

**A REGULAR MEETING
OF THE TOWN OF LADYSMITH COUNCIL
AGENDA
6:00 P.M.**

**Tuesday, July 2, 2024
Ladysmith Seniors Centre
630 2nd Avenue**

Pages

1. CALL TO ORDER

Call to Order 6:00 p.m. in Open Session, in order to retire immediately into Closed Session.

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

2. CLOSED SESSION

Recommendation

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

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

3. OPEN MEETING AND ACKNOWLEDGEMENT (7:00 P.M.)

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

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

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

4. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for July 2, 2024.

5. RISE AND REPORT- Items from Closed Session

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held June 18, 2024 5

Recommendation

That Council approve the minutes of the Regular Meeting of Council held June 18, 2024.

6.2 Minutes of the Special Meeting of Council held June 27, 2024 11

Recommendation

That Council approve the minutes of the Special Meeting of Council held June 27, 2024.

7. DELEGATIONS

7.1 Quentin Goodbody, President, Ladysmith and District Historical Society (LDHS) 15

2024 LDHS Operational Report to Council

8. COMMITTEE MINUTES

8.1 Public Art Committee - June 6, 2024 49

Recommendation

That Council receive the minutes of the Public Art Committee meeting held June 6, 2024.

9. REPORTS

9.1 Alternative Approval Process Official Results – New City Hall 51

Recommendation

That Council:

1. Receive the official results of the Alternative Approval Process for “Town of Ladysmith City Hall Loan Authorization Bylaw 2024, No. 2166”; and
2. Consider formally abandoning Bylaw No. 2166.

10. BYLAWS

10.1 Community Centre Fees and Charges Bylaw 2024, No. 2178 55

Recommendation

That Council give first, second and third readings to “Community Centre Fees and Charges Bylaw 2024, No. 2178” as presented in the July 2, 2024 staff report by the Director of Parks, Recreation & Culture.

10.2 Bylaw Status Sheet 65

11. CORRESPONDENCE

11.1 Ladysmith Celebrations Society - Support Royal Canadian Air Force Flyby during Ladysmith Days 66

Recommendation

That Council authorize the Canadian Armed Forces to fly an aircraft as low as 500 feet for transit, practice, and shows during the Ladysmith Days celebrations at Transfer Beach August 3-4, 2024.

12. NEW BUSINESS

12.1 Community Works Fund Agreement 69

Recommendation

That Council authorize the Mayor and Corporate Officer to sign the Community Works Fund agreement.

13. UNFINISHED BUSINESS

13.1 Replacement for Councillors Paterson and Virtanen at the Union of British Columbia Municipalities (UBCM) 2024 Convention

Recommendation

That Council authorize Councillors McKay and Stevens to replace Councillors Paterson and Virtanen as delegates at the Union of BC Municipalities (UBCM) Convention to be held September 16-20, 2024 in Vancouver.

14. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be related to items on the agenda.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

15. ADJOURNMENT



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, June 18, 2024
5:30 P.M.
Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

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

Councillor Duck Paterson
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Ryan Bouma

Chris Geiger
Sue Bouma
Nick Pescod

1. CALL TO ORDER

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

2. CLOSED SESSION

CS 2024-127

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

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

Motion Carried

3. OPEN MEETING AND ACKNOWLEDGEMENT

Mayor Stone called this Regular Meeting of Council to order at 7:00 p.m., recognizing with gratitude that it was taking place on the unceded territory of the Stz'uminus First Nation.

4. AGENDA APPROVAL

CS 2024-128

That Council approve the agenda for this Regular Meeting of Council for June 18, 2024.

Motion Carried

5. MINUTES

5.1 Minutes of the Public Hearing and Regular Council Meeting held May 21, 2024

CS 2024-129

That Council rescind the adoption of the May 21, 2024 minutes and re-adopt as amended.

Motion Carried

5.2 Minutes of the Regular Meeting of Council held June 4, 2024

CS 2024-130

That Council approve the minutes of the Regular Meeting of Council held June 4, 2024.

Motion Carried

6. REPORTS

6.1 Award Fire Services Strategic Work Plan

CS 2024-131

That Council:

1. Award the Fire Services Strategic Work Plan process to Tim Pley & Associates in the amount of \$38,500, plus applicable taxes; and
2. Reallocate \$38,500 from the Fire Department previous year's surplus reserve and amend the 2024-2028 Financial Plan accordingly.

Motion Carried

6.2 Skatepark Community Painting Project

CS 2024-132

That Council direct staff to coordinate the Skatepark Community Painting Project with the Ladysmith Skatepark Collective, to begin during the 2024 summer.

Motion Carried

6.3 Child Protection Policy Update

CS 2024-133

That Council authorize updating and converting the Child Protection Policy, as presented in the June 18, 2024 staff report from the Director of Parks, Recreation & Culture, into an administrative policy.

Motion Carried

6.4 Town of Ladysmith 2023 Annual Municipal Report

A member of the public enquired about aspects of the audited financial statements included in the 2023 Annual Municipal Report. Staff advised that this information had been addressed by the auditor at the April 16, 2024 Council meeting.

CS 2024-134

That Council approve the Town of Ladysmith 2023 Annual Municipal Report.

Motion Carried

6.5 Town of Ladysmith 2023 Statement of Financial Information

CS 2024-135

That Council approve the Town of Ladysmith Statement of Financial Information for the fiscal year ended December 31, 2023.

Motion Carried

6.6 BC Hydro DC Charger Station Agreement

CS 2024-136

That Council:

1. Direct staff to review the BC Hydro License of Occupation with the Town's lawyer and make necessary changes;

2. Authorize the Town's Corporate Officer to enter into the License of Occupation with BC Hydro once staff are satisfied with the final version; and
3. Direct staff to include the necessary funds in the 2025 budget.

Motion Carried

CS 2024-137

That Council direct staff to write a letter to BC Hydro:

1. Encouraging them to request a protected left hand turn light on the south bound side of the Trans-Canada Highway to Capt. Tristan De Koninck Way; and
2. Requesting the inclusion of North American charging plugs for some of the stations.

Motion Carried

7. BYLAWS

7.1 Bylaw Status Sheet

8. CORRESPONDENCE

8.1 King Charles III Coronation Medal Selection Committee

CS 2024-138

That Council select Councillor Paterson to sit on the King Charles III Coronation Medal selection committee to review the nominations of outstanding Nanaimo – Ladysmith community members who have made a difference in our communities for consideration for a Coronation Medal.

Motion Carried

9. NEW BUSINESS

9.1 Request to attend the Vancouver Creative City Summit

CS 2024-139

That Council authorize Councillor McKay to attend the Creative City Network of Canada, Creative City Summit 2024 to be held in Vancouver on October 1-3, 2024.

Motion Carried

9.2 Replacement for Councillor Virtanen at the Union of British Columbia Municipalities (UBCM) 2024 Convention

CS 2024-140

That Council defer discussion regarding the reassignment of Councillor Virtanen's, and potentially Councillor Paterson's, attendance as delegates at the 2024 Union of BC Municipalities (UBCM) Convention to the next meeting of Council.

Motion Carried

9.3 Ministry Appointments at the Union of British Columbia Municipalities (UBCM) 2024 Convention

CS 2024-141

That Council direct staff to request appointments at the 2024 UBCM Convention with the Ministers of Finance and Municipal Affairs to discuss the need for a stronger fiscal framework for local governments, as well as with the Minister of Education regarding seismic upgrades and school facilities planning.

Motion Carried

10. QUESTION PERIOD

A member of the public inquired about the number of charging stations proposed in item 6.6, as well as the payment process involved.

11. RECESS

CS 2024-142

That Council recess at 8:08 p.m. in order to reconvene the Closed Session.

Motion Carried

12. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 8:53 p.m. without report.

The following items from the June 4, 2024 Closed Meeting of Council were reported:

CE 2024-045

That Council:

1. Direct staff to begin work on a Fire Service Strategic Work Plan; and

2. Rise and report immediately.

CE 2024-046

That Council:

1. Endorse the change of scope to the Kay Grouhel Recognition Project as proposed in the June 4th, 2024 report; and
2. Rise and report on Recommendation No. 1 immediately.

13. ADJOURNMENT

CS 2024-143

By unanimous consent Council adjourned this Regular Meeting of Council at 8:54 p.m.

CERTIFIED CORRECT

Mayor (A. Stone)

Corporate Officer (S. Bouma)



MINUTES OF A SPECIAL MEETING OF COUNCIL

Thursday, June 27, 2024
9:03 A.M.
City Hall Council Chambers
410 Esplanade

Council Members Present:

Mayor Aaron Stone (*via Teams*) Councillor Duck Paterson (*via Teams*)
Councillor Ray Gourlay (*via Teams*) Councillor Marsh Stevens (*via Teams*)
Councillor Amanda Jacobson (*via Teams*) Councillor Jeff Virtanen (*via Teams*)
Councillor Tricia McKay (*via Teams*)

Staff Present:

Allison McCarrick (*via Teams*) Ryan Bouma (*via Teams*)
Erin Anderson (*via Teams*) Sue Bouma (*via Teams*)
Jake Belobaba (*via Teams*) Julie Tierney (*via Teams*)

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Mayor Stone called this Special Meeting of Council to order at 9:03 a.m. and acknowledged with gratitude that it was being held on the unceded territory of the Stz'uminus First Nation.

2. AGENDA APPROVAL

CS 2024-144

That Council approve the agenda for this Special Meeting of Council for Thursday, June 27, 2024.

Motion Carried

3. REPORTS

3.1 Small-Scale Multi-Unit Housing and other Housing-Related Bylaw Amendments

CS 2024-145

That Council:

1. Give first, second and third readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860”Amendment Bylaw No. 2186”;
2. Adopt “Town of Ladysmith Zoning Bylaw 2014, No. 1860”Amendment Bylaw No. 2186”;
3. Having considered s. 475 of the *Local Government Act*, and in particular the matters set out in subsections (2)(a) and (b), resolve that:
 - a. the Stz’uminus First Nation, and School District 68 are the only entities that are appropriate to consult in connection with “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2185”;
 - b. consultation should be early but need not be ongoing;
 - c. the consultation process described in the staff report to Council dated June 27, 2024 is sufficient in respect to the proposed Official Community Plan amendment; and
 - d. staff be directed to refer “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2185” to the Stz’uminus First Nation and School District 68 as set out in the June 27, 2024 staff report to Council;
4. Give first and second readings to “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2185”;
5. Consider “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2185” in conjunction with the Town’s Financial Plan, the Town’s Liquid Waste Management Plan, and the Cowichan Valley Regional District Solid Waste Management Plan, pursuant to section 477(3) of the *Local Government Act*;
6. Consider “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2185” in conjunction with the Town’s Housing Needs Report and the housing information on which the

report is based, pursuant to section 473(2.1) of *the Local Government Act*;

7. Direct staff to schedule a public hearing and notice of the hearing for “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2185”;
8. Pursuant to section 481.4(2) of the *Local Government Act*, direct staff to provide written notice to the Minister of Housing following the adoption of Bylaw 2186 that the following properties are exempt from section 481.3(4) and (5) of the *Local Government Act*:
 - a. the properties listed in Attachment J to the June 27, 2024 staff report to Council, under Section 481.4(1)(c) of the *Local Government Act*;
 - b. all properties in the following zones, under Section 481.4(d) of the *Local Government Act*:
 - i. Primary Agriculture (A-1);
 - ii. Agriculture and Resort Recreation (A-RR); and
 - c. The properties listed in Attachment K to the June 27, 2024 staff report to Council, under Section 481.4(1)(e) of the *Local Government Act*;
9. Pursuant to section 464(2) of the *Local Government Act*, decide not to hold a public hearing for “Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw No. 2187” and direct staff to publish notice in accordance with section 467 of the *Local Government Act*;
10. Direct staff to refer “Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw No. 2187” to the Ministry of Transportation and Infrastructure pursuant to section 52 of the *Transportation Act*, following third reading;
11. Give first, second and third readings to “Council Procedure Bylaw 2009, No. 1666 Amendment Bylaw No. 2184”;
12. Give first, second and third readings to “Town of Ladysmith Subdivision and Development Servicing Bylaw 2013, No. 1834 Amendment Bylaw 2183”;

13. Give first, second and third readings to “Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905 Amendment Bylaw No. 2180”;
14. Give first, second and third readings to “Development Procedures Bylaw 2024, No. 2179”;
15. Give first, second and third readings to “Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644 Amendment Bylaw No. 2182”.

Motion Carried

4. ADJOURNMENT

CS 2024-146

That this special meeting of Council be adjourned at 9:57 a.m.

