.50	5.00	10.00
	Sunshine Coast - SCRD - (Gibsons & Area Community Centre)	4.25	5.25	6.00	7.00	14.00
	Sunshine Coast - SCRD - (Gibsons & District Aquatic Facility)	3.75	4.50	4.50	5.00	10.00
	Sunshine Coast - SCRD - (Sechelt Aquatic Facility)	4.25	5.25	6.00	7.00	14.00
	Sunshine Coast - SCRD - (Pender Harbour Aquatic and Fitness Centre)	3.75	4.50	5.00	5.50	10.00

NO	COMMUNITY	CHILDREN	TEENS	SENIORS	ADULTS	FAMILY
24	Westshore Parks and Rec	4.00	5.10	5.45	7.25	14.50
		10X Pass (Before Tax)		49.00	35.30	130.50
		25X Pass (Before Tax)		108.75	145.00	N/A
		1 Month Pass (Before Tax)		N/A	72.50	N/A
		3 Month Pass (Before Tax)		N/A	181.25	N/A
		Annual Pass (Before Tax)		N/A	499.00	N/A
		Family 3 Month Pass (Before Tax)		N/A	N/A	362.50
		Family Annual Pass (Before Tax)		N/A	N/A	998.00

NOTE: ALL CURRENT RATES HAVE GST INCLUDED IF APPLICABLE

# TOWN OF Ladysmith

## CURRENT REGIONAL POOL FEES COMPARISON

NO	COMMUNITY	SWIM MEET RATE PER HOUR 2023/2024	FULL POOL RATE PER HOUR 2023/2024	PER LANE RATE PER HOUR 2023/2024
1	Campbell River (Strathcona Gardens)	132.65 (includes 2 guards)	160.20 full pool (guards @ actual cost) 50.92 shared	10.40/minor sports 24.20/masters 26.80 adult/commercial
2	City of Campbell River Centennial Outdoor Pool	\$50/hr plus lifeguards at \$29	\$75/hr: School groups \$680/hr: Birthday Party	\$50/hr: Entire pool for swim practices
3	Comox Valley Sports Centre (SC)	145.22	Youth 99.75 Adult 190.42	Youth 16.64 Adult 31.76
	Comox Valley Aquatic Centre (AC)	193.67	Youth 133.04 Adult 253.84	Youth 16.64 Adult 31.76
4	Cowichan Aquatic Centre	<b>Full Aquatic Ctr. Full Day Competition (+staffing)</b> Commercial: 4238.10 Private: 2119.15 Schools: 1271.45 Non Prof: 1589.35	Prime Time/Non Prime  Commercial: 316.45 / 269.00 Private: 158.20 / 134.50 Schools: 94.95 / 80.70 Non Prof: 118.65 / 100.90	Prime Time/Non Prime  Commercial: 40.70 / 34.60 Private: 20.35 / 17.30 Schools: 12.20 / 10.40 Non Prof: 15.25/12.95
5	Esquimalt Recreation Centre	N/A	170.00/hour plus 26.50/hour for each lifeguard needed	Commercial: 21.75/hour Not for profit: 13.75/hour
6	Gold River	59.15	135.15 (2 hr minimum)	22.25
7	Ladysmith	110.35 includes 2 lifeguard (plus lifeguard if needed)	(includes 2 lifeguard) 129.82	N/A
8	Nanaimo 2023	Private/Adult = 21.72/lane Youth=11.29/lane	NAC=879.56 Beban=434.56	Private/Adult = 21.72 Youth=11.29
	Nanaimo 2024	Private/Adult = 21.72/lane Youth=11.74/lane	NAC=914.74 Beban=451.94	Private/Adult = 21.72 Youth=11.74
9	Oak Bay	N/A	N/A	16.80
10	Port Alberni			
11	Port Hardy Closed until Fall 2023	N/A	95.05	22.65
12	Powell River	N/A	109.60 youth/164.35 adult/256.90 commercial	17.95 Youth/ 26.90 Adult
13	Ravensong (Parks/Qualicum) Regional District of Nanaimo	Pool All - Minor 143.36 Adult 213.66 Commercial 382.19	Minor 95.53 Adult 142.45 Commercial 238.11	Minor 15.45 Adult 22.73 Commercial 37.79

