

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

**Tuesday, November 12, 2024
Ladysmith Seniors Centre
630 2nd Avenue
Pages**

1. CALL TO ORDER AND ACKNOWLEDGEMENT

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

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

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

2. AGENDA APPROVAL

Recommendation

That the agenda for this November 12, 2024 Committee of the Whole meeting be approved.

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held September 10, 2024 3

Recommendation

That the minutes of the Committee of the Whole meeting held September 10, 2024 be approved.

4. PRESENTATIONS

4.1 RCMP 3rd Quarter 2024 Report 8

Tracy Dubnyk, Ladysmith RCMP, will speak to the 3rd Quarter Report – July, August, September of 2024.

Recommendation

That the Committee receive the RCMP Report for the months July, August, September of 2024.

4.2 Social Media Strategy

9

Staff from the Communications Team will present an overview of the new social media strategy.

5. REPORTS

5.1 2024 Q3 (Jul-Sep) Financial Update

30

Recommendation

That the Committee receive the staff report dated November 12, 2024, regarding the 2024 Q3 (July to September) Financial Update from the Director of Financial Services.

5.2 Special Event Bylaw and Consequential Amendments to the Beer Garden and Special Occasion Licence Application Policy

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Recommendation

That the Committee recommend that Council:

1. Give first, second and third readings to “Special Event Bylaw 2024, No. 2196”, as presented in the November 12, 2024 staff report by the Director of Parks, Recreation & Culture; and
2. Direct staff to bring forward consequential amendments to the “Beer Garden and Special Occasion Licence Applications Policy 09-4320-A”, as stated in the staff report dated November 12, 2024, by the Director of Parks, Recreation & Culture.

6. NEW BUSINESS

7. ADJOURNMENT



COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, September 10, 2024

6:00 P.M.

Ladysmith Seniors Centre

630 2nd Avenue

Council Members Present:

Councillor Amanda Jacobson

Mayor Aaron Stone

Councillor Ray Gourlay

Councillor Tricia McKay

Councillor Duck Paterson

Councillor Marsh Stevens

Councillor Jeff Virtanen

Staff Present:

Allison McCarrick

Erin Anderson

Chris Barfoot

Jake Belobaba (*via Zoom*)

Chris Geiger

Trish McConnell

Sue Bouma

Nick Pescod

Hayley Young

1. CALL TO ORDER AND ACKNOWLEDGEMENT

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

2. AGENDA APPROVAL

CW 2024-043

That the agenda for this September 10, 2024 Committee of the Whole meeting be approved as amended to include the following item received after publication of the agenda:

- Item 7.1., "Request for assistance with recruiting volunteers for Citizens On Patrol & Speed Watch."

Motion Carried

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held July 9, 2024

CW 2024-044

That the minutes of the Committee of the Whole meeting held July 9, 2024 be approved.

Motion Carried

4. DELEGATIONS

4.1 Barry O’Riordan, Manager, Economic Development Cowichan Regional District and Jada Basi, Consultant, City Spaces

Barry O’ Riordan, Manager of Economic Development for the Cowichan Regional District, introduced Jada Basi, project consultant for the Cowichan Region Workforce Housing Strategy. Ms. Basi provided an overview of the initiative, which aims to provide a regional solution to workforce housing shortages, and discussed the possibility of initiating a Housing Corporation to help meet the needs of the region. She responded to Council’s questions and noted that next steps would include a feasibility study.

Chair McKay thanked the speakers for the informative presentation and expressed enthusiasm for future initiatives.

CW 2024-045

That the Committee recommend that Council provide a resolution in support of moving the Cowichan Region Workforce Housing Strategy initiative forward.

Motion Carried

5. REPORTS

5.1 Building Inspector’s Report to August 31, 2024

The Committee requested that staff bring forward information regarding the number of rental housing units to be included in future reports.

CW 2024-046

That the Committee receive the Building Inspector’s Report for the months May to August 2024.

Motion Carried

5.2 Ladysmith Fire/Rescue Reports for May, June and July 2024

CW 2024-047

That the Committee receive the Ladysmith Fire/Rescue Reports for the months of May, June and July 2024.

Motion Carried

5.3 Coastal Animal Control Services Reports for April, May and June 2024

The Committee requested that staff contact Animal Control to determine whether repeat offenders can be identified in the report, as well as feedback on Animal Control activity at special events.

CW 2024-048

That the Committee receive the Coastal Animal Control Services Reports for the months April to June 2024.

Motion Carried

5.4 Fee for Freedom of Information Requests

CW 2024-049

That the Committee recommend that Council direct staff to include the permitted Freedom of Information application fee in the Town of Ladysmith's "Freedom of Information and Protection of Privacy Bylaw 2022, No. 2116".

Motion Carried

5.5 2024 Q2 (Apr - Jun) Financial Update

CW 2024-050

That the Committee receive the staff report dated September 10, 2024, regarding the 2024 Q2 (April - June) Financial Update from the Director of Financial Services.

Motion Carried

5.6 OCP Implementation: Short Term Priorities

CW 2024-051

That the Committee recommend to Council:

1. That implementation of the following short-term actions of the OCP be prioritized for 2025:
 - a. Updating the Development Cost Charge and Revitalization Tax Exemption Bylaws to incentivize growth in Priority Growth

- Areas, with an expanded scope that includes developing an Amenity Cost Charge Bylaw;
- b. Undertaking Ladysmith's First Mobility Plan and updating the Subdivision and Development Servicing Bylaw to reflect recommendations of the mobility plan;
 - c. Amending the Zoning Bylaw to reduce the minimum lot size for R-1 Zone;
 - d. Amending the Zoning Bylaw to include parking supply ratios and dimensions for van-accessible parking spaces;
 - e. Completing a tree protection bylaw;
 - f. Developing a monitoring program for purpose-built rental housing;
2. That Council pass a resolution authorizing staff to apply for any available grant that can be used to fund the projects under recommendation 1(a) to 1(f); and
 3. That staff be directed to include proposed funding in the 2025 budget for the projects under recommendation 1.

Motion Carried

5.7 Diversity, Equity and Inclusion

CW 2024-052

That the Committee recommend that Council approve the Diversity, Equity and Inclusion (DEI) Statement as provided in the staff report dated September 10, 2024 from the Manager of Human Resources.

Motion Carried

5.8 2023-2026 Strategic Priorities Update

CW 2024-053

That the Committee receive the 2023-2026 Strategic Priorities Update dated September 10, 2024.

Motion Carried

6. COUNCIL SUBMISSIONS

6.1 Flyer Restrictions and Alternatives

CW 2024-054

That the Committee recommend that Council direct staff to explore the possibility of adding additional noticeboards in the downtown area.

Motion Defeated

OPPOSED: Mayor Stone, Chair McKay and Councillors Gourlay, Jacobson and Stevens.

7. NEW BUSINESS

7.1 Request for Assistance with Recruiting Volunteers for Citizens On Patrol & Speed Watch

Mayor Stone discussed the importance of the Citizens On Patrol & Speed Watch programs, and encouraged the Town's Communications team and Councillors to spread the word that the organization is searching for volunteers. The Committee discussed reaching out to community partners such as the Chamber of Commerce and Downtown Business Association to enhance volunteer recruitment efforts.

8. ADJOURNMENT

CW 2024-055

That this Committee of the Whole Meeting be adjourned at 7:41 p.m.