Motion Carried

CERTIFIED CORRECT

Mayor (A. Stone)

Corporate Officer (S. Bouma)



ANNUAL REPORT TO COUNCIL

AS PER REQUIREMENTS FOR
ARCHIVES & MUSEUM MANAGEMENT & OPERATING AGREEMENT



LDHS VISION AND MISSION STATEMENTS

Vision Statement: *“The LDHS is universally recognised and valued as the Steward of Local Heritage and through the excellence and inclusiveness of its programs is a major contributor to community, education and tourism”.*

Mission Statement: *“The LDHS, working largely as a volunteer organisation in partnership with the Town of Ladysmith, the Stz’uminus First Nation, community and private groups, governments and the public, encourages effective collection and preservation of all historically significant records and artifacts and promotes their use in education and research to showcase our district’s heritage and culture.”*



LDHS RECOGNISES AND CELEBRATES DIVERSITY

Fundamental Tenets:

Recognition of, Respect for and Celebration of, Diversity within our Community.

Since December 2021 The LDHS has been a signator to:

The Heritage and Reconciliation Pledge

The Society:

- *Acknowledges Indigenous and culturally diverse peoples within our community.*
- *Works to establish and maintain respectful and welcoming relationships with these peoples.*
- *Welcomes and encourages multicultural representation within the Society.*
- *Commits to support and engage in public education and advocacy relating to cultural diversity.*
- *Includes Reconciliation and Cultural Equity as part of its strategic direction.*
- *Ensures cultural groups are involved in the formation of strategies and programs that the Society develops relating to these groups.*

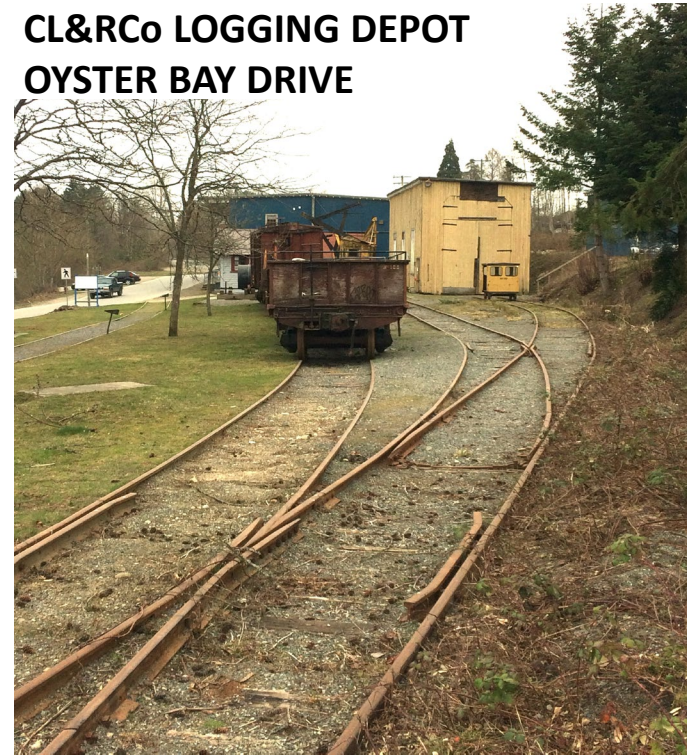
LDHS CONTINUES TO OPERATE ON 4 FRONTS:



ARCHIVES



**CL&RCo LOGGING DEPOT
OYSTER BAY DRIVE**



**MUSEUM
1ST AVE**



ONLINE

Website: averages 4000 visitors/month
facebook page: 3000+ followers
YouTube: 71 videos, 100,000+ views
TikTok: 5 clips; 36,000 views

Origins

Ladysmith Archives and Ladysmith Museum

STRATEGY 7: ESTABLISH A MUNICIPAL ARCHIVES AND MUSEUM

AREA OF FOCUS 2: HERITAGE INFORMATION AND RESOURCES



Ladysmith, 1953 (BCA i 27592)

ACTIONS:

- 7.1 Renovate community property allocated to the Archives.
- 7.2 Archive Knight Collection
 - Explore ways and funding opportunities to make archival collection more readily accessible (i.e. online access)
- 7.3 Establish a contract with Ladysmith & District Historical Society to operate Archives.
 - Establish necessary records management and reporting requirements as part of the contract.
- 7.4 Maintain a reserve fund for a museum or heritage centre.
 - Explore matching funding opportunities for this fund.
 - Consider a feasibility study to research a suitable facility.
- 7.5 Explore strategic partnerships to establish a museum or heritage centre.
 - Along with the HRAC, this could involve CFN, LDHS, LMS, TAC as well as others.

The Archives and Museum
were established
in response to
recommendations in the
2008 Heritage Strategic Plan



The LDHS
manages and operates
these facilities
on behalf of the Town

LADYSMITH ARCHIVES

Unit B, 1115 1st Avenue
(below Tim Horton's)

Officially opened 15th November 2008

Archives (per se)

- Restricted access
- Part time archivist – volunteer assisted
 - Records/Database management
- 20,000 + photographs, maps, fonds etc.
- Answering technical/property queries.



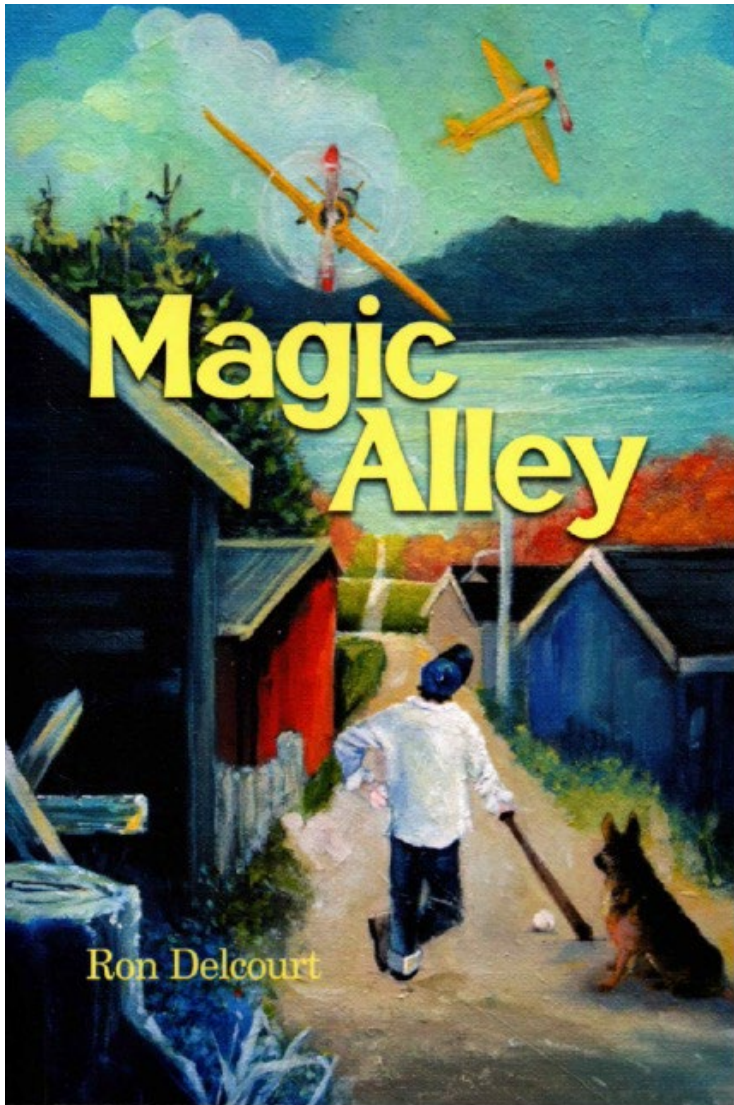
ARCHIVES

READING ROOM



Reading Room

- Open to the Public
- Volunteer run
- Researching/Publishing local history
- Building files, Family files, etc.
- Reference library
- Answering queries – family histories etc.
- Heritage promotion
- Book publication / sales



This delightful collection of stories, shared with a wry sense of humour by Ron Delcourt, tells what it was like to grow up in Ladysmith in the 1930s and early 1940s – a time bracketed by the Great Depression and World War 2.

- **Richly illustrated with archival photographs**
- **Published February 2024**
- **First printing (300) almost sold out.**
- **Copies on sale for \$29.95**

ARCHIVES 2023/2024 PROJECTS Dalby's on Dogwood Storyboards Research



In the early 1900s this area was the outskirts of Ladysmith. The main route to Victoria, a dirt road, followed the path of what is now Dogwood Drive. The town's jailhouse was where Dogwood Drive and Bayview Avenue intersect today. Where you stand now housed D. Nicholson's lumber yard and office.



Victoria Road (now Dogwood Drive) looking north circa 1910. You are standing approximately where the tall tree is at right centre.

Shell Service Station
OPEN ON
Saturday Oct. 23.
 WE INVITE YOUR INSPECTION
 Member for Each Vehicle - Gasoline and Grease for the Family
 NEW! NEW! LUBRICANTS
 SEVEN SHELL MOTOR OILS
 SPECIAL LUBRICANTS
 L. Wargo and C. McDonald
 SERVICE

Ladysmith Chronicle Advertisement
 October 22nd 1937

Dr. L. Giovando bought the site from the Nicholson estate circa 1937. Shell Oil leased it and on October 23rd 1937 opened a franchised motor vehicle service station operated by brothers Norman and Les Wargo and Cliff McDonald.

Wargo & McDonald Shell Service Station after opening in November 1937
 Landlord L. Giovando in centre flanked by Wargo and McDonald.



Service station circa 1940s.



YES! It's an Old Timer
 But you can't get a NEW ONE yet...
 Under our expert care there are many more useful miles in the old car.
 Proper Lubrication can do a lot towards stretching an auto's life and cutting the cost of having to buy new parts.
 Bring your Tie Troubles to us. We will do our best to help you.
Brunt's Garage
 YOUR SHELL STATION Phone 10
 First Avenue

Thomas Brunt took over the Shell franchise from Wargo & McDonald circa 1943 and operated it until 1950.



Windscreen washing at Dalby's circa 1950s.

CHRISTMAS GREETINGS!
 We would be glad to share with you a very Merry Christmas and Happy New Year.
DALBY'S SERVICE STATION
 Ladysmith
 December 23rd 1950

Ralph and Howard Dalby, who worked for Thomas Brunt as mechanics, purchased the business in 1950.

Clearing snow at the station. Early 1950s.



Dalby's Service Station and Tow Truck. 1950s.

The Dalby's rebuilt the garage in 1952 and continued to run the Shell franchise until the early 1970s when Shell's business moved to where it is now on the Island Highway.

Merry Christmas!
 Ralph Dalby, Howard Dalby, and other staff members.
 Total our customers get the best of everything in the holiday season and health and prosperity in the New Year.
DALBY'S SERVICE

Ladysmith-Chemainus Chronicle Dec 19 1963

After giving up the Shell franchise, Ralph Dalby and subsequently son Gary continued to run a tow truck and marine service. In 2014 the business closed after Gary's passing, ending 64 years of Dalby Family service at this location.

SERVICE SMILES!
 AN OUNCE OF PREVENTION
 GET YOUR ANTIFREEZE NOW
Dalby's Service
 THE BATTERY ACCESSORIES

Dalby's Automotive and Marine Services just after closure in 2014.



The site was purchased by Frank and Mike Crucil in 2019. After demolition of the Dalby buildings in 2021 and remediation of ground contamination from service station days, construction of 'Dalby's on Dogwood' apartments began in 2022 and was completed in 2024.



Development of the Extension coal mines and loading wharves at Oyster Harbour attracted immigrants and establishment of the Town in the late 1890s. Most came from England, Ireland, Scotland and Wales, with lesser numbers from Belgium, China, Croatia, Denmark, France, Finland, Germany, Holland, Hungary, Italy, Norway, Russia, Sweden and the U.S.

This area on the edge of Ladysmith, separated from the Town's gridiron layout by the colliery flume which brought water from Holland Creek to the coal washery at the harbour, was more rural and featured larger lots with orchards and small farms.



Jail house at corner of Bayview and Victoria Crescent circa 1901

Dalby's on Dogwood Storyboards Research (Continued)



Outside Johnson store/service station on Victoria Road pre-1931

Circa 1915, David and Julia Johnson opened a general store and Imperial Oil service station on Victoria Road (now Dogwood Drive) to serve the increasing motor traffic.



Family picnic beside Victoria Crescent circa 1910



Johnson store/service station on Bayview Road 1950s

In 1931 the Johnson's service station and store was moved to Bayview Avenue as that became the main thoroughfare into town. The store was the community hub till it closed in the early 1960s.



Bayview Road birthday party early 1950s.

Augustus DeClark farmed a small holding with cows at the south east corner of Methuen and 4th Ave. In 1932 he purchased and cleared an additional 10 acres to establish a dairy. Later the land was sold for development, a portion being donated to the town by Thomas and Wilma Wickham as a park.



Go take a look at the actual storyboards outside Dalby's on Dogwood

A close-knit community developed. An area near the Johnson store on Bayview, dominated by families of Scottish descent, became known as 'Mush Alley' named after porridge - a staple part of the Scots diet.