NO	COMMUNITY	SWIM MEET RATE PER HOUR 2023/2024	FULL POOL RATE PER HOUR 2023/2024	PER LANE RATE PER HOUR 2023/2024
14	Saanich Commonwealth Place	non profit 16.93/lane	Leisure Lap Pools Only 148.02 After Hours 173.42	30.86
	Saanich (Gordon Head)	non profit 16.93/lane		30.86
15	Salt Spring Island - Rainbow Road Aquatic Centre			
	<b>25 Meter Pool 8 lanes</b>			
	Commercial		155.93	25.99
	Youth Non-Profit		93.55	15.59
	Adult Non-Profit		116.87	19.48
	Lifeguard/Instructor (additional staff)**			34.18
	** Lifeguard/Instructor is additional charge outside of regular operating hours or where additional staff is needed.			
16	Sidney/North & Centre Saanich (Panorama)	123.50	123.50	Youth 15.75
17	Sooke - SEAPARC	N/A	includes 2 guards \$157	Adult/Commercial \$26 per lane Youth \$13.50 per lane
18	Sunshine Coast <b>Non Profit</b> - (Gibsons & District Aquatic Facility)	75.00	75.00	20.00
	Sunshine Coast <b>Commercial</b> - (Gibsons & District Aquatic Facility)	90.00	90.00	25.00
	Sunshine Coast <b>Non Profit</b> - (Sechelt Aquatic Facility)	145.00 Competition and or leisure Tank	145.00 Competition and or leisure Tank	19.00
	Sunshine Coast <b>Commercial</b> - (Sechelt Aquatic Facility)	275.00 Competition and or Leisure Tank	275.00 Competition and or Leisure Tank	25.00
	Sunshine Coast <b>Non Profit</b> - (Pender Harbour Aquatic and Fitness Centre)	85.00/hour (includes 2 lifeguards)	85.00/hour (includes 2 lifeguards)	21.25
	Sunshine Coast <b>Commercial</b> - (Pender Harbour Aquatic and Fitness Centre)	N/A	85.00/hour (includes 2 lifeguards)	21.25
19	Victoria - Crystal Pool	N/A	N/A	See chart below

NO	COMMUNITY	SWIM MEET RATE PER HOUR 2023/2024	FULL POOL RATE PER HOUR 2023/2024	PER LANE RATE PER HOUR 2023/2024
19	Victoria - Crystal Pool <b>25 Meter Pool (per lane)</b> Minor Organizations 13.18 Minor Organizations High Volume/Aft Hrs 9.93 Adult Organizations 16.49 Adult Organizations High Volume/Aft Hrs 12.39 Commercial 20.57 Commercial High Volume/After Hours 15.42 <b>50 Meter Pool (per lane)</b> Minor Organizations 19.79 Minor Organizations High Volume/Aft Hrs 14.86 Adult Organizations 24.73 Adult Organizations High Volume/Aft Hrs 18.56 Commercial 30.89 Commercial High Volume/After Hours 23.15			
20	Westshore Parks & Rec.	168.00/youth commrc/swim clubs	310.00/commercial	Youth Non Profit 21.00 Adult Non Profit 33.60 Commercial 38.85

**ATTACHMENT D**

**TOWN OF LADYSMITH**

**BYLAW NO. 2086**

**A bylaw to establish fee schedules for the Frank Jameson Community Centre and other  
Town of Ladysmith recreation facilities**

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The Council of the Town of Ladysmith in open meeting assembled, enacts the following:

1. The fees set forth in Schedule 'A' and Schedule 'B' attached to and forming part of this bylaw are the admission and user fees for the Frank Jameson Community Centre and other recreation facilities.

**Repeal**

2. "Town of Ladysmith Community Centre and Facilities Fees and Charges Bylaw 2018, No. 1968" is hereby repealed.

**Effective Date**

3. This bylaw comes into effect on November 1, 2021.

**Citation**

4. This Bylaw may be cited for all purposes as Town of Ladysmith "Community Centre Fees and Charges Bylaw 2021, No. 2086".

READ A FIRST TIME on the 7<sup>th</sup> day of September, 2021

READ A SECOND TIME on the 7<sup>th</sup> day of September, 2021

READ A THIRD TIME on the 7<sup>th</sup> day of September, 2021

ADOPTED on the 21<sup>st</sup> day of September, 2021



  
\_\_\_\_\_  
Mayor (A. Stone)

  
\_\_\_\_\_  
Corporate Officer (D. Smith)

**SCHEDULE A  
RECREATION FACILITY ADMISSION FEES**

**Admission Fees 2021-2024 (GST NOT INCLUDED)**

<b>Single Admissions</b>			
Type	2021/22	2022/23	2023/24
Child 0-3 yrs	FREE		
Child 3-12 yrs	3.08	3.14	3.20
Youth 13-18 yrs	4.20	4.29	4.37
Adult 19-59 yrs	6.03	6.15	6.27
Senior 60-79 yrs	4.20	4.29	4.37
Senior 80 & up	FREE		
Family*	11.36	11.59	11.82
<b>10 X Pass</b>			
Type	2021/22	2022/23	2023/24
Child 0-3 yrs	FREE		
Child 3-12 yrs	26.08	26.60	27.13
Youth 13-18 yrs	35.97	36.68	37.42
Adult 19-59 yrs	50.93	51.95	52.99
Senior 60-79 yrs	35.97	36.68	37.42
Senior 80 & up	FREE		
Family	<b>95.99</b>	<b>97.91</b>	<b>99.87</b>
<b>30 X Pass</b>			
Type	2021/22	2022/23	2023/24
Child 0-3 yrs	FREE		
Child 3-12 yrs	62.59	63.84	65.12
Youth 13-18 yrs	95.42	97.33	99.28
Adult 19-59 yrs	134.41	137.10	139.84
Senior 60-79 yrs	95.44	97.35	99.30
Senior 80 & up	FREE		
Family	253.31	258.38	263.54