Motion Carried

CERTIFIED CORRECT

Chair (Councillor T.McKay)

Corporate Officer (S. Bouma)



Royal Canadian
Mounted Police

Gendarmerie Royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Ladysmith RCMP Detachment
320 6th Avenue,
Ladysmith, BC V9G 1A2

Your File - Votre référence

Our File - Notre référence

A/Mayor Tricia McKay
Town of Ladysmith
410 Esplanade
Ladysmith, BC V9G 1A2

Date

October 7, 2024

3rd Quarter Mayor's Report – July, August, September of 2024 with a comparison to the same time frame of 2023. Ladysmith Municipal area only.

Type of Offence & Occurrences	3rd Quarter 2024 Municipal area only	3rd Quarter 2023 Municipal area only
Sexual Assaults	1	2
Assaults	4	10
Break & Enter – Business	2	3
Break & Enter – Residence	0	4
Break & Enter – Other	1	6
Theft of Vehicle	2	4
Theft from Vehicle	5	11
Theft	13	26
Possession Stolen Property	0	4
Mischief/Property Damage	4	19
Mental Health Act	5	17
Check Well Being	24	63
Erratic Drivers	34	41
Drive Impaired (Alcohol/Drugs)	1	9
Traffic Violation Tickets	7	6
Total Calls for Service, Ladysmith	301	599
Total Calls for service, Detachment	1125	1243



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

Social Media Strategy

November 2024

PURPOSE

GOAL

OBJECTIVES

PLATFORMS AND TOOLS

TARGET AUDIENCE

tone and voice



PURPOSE

The following presentation provides a broad outline of the Town of Ladysmith's social media strategy.

GOAL

**To be the best local
government social media
account in British Columbia.**

*Accomplished by following and documenting analytics monthly: tracking audience growth, engagement, and views.
As well, the Communications team will track other municipalities and their analytics using apps such as Brand Watch.
(AUMA/AAMDC., 2016)*

OBJECTIVES

1. **Inform and Educate:** To provide residents with important information about Town events, activities, services, and updates.
2. **Be Reliable:** Become recognized as a trustworthy source for residents to access information.
3. **Increase Community Engagement:** Foster a sense of community and pride among residents by communicating in open dialogue (Evans et al., 2017).
4. **Boost Tourism:** Attract visitors to Ladysmith by showcasing its attractions and events.
5. **Implement Double-Loop Learning:** Not only do residents learn about the agendas and happenings within the Town, but we learn the residents' needs and questions (Reddick et al., 2017).

PLATFORM TOOLS

- **Social Media Channels:** Facebook, Instagram, LinkedIn, X (formerly Twitter), YouTube, and TikTok.
- **Primary Platforms:** Facebook, Instagram, and X for general communication.
- **Content Strategy:** Same content posted on Facebook, Instagram, and X.
- **LinkedIn Use:** Exclusively for job postings and corporate messaging.
- **YouTube Use:** Uploads of council meetings and long-form videos.
- **TikTok:** Account exists but is inactive; a strategy will be developed for future use.
- **Post Accompaniments:** All posts on Facebook, Instagram, and X include a graphic.
- **Graphic Sizing:** 1080x1080 for general posts; 1920x1080 for Instagram stories/reels.
- **Instagram Stories:** Increasing in popularity; will become a standard communication method.
- **Content Management:** Hootsuite is used for scheduling and managing social media content.
- **Analytics:** Provided by each platform and Hootsuite.

Rutti Park Open House

📅 Wednesday, June 19, 2024

🕒 4:30 PM - 7:00 PM

📍 Rutti Park, 501 Rothdale Rd



f i l X #LADYSMITHBC



ANALYTICS

- Social media analytics involves collecting and analyzing data from social platforms to measure account performance.
- KPI stands for key performance indicator, a quantifiable measure of performance over time for a specific objective. KPIs provide targets for teams to shoot for, milestones to gauge progress, and insights that help people across the organization make better decisions.
- KPIs with quantitative social media data sets suggest that such analysis needs to be supplemented by insights from practitioners' everyday experience (Keegan and Rowley, 2017).

TARGET AUDIENCE

Residents: This is any and everyone who lives in our Town. Families, seniors, and young professionals living in Ladysmith.

Visitors: This includes anyone travelling to Ladysmith, through Ladysmith, or thinking about coming to our Town.

tone and voice

WHAT WE ARE

INFORMATIVE:

- Communication Goal: Clearly inform residents about Town events and staff actions.
- Resident Expectation: Deliver simple, easy-to-understand information.
- Tone Variety: Fun, serious, witty, sassy, playful, or even spicy, depending on the message.

FUN:

- Social Media Shift: Moving away from dry, corporate third-person messaging.
- New Approach: Fun, creative, authentic, and energetic communication.
- Tone Reflection: Social media content will align with this lively approach.

PROUD:

- Ladysmith Identity: Not just a dot on the map, but a vibrant, proud community.
- Highlights: Home to the Greatest Street, Transfer Beach, Festival of Lights, and Pamela Anderson's birthplace.
- Cultural Richness: Deep history in coal mining, forestry, maritime, and Indigenous heritage.
- Pride: Celebrating our unique heritage and community achievements.

WHAT WE ARE NOT

INACCURATE:

- Accountability: We own our mistakes.
- Integrity: We're authentic, not fake.
- Work Ethic: Never complacent, sloppy, or lazy.

DISRESPECTFUL:

- Respectful Tone: Not rude, arrogant, or mean.
- Community Interaction: No trash-talking, but playful banter is okay.
- Zero Tolerance: No rudeness or racism, ever.

BORING:

- Attention Span Awareness: Shorter than ever; no time for boring.
- Creative Communication: Same messages, but delivered creatively and effectively.
- Continuous Innovation: Always seeking new, different approaches.

A POLITICAL PLATFORM:

- Non-Political Platform: Not a platform for Mayor and Council.
- Community Focus: Highlights community work, not political campaigns.

WHAT WE POST

- Historically, the Town's social media channels have focused on reactive messaging, like standard updates (e.g., garbage delays, council meeting dates).
- Moving forward, the Town's social media will incorporate proactive messaging.
- Proactive messaging will feature content like:
 - Showcasing interesting spots around Town.
 - Highlighting work at facilities, such as the water treatment plant.



CONTENT TYPES

1. Behind the Scenes:

- Videos of Town projects, such as park renovations or new infrastructure.

2. Interactive Content:

- Polls on social media about community preferences (e.g., trail, park).
- Instagram story Q&As with the Mayor or Town Council members.
- Create challenges or themed days where followers can participate (e.g., “Walk in the Park Wednesday” where residents share photos of their favourite parks).

3. Historical/Did You Know:

- “Throwback Thursday” type posts featuring old photos and stories.
- Short videos or slideshows with narration about historic events.
- Fun facts about Ladysmith’s history, notable people, or unique aspects.
- Interactive trivia quizzes on Instagram or Facebook stories.

4. Natural Beauty:

- Fun facts about Ladysmith’s history, notable people, or unique aspects.
- Interactive trivia quizzes on Instagram or Facebook stories.