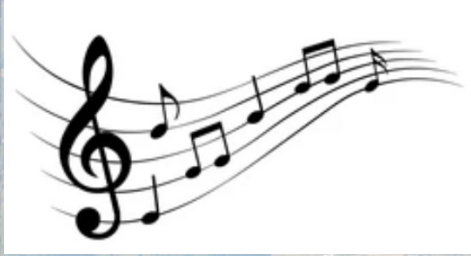
Tobogganing at Mush Alley circa 1958



1 = DeClark Dairy, 2 = Mush Alley, = Johnson's Store

Densification began in the 1950s with division of the larger lots for more houses and construction of the first apartment complex in 1967. This continues with the 2024 opening of 'Dalby's on Dogwood'.





'The Beat Goes On'

Contract with the Digital Museum of Canada



History of the Ladysmith Town and District showcased through period music.

Online National and International exposure for the Town and District.

24 stories– each focused on a period, event

Final 'proofing' of English version is ongoing.

Once ok – translation into French.

Anticipated launch late summer 2024.



LADYSMITH MUSEUM

721 1st Avenue

(corner of 1st & Buller)

Officially opened: 19th May 2012



The Museum:

Features the Relevance of Heritage to our Present and Future

Is a recognised 'Place of Learning' within the community.

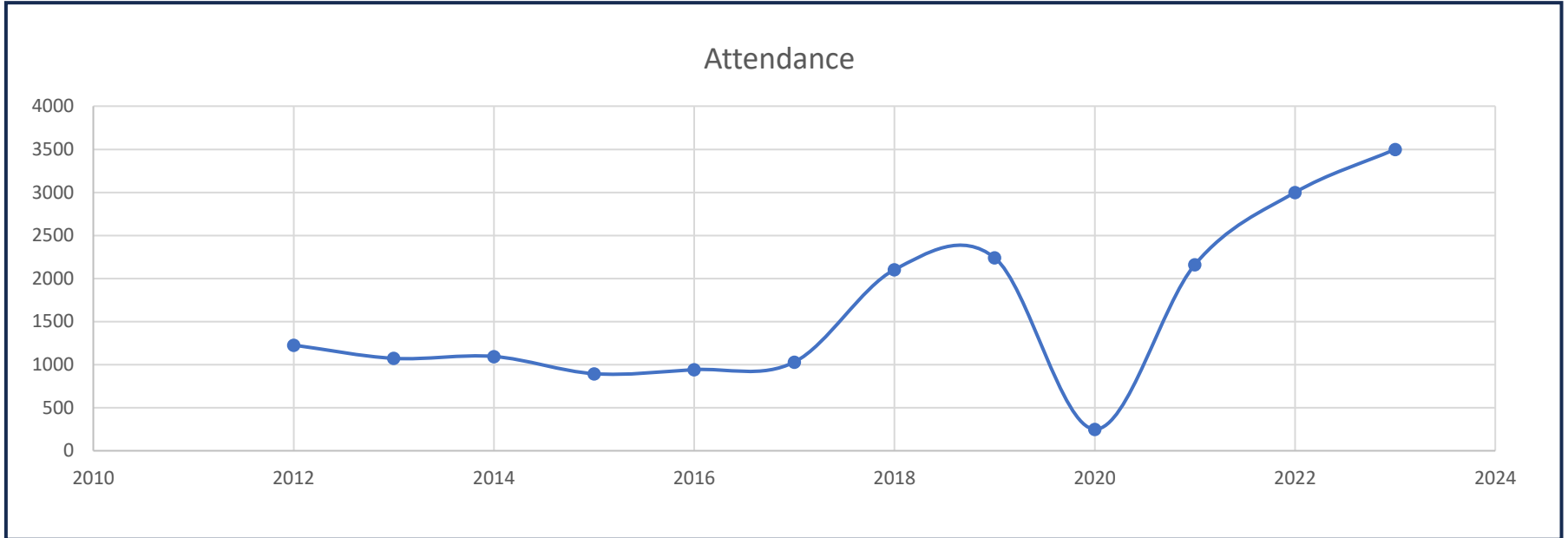
ACTIVITIES

- **Artifact Collection, Curation and Storage**
- **Exhibits**
 - Permanent Exhibits on Local History / Heritage
 - Temporary Feature Exhibits on subjects of local interest
- **Learning Centre**
 - Talks
 - Activities / Workshops
- **Gift Shop & Gallery**

2023 Volunteer Hours: 1200

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1st AVE. MUSEUM ATTENDANCE



Visitor Attendance is higher now than it has ever been.

MUSEUM ACTIVITIES

Magic of the Season Christmas Display (with LDCU support)



Museum Gift Shop and Attic Gallery supporting local artists, artisans and authors



MUSEUM BASEMENT ACTIVITIES AREA

Meetings, Book Launches, Workshops, Talks etc.



HISTORICALLY SPEAKING TALKS

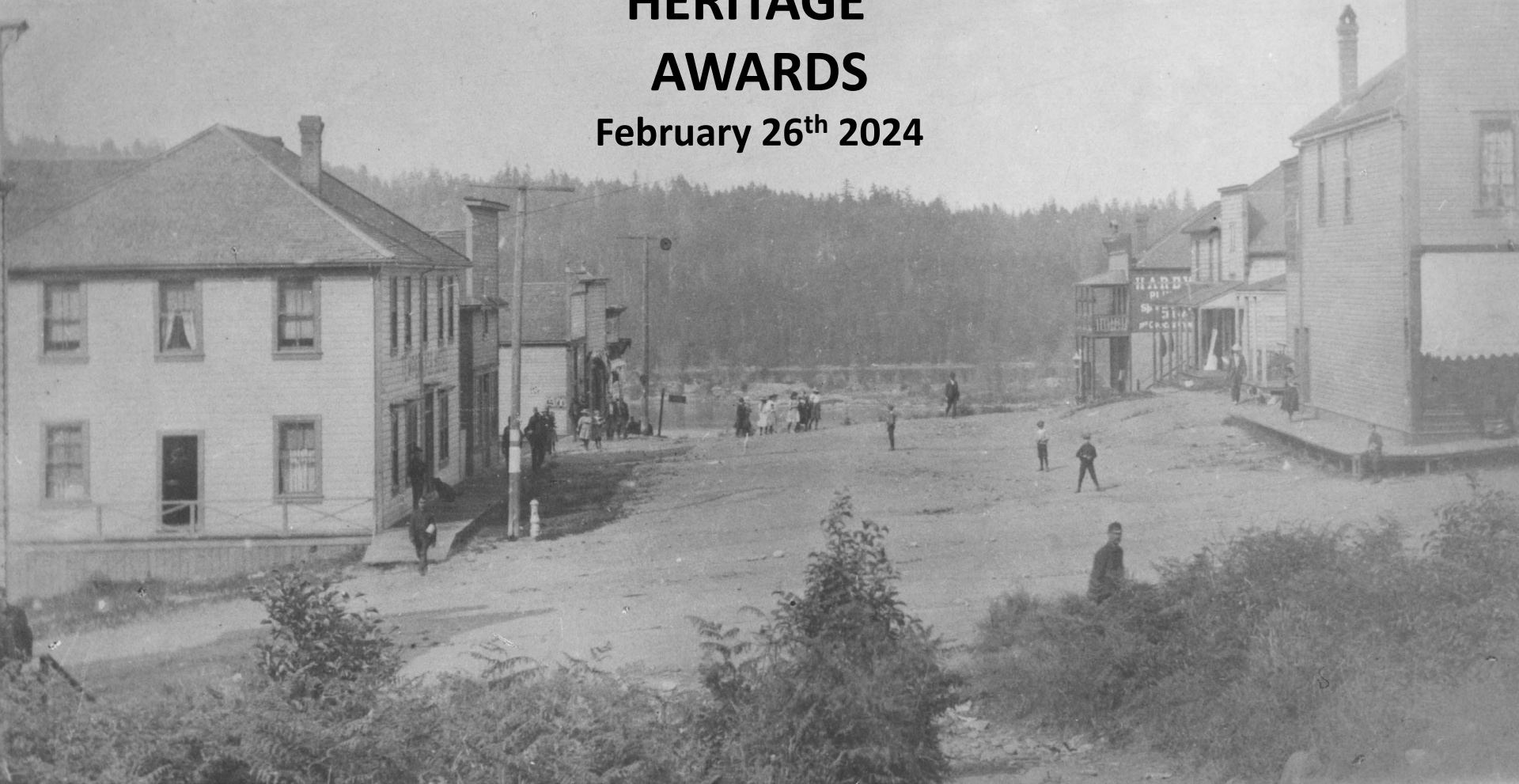
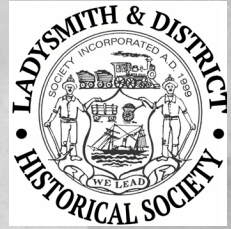


Presented via Zoom and in person

Recent talks

- ***The “Dorothy” 1894-1916: The history of an iconic BC wooden yacht: Robert Lawson***
- ***The Postmedia effect. How Vulture Capitalism is wrecking our news. Mark Edge***
- ***History of Stovely: Roger Prior***
- ***The Yellow Point Aquifer: Quentin Goodbody***

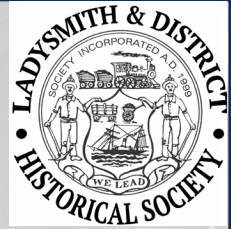
**LADYSMITH
5th ANNUAL
HERITAGE
AWARDS
February 26th 2024**



Presented to businesses, individuals and groups within the community that have played a key role in preserving or promoting local heritage through their actions or initiatives.

INDUSTRIAL HERITAGE PRESERVATION GROUP

Comox Logging & Railway Co. yard
614 Oyster Bay Drive



Preservation and Showcasing of Ladysmith & District's Industrial Heritage

Part of the planned Arts & Heritage Hub within the Waterfront Development Plan

- **Artifact Restoration / Preservation**
- **Showcasing area's industrial history by offering**
 - **Guided tours**
 - **Festivals and gatherings**
 - **Presentations**

2023 Volunteer Hours: 1450

ARTIFACT RESTORATION: Loci 11 mainline logging steam engine

Before Restoration



May 2023



ARTIFACT RESTORATION 2023 : Loci 11 (contd.) – the fiddly work remains.....

To Museum Exhibit standard (non-functional)

Cab Details:



Construction and installation of Engineer's and Fireman's seats



Restoration and installation of

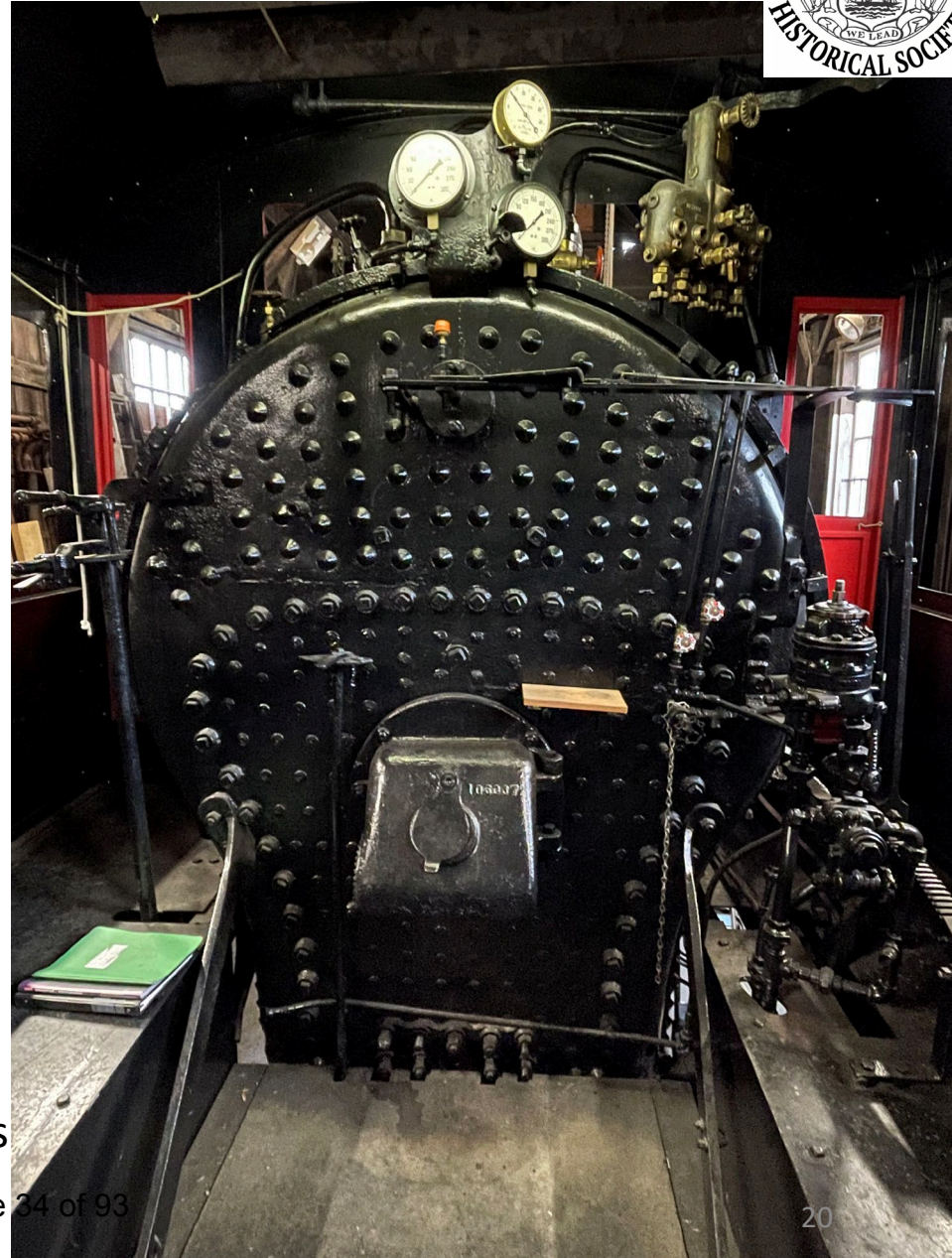
- Steam valves
- Oiler manifold
- Gauges
- Tubing
- Bell
- Lights