<b>1-Month Pass</b>			
Type	2021/22	2022/23	2023/24
Child 0-3 yrs	FREE		
Child 3-12 yrs	N/A		
Youth 13-18 yrs	42.59	43.45	44.31
Adult 19-59 yrs	53.30	54.36	55.45
Senior 60-79 yrs	42.59	43.45	44.31
Senior 80 & up	FREE		
Family	100.45	102.46	104.51
<b>12-Month Pass</b>			
Type	2021/22	2022/23	2023/24
Child 0-3 yrs	FREE		
Child 3-12 yrs	N/A		
Youth 13-18 yrs	412.62	420.87	429.29
Adult 19-59 yrs	517.33	527.68	538.23
Senior 60-79 yrs	412.62	420.87	429.29
Senior 80 & up	FREE		
Family	974.99	994.49	1014.38

**SCHEDULE B  
RECREATION FACILITY RENTAL FEES**

- Commercial bookings.....plus 20%
- Non-profit bookings\*\* .....less 50%
- \*\*does not include specialized facilities such as swimming pool
- Registered non-profit youth swim club(s)....less 15%

Facility (GST not included)	2021/22	2022/23	2023/24
<b>Frank Jameson Community Centre</b>			
Meeting Room Hourly Rate	25.31	25.81	26.33
Meeting Room Hourly with Pool	23.32	23.78	24.26
Meeting Room Daily Rate	101.11	103.14	105.20
Gymnasium Hourly Rate	45.58	46.49	47.42
Gymnasium Daily Rate	392.74	400.60	408.61
Lower Program Room Hourly Rate	44.93	45.83	46.75
Lower Program Room with Pool	23.32	23.78	24.26
Lower Program Room Daily Rate	179.73	183.33	186.99
Lower Rec Room Hourly Rate *NEW	45.58	46.49	47.42
Lower Rec Room Daily Rate *NEW	392.74	400.60	408.61
Locker Rental - small	0.25	0.25	0.25
Locker Rental - large	0.50	0.50	0.50
One Pool	84.95	86.64	88.38
Two Pools	124.78	127.28	129.82
<b>Aggie Hall</b>			
Aggie Hall Hourly Rate (no kitchen)	45.58	46.49	47.42
Aggie Hall Hourly Rate (with kitchen)	76.98	78.52	80.09
Aggie Hall Daily Rate (includes kitchen)	210.08	214.28	218.57
Aggie Hall Receptions Party, Dance	412.95	421.21	429.63



**SCHEDULE B (cont.)**

<b>Transfer Beach</b>			
NEW - Transfer Beach Kin Shelter HALF DAY	33.82	34.50	35.19
Transfer Beach Kin Shelter FULL Day	56.47	57.60	58.76
NEW - Transfer Beach Sportsmen Shelter HALF DAY	33.82	34.50	35.19
NEW - Transfer Beach Sportsmen Shelter FULL DAY	56.47	57.60	58.75
Transfer Beach Amphitheatre – Full Day Private Family Function	103.98	106.06	108.19
Transfer Beach Amphitheatre – Half Day Private Family Function	59.40	60.59	61.80
Transfer Beach Amphitheatre – Full Day Public Special Event	401.12	409.14	417.32
Transfer Beach Amphitheatre – Performances per Hour	28.41	28.98	29.56
Park Permit (parking lot, upper beach, or lower beach) Full Day	103.98	106.06	108.19
Park Permit (parking lot, upper beach, or lower beach) Half Day	59.40	60.59	61.80
Park Permit (parking lot, upper beach, or lower beach) per Hour	28.41	28.98	29.56
<b>Sports Fields</b>			
Aggie Ball Diamonds per Hour Youth	NO CHARGE		
Aggie Ball Diamonds per Hour Adult	17.22	17.57	17.92
Aggie Ball Diamonds Tournament per Day	147.98	150.94	153.96
High Street Little League Diamonds per Hour Youth	NO CHARGE		
High Street Little League Diamonds Tournament per Day	147.98	150.94	153.96
Holland Creek Ball Diamonds per Hour Youth	NO CHARGE		
Holland Creek Ball Diamonds per Hour Adult	17.22	17.57	17.92
Holland Creek Ball Diamonds Tournament per Day	147.98	150.94	153.96
Forrest Field per Hour Youth	7.62	7.77	7.92
Forrest Field per Hour Adult	27.24	27.79	28.34
Forrest Field per Day Youth	49.44	50.43	51.44
Forrest Field per Day Adult	183.83	187.51	191.26
<b>Miscellaneous</b>			
Chairs (25)	24.08	24.56	25.05
Forrest Field Half Lights per Hour	12.77	13.03	13.29
Forrest Field Full Lights per Hour	16.58	16.91	17.25
Aggie Field Lights	6.39	6.51	6.64
FJCC Field Lights	6.39	6.51	6.64