How We Post:

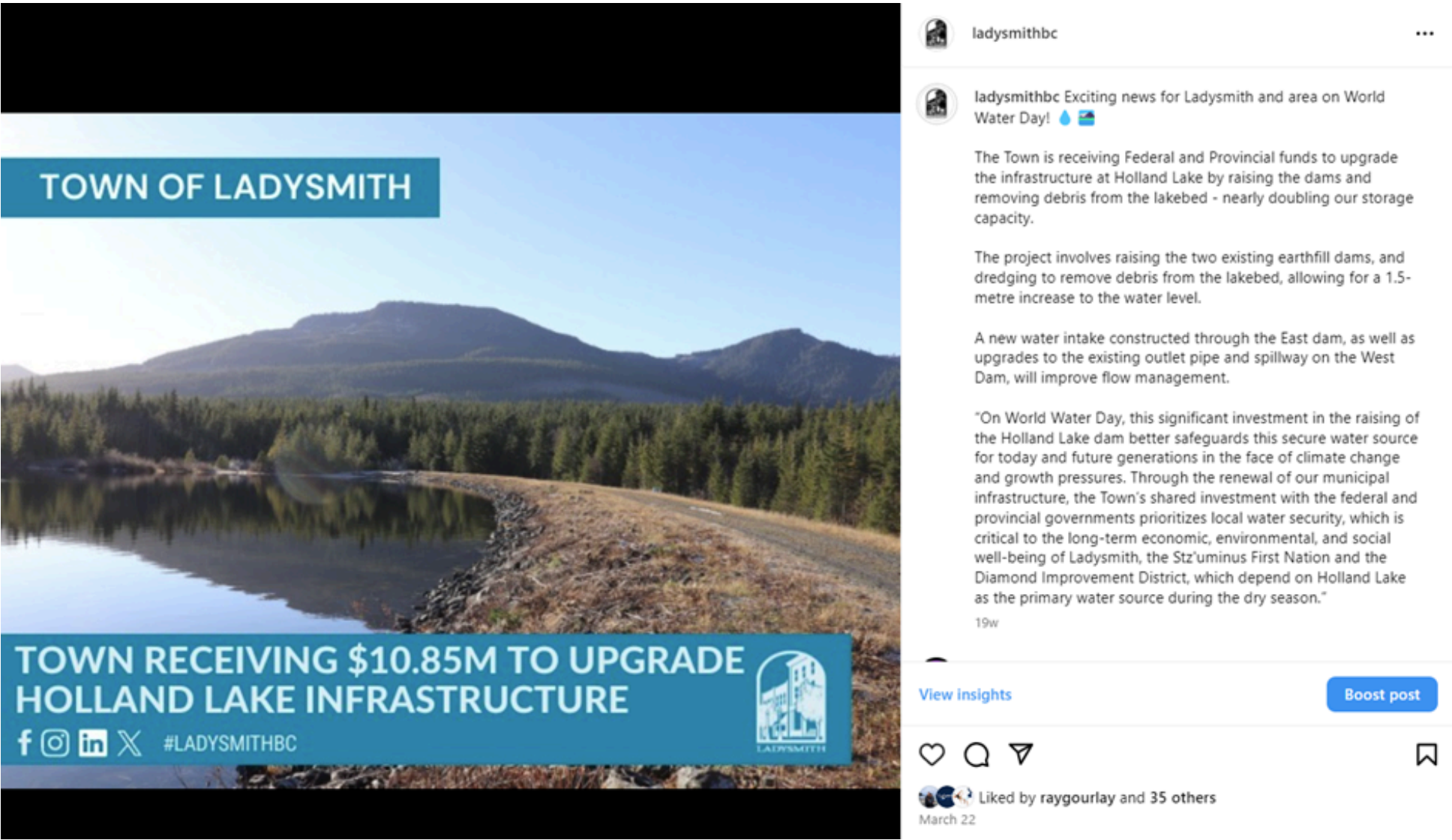
Social copy will be simple, easy to read and short whenever possible. Posts will include emojis and appropriate spacing. Graphics will generally adhere to our branding.

What We Aim For:

Short, easy to read copy that incorporates emojis, where possible, that is aligned with our voice and is accompanied by simple, clean graphics or imagery. Our copy will always be shorter on Twitter/X because of the character limits on the platform.



What We Avoid: Long, dull, dry, corporate-style copy, similar to a full-length press release, such as in the example below. People have a very short attention span, do not spend a tremendous amount of time reading and are far more visual.



Engagement and Two-Way Communication

Engage in two-way communication on all Town of Ladysmith social media platforms, with a focus on Facebook, Twitter/X, and Instagram. Response timing will be intuitive and flexible. Communications will consult Senior Leadership for crafting responses to specific resident questions.

- 1. **Respond Promptly:** Respond to comments and messages promptly, considering our limited resources.
- 2. **Collaborations:** Explore partnerships with local celebrities and influencers, e.g., a PSA with Pam Anderson or a fun video with Tourism Ladysmith highlighting new amenities.

(Homburg and Moody., 2021)



Example of how residents are using our socials as reliable source for town news.



Events and Festivals

Traditionally, the Town has avoided promoting non-Town-led events on social media to prevent exclusion and public inquiries. However, select community events will be highlighted to show engagement, foster civic pride, and boost social media metrics. Promotion will vary by event size and scale.

Notable Events

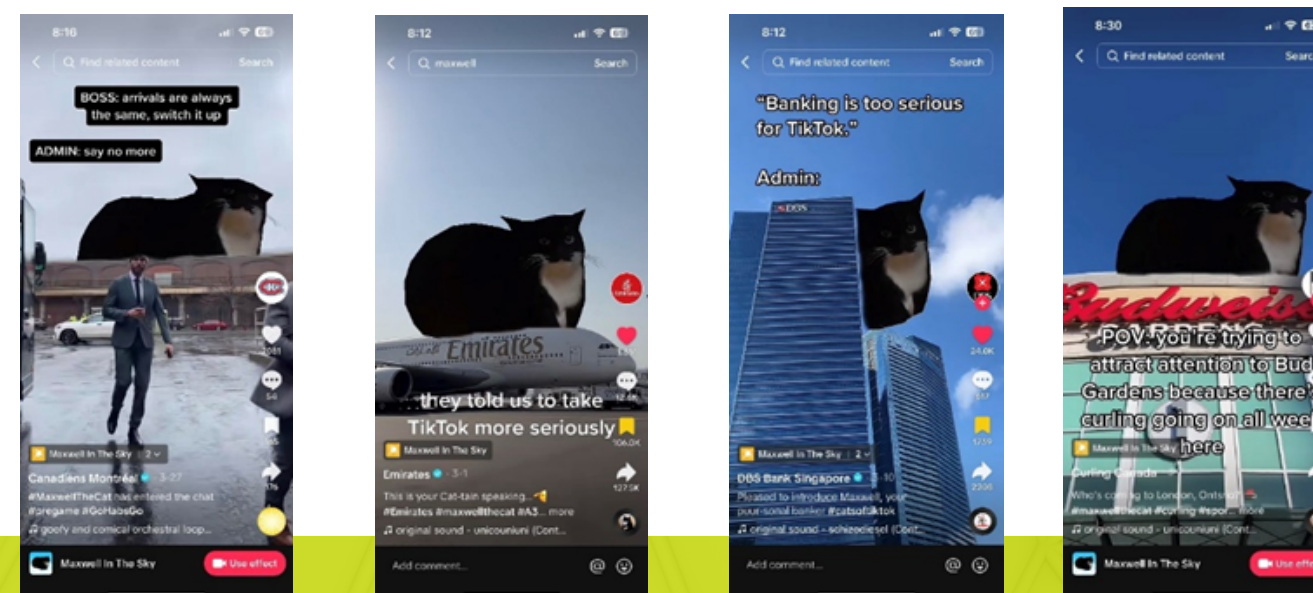
Public Works Day
Ladysmith Days
Show 'N Shine
Arts on the Avenue
Festival of Lights