Fabrication and installation of

- Master controls
- Throttle lever assembly

Still sourcing:

- Injectors
- Water Gauges
- Pressure Gauges
- Steam Valves



ARTIFACT RESTORATION: 1927 Plymouth 107 shunting engine



**Restored to working order.
Now painting to
Crown Zellerbach colors**

Page 35 of 93



ARTIFACT RESTORATION: Humdergin

- SELF PROPELLED LOG UNLOADER
- BUILT 1946 ON CHASSIS OF 1900 SHAY
- OPERATED IN LADYSMITH 1946-1985

In final stages of restoration to working order

- Exhaust manifold rebuilt
- Clutch refurbished
- Arm now working



ARTIFACT RESTORATION: Bull Car



Had been modified by Ladysmith Railway Society

Restored to original configuration



OTHER INDUSTRIAL HERITAGE WORK



Offsite storage of Machine Shop equipment



Track restoration / maintenance



Tumbler restoration
(now with motor to turn)



Box Car restoration

INDUSTRIAL HERITAGE CELEBRATION:

FOREST FESTIVAL: MAY 27th 2023

700+ attendees

Loci 11 100th Anniversary





WHO DOES ALL THIS?

LDHS Membership: 52

Strong core of volunteers. Numbers vary depending on venue/project

2023 Total LDHS Volunteer Hours: 6150



WHERE DOES THE MONEY COME FROM?

2023 Cost of Basic Operation of Archives and Museum:	\$ 34,312
M&OA Funding for Museum (1 st Ave) and Archives Operation	\$ 26,465
Shortfall in Operational Funding for Museum (1st Ave) and Archives	\$ 7,847

2023 Industrial Heritage Project-Related Expenditures:	\$ 10,654
Grant in Aid for Industrial Heritage Preservation	\$ 7,927*
* includes \$1,927 rollover from 2022	
Shortfall in Funding for Industrial Heritage Preservation	\$ 2,727

Other Municipal Contributions to LDHS:	
Heritage Promotion contribution.	\$ 1,530
Professional Development contribution	\$ 1,632

TOTAL TOWN FINANCIAL PROVISION TO LDHS IN 2023 \$ 37,554

2023 Museum/Archives Operational + Industrial Heritage Costs	\$44,966
2023 Costs Shortfall subsidized by LDHS	\$ 7,412

**Operational shortfall and additional financing for other LDHS projects comes from:
Contracts and Fundraising (Grants + Donations in cash and kind)**

Why is there a shortfall in Municipal Funding for Museum/Archives Operations?

One reason:

Inflation versus fixed 2% increase in Municipal Contribution via M & O Agreement

Consumer Price Index

Year-over-year percentage change



2% Increase p.a.
Muni. Contribtn.

Source:
<https://www.bankofcanada.ca/rates/indicators/capacity-and-inflation-pressures/inflation/>

UPCOMING TASKS AND CONCERNS



- Update of The Heritage Strategic Plan including
 - Review of Archives and Museum locations / operations
 - Arts & Heritage Hub
 - Expansion of The Heritage Register
 - Preservation of Ladysmith's 'Heritage Aspect'
 - Heritage and Tourism
- Renegotiation of Archives/Museum M&O Agreement
- Heritage Artifact storage
- State of the Loci Shed at Oyster Bay Drive



**Thank you for your support
and for your time today!**

Ladysmith and District Historical Society
Income Statement Jan 01, 2023 to Dec 31, 2023

REVENUE

Archives Revenue	
Bank Interest Earned (Archives)	72.95
Book Sales (Archives)	620.00
Print Sales (Archives)	9.00
Donations - General (Archives)	612.00
Fundraising (Archives)	1,600.00
Memberships (Archives)	1,364.20
Grants (Archives)	18,047.43
Research (Archives)	160.00
Mixed Municipal Funds (Archives)	19,000.00
Heritage Promotion - Town Grant	1,530.00
Professional Development - Town G.	1,632.00
Archives Net Revenue	<u>44,647.58</u>

Museum Revenue	
Bank Interest Earned (Museum)	1.00
Book Sales (Museum)	978.62
Donations (Museum)	15,821.87
Fundraising (Museum)	2,735.00
PST Commission - Museum	55.05
Sales from Museum shop	6,991.32
Classes at Museum	591.00
Grants (Museum)	39,850.78
Fixed Municipal Funds (Museum)	7,464.92
Museum Net Revenue	<u>74,489.56</u>

Heritage Park Revenue	
Celebration Mugs	270.00
Donations (IHCP)	2,980.00
Fundraising (IHPCP)	320.00
Municipal Grants in Aid (IHPCP)	6,000.00
Heritage Park Net Revenue	<u>9,570.00</u>

TOTAL REVENUE 128,707.14

EXPENSE

Archives Expenses	
Appreciation - Volunteers	64.91
Advertising & Promotions (Arch)	2,369.49
Bank/PayPal Fees (Archives)	85.47
Books Purchased (Archived)	131.70
Computer Software (Archives)	777.57
Consulting / Wages (Archives)	12,258.50
Displays/Exhibits (Archives)	143.78
Equipment & Supplies (Archives)	143.92
Events (Archives)	548.64
Fees, Dues and Licenses (Archives)	1,111.47
Honorarium (Archives)	250.00
IT / Website (Archives)	1,638.25
Office Supplies (Archives)	4,190.30
Professional Development (Archives)	295.00
Security (Archives)	512.92
Utilities (Archives)	2,337.86
Archives Net Expenses	<u>26,859.78</u>

Museum Expense	
Advertising (Museum)	1,471.05
Books (museum)	862.20
Commission on Store Items	4,225.84
Bank Charges (Museum)	53.11
Contractor payments (Museum)	3,560.00

Printed On: Apr 21, 2024

Ladysmith and District Historical Society
Income Statement Jan 01, 2023 to Dec 31, 2023

Utilities (Museum)	2,532.13
Museum Class Expenses	13.15
Displays/Exhibits (Museum)	6,579.66
Insurance- Museum	114.00
Events (Museum)	1,701.75
Gift Shop Items (Museum)	385.30
Office Supplies (Museum)	349.62
Cleaning/Maintenance (Museum)	200.95
Security (Museum)	243.56
Volunteer Lounge - supplies	90.93
Museum Shop Supplies/R&M	828.62
Phone/ Internet (Museum)	1,368.75
Supplies (Museum)	2,245.01
Museum Upgrades	9,430.32
Museum Net Expenses	<u>36,255.95</u>
Industrial Heritage Expense	
Advertising (Heritage)	364.19
Bank Charges (Heritage)	52.86
Events (Heritage)	1,657.76
Honoraria (Heritage)	48.60
Insurance (Heritage)	350.00
Sundries & Misc (Heritage)	3,340.50
Special Events (Ind Heritage)	925.12
Office Supplies (Heritage)	58.24
Parts (Heritage)	1,005.16
Supplies - General (Heritage)	1,071.90
Utilities (Heritage)	616.13
Industrial Heritage Net Expenses	<u>9,490.46</u>
Admin Expenses	
Advertising & Promos (Admin)	595.17
Bank/Paypal Fees (Archives)	77.35
Donations	100.00
Insurance (Admin)	4,512.00
Heritage Awards Costs	379.74
Office Supplies (Admin)	162.09
Admin Net Expenses	<u>5,826.35</u>
Payroll Expenses	
Wages & Salaries	14,304.77
EI Expense	326.49
CPP Expense	731.00
WCB Expense	67.23
Total Payroll Expense	<u>15,429.49</u>
TOTAL EXPENSE	<u>93,862.03</u>
NET INCOME	<u>34,845.11</u>

Printed On: Apr 21, 2024
 Prepared without review or audit by Elaine J Layman, CPA - Treasurer

Ladysmith and District Historical Society

Balance Sheet As at Dec 31, 2023

ASSET

Current Assets		
Petty Cash		143.13
Cash clearing - museum store		524.10
Cash to be deposited	96.96	
578260 - LDCU Museum Chq.	53.52	
578260 - LDCU Museum Total		150.48
578252- LDCU Chequing	61,249.51	
578252 - LDCU Equity Shares	108.00	
578252- LDCU Savings	31,925.40	
578252- LDCU Total		93,282.91
1001967 - LDCU Heritage Equity	27.70	
1001967 - LDCU Heritage Total		27.70
959528 - LDCU Gaming Account	14,904.80	
959528 - LDCU Gaming Total		14,904.80
Purchase Prepayments		523.41
Prepaid Expenses		1,086.30
Inventory Saleable Items		1,225.41
Total Current Assets		<u>111,868.24</u>
Capital Assets		
Office Furniture & Equipment	1,690.82	
Net - Furniture & Equipment		1,690.82
Total Capital Assets		<u>1,690.82</u>
Other Non-Current Assets		
Computer Equipment and Software		4,688.06
Total Other Non-Current Assets		<u>4,688.06</u>
TOTAL ASSET		<u><u>118,247.12</u></u>
LIABILITY		
Current Liabilities		
Accounts Payable		8,828.00
Federal Income Tax Payable	0.02	
Total Receiver General		0.02
PST Payable		149.05
GST/HST Paid on Purchases	-5,030.11	
GST/HST Owing (Refund)		-5,030.11
Total Current Liabilities		<u>3,946.96</u>
TOTAL LIABILITY		<u>3,946.96</u>
EQUITY		
Owners Equity		
Retained Earnings - Previous Year		79,455.05
Current Earnings		34,845.11
Total Owners Equity		<u>114,300.16</u>
TOTAL EQUITY		<u>114,300.16</u>
LIABILITIES AND EQUITY		<u><u>118,247.12</u></u>

Printed On: Apr 21, 2024

Prepared without audit or review by Treasurer - Elaine J Layman CPA

Ladysmith & District Historical Society 2024 Budget Presented to LDHS Board Dec 13th 2023	
Income:	
Book sales	\$6,000
Canada Works Grant	\$15,500
Fees for Service (Research, etc.)	\$1,700
Grants / Donations (Cash + In Kind) / Fundraising	\$15,000
Memberships (Personal+Corporate)	\$800
Municipal Contribution Heritage Promotion	\$1,500
Municipal Contribution Professional Development	\$1,600
Municipal Grants / Grant-in-Aid	\$10,000
Museum Gift Store	\$7,000
Projects (Virtual Museum of Canada)	\$6,000
Town of Ladysmith Annual M&O funds	\$26,994
Total Income	\$92,094
Grant Funds In Hand at Year End 2023:	
Dabber Bingo Grant	\$5,000
Virtual Museum of Canada Beat Goes On	\$2,073
One Community Heritage Network	\$1,690
Museum Re-opening Grant	\$2,000
Nanaimo Airport Delcourt Book Contribution	\$1,000
Gaming Grant*	\$8,000
Industrial Heritage Grant in Aid YE cash balance	\$0
Total grant funds in hand	\$19,763
Total Grant Funding in Hand plus Income:	\$111,857

Expenses:	
Advertising & Promos	\$3,500
Bank Charges	\$250
Books Purchase and Production	\$5,500
Bookkeeping/Legal	\$2,700
Database backup	\$1,260
Equipment & Supplies (Computers + Consumables)	\$2,500
Events	\$5,000
Fund Raising	\$750
Gift Store	\$5,000
Industrial Heritage Preservation	\$11,500
Insurance	\$5,000
Phone/Internet	\$5,600
Software Licences & Subscriptions	\$2,000
Museum Displays/Exhibits/Programs	\$8,000
Office Supplies	\$650
Professional Development	\$1,600
Projects - Virtual Museum of Canada	\$8,100
Projects - One Community Heritage Network	\$1,830
Reconciliation Activities in the Learning Centre	\$3,500
Repairs & Maintenance	\$700
Security	\$1,000
Utilities	\$5,850
Wages (Archives + Museum)	\$14,000
Wages and Expenses- Summer Employees (Canada Works)	\$15,500
Website maintenance	\$550
Total Expenses	\$111,840

**Minutes of the Public Art Committee (PAC)
Thursday, June 6, 2024 at 4:00 p.m.
Frank Jameson Community Centre**

COMMITTEE MEMBERS PRESENT:

Lynda Baker, Chair
Kathleen Darby
Gordon Filewych

Kathy Holmes
Councillor Tricia McKay
Ora Steyn

STAFF PRESENT:

Andrea Downey, Lead
Chris Barfoot (*left at 4:35*)
Kim Cheang (Minute Taker)

REGRETS:

Julia Noon

**CALL TO ORDER AND
ACKNOWLEDGEMENT**

The meeting was called to order at 4:00 p.m.