Trends and Memes

- Meant to create a sense of in-group belonging, something that strengthens a sense of identity.
- Memes facilitate community not only on the internet - they also bleed out into the real world, or the offline world.
- They are a language in themselves, with a capacity to transcend cultures and construct collective identities between people. These sharable visual jokes can also be powerful tools for self-expression, connection, social influence and even political subversion. (Brown. H, 2022)

The Town of Ladysmith will seek opportunities to participate in social media trends and use memes when appropriate. For example, last year, many established organizations on TikTok joined the viral “Maxwell in the Sky” filter trend. Engaging in viral trends offers a chance to reach broader, new audiences and boost engagement. Trend participation will be considered on a case-by-case basis, with best practices involving consultation with senior staff.



User Generated Content (UGC)

The Town will encourage residents/social media users to share their own photos and stories using specific hashtags and will utilize photos, video or other content shared with us, when appropriate.

UGC Best Practices

Always ask for permission: Even if we have asked for content submissions, we should reach out and obtain permission before posting.

Always credit the original content creator: Credit should always be given to the original creator, either as a mention within the post or as a tag.

Always have a purpose: As with everything we post, UGC should serve a purpose and should align with our Tone and Voice. Are we sharing to inform, to highlight, or are we doing it for the sake of doing it? Avoid sharing UGC simply because we can.



WE VALUE YOUR FEEDBACK



Send an E-mail to info@ladysmith.ca



Mail a note to *Town of Ladysmith City Hall, 410 Esplanade,
Box 220, Ladysmith, B.C. V9G 1A2*



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Follow us on X [@TownOfLadysmith](https://twitter.com/TownOfLadysmith)



Follow us on Instagram [ladysmithbc](https://www.instagram.com/ladysmithbc)

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Thank you!

Unceded
Stz'uminus Territory

Welcome to
Ladysmith

INFORMATION REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Erin Anderson, Director of Financial Services
 Reviewed By: Allison McCarrick, CAO
 Meeting Date: November 12, 2024
 File No: 0640-20
 RE: 2024 Q3 (Jul-Sep) Financial Update

RECOMMENDATION:

That the Committee receive the staff report dated November 12, 2024, regarding the 2024 Q3 (July to September) Financial Update from the Director of Financial Services.

EXECUTIVE SUMMARY:

There have been some vacancies, additional operating grant revenues, some anticipated cost savings, and additional recreation revenues that will result in an anticipated surplus at year-end.

PREVIOUS DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

This is the third and final quarterly update regarding the 2024 finances. The next report will be audited 2024 Financial Statements.

General revenues – Taxation & Other

	2024 Actuals YTD	2024 Budget	2024 Variance %	2023 Actuals YTD	2023 Budget	2023 Variance %
Grants in Lieu	-189,266	-189,549	100%	-194,031	-193,872	100%
Interest on investment	-1,342,181	-1,342,567	100%	-1,256,174	-1,079,162	116%
Penalty & Interest	-107,668	-92,000	117%	-94,071	-87,860	107%
Property Tax	-8,395,327	-8,398,228	100%	-7,855,039	-7,851,469	100%
Taxes Collected on Behalf (net)	-144,275	0	-	-121,943	0	-
Grand Total	-10,178,717	-10,022,344	102%	-9,521,258	-9,212,363	103%

Note that revenues appear with a negative (-) per accounting standard.

The 2024 property tax notices were mailed in late May with a due date of July 2, 2024. At that time, a 2% penalty was applied to the current balance and a further 8% penalty was applied on September 11, 2024. The Town levied an additional \$8,114 penalties. There is

also an additional \$7k in interest charged to date. The interest rate, set by the Province, was 9.95%¹ during this time.

As of September 30th, there was 1.8% of current taxes outstanding which is less than this time in 2023 at 2.6%.

The Town's Return on Investment has met budget projections and will exceed budget by year end.

The "Taxes Collected on Behalf" amount are funds collected for the Vancouver Island Regional Library that are for the remaining quarter of funding yet to be paid over to that agency.

General Government

	2024 Actuals YTD	2024 Budget	2024 Variance %	2023 Actuals YTD	2023 Budget	2023 Variance %
Administration	262,220	363,659	72%	238,510	339,320	70%
Administration Charge	-274,806	-366,413	75%	-234,905	-313,207	75%
Bad Debt	377	10,000	4%	963	10,000	10%
Contingency	0	265,899	0%	0	0	0
Corporate Service	480,564	717,949	67%	513,431	701,126	73%
Election	0	6,250	0%	0	6,250	0%
Finance	670,933	929,279	72%	660,618	889,515	74%
Grants	-290,317	-99,082	293%	0	0	0
Grants In Aid/Service						
Agreements	174,438	216,556	81%	190,571	200,358	95%
Human Resources	209,085	291,463	72%	200,948	280,999	72%
Information Technology	203,888	341,544	60%	222,924	320,477	70%
Leases & Debt	0	689,602	0%	0	0	0
Mayor & Council	150,523	232,298	65%	173,289	214,736	81%
Property Rental Expense	36,309	43,626	83%	35,148	42,177	83%
Revenue	-447,863	-454,667	99%	-550,056	-469,250	117%
Waterfront	0	0	0	0	0	0
Grand Total	1,175,351	3,187,963	37%	1,451,440	2,222,501	65%

These numbers are netted where appropriate (meaning the revenues less the expenses).

Most of these areas should be at approximately 75% of budget spent. Administration is slightly under this mark due to consulting expenses being lower than anticipated at this time. The other departments are under budget as they experienced vacancies during the year.

¹ <https://www2.gov.bc.ca/gov/content/governments/local-governments/finance/requisition-taxation/arrears-or-delinquent-taxes-due-to-local-governments>

Some services have not been renegotiated, resulting in an unallocated budget amount.

Protective Services

	2024 Actuals YTD	2024 Budget	2024 Variance %	2023 Actuals YTD	2023 Budget	2023 Variance %
Animal Control (net)	19,852	22,375	89%	13,611	10,850	125%
Bylaw (net)	56,050	82,939	68%	63,457	102,479	62%
Fire Department	372,441	564,238	66%	321,279	518,698	62%
Fire Service						
Agreements	-137,142	-90,000	152%	-94,477	-91,762	103%
Fire Vehicles	223,341	276,485	81%	191,611	250,374	77%
Police	697,585	1,663,638	42%	871,722	1,481,292	59%
Police Tax	-1,792,652	-1,793,324	100%	-1,594,379	-1,593,713	100%
Grand Total	-560,525	726,351	-77%	-227,177	678,218	-33%

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

The Fire Department has spent approximately 66% of budget which is just slightly more than the same period last year. Training and Practices are greater than last year by approximately \$8k.

The Bylaw Compliance position was vacant for a period of time. It was partially filled with a casual employee, though it is fully staffed now.