The Chair acknowledged with gratitude that the meeting was taking place on the unceded territory of the Stz'uminus First Nation.

AGENDA

2024-05:

That the Public Art Committee approve the agenda for the meeting as presented.
Motion Carried

MINUTES

2024-06:

That the Public Art Committee approve the minutes of the February 6, 2024 meeting as presented.
Motion Carried

NEW BUSINESS

Skatepark painting

K. Janzen and T. McNeil presented the project proposal to enhance the aesthetics of the Ladysmith Skatepark as attached.

2024-07:

That the Public Art Committee receive the presentation by the Ladysmith Skatepark Collective and endorse the project to paint the skatepark as presented at the 2024.06.06 meeting,
Motion Carried

OLD BUSINESS

Mayor Kathleen (Kay) Grouhel Recognition

The committee reviewed and provided feedback on the Public Art – Call for Poetry. Staff to revise the Public Art – Call for Poetry and email to the committee for final review.

The committee recommends the Poetry Selection Committee as follow:

1 member - Grouhel family

1 member – Historical Society

1 member– Current/former Mayor or Council member

Rob Hutchinson or alternate Duck Paterson

1 member– Writers/Poets

John Edwards or Sarah Leo or Maggie De Vries or Deborah Graham or

Casey Scarborough

1 member– Community member

Ryan McMahon

1 member– PAC facilitator (non-voting)

Kathleen Darby

The selection committee members, can not submit a poem for the competition.

Staff to develop a matrix for evaluating the poem (similar to the banner).

Town of Ladysmith Flag – process recommendation for Council

The committee reviewed and discussed different process options to recommend to Council.

2024-08:

That the Public Art Committee recommends the following criteria be considered in making and selecting a new flag for the Town of Ladysmith:

- Ensure the Basic Principle of flag design are followed
- Ensure there's adequate and thorough public engagement for input. The public engagement can be conducted with the Town staff or through a design consultant.
- Consider consulting a design professional(s) to determine the budget to complete the project.

Motion Carried

Deaccession of Public Art of Julian North Collection - Update

The Julian North Collection deaccession has been completed and the collection is now located on Gabriola Island.

NEXT MEETING

4:00pm on Thursday, September 19, 2024 at FJCC

ADJOURNMENT

2024-09:

That the Public Art Committee adjourn this meeting at 6:00 p.m.

Motion Carried

STAFF REPORT TO COUNCIL

Report Prepared By: Sue Bouma, Manager of Corporate Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: July 2, 2024
File No: 4200-20
Re: Alternative Approval Process Official Results – New City Hall

RECOMMENDATION:

That Council:

1. Receive the official results of the Alternative Approval Process for “Town of Ladysmith City Hall Loan Authorization Bylaw 2024, No. 2166”; and
2. Consider formally abandoning Bylaw No. 2166.

EXECUTIVE SUMMARY:

The Alternative Approval Process (AAP) for the borrowing of funds to construct a new City Hall on Town-owned lands was conducted between May 24, 2024 and June 25, 2024. The purpose of this report is to provide Council with the results of this AAP.

PREVIOUS COUNCIL DIRECTION:

Resolution	MeetingDate	ResolutionDetails
CS 2024-100	2024-05-14	That Council: 1. Confirm its direction to staff to carry out an Alternative Approval Process to obtain elector approval to build a new City Hall including Institutional/Commercial space below a housing development on Town-owned lands at 1st Avenue and Buller Street; 2. Establish the deadline for receiving elector responses as 4:00 p.m. on June 25, 2024 (33 days); 3. Establish that the elector response form will be the single elector response form; 4. Approve the total number of electors of the Town of Ladysmith to which the approval process applies is 741; and 5. Direct staff to report the results of the Alternative Approval Process to Council. Motion Carried OPPOSED: Councillor Stevens



Resolution	MeetingDate	ResolutionDetails
CS 2024-013	2024-01-23	That Council approve the minutes of the Regular Meeting of Council held January 9, 2024, as amended to include Councillor Stevens' opposition to the following: <ul style="list-style-type: none"> • Item 8.2, "Alternative Approval Process – Buller Street Revitalization Project". Motion Carried
CS 2024-005	2024-01-09	That Council direct staff to prepare a borrowing bylaw in the amount of \$13,500,000 for the Buller Street revitalization project located on Town owned lands at 1st Avenue and Buller Street and proceed with the Alternative Approval Process to obtain elector assent.

INTRODUCTION/BACKGROUND:

An AAP for elector approval to borrow up to \$13.5 Million to construct a new City Hall on Town-owned lands at 1st Avenue and Buller Street was carried out in accordance with legislation. The deadline for submitting Elector Response Forms was June 25, 2024 at 4:00 p.m.

In accordance with Sec. 86(8) of the *Community Charter* the Corporate Officer hereby confirms that 2135 valid Elector Response forms were submitted by eligible electors in the Town of Ladysmith in accordance with the legislation. The total number of voters for the purposes of the AAP was 7405 and the number of Elector Response Forms required to ensure that the borrowing did not receive elector approval was 741 (10%). It is therefore determined that Council may not proceed with adoption of Bylaw 2166 for the borrowing for a new City Hall unless it obtains the assent of the electors. If Council does not proceed with assent voting within 80 days, Bylaw 2166 must be formally abandoned.

If Council decides not to pursue the option of proceeding to assent voting on Bylaw 2166, which legislation requires must occur within 80 days of the June 25, 2024 deadline, Council may consider other options for re-housing City Hall at a future meeting.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

The AAP was conducted in accordance with Provincial legislation.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The proposed City Hall project has received considerable public attention.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. AAP Certified Results

**Certification of Results for Alternative Approval Process
Borrowing Funds to Build a New City Hall Beneath a Housing Development**

I, the undersigned Corporate Officer, as the person assigned responsibility for corporate administration in the Town of Ladysmith under section 148 of the *Community Charter*, certify the results of the Alternative Approval Process that was conducted to obtain the approval of the electors for the borrowing of funds to build a new city hall beneath a housing development.

7405	Estimated number of eligible electors
2135	Number of elector response forms submitted by the deadline
28.8%	Percentage of estimated electors who validly submitted elector response forms

and in accordance with Section 86 of the *Community Charter*, the approval of the electors was **not obtained**.

Dated this 26th day of June, 2024.



Sue Bouma
Corporate Officer

Attachment A



STAFF REPORT TO COUNCIL

Report Prepared By: Chris Barfoot, Director PR&C
Reviewed By: Allison McCarrick, CAO
Meeting Date: July 2, 2024
File No:
Re: **Community Centre Fees and Charges Bylaw 2024, No. 2178**

RECOMMENDATION:

That Council give first, second and third readings to “Community Centre Fees and Charges Bylaw 2024, No. 2178” as presented in the July 2, 2024 staff report by the Director of Parks, Recreation & Culture.

EXECUTIVE SUMMARY:

As per Council direction amendments have been prepared for the Parks, Recreation & Culture Fees and Charges Bylaw ensuring fees are still comparable within the region. All fees applicable to services offered at FJCC have been reviewed and accepted through the Regional Recreation Cowichan North Recreation Commission and CVRD Board.

The Bylaw includes an adjusted ‘set up/take down’ fee for the new saddle span tent. The fee adjustment is based on a recent set up exercise which identified the accurate timing to set up and take down the tent. The impact the proposed costs presented to groups requesting use of the tent was also considered.

PREVIOUS COUNCIL DIRECTION:

Resolution	Resolution Details
CS 2024-116	That Council direct staff to: <ol style="list-style-type: none"> 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



Resolution	Resolution Details
	4. Amend the “Fees and Charges Department: Parks, Recreation and Culture Policy” definition of family from four to six children.

Resolution	Resolution Details
CS 2021-305	That Council adopt "Community Centre Fees and Charges Bylaw 2021, No. 2086".

CVRD Board Resolution (Regional Recreation)

Cowichan Valley Regional District Resolution Dated June 12, 2024, (Attachment A).

INTRODUCTION/BACKGROUND:

Changes being recommended for the (2024-2027) term include:

- *Seniors and Youth Rates:* Staff are proposing an increase of **5.5 percent** each year, bringing the fees in line with the Policy by 2026/2027 (*Regional Recreation*).
- *Family Rates:* Staff are proposing an increase of **5 percent** each year, bringing the fees in line with the Policy by 2026/2027 (*Regional Recreation*).
- *Child Rates:* Staff are proposing an increase of **2 percent** each year, bringing the fees in line with the Policy by 2026/2027 (*Regional Recreation*).
- *Facility rentals and field light fees* Staff are recommending an increase of **3 percent** each year.

The proposed changes can be seen in “Community Centre Fees and Charges Bylaw 2024, No. 2178” shown in Attachment B.

Regional Recreation

At their meeting on June 12, 2024, the CVRD Board accepted the proposed fees and charges amendments specific to Frank Jameson Community Centre.

Saddle span tent rental rate

On Wednesday June 19, 2024, Town staff and a local contractor conducted a preliminary set up of the tent to evaluate and determine the time necessary to safely set up and take down the tent. Based on this latest information, and in consideration of the impact of the high rental costs, the original proposed fee has been adjusted. The new rate is for the set up and take down of the tent. This fee covers staffing costs for either Town staff or contractors for requests where Town staff are not available.

Note that there is already a 50% subsidized rate in place for the rental of the Transfer Beach Amphitheatre, however, it is not recommended this subsidy be applied to the saddle span tent rental fee itself.

ALTERNATIVES:

Council can choose to:

1. Direct staff to adjust all rates for services and facilities out of scope of Regional Recreation by a percentage determined by Council.

FINANCIAL IMPLICATIONS:

There will be an increase in recreation fees and facility rentals over the next three years.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

It is anticipated 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 type="checkbox"/> Not Applicable |

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. CVRD Board Resolution dated June 12, 2024
- B. DRAFT "Community Centre Facilities Fees and Charges Bylaw 2024, No, 2178"



COWICHAN VALLEY REGIONAL DISTRICT

Resolution dated: June 12, 2024

1. That the Fees and Charges amendments specific to the Frank Jameson Community Centre as presented in Attachment A of the staff report to the Cowichan North Recreation Commission on May 28, 2024, be approved.
2. That the definition of “family” in the Fees and Charges Department: Parks, Recreation and Culture Policy, be amended from four children to six children.
3. That the Board request the Town of Ladysmith Council to amend the Town of Ladysmith Community Centre Facilities Fees and Charges Bylaw 2021, No. 2086 accordingly.

I, Kathleen Harrison, Deputy Corporate Officer of the Cowichan Valley Regional District do hereby certify the above to be a true and correct copy of an excerpt of the minutes of the meeting of the Board of Directors of the Cowichan Valley Regional District held on Wednesday, June 12, 2024.

June 14, 2024
Date



Kathleen Harrison, CMC
Deputy Corporate Officer

ATTACHMENT B

TOWN OF LADYSMITH

BYLAW NO. 2178

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

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

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 2021, No. 2086" is hereby repealed.

Effective Date

3. This bylaw comes into effect on September 1, 2024.

Citation

4. This Bylaw may be cited for all purposes as Town of Ladysmith "Community Centre Fees and Charges Bylaw 2024, No. 2178".