The Policing figures represent the Police taxation levied for the year though only six months of policing bills have been received. There will be an expected surplus in the area due to reserving the anticipated E-Comm payment.

Public Works & Engineering

	2024 Actuals YTD	2024 Budget	2024 Variance %	2023 Actuals YTD	2023 Budget	2023 Variance %
Engineering	278,049	382,551	73%	260,348	366,228	71%
Subdivision Permits						
& Revenue	-115,369	-149,203	77%	-175,638	-151,570	116%
PW Administration	135,846	204,633	66%	138,391	182,051	76%
PW Operations	903,904	1,351,379	67%	862,887	1,286,453	67%
Snow & Ice Removal	141,160	193,494	73%	126,189	133,051	95%
Grand Total	1,343,590	1,982,854	68%	1,212,178	1,816,213	67%

Some of the Public Works staff worked on capital projects, which results in a savings in operational wages. There also have been some vacancies in the area which will result in a reduction of expenses.

Solid Waste

	2024 Actuals YTD	2024 Budget	2024 Variance %	2023 Actuals YTD	2023 Budget	2023 Variance %
Garbage						
REVENUES	-553,179	720,119	77%	543,858	699,462	78%
EXPENSES	456,287	720,119	63%	386,542	699,462	55%
Garbage Total	-96,892	0		157,316	0	
Grand Total	-96,892	0		157,316	0	

Solid Waste services is trending similar to previous year. Any surplus at the end of the year will be reserved to offset the expected cost of an eventual switch to automation.

Cemetery Operations

	2024 Actuals YTD	2024 Budget	2024 Variance %	2023 Actuals YTD	2023 Budget	2023 Variance %
Cemetery						
REVENUES	-33,835	-45,660	74%	-39,985	-36,340	110%
EXPENSES	38,572	46,121	84%	39,915	37,049	108%
Cemetery Total	4,738	461	1028%	-70	709	-10%
Grand Total	4,738	461	1028%	-70	709	-10%

Revenues are slightly lower than last year at this time, though expenses are similar.

Development Services

	2024 Actuals YTD	2024 Budget	2024 Variance %	2023 Actuals YTD	2023 Budget	2023 Variance %
Building						
REVENUES	-189,512	-150,000	126%	-200,514	-170,000	118%
EXPENSES	241,288	309,774	78%	164,424	225,104	73%
Building Total	51,776	159,774	32%	-36,090	55,104	-65%
Economic Development						
REVENUES	-69,060	-65,000	106%	-66,930	-63,000	106%

EXPENSES	32,894	56,752	58%	42,060	54,835	77%
Economic Development						
Total	-36,166	-8,248	438%	-24,870	-8,165	305%
Heritage						
EXPENSES	7,014	9,321	75%	6,560	8,853	74%
Heritage Total	7,014	9,321	75%	6,560	8,853	74%
Planning						
REVENUES	-230,885	-329,160	70%	-69,407	-133,569	52%
EXPENSES	502,089	721,445	70%	400,312	524,733	76%
Planning Total	271,204	392,285	69%	330,905	391,164	85%
Grand Total	293,827	553,132	53%	276,505	446,956	62%

Building Revenues have exceeded budget but are slightly lower than this time last year. The expenses are greater than this time last year as the area is fully staffed.

The Economic Development revenues shown above are for Business Licences. The funds received have exceeded budget. Most of these funds are paid over to the Chamber of Commerce for rent and other operational costs.

The additional Planning revenues and expenses are greater due to the Province's funding to implement the small-scale, multi-unit housing (SSMUH) legislation. These funds were earmarked for legal review and reserved for 2025 implementation. The Planning department also has a planned vacancy, resulting in a reduction of expenses.

Parks

	2024 Actuals YTD	2024 Budget	2024 Variance %	2023 Actuals YTD	2023 Budget	2023 Variance %
Parks	698,136	884,842	79%	659,152	811,319	81%

There are greater expenses in the area as Council approved an additional person in this year, budgeted for the entire year. Also, additional staff are brought on during the growing season resulting in this area using more than half their allotted budget at this time.

Recreation & Facilities

	2024 Actuals YTD	2024 Budget	2024 Variance %	2023 Actuals YTD	2023 Budget	2023 Variance %
Aquatics						
REVENUES	-342,854	-353,082	97%	-352,966	-386,877	91%
EXPENSES	367,941	451,949	81%	337,185	449,859	75%
Facility Maintenance						
REVENUES	-68,765	-53,200	129%	-98,282	-63,800	154%
EXPENSES	671,425	922,005	73%	675,943	964,125	70%
Fitness Studio						
REVENUES	-223,843	-210,849	106%	-187,543	-196,872	95%
EXPENSES	220,546	329,440	67%	198,539	303,265	65%
FJCC Administration						
REVENUES	-44,233	-41,300	107%	-33,652	-28,200	119%
EXPENSES	652,333	903,632	72%	616,747	833,480	74%
Regional recreation	-1,268,007	-1,268,007	100%	-695,205	-695,205	100%
FJCC Mtce						
EXPENSES	475,025	733,825	65%	512,374	624,352	82%
Recreation Programs						
REVENUES	-96,472	-138,156	70%	-80,953	-139,724	58%
EXPENSES	171,181	284,657	60%	138,394	279,045	50%
Tourism						
EXPENSES	9,653	18,000	34%	10,782	20,000	54%
Grand Total	523,931	1,578,914	33%	1,041,362	1,963,448	53%

FJCC revenues are on track to meet or exceed budget projections. In Aquatics, with more people attending the pool, additional lifeguards are required to operate, resulting in an increase to expenses. Recreation expenses are greater than previous years due to staffing changes.

This is the second year of the Regional Recreation funding; two-thirds of FJCC's operating costs will be funded by other CVRD jurisdictions.

Water & Sewer

	2024 Actuals YTD	2024 Budget	2024 Variance %	2023 Actuals YTD	2023 Budget	2023 Variance %
Sewer Services						
Sewer Revenues	-2,914,956	-3,313,349	88%	-2,753,632	-3,208,160	86%
Sewer Debt & Interest	584,404	627,500	93%	591,089	637,500	93%
Sewer Services	1,060,617	1,668,430	64%	955,728	1,509,065	63%
Sewer Services Total	-1,269,934	-1,017,419	125%	-1,206,814	-1,061,595	114%

Water Services						
Water Revenues	-3,218,279	-3,550,931	91%	-3,085,048	-3,496,583	88%
Water Interest & Debt	343,869	387,685	89%	343,869	387,685	89%
Water Interest & Debt (un-executed)	0	432,956	0%	0	382,956	0%
Water Services	1,270,200	1,939,976	65%	1,300,059	2,002,503	65%
Water Services Total	-1,604,210	-790,314	203%	-1,441,119	-723,439	199%
Grand Total	-2,874,144	-1,807,733	159%	-2,647,934	-1,785,034	148%

The above revenues include the quarterly bills for January to March and April to June, but also the parcel taxes levied on the annual property tax bill. Both the revenues and expenses are all trending similarly to previous years. There is still un-executed debt in the water utility that will soon be drawn on to fund the Holland Dam upgrade.