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 (S. Bouma)

**SCHEDULE A
RECREATIONAL FACILITY ADMISSION FEES**

Admission Fees 2024 – 2027 (GST NOT INCLUDED)

Regional Recreation

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

Regional Recreation

SCHEDULE B RECREATIONAL 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 Rental Fees 2024 - 2027 (GST NOT INCLUDED)

Facility	2024/25	2025/26	2026/27
<i>Regional Recreation</i>			
Frank Jameson Community Centre			
Meeting Room Hourly Rate	27.12	27.93	28.77
Meeting Room Hourly with Pool	24.99	25.74	26.51
Meeting Room Daily Rate	108.36	111.61	114.95
Gymnasium Hourly Rate	48.84	50.31	51.82
Gymnasium Daily Rate	420.87	433.49	446.50
Lower Program Room Hourly Rate	48.15	49.60	51.08
Lower Program Room with Pool	24.99	25.74	26.51
Lower Program Room Daily Rate	192.60	198.38	204.33
Lower Rec Room Hourly Rate	48.84	50.31	51.82
Lower Rec Room Daily Rate	420.87	433.49	446.50
Locker Rental	0.50	0.50	0.50
One Pool	91.03	93.76	96.57
Two Pools	133.72	137.73	141.86

Regional Recreation

Aggie Hall			
Aggie Hall Hourly Rate (no kitchen)	48.84	50.31	51.82
Aggie Hall Hourly Rate (with kitchen)	82.49	84.97	87.51
Aggie Hall Daily Rate (includes kitchen)	225.12	231.88	238.83
Aggie Hall Receptions Party, Dance	442.52	455.80	469.47
Transfer Beach			
Transfer Beach Kin Shelter Half Day	36.24	37.33	38.45
Transfer Beach Kin Shelter Full Day	60.52	62.33	64.20
Transfer Beach Sportsmen Shelter Half DAY	36.24	37.33	38.45
Transfer Beach Sportsmen Shelter Full DAY	60.51	62.33	64.20
Transfer Beach Amphitheatre – Full Day Private Family Function	111.43	114.77	118.22
Transfer Beach Amphitheatre – Half Day Private Family Function	63.66	65.57	67.53
Transfer Beach Amphitheatre – Full Day Public Special Event	429.84	442.74	456.02
Amphitheatre SaddleSpan Tent – Setup & Takedown	1,200.00	1,236.00	1,273.08
Transfer Beach Amphitheatre – Performances per Hour	30.45	31.36	32.30
Park Permit (parking lot, upper beach, or lower beach) Full Day	111.43	114.77	118.22
Park Permit (parking lot, upper beach, or lower beach) Half Day	63.66	65.57	67.53
Park Permit (parking lot, upper beach, or lower beach) per Hour	30.45	31.36	32.30
Sports Fields			
Aggie Ball Diamonds per Hour Youth	No Charge		
Aggie Ball Diamonds per Hour Adult	18.45	19.01	19.58
Aggie Ball Diamonds Tournament per Day	158.58	163.34	168.24
High Street Little League Diamonds per Hour Youth	No Charge		
High Street Little League Diamonds Tournament per Day	158.58	163.34	168.24
Holland Creek Ball Diamonds per Hour Youth	No Charge		
Holland Creek Ball Diamonds per Hour Adult	18.45	19.01	19.58
Holland Creek Ball Diamonds Tournament per Day	158.58	163.34	168.24
Forrest Field per Hour Youth	8.16	8.41	8.66

Forrest Field per Hour Adult	29.19	30.07	30.97
Forrest Field per Day Youth	52.98	54.57	56.21
Forrest Field per Day Adult	197.00	202.91	209.00
Miscellaneous			
Chairs (25)	25.80	26.58	27.37
Forrest Field Half Lights per Hour	13.69	14.10	14.52
Forrest Field Full Lights per Hour	17.77	18.30	18.85
Aggie Field Lights	6.84	7.05	7.26
FJCC Field Lights	6.84	7.05	7.26
NEW - Practice Pitch per Hour Youth	2.04	2.10	2.16
NEW - Practice Pitch per Hour Adult	7.30	7.52	7.74
NEW - Practice Pitch per Day Youth	13.25	13.64	14.05
NEW - Practice Pitch per Day Adult	49.25	50.73	52.25

BYLAW STATUS SHEET July 7, 2024

Bylaw #	Description	Status
2131	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 54) 2022, No. 2131" (10940 Westdowne Rd.). Changes zoning from Rural Residential (RU-1) to Manufactured Home Park (MHP-1).	First and second readings, December 20, 2022. Public Hearing and third reading December 19, 2023. MOTI approval received January 15, 2024. Awaiting covenant.
2133	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 56) 2023, No. 2133". Allows convenience store at 1132-1142 Rocky Creek Rd.	First and second readings, January 10, 2023. Public Hearing required. MOTI approval required. Waiting on applicant to submit Development Permit per Council Resolution
2161	"Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2023, No. 2161". To expand the mobile home park at 10940 Westdowne Road.	First and second readings, November 21, 2023. Second reading rescinded, second reading as amended, December 5, 2023. Public Hearing and third reading December 19, 2023. Awaiting covenant.
2166	"Town of Ladysmith City Hall Loan Authorization Bylaw 2024, No. 2166". To enable the Town to borrow up to \$13.5 million dollars over a term of 30 years to fund the construction of a new City Hall.	First, second and third readings, January 23, 2024. Inspector of Municipalities approval received February 26, 2024. Alternative Approval Process completed June 25, 2024.
2167	"Town of Ladysmith Animal Control Bylaw 2024, No. 2167". To manage and regulate the keeping of animals in the Town.	First, second and third readings, May 21, 2024. Consequential amendments must be made to the Zoning Bylaw prior to approval.
2170	"Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170". (To reallocate units for a portion of the Holland Creek neighbourhood to create a smaller development footprint, eliminate the need for a crossing over Heart Creek and adjust triggers for infrastructure construction).	First and second readings, May 7, 2024. Public Hearing held May 21, 2024. MOTI approval received May 27, 2024.
2171	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171". (To reallocate units for a portion of the Holland Creek neighbourhood to create a smaller development footprint, eliminate the need for a crossing over Heart Creek and adjust triggers for infrastructure construction).	First and second readings, May 7, 2024. Public Hearing held May 21, 2024. Moti approval received May 27, 2024..

From: Brian Bancroft >

Sent: Tuesday, June 25, 2024 3:07:29 PM

To: Council <towncouncil@ladysmith.ca>; Mayor <Mayor@ladysmith.ca>

Cc: Ladysmith Days - BC <event@ladysmithdays.com>

Subject: Request for letter in support of an Air Force flyby during Ladysmith Days

To: Aaron Stone

Your Worship,

Would you entertain writing a letter or email to the Royal Canadian Air Force signalling that you would support a flyby from the Air Force during Ladysmith Days? It would require the following paragraph:

The Municipality of Ladysmith BC is supportive of a flyby by RCAF Aircraft as low as 500 feet, for the planned Ladysmith Days being held in Transfer Beach, Ladysmith BC for transit, practice and shows on 3-4 Aug 2024.

Full context below in the email chain.

Thanks for your consideration. If you have questions, you can call me anytime. I will get further details from the 2LT in the meantime.

My best,

Brian Bancroft, CD
VP, Ladysmith Celebrations Society

(Insert City/Town/R.M./Band Letterhead)

26 September 2019

Special Events
1 Canadian Air Division Headquarters
PO Box 17000 Stn Forces
Winnipeg, MB R3J 3Y5

Flyby Letter – (Insert Event Name, Date, Location)

The City of (Insert City) is supportive of a flyby by Canadian Armed Forces aircraft as low as 500 feet, for the planned (insert event name) being held at (insert event location) for transit, practice, and shows on (insert date(s)).

If you require any further information, please feel free to contact me at XXX-XXX-XXXX.

Sincerely,

(Insert Electronic or Physical Signature)

(Signature Block of Authorizing Official)



Target is represented by the star (Jubilee Park Stage)

53 33.6379N
113 52.0777W

Time on Target is 1115 hrs

Spectators will be west and south of the stage area.

Requested path from NE to SW

Address: Jubilee Park -
510
Grove Drive, Spruce Grove

L'étoile représente
l'objectif (la scène au
Parc Jubilee)

53 33.6379N
113 52.0777W

Temps au-dessus de
l'objectif est 11h15

Les spectateurs sont vers
l'ouest et vers le sud du
scène

L'adresse: Parc Jubilee -
510 Grove Drive, Spruce
Grove

June 21, 2024

Allison McCarrick
Chief Administrative Officer
Town of Ladysmith
PO Box 220
Ladysmith, BC V9G 1A2

SENT VIA E-MAIL: amccarrick@ladysmith.ca

Dear Allison McCarrick:

RE: 2024-2034 CANADA COMMUNITY-BUILDING FUND AGREEMENT

Please find enclosed the 2024-2034 Community Works Fund Agreement between the Town of Ladysmith and the Union of BC Municipalities. As part of the renewed Canada Community-Building Fund Agreement, the CWF will continue to provide dedicated and predictable funds to each local government in British Columbia for investments in local infrastructure and capacity-building priorities.

In order to receive your first CWF payment for the 2024/25 funding year, please review the Agreement, sign, and return to ccbf@ubcm.ca.

Once we have received the Agreement, we will return an executed version for your records.

Please also include a Council resolution authorizing the Mayor and Corporate Officer to sign on behalf of your local government.

We have provided a program guide, an information sheet, and estimated funding for the first five years of the program on our UBCM CCBF [website](#).

If you have any questions, please emails us at ccbf@ubcm.ca or call us at 250-356-5134.

Sincerely,



Brant Felker
Manager, CCBF Program Services

2024-2034 COMMUNITY WORKS FUND AGREEMENT

under the

**ADMINISTRATIVE AGREEMENT
ON THE CANADA COMMUNITY-BUILDING FUND**

This Agreement made as of _____, 202__,

BETWEEN:

Town of Ladysmith (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES** (UBCM) as continued by section 2 of the *Union of British Columbia Municipalities Act RSBC 2006, c.1*, as represented by the President (the "UBCM")

1. PURPOSE

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM.

2. SCHEDULES

The following annexes and schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

- Schedule A: Ultimate Recipient Requirements
- Schedule B: Eligible Project Categories
- Schedule C: Eligible and Ineligible Expenditures
- Schedule D: Program Reporting
- Schedule E: Communications Protocol
- Schedule F: Asset Management
- Schedule G: Housing Report

3. ROLE OF UBCM

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

- a) receive CCBF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
- b) report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and

- c) fulfill other roles and responsibilities as set out in the Agreement.

4. CONTRIBUTION PROVISIONS

- 4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.
- 4.2 Payments under section 4.1 are subject to UBCM receiving sufficient CCBF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the Prior Agreement.
- 4.3 Annual allocation is based on a formula set out in section 1.1 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$236,380, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and between November 15, 2024 and March 31, 2025.
- 4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 1.1 of Annex B of the Agreement due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.
- 4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

5. USE OF FUNDS BY LOCAL GOVERNMENT

- 5.1 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).
- 5.2 Any CCBF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

6. COMMITMENTS OF THE LOCAL GOVERNMENT

- 6.1 The Local Government shall:
 - a) Be responsible for the completion of each Eligible Project in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).
 - b) Comply with all requirements outlined in Schedule D (Program Reporting), Schedule E (Communications Protocol) and Schedule G (Housing Report).

- c) Continue to strengthen the development and implementation of asset management best practices over the course of the Agreement, in accordance with Schedule F.
- d) Invest, in a distinct account, Community Works Fund funding it receives from UBCM in advance of it paying Eligible Expenditures.
- e) With respect to Contracts, award and manage all Contracts in accordance with their relevant policies and procedures and, if applicable, in accordance with the Agreement on International Trade and applicable international trade agreements, and all other applicable laws.
- f) Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within (5) years of the date of completion of the Eligible Project.
- g) Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of CWF funding and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by Canada or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Administrative Agreement.
- h) Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada and UBCM. Keep proper and accurate accounts and records relevant to the CWF program for a period of at least six (6) years after the termination of this Administrative Agreement.
- i) Ensure your actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Local Government, or between Canada and a Third-Party.
- j) Ensure that the Local Government do not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada.
- k) Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from CCBF funding, Unspent Funds, and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.
- l) Ensure that the Local Government will not, at any time, hold the Government of Canada, British Columbia, or UBCM, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Local Government, Third Parties or any other person or entity may suffer in relation to any matter related to CCBF funding or an Eligible Project and that the Local Government will, at all times, compensate the Government of Canada, British Columbia, or UBCM, its officers, servants, employees, and agents for any claims or losses of any kind that any of the Local Government may suffer in relation to any matter related to CCBF funding or an Eligible Project.
- m) Agree that any CCBF funding received will be treated as federal funds for the purpose of other federal infrastructure programs.
- n) Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Administrative Agreement, will extend beyond such

expiration or termination.

7. TERM

This Community Works Fund Agreement will be effective as of April 1, 2024 and will be in effect until March 31, 2034 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any CCBF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2034 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

8. SURVIVAL

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

9. AMENDMENT

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall form part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

10. WAIVER

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

11. NO ASSIGNMENT

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

12. NOTICE

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

Any notice to UBCM will be addressed to:

Executive Director

525 Government Street

Victoria, British Columbia

V8V 0A8

Email: ccbf@ubcm.ca

Any notice to the Local Government will be addressed to:

The Corporate Officer at the place designated as the Local Government office.