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

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Consolidated Statement of Operations to September 30, 2024
- B. Consolidated Statement of Financial Position – as of September 30, 2024
- C. Listing of Vendor Payments over \$25,000 January 1 – September 30, 2024
- D. January – September 2024 Capital
- E. Reserves

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT September 30, 2024

	Actuals 2024	Budget 2024	% of Budget
Revenue			
Taxes:			
Municipal purposes taxation	8,395,327	8,398,228	100%
Policing taxation	1,792,652	1,793,324	100%
Parcel taxes	3,266,283	3,261,583	100%
Grants in Lieu	189,266	189,549	100%
Sale of Services:			
General - other	39,980	22,377	179%
Recreation	545,145	543,833	100%
Protective Services	137,142	90,000	152%
Cemetery	33,835	42,000	81%
Solid Waste	399,108	712,404	56%
Sewer	1,008,616	1,844,487	55%
Water	782,126	1,672,128	47%
Investment Income	1,527,318	1,342,567	114%
Licence, Permits, Rentals & Penalties	848,333	915,655	93%
Grants	4,331,057	19,159,955	23%
Donations and contributed property	22,574	4,147,938	1%
Gain (loss) on foreign exchange	-	-	
Gain (loss) on disposal of tangible capital assets	887,027	20,000	
Development Cost Charges utilized	-	3,089,065	0%
Gas tax funds utilized	163,012	419,371	39%
	<u>24,368,799</u>	<u>47,664,464</u>	51%
Expenses: (excluding amortization)			
General government services	1,920,479	4,084,113	47%
Protective services	1,500,694	2,775,191	54%
Transportation services	1,442,078	2,576,898	56%
Garbage services	358,497	619,933	58%
Cemetery services	23,397	38,392	61%
Development services	662,852	1,007,092	66%
Recreation and cultural services	2,489,941	3,851,731	65%
Parks operation services	774,366	1,297,756	60%
Sewer	1,410,317	2,530,740	56%
Water	1,479,360	3,808,123	39%
Operating Expenses	<u>12,061,982</u>	<u>22,589,969</u>	53%
General Capital Projects	1,079,914	25,059,779	4%
Water Capital Projects	265,808	20,150,817	1%
Sewer Capital Projects	174,582	3,538,165	5%
Proceeds from New debt (capital financing)	-	17,588,725	0%
Principal Payments	826,703	761,478	109%
Internal Funding	1,719,824	6,847,019	-25%
	<u>8,239,986.40</u>	<u>-</u>	
BALANCE	8,239,986.40	-	

ATTACHMENT B

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT September 30, 2024

	2024
Financial Assets	
Cash and short term deposits	55,066,122
Accounts receivable:	
Property Taxes	1,017,222
User Fees	20,438
Other	210,719
	<hr/> 56,314,501 <hr/>
Liabilities	
Accounts payable and accrued liabilities	1,379,384
Taxes payable to other agencies	144,275
Post-employment benefits	334,200
Deferred revenue	1,408,502
Refundable deposits and other	1,572,942
Restricted reserves - other	555,597
Development cost charge reserve	9,649,491
Federal gas tax reserve	1,836,253
Obligations under capital lease	-
Equipment Financing	2,696,992
Short term debt (financing)	-
Debenture debt	12,909,923
Asset - retirement obligations	3,086,870
	<hr/> 35,574,429 <hr/>
Net Financial Assets	20,740,072
Non-Financial Assets	
Tangible Capital Assets	121,941,879
Capital Projects in Current Year	1,520,304
Prepays	30,917
Inventory	86,950
	<hr/> 123,580,051 <hr/>
Accumulated Surplus	<hr/> 144,320,123 <hr/>

Supplier Code	Name	Total
5747790	AINSWORTH	55,916.06
9213317	ALUMICHEM CANADA INC	36,803.94
7542232	ARCHIE JOHNSTONE PLUMBING & HEATING LTD	27,487.48
2931411	ASSOCIATED ENGINEERING (BC) LTD	91,418.58
7536621	BC ASSESSMENT AUTHORITY	123,238.20
000027	BC HYDRO	414,271.45
4192165	BC LIFE & CASUALTY COMPANY	145,724.11
005066	BEAVER ELECTRICAL MACHINERY LTD	67,183.83
8847669	BULLET SECURITY	28,039.90
6655244	BUNZL	40,616.96
5917364	CASCARA CONSULTING ENGINEERS LIMITED	29,552.63
2990605	CLASSIC CORE COMMUNITY LTD (INC NO BC0881527)	490,569.19
6642522	CLEARTECH INDUSTRIES INC	204,708.58
002337	COASTAL ANIMAL CONTROL SERVICES OF BC LTD.	39,753.00
7464511	COWICHAN PETROLEUM SALES (2007) LTD	106,165.62
7462500	COWICHAN VALLEY REGIONAL DISTRICT	5,022,936.18
000094	COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT	1,205,781.00
7297557	CUPE LOCAL 401	76,948.25
7322873	DARWIN AUTOMATION MACHINeworks LTD	74,025.00
2457157	DAVID STALKER EXCAVATING LTD	83,266.48
9808950	DB PERKS & ASSOCIATES LTD	32,394.61
4699757	ECORA ENGINEERING & ENVIRONMENTAL LTD	78,161.89
001800	FIRST NATIONAL FINANCING LP	43,638.63
7531214B	FMC HOLDINGS LTD	91,358.50
7518558	HEROLD ENGINEERING LTD	25,440.51
3901475	HOLLAND CREEK LIMITED PARTNERSHIP 0963984 BC	75,000.00
7542195	HUB CITY PAVING LTD	213,086.44
000362	ICBC	48,677.00
2734987	ICONIX WATERWORKS LIMITED PARTNERSHIP	60,852.92
2403069	IN THE DIRT CONTRACTING LTD	184,779.12
002444	IVORY TOWER INVESTMENTS LTD	25,850.52
7142891	KNOX MECHANICAL LTD	53,271.07
2483151	KOERS & ASSOCIATES ENGINEERING LTD	88,252.25
2452112	LADYSMITH CHAMBER OF COMMERCE	55,136.50
PT00000091	LADYSMITH FREEHOLDERS INC	56,975.06
2453079	LADYSMITH RESOURCES CENTRE ASSOCIATION	116,252.00
5218811	LAFARGE ASPHALT TECHNOLOGIES A DIV OF	51,820.60
004913	LIDSTONE & COMPANY	65,982.39
002379	MCELHANNEY CONSULTING SERVICES LTD	29,829.45
9406200	MCRAE'S ENVIRONMENTAL SERVICES LTD	34,008.45
000150	MINISTER OF FINANCE	121,828.13
003159	MINISTRY OF SMALL BUSINESS AND REVENUE	1,466,618.90
8353533	MONARCH NA STRUCTURES LTD	49,140.16
004701	MONK OFFICE	34,055.11
000223	MUNICIPAL FINANCE AUTHORITY	194,047.41
000653	MUNICIPAL INSURANCE ASSOCIATION OF BC	280,377.92
000224	MUNICIPAL PENSION FUND	756,189.35
001419	PACIFIC BLUE CROSS	249,815.39
8597962	PEAK GEOSPATIAL	29,025.37
4413210	PRAIRIECOAST EQUIPMENT INC	132,486.35
7328731	RBS MANAGED IT SERVICES INC	58,863.52
000255	RECEIVER GENERAL (Payroll only)	1,488,010.25