SIGNATURES

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

Town of Ladysmith

UNION OF BC MUNICIPALITIES

Original signed by:

Original signed by:

Mayor

Corporate Officer

Corporate Officer

General Manager, Victoria Operations

Signed by Town of Ladysmith on the _____ day
of _____, 202__.

The Community Works Fund Agreement have been
executed by UBCM on the _____ day of
_____, 202__.

Schedule A – Definitions

“Affordable Housing” means a dwelling unit where the cost of shelter, including rent and utilities, is a maximum of 30% of before-tax household income. The household income is defined as 80% or less of the Area Median Household Income (AMHI) for the metropolitan area or rural region of the Ultimate Recipient.

“Administrative Agreement or Agreement” means the 2024-2034 Administrative Agreement on the Canada Community-Building Fund in British Columbia and UBCM.

“Asset Management” means an integrated process, bringing together skills, expertise, and activities of people; with information about a community’s physical and natural assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery.

“Canada Community-Building Fund” (CCBF) means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Chief Financial Officer” means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

“Community Works Fund” means the fund provided from the Canada Community-Building Fund to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

“Community Works Fund Agreement” means this Agreement made between UBCM and Local Government.

“Contract” means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Core Housing Need” means a household living in an unsuitable, inadequate or unaffordable dwelling and cannot afford alternative housing in their community.

“Eligible Expenditures” means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

“Eligible Projects” means projects as described in Schedule B (Eligible Project Categories).

“Funding Agreement” means an agreement between British Columbia and UBCM and an Ultimate Recipient setting out the terms and conditions of the CCBF funding to be provided to the Ultimate Recipient, containing, at a minimum, the elements in Schedule A (Ultimate Recipient Requirements).

“Gender Based Analysis Plus” (GBA Plus or GBA+) is an analytical process that provides a rigorous method for the assessment of systemic inequalities, as well as a means to assess how diverse groups of women, men, and gender diverse people may experience policies, programs and initiatives. The “plus” in GBA Plus acknowledges that GBA Plus is not just about differences between biological (sexes) and socio-cultural (genders). GBA Plus considers many other identity factors such as race, ethnicity, religion, age, and mental or physical disability, and how the interaction between these factors influences the way we might experience government policies and initiatives. Conducting a GBA Plus analysis involves considering all intersecting identity factors as part of GBA Plus, not only sex and gender. GBA+ is a priority for the Government of Canada.

“Housing Needs Assessment” means a report informed by data and research describing the current and future housing needs of a municipality or community according to guidance provided by Canada.

“Housing Report” means the duly completed housing report to be prepared and delivered by British Columbia and UBCM to Canada annually by September 30, as described in Schedule G (Housing Report).

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

“Infrastructure” means municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia primarily for public use or benefit.

“Local Government” means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

“Oversight Committee” means the committee established to monitor the overall implementation of this Administrative Agreement as outlined in section 7 (Oversight Committee) of this Administrative Agreement.

“Party” means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

“Previous Agreements” means any agreements between Canada, British Columbia and UBCM for the purposes of administering the Gas Tax Fund or Canada Community-Building Fund (CCBF).

“Prior Community Works Fund Agreement” means the 2014-2024 Community Works Fund Agreement between this Local Government and the UBCM.

Third Party” means any person or legal entity, other than Canada, British Columbia and UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

“Sustainable Service Delivery” means ensuring that current community service needs, and how those services are delivered (in a socially, economically and environmentally responsible

manner), do not compromise the ability of future generations to meet their own needs. Sound asset management practices support Sustainable Service Delivery by considering community priorities, informed by an understanding of the trade-offs between the available resources and the desired services.

“Ultimate Recipient” means this Local Government

- (i) a Local Government or its agent (including its wholly owned corporation);
- (ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government.
- (iii) TransLink, BC Transit, and Islands Trust

“Unspent Funds” means funds that have not been spent towards an Eligible Project or eligible costs in accordance with this Agreement or the Previous Agreements prior to the effective date of this Agreement.

SCHEDULE B - Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories (as defined in the current program terms and conditions):

1. Local roads and bridges – roads, bridges and active transportation infrastructure
2. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean
3. Short-line rail – railway related infrastructure for carriage of passengers or freight
4. Regional and local airports – airport-related infrastructure (excludes the National Airport System)
5. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities
6. Public transit – infrastructure which supports a shared passenger transport system which is

available for public use

7. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems
8. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems
9. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage
10. Community energy systems – infrastructure that generates or increases the efficient usage of energy
11. Brownfield Redevelopment - remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes:
 - the construction of public infrastructure as identified in the context of any other category under the Canada Community-Building Fund, and/or;
 - the construction of local government public parks and publicly-owned social housing.
12. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League))
13. Recreational Infrastructure – recreational facilities or networks
14. Cultural Infrastructure – infrastructure that supports arts, humanities, and heritage
15. Tourism Infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes
16. Resilience – Infrastructure and systems that protect and strengthen the resilience of communities and withstand and sustain service in the face of climate change, natural disasters and extreme weather events.
17. Fire halls – fire halls and fire station infrastructure – including fire trucks
18. Capacity building - includes investments related to strengthening the ability of municipalities to develop long-term planning practices including: capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments and housing planning, and/or asset management plans, related to strengthening the ability of recipients to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

SCHEDULE C - Eligible and Ineligible Expenditures

1. Eligible Expenditures

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

- a) the expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of infrastructure and any related debt financing charges specifically identified with that asset;
- b) for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:
 - i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
 - ii. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
 - iii. training directly related to asset management planning; and
 - iv. long-term infrastructure plans.
- c) the expenditures directly associated with joint federal communication activities and with federal project signage.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- a) the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a Contract;
- b) the employee or equipment is engaged directly in respect of the work that would have been the subject of the Contract; and,
- c) the arrangement is approved in advance and in writing by UBCM.

2. Ineligible Expenditures

The following are deemed Ineligible Expenditures:

- a) project expenditures incurred before April 1, 2005;
- b) project expenditures incurred before April 1, 2014 for the following investment categories:
 - i. highways;
 - ii. regional and local airports;
 - iii. short-line rail;

- iv. short-sea shipping;
 - v. disaster mitigation;
 - vi. broadband connectivity;
 - vii. brownfield redevelopment;
 - viii. cultural infrastructure;
 - ix. tourism infrastructure;
 - x. sport infrastructure; and
 - xi. recreational infrastructure.
- c) Fire Hall project expenditures incurred before April 1, 2021;
 - d) Fire Truck purchases as stand-alone expenditures and expenditures under the Resilience Infrastructure category before April 1, 2024;
 - e) the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
 - f) taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
 - g) purchase of land or any interest therein, and related costs;
 - h) legal fees;
 - i) routine repair or maintenance costs; and
 - j) costs associated with healthcare infrastructure or assets.

SCHEDULE D - Program Reporting

Ultimate Recipient Reporting

Ultimate Recipient requirements for program reporting under the CWF consist of the submission of an Annual Expenditure Report, and an outcomes report, which will be submitted to UBCM for review and acceptance. The reporting year is from January 1 to December 31. In addition to overall program reporting, specific asset management reporting and housing reporting obligations are described in Schedule F and G.

1. Ultimate Recipient Annual Expenditure Report

The Ultimate Recipient will provide UBCM an Annual Expenditure Report by June 1 of each year for the prior calendar year reporting which will include the following elements: unique project identifier, project title, project description, investment category, project start date, project end date, geo-location, total project cost, CCBF funding spent, closing balance, output indicator, and where applicable, a housing indicator and an outcomes indicator. A reporting template will be provided by UBCM.

The Annual Expenditure Report may also include a communications and signage report, and confirmation by the Ultimate Recipient's CFO that expenditures are eligible use of funds in accordance with the terms and conditions of this Agreement.

2. Audited Financial Report

The Ultimate Recipient must submit an Audited Financial Statement to British Columbia in order to receive funds in each reporting year.

2.1 Independent Audit or Audit Based Attestation:

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by UBCM, as to:

- a) the accuracy of the information submitted in the Financial Report Table; and
- b) that CCBF funding and Unspent Funds, and any interest earned thereon, were expended for the purposes intended.

2.2 Ultimate Recipient audit:

UBCM and Canada may perform an audit or of an Ultimate Recipient annually.

3. Housing Report

By September of 30 each year British Columbia and UBCM will provide to Canada a report on housing as outlined in Schedule G (Housing Report).

4. Outcomes Report

By March 31 of each year, British Columbia and UBCM will provide to Canada an outcomes report that will outline the following program benefits:

- a) beneficial impacts on communities of completed Eligible Projects, supported by specific outcomes examples in communities;
- b) the impact of CCBF as a predictable source of funding;
- c) progress made on improving Local Government planning and asset management, including development or update of Housing Needs Assessments; and
- d) a description of how CCBF funding has alleviated housing pressures tied to infrastructure gaps and contributed to housing supply and affordability outcomes (further details on this requirement may be found in Schedule G – Housing Report).

The outcomes report will present a narrative on how each program benefit is being met. A template and guidance document will be provided by Canada.

SCHEDULE E – Communications Protocol

In support of transparency and accountability of the CCBF, the following communications protocol will apply to all communications activities undertaken regarding any CCBF funding and will apply to the Parties and Ultimate Recipients. Communicating to Canadians on the use of CCBF funding is clearly linked with our joint accountability to Canadians. Compliance with this protocol will inform the timing and flow of any CCBF funding and is critical to meeting our joint commitment to transparency.

1. Purpose

- 1.1 The Communications Protocol applies to all communications activities related to any CCBF funding, including annual allocations and the identification and communication of projects under this Administrative Agreement. Communications activities may include, but are not limited to: public or media events, news releases, reports, digital and social media products, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.
- 1.2 Through collaboration, Canada, British Columbia and UBCM agree to work to ensure consistency in the communications activities meant for the public. This will include the importance of managing the delivery of communications activities based on the principle of transparent and open discussion.
- 1.3 Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this communication protocol may affect the timing and flow of any CCBF funding that may be transferred by Canada.

2. Joint communications approach

- a. British Columbia and UBCM agree to work in collaboration with Canada to develop a joint communications approach to ensure visibility for the program, the provision of upfront project information and planned communications activities throughout the year.

Canada will provide a “Communications Approach” template to be completed by British Columbia and UBCM. This approach will then be reviewed and approved by Canada as well as British Columbia and UBCM.

This joint communications approach will have the objective of ensuring that proactive communications activities are undertaken each year to communicate the annual allocations and key projects, as identified in the communications approach, located in both large and small communities by using a wide range of communications tools to ensure local visibility.

To accomplish this, Canada, British Columbia and UBCM agree to establish a communications subcommittee that will meet biannually. This committee will review and approve a communications plan at the beginning of each year.

- b. Canada, British Columbia and UBCM will work together on the initial annual joint communications approach, which will be finalized and approved by Canada's Co-Chair and British Columbia and UBCM agree that achievements under the joint communications approaches will be reported to the

Oversight Committee once a year.

- c. Through the communications subcommittee, British Columbia and UBCM agree to assess, with Canada, the effectiveness of communications approaches on an annual basis and, as required, update and modify the joint communications approach, as required. Any modifications will be brought to Canada's Co-Chair, British Columbia's Co-Chair and UBCM's Co-Chair, as appropriate for approval.
- d. If informed of a communications opportunity (ex. milestone event, news release) by an Ultimate Recipient, Canada, British Columbia and UBCM agree to share information promptly and coordinate participation in alignment with section 4.3, 4.5 and 5.2 of this communications protocol.
- e. Canada, British Columbia and UBCM agree to ensure the timely sharing of information, products (ex. news releases, media advisories), and approvals in support of communications delivery.

3. Inform Canada on allocation and intended use of CCBF funding for communications planning purposes

- 3.1 British Columbia and UBCM to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. Canada, British Columbia and UBCM will each agree, in this joint communications approach, on the date this information will be provided. Through the creation of a sub-committee, Canada, British Columbia and UBCM will be required to enact a communications approach that will be assessed bi-annually through the sub-committee mechanism.

In this agreement the information will include, at a minimum:

- Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; expected project outcomes including housing (if applicable); federal contribution; anticipated start date; anticipated end date; and a status indicator: not started, underway, completed.

Canada will link to the UBCM's CCBF website where this information will be accessible to the general public.

- 3.2 British Columbia and UBCM agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada.
- 3.3 Canada, British Columbia and UBCM each agree that their joint communications approach will ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements (see 4.2 for full definition) for Eligible Projects.

4. Announcements and media events for Eligible Projects

- 4.1 At Canada's request, Canada, British Columbia and UBCM agree to coordinate an announcement regarding annual allocations of CCBF funding.

- 4.2 Media events and announcements include, but are not limited to: news conferences, public announcements, and the issuing of news releases to communicate funding of projects or key milestones (e.g. ground breaking ceremonies, completions).
- 4.3 Key milestones events and announcements (such as ground breaking ceremonies and grand openings) may also be marked by media events and announcements, news releases, or through other communications activities. Ultimate recipients, Canada, British Columbia and UBCM will have equal visibility through quotes and will follow the [Table of Precedence for Canada](#).
- 4.4 Media events and announcements related to Eligible Projects will not occur without the prior knowledge and agreement of British Columbia and UBCM, as appropriate, Canada and the Ultimate Recipient.
- 4.5 The requester of a media event or an announcement will provide at least 15 working days' notice to other parties of their intention to undertake such an event or announcement. An event will take place at a mutually agreed date and location. British Columbia and UBCM, and, as appropriate, Canada and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. If communications is proposed through the issuing of a news release (with no supporting event), Canada requires at least 15 working days' notice and 5 working days with the draft news release to secure approvals and confirm the federal representative's quote.
- 4.6 For media events, each participant will choose its own designated representative. UBCM and Ultimate Recipients are responsible for coordinating all onsite logistics.
- 4.7 British Columbia and UBCM shall not unreasonably delay the announcement of opportunities identified in annual communications plans that have been pre-approved in advance.
- 4.8 The conduct of all joint media events, announcements for project funding, and supporting communications materials (ex. News releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 4.9 All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of the parties.
- 4.10 All joint communications material for funding announcements must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 4.11 Canada, British Columbia and UBCM and Ultimate Recipients agree to ensure equal visibility in all communications activities.

5. Program communications

- 4.1 Canada, British Columbia, UBCM and Ultimate Recipients may include messaging in their own communications products and activities with regard to the CCBF.

- 4.2 The party undertaking these activities will recognize the funding of all contributors.
- 4.3 The conduct of all joint events and delivery of supporting communications materials (ex. News releases) that support program communications (ex. Such as intake launches) will follow the [Table of Precedence for Canada](#).
- 4.4 Canada, British Columbia and UBCM agree that they will not unreasonably restrict the other parties from using, for their own purposes, public communications products related to the CCBF prepared by Canada, British Columbia and UBCM or Ultimate Recipients, or, if web-based, from linking to it.
- 4.5 Notwithstanding Section 4 of Schedule E (Communications Protocol), Canada retains the right to meet its obligations to communicate to Canadians about the CCBF and the use of funding.

6. Operational communications

- 6.1 British Columbia, UBCM or the Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.
- 6.2 Canada does not need to be informed on operational communications. However, such products should include, where appropriate, the following statement, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable.
- 6.3 British Columbia, UBCM and the Ultimate Recipient will share information as available with Canada should significant emerging media or stakeholder issues relating to an Eligible Project arise. Canada, British Columbia and UBCM will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

7. Communicating success stories

- 7.1 British Columbia and UBCM to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including, but not limited to Eligible Project success stories, including the positive impacts on housing, Eligible Project vignettes, and Eligible Project start-to-finish features.

8. Advertising campaigns

- 8.1 Canada, British Columbia, UBCM or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the CCBF or Eligible Projects. However, such a campaign must respect the provisions of this Administrative Agreement. In the event of such a campaign, the sponsoring party or Ultimate Recipient agrees to inform the other parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.

9. Digital Communications, Websites and webpages

- 9.1 Where British Columbia and UBCM produce social media content to provide visibility to CCBF programs or projects, they shall @mention the relevant Infrastructure Canada official social media account.
- 9.2 Where a website or webpage is created to promote or communicate progress on an Eligible Project or Projects, it must recognize federal funding through the use of a digital sign or through the use of the Canada wordmark and the following wording, “This project is funded in part by the Government of Canada” or “This project is funded by the Government of Canada”, as applicable. The Canada wordmark or digital sign must link to Canada’s website, at www.infrastructure.gc.ca. The guidelines for how this recognition is to appear and language requirements are published on Canada’s website, at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

10. Project signage

- 10.1 Unless otherwise approved by Canada, British Columbia, UBCM or Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.
- 10.2 Where British Columbia, UBCM or an Ultimate Recipient decides to install a sign, a permanent plaque or other suitable marker recognizing their contribution with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.
- 10.3 British Columbia, UBCM or the Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.
- 10.4 British Columbia and UBCM to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approaches.

11. Communication Costs

- 11.1 The eligibility of costs related to communication activities that provide public information on this Administrative Agreement will be subject to Schedule C (Eligible and Ineligible Expenditures).

SCHEDULE F – Asset Management

Canada, British Columbia and UBCM agree that the measures contained in the Previous Agreements to create and foster a culture of asset management planning were effective in increasing the capacity of the diverse range of Ultimate Recipients in British Columbia and UBCM to enhance their community's sustainability.

Under the previous Agreement (2014-2024), local governments in BC demonstrated a commitment to improving asset management practices within their respective communities. As awareness and knowledge has grown, asset management practices and culture has matured. However, as noted in the *2022 Status of Asset Management in BC Report*, while moving in the right direction, there remains significant gaps and priority areas where local governments need to improve if they are to realize the full benefits of asset management.

Using the results from the *2022 Status of Asset Management in BC Report* as a guide, the Oversight Committee will develop and approve Asset Management Commitments, over the duration of this Agreement for ultimate recipients, consistent with the Asset Management for Sustainable Service Delivery: A BC Framework. Asset Management BC will be asked to provide expertise and input where appropriate.

All Ultimate Recipients will be required to meet the Asset Management Commitments. Asset Management Commitments may vary depending on whether the Ultimate Recipient is; a Local Government, a non-local government entity, Translink, and/or BC Transit. Asset Management Commitments will focus on strengthening asset management capacity over the term of the Agreement while continuing to recognize the varying capacities of Ultimate Recipients and the range of ongoing asset management activities.

The Oversight Committee will consider Asset Management Commitments under the following areas;

- Reporting on continuous improvement of Asset Management practices over the duration of the Agreement, including reporting through the Ministry of Municipal Affairs Local Government Data Entry (LGDE) System,
- Development and implementation of Long-term Financial Plans
- Ongoing Asset Management education and training, and
- Implementing asset management performance measurement.

SCHEDULE G – Housing Report

1. Housing Needs Assessments

- 1.1 By March 31, 2025, or as otherwise agreed upon by Canada and British Columbia, municipalities with a 2021 Census population of 30,000 or more are required to complete and make available to Canada a Housing Needs Assessment (HNA) prepared in accordance with provincial legislation and additional details provided, as agreed to by Canada and British Columbia, which together align with the information requirements, spirit and intent of the federal Housing Needs Assessment template and the guidance document.
- 1.2 HNAs should be used by British Columbia and UBCM in preparing the Project-Level Housing Report and the Housing Narrative in the CCBF Outcomes Report in order to identify housing pressures related to infrastructure. HNAs should also be used by municipalities to prioritize infrastructure projects that support increased housing supply where it makes sense to do so.
- 1.3 HNAs must be made publicly available on the municipal website and municipalities are to provide links to the page where the HNAs are posted to Canada for all Ultimate Recipients in their jurisdiction that have a 2021 Census population of 30,000 or more.
- 1.4 A separate HNA Guidance Document has been provided by Canada.

2. Project-Level Housing Report

By September 30 of each year, starting in 2025, British Columbia and UBCM will provide Canada a Housing Report in an electronic format deemed acceptable by Canada consisting of the following:

2.1 Methodology

British Columbia and UBCM will provide a description of the process used to collect data and information presented in the Housing Report. The methodology section should include the following information:

- Scope of the report and related rationale.
- Reporting process used to collect data from Ultimate Recipients.
- Identification of baseline data and other data sets used for the purposes of the report and which data has been excluded.
- How performance indicators were assessed in British Columbia.

2.2 Municipalities Identified for Project-Level Reporting

Criteria for Project-Level Reporting

Municipalities with a population of 30,000 or more, outside of the Metro Vancouver Region, that have housing pressures that can be addressed through closing infrastructure gaps or building capacity where it makes sense to do so, must:

- be included in Table 1 (below); and,
- provide project-level data on housing requirements to British Columbia and UBCM, for inclusion in the Housing Report that will be submitted by British Columbia and UBCM to Canada.

HNA and project-level reporting requirements can also be applied to other municipalities as agreed to by Canada, British Columbia and UBCM. Municipalities that do not meet these criteria may additionally be included at the discretion of British Columbia and UBCM, but are not required by Canada to include project-level data in the annual Housing Report.

British Columbia and UBCM will be expected to summarize project-level information from the municipalities identified by the above criteria to report to Canada annually.

The following table (**Table 1**) is to be used as a template to identify municipalities required to provide project-level reporting and to identify housing pressures related to infrastructure needs. Housing pressures should be consistent with needs and pressures identified by Ultimate Recipients in their HNAs. British Columbia and UBCM will provide an aggregate of this table to Canada in their annual Housing Report.

Ultimate Recipient	Project Level Reporting Criteria	Key Infrastructure-Related Housing Pressures
<i>Name of the municipality</i>	<i>Identify which criteria as noted above applies</i>	<i>Identify key housing gaps and needs that are related to infrastructure</i>

Table 1: Ultimate Recipients Identified for Project Level Reporting

2.3 Project-Level Housing Outcomes

For municipalities required to provide project-level reporting, British Columbia and UBCM are required to collect project-level data on housing outcomes and to complete the table below (Table 2) on an annual basis.

Table 2 is intended to link the housing pressures identified in Table 1 and in HNAs with outcomes supported by CCBF projects that can help Ultimate Recipients to address their specific housing pressures. More specifically, Table 2 is to be completed by Ultimate Recipients outlined in Section 1.2. It will include a subset of the projects from the above project list and this subset represents projects with housing outcomes.

Project ID	Ultimate Recipient	Project Title	Project Description	Investment Category	Housing Outcomes and Indicators
<i>As provided in program reporting (Schedule D)</i>	<i>As provided in Table 1</i>	<i>As provided in program reporting (Schedule D)</i>	<i>Provide a brief description of the project</i>	<i>Indicate which CCBF category the project falls under</i>	<i>Identify key housing outcomes and indicators (section 2.3) that will be used to measure success.</i>

Table 2: Project-Level Reporting on Housing Outcomes

2.3.1 Housing Outcome Indicators

For each of the projects listed in Table 2, British Columbia and UBCM shall report on the following core indicators, as relevant to each investment category.

- # of housing units supported or preserved; and
- # of affordable housing units supported or preserved.

Units enabled is a measure of increased capacity for potential housing development as a result of the infrastructure investment made and, in some cases, where CCBF funding contributed directly to housing development (e.g., building social housing as part of brownfield remediation category, may include new units directly supported by CCBF funding).

3. Housing Narrative in the CCBF Outcomes Report

By March 31st each year, starting in 2026, British Columbia and UBCM shall provide Canada with a narrative report on program-level housing outcomes. This narrative report will be aligned with and incorporated into the annual CCBF Outcomes Report.

The housing narrative should outline how CCBF has supported housing supply and affordability pressures within British Columbia and UBCM's jurisdiction, over the reporting period, and measures taken between British Columbia, UBCM and Ultimate Recipients to improve housing supply and improve housing affordability for Canadians. It should also align with identified needs within Ultimate Recipients Housing Needs Assessments once they have been developed.

Further, British Columbia and UBCM must include in their Outcomes Report a narrative assessment of measures they have taken to improve housing outcomes through CCBF funded infrastructure projects. This should include:

- How Ultimate Recipients have prioritized specific infrastructure investments, where it made sense to do so, that support an increased supply of housing (e.g., upgrading pipes to support densification rather than sprawl, or remediating a brownfield site that could then be used for affordable housing);
- How Ultimate Recipients are utilizing CCBF funding to build local capacity for sound land use and development planning (e.g., through the capacity building category).
- Any measures taken to preserve and/or increase supply and mix of affordable housing (e.g., minimizing displacement, making land available for non-market housing, minimum affordability requirements for private developers); and

This housing narrative must also include responses to the following questions:

- How many or what percentage of projects from the total CCBF project list contribute to an increase in housing supply and how many housing units were supported or preserved (as outlined in 2.3.1)?
- What percentage of total housing units supported or preserved are affordable?
- How many communities have published a new Housing Needs Assessment or an updated one within the last 5 years?

For further information and details on the housing narrative portion of the Outcomes Report please refer to the Housing Report Template and Guidance document.

4. Assessment of the Housing Reports and Compliance

4.1 Assessment of Housing Reports

Both the project-level housing report and the housing narrative on program-level housing outcomes will be assessed against the Government of Canada's Evaluation Framework as well as HNAs.

4.2 Compliance

Failure by British Columbia, UBCM or its Ultimate Recipient to adhere to this Schedule may affect the timing and flow of any CCBF funding that may be transferred by Canada. Repeated or sustained failures to comply with the terms of this Schedule could result in downward adjustment of allocations for British Columbia, UBCM or Ultimate Recipient for future Infrastructure Canada programs.