TOWN OF LADYSMITH
YTD Paid Report



AP5070

Date : Oct 31, 2024

Page : 2

Time : 8:41 am

ATTACHMENT C

Supplier Code From : 000003
To : WORL001

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

Sequence : By Name **Date Range** From : 01-Jan-2024
To : 30-Sep-2024

Suppress Printing for \$ Under 25,000.00

Supplier Code	Name	Total
001507A	RECEIVER GENERAL FOR CANADA	1,175,387.16
3611231	RUSHWORTH ELECTRICAL SERVICES INC	109,054.48
M248	SCHOOL DISTRICT #68	37,041.76
001513	SHAW CABLESYSTEMS GP	28,329.00
000664	STEWART MCDANNOLD STUART	66,903.05
4573400	TROJAN UV	51,074.39
3327461	US BANK	170,376.43
7584697	VANCOUVER ISLAND REGIONAL LIBRARY	433,638.00
5352238	VANDERBEKEN ENTERPRISES LTD	40,001.92
4304274	VIMAR EQUIPMENT LTD	470,033.50
2488101A	WASTE CONNECTIONS OF CANADA INC	263,037.57
7092300	WEST COAST PRE FAB LTD	39,584.99
000318	WORKSAFE BC	308,091.78
7531077B	WSP CANADA INC.	299,050.73
Total Suppliers Equal and Over		25,000.00
Other Suppliers Under		25,000.00
Total Of Printed Suppliers :		20,032,126.06



Capital

For Period Ending 30-Sep-2024

	YTD	COMMITTED	BUDGET
General Capital Fund			
Community to Community	5,187.16	0.00	10,000.00
City Hall / BC Builds	0.00	0.00	13,500,000.00
Turnout Gear Dryer	0.00	0.00	15,000.00
Next Generation 911	0.00	0.00	45,000.00
Indigenous Engagement -	48,000.00	0.00	0.00
Fire Services Strategic Work Plan	0.00	0.00	38,500.00
Holland Creek Crossing (Traffic)	0.00	0.00	3,200,000.00
Ludlow/Rocky Cr Roundabout	0.00	0.00	1,616,702.00
Storm Master Plan	56,651.57	71,868.09	177,669.00
GIS Stage 3 Implementation	29,300.30	32,159.80	78,899.00
Tree Grating Curbs & Painting	0.00	0.00	13,013.00
Bike Racks	2,690.49	0.00	8,694.00
2nd Ave Slope Stability Study	28,914.28	7,052.37	35,000.00
Marina Access	86,569.69	38,054.33	239,985.00
Wayfinding Signs	89,438.36	0.00	127,408.00
Diversity Square	14,631.17	0.00	49,264.00
Decorative Streetlights & Lighting	6,413.58	0.00	7,589.00
Replace Elgin Sweeper Unit 47	439,296.62	0.00	450,000.00
Firehall Front Apron Paving	0.00	0.00	30,000.00
Single Area Traffic Study	189.00	0.00	433.00
Farrell Rd Sidewalk; Stirling-Gales	0.00	0.00	46,050.00
Dump Site Survey & Study	5,952.92	50.38	10,000.00
Replace Unit #97 Prius	0.00	0.00	36,621.00
Kubota Lawn Mower	21,349.81	0.00	20,000.00
Chip sealing	0.00	0.00	20,000.00
Davidson sidewalk connector	29,576.75	6,123.88	60,000.00
Dogwood Pedestrian Improvement	31,783.25	6,123.88	65,000.00
Christie/4th flashing lights crossing	6,563.29	42,275.00	54,600.00
Stephenson/Dogwood flashing lights	65,544.50	2,675.00	74,000.00
V-plow and spreader	0.00	33,727.47	40,000.00
6th Ave Reconstruction Conceptual Desi	0.00	0.00	250,000.00
Buller St Paving (3rd-4th)	86,943.18	0.00	86,944.00
Kay Grouhel Recognition	0.00	0.00	10,000.00
Commercial Rotary Tri-Mower	119,532.87	0.00	145,000.00
Aggie Field Drainage Improvements	6,602.32	0.00	125,000.00
Harbourview Park Improvements	0.00	0.00	75,000.00
Aggie Playground Walkway	11,457.72	0.00	18,958.00
Cenotaph Restoration	0.00	51,000.00	65,000.00
Forrest Field - outdoor equipment	0.00	0.00	45,000.00
Mountain Bike Network	0.00	0.00	125,000.00
Waterfront Stage 1 Remediation	0.00	0.00	50,729.00
Sale of 1260 Churchill Pl	29,741.58	0.00	0.00
Parks Bench/Pavers Program	2,084.29	0.00	0.00
Car Shop Repairs	0.00	0.00	15,610.00
Loci Shop Roof	0.00	7,920.68	46,026.00
FJCC Aquatic Wheelchair Replacement	4,383.05	1,123.50	6,000.00
Poverty Reduction Stream 3	22,709.84	0.00	24,800.00
Museum Accessibiity Ramp Replacement	0.00	0.00	59,292.00
FJCC Rec Room Play Equip Replacement	4,805.19	3,900.10	10,000.00
City Hall Main HVAC Replacement	41,050.88	0.00	70,797.00
Firehall HVAC Engineering	4,250.00	500.00	15,000.00
City Hall Meeting Room Alterations	0.00	0.00	75,000.00
RCMP Chairs & Desks	33,474.28	0.00	45,000.00
Archives Fire Suppression Engineering	3,450.00	0.00	20,000.00
Ampitheatre Enhancement (Tent)	9,394.52	0.00	8,650.00
Aquatic Accessible Lift	15,907.63	0.00	20,000.00
630 2nd Ave Building - Painting	0.00	0.00	43,500.00
Aggie Hall - Floor Refinish	15,756.10	0.00	15,000.00
Duct Cleaning - TOL Buildings	11,235.00	2,537.00	15,000.00
Fire Hall - HVAC Boiler Replacement	0.00	0.00	77,500.00

Capital



For Period Ending 30-Sep-2024

	YTD	COMMITTED	BUDGET
General Capital Fund			
Fire Hall - Security Gate and Driveway	0.00	0.00	25,000.00
Fire Hall Bay Floor Refinishing	17,740.88	0.00	20,000.00
FJCC - Accessibility Improvements	0.00	590.03	37,500.00
FJCC - Dry-o-tron Mechanical Eng	0.00	0.00	20,000.00
FJCC Main Pool Regrouting	9,245.26	0.00	25,000.00
FJCC Roof Replacement PH1	4,890.00	0.00	320,000.00
High St Ball Field Facilities Repairs	1,468.13	0.00	35,000.00
PW - Additional Offices	7,622.92	2,313.64	60,000.00
PW - HVAC & Mech replacement	59,916.99	10,325.21	127,500.00
Alarm system upgrades	19,104.00	0.00	25,300.00
Brown Dr Park Ph 1	2,507.50	12,142.50	60,000.00
Forrest Field clubhouse design	0.00	0.00	50,000.00
Skate Park redesign	0.00	25,250.00	28,250.00
RCMP HVAC Redesign	26,178.55	0.00	50,000.00
Heart of Hub (Machine Shop Grant)	5,416.46	336,420.53	4,289,809.00
City Hall Painting	15,528.28	0.00	14,026.00
VIHA Resilience & Safety	7,719.29	0.00	50,000.00
Treadmill Replacement	0.00	0.00	18,250.00
Total General Capital Fund	1,568,169.45	694,133.39	26,888,868.00



For Period Ending 30-Sep-2024

	YTD	COMMITTED	BUDGET
Water Capital Fund			
Edgewood Estates Water Meter Replaceme	0.00	0.00	125,000.00
Chicken Ladder Flood Hardening	0.00	14,026.99	349,688.00
Diamond Meter & Vault Replacement	0.00	0.00	125,000.00
Diamond Meter Replacement	0.00	0.00	40,000.00
Holland Dam Inspection Report	0.00	0.00	30,227.00
Water Filtration Plant Deficiencies	8,645.70	0.00	573,972.00
6th Ave & Dead Ends Watermain Repl	0.00	0.00	385,000.00
Holland Dam Storage Upgrade	2,597.00	1,078,670.46	15,547,387.00
Rocky Creek PRV & Vault Removal	0.00	0.00	50,000.00
Holland Creek Dam Assessment	45,834.75	0.00	86,748.00
Davis Rd PRV Replacement Design	0.00	0.00	25,000.00
Roberts St Watermain	252,466.30	189,923.85	658,880.00
Abandon Twin AC Watermains below Theti	0.00	0.00	75,000.00
Stocking Lake Dam Design	0.00	0.00	534,550.00
HC Weir - Mackie	0.00	444,787.36	1,087,500.00
Stocking Supply Main Preliminary Desig	10,744.95	144,807.92	150,000.00
HC Weir - Colonia	0.00	0.00	462,500.00
HC Weir - Upper Intake	0.00	0.00	1,200,000.00
Total Water Capital Fund	320,288.70	1,872,216.58	21,506,452.00



For Period Ending 30-Sep-2024

	YTD	COMMITTED	BUDGET
Sewer Capital Fund			
Stage 2 Environmental Study	81,202.36	118,548.13	142,612.00
Inflow & Infiltration Connections	5,415.00	0.00	156,817.00
Sandy Beach Lift Station Generator	1,675.45	0.00	232,420.00
Ludlow Pump Station Upgrade	26,330.35	35,311.75	735,145.00
Ludlow Lift Station Generator	0.00	0.00	100,000.00
Holland Cr Dev Downstream (offsite imp	0.00	0.00	443,000.00
Compost Curing Building	6,000.00	6,955.00	550,000.00
Rocky Cr Sewer Upgrade (Boundary-Ludlo	0.00	0.00	750,000.00
Artist Studio Sewer Main Connection	0.00	0.00	100,000.00
UV Phase 2 Design	0.00	0.00	100,000.00
WWTP Servers	10,825.01	0.00	50,000.00
Compost Facility Odour Reducing Improv	72,111.71	0.00	153,541.00
Sandy Beach Inflow & Infiltration	15,943.45	4,778.94	75,000.00
Centrifuge Rebuild	43,749.68	6,911.13	47,600.00
Spirogestor Condition Assessment	7,798.02	0.00	8,036.00
Sandy Beach Lift Station Upgrade	0.00	0.00	75,000.00
SCADA Upgrades	3,211.61	0.00	80,000.00
WWTP Chlorinator	0.00	0.00	125,000.00
WWTP Improvements	66,846.53	54,636.94	175,000.00
Total Sewer Capital Fund	341,109.17	227,141.89	4,099,171.00
Total Surplus (-)/Deficit	2,229,567.32	2,793,491.86	52,494,491.00

ATTACHMENT E

	Balance Dec 31, 2023	Contributions	Funded	To be funded/received	Projected balance
Reserves					
Amenity Funds	\$ 184,393	\$ 7,770	\$ -	\$ -	192,164
Covid Safe Restart	1,322,311	-	(59,889)	(235,000)	1,027,422
Growing Communities Fund	3,406,000	143,949	-	(267,275)	3,282,674
Climate Action Program	153,100	290,317	-	(57,500)	385,917
Municipal Office reserve	655,000	-	-	60,000	715,000
Filming reserve	632	33	-	-	665
Perpetual Safety Fund	15,205	641	-	-	15,846
Sale Real Property	390,754	894,898	(29,742)	-	1,255,910
Tax Sale	30,556	1,288	-	-	31,844
Gas Tax	1,690,208	309,055	(163,012)	19,980	1,856,231
DCC's	8,944,042	705,449	-	(3,046,065)	6,603,426
Total Reserves	\$ 16,792,202	\$ 2,353,400	\$ (252,643)	\$ (3,525,860)	\$ 15,367,099
Appropriated Equity					
General Operating Fund					
Continuing Projects	2,009,677	785,147	(560,376)	(1,449,301)	785,147
Future Projects	3,573,598	-	(26,366)	142,497	3,689,729
Equipment	2,182,173	-	(205,489)	22,400	1,999,084
Land & Building	562,073	-	(17,741)	2,259	546,592
Tax Contingency	7,986	-	-	-	7,986
Snow & Ice Removal	90,000	-	-	-	90,000
Infrastructure Deficit	963,648	-	-	-	963,648
Solid Waste	1,159,829	-	-	-	1,159,829
	10,548,985	785,147	(809,972)	(1,282,145)	9,242,015
Water Operating Fund					
Continuing Projects	1,949,515	-	304,004	(1,645,511)	608,008
Future Projects	1,038,811	-	-	-	1,038,811
MFA Surplus Refunds	524,076	-	-	-	524,076
Water Operating Fund Total	3,512,402	-	304,004	(1,645,511)	2,170,895
Sewer Operating Fund					
Continuing Projects	2,118,756	-	188,891	(1,929,865)	377,782
Future Projects	1,257,743	-	-	(249,500)	1,008,243
Sewer Operating Fund	3,376,499	-	188,891	(2,179,365)	1,386,025

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Chris Barfoot, Director of Parks, Recreation & Culture
Reviewed By: Allison McCarrick, Chief Administrative Officer
Meeting Date: November 12, 2024
File No: 3900-20
Re: Special Event Bylaw and Consequential Amendments to the Beer Garden and Special Occasion Licence Application Policy

RECOMMENDATION:

That the Committee recommend that Council:

1. Give first, second and third readings to "Special Event Bylaw 2024, No. 2196", as presented in the November 12, 2024 staff report by the Director of Parks, Recreation & Culture; and
2. Direct staff to bring forward consequential amendments to the "Beer Garden and Special Occasion Licence Applications Policy 09-4320-A", as stated in the staff report dated November 12, 2024, by the Director of Parks, Recreation & Culture.

EXECUTIVE SUMMARY:

The Town of Ladysmith recognizes festivals and special events as an important part of the Town's quality of life. Festivals and special events enhance community experiences, tourism, arts and culture, recreation, and education as well as providing an economic benefit to businesses in the Town of Ladysmith. Events range in size and scope, as does their impact on the community and resources. Establishing a Special Event Bylaw will ensure events are safe, successful, and sustainable for the community.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2023-257	2023-11-07	That Council direct staff to prepare a Special Events Bylaw.
CS 2014-087	2014-03-03	That Council direct staff to amend the Beer Garden and Special Occasion Licence Applications Policy: <ul style="list-style-type: none"> • to delegate to the Director of Parks, Recreation and Culture the authority to approve Special Occasion Licences at the identified facilities for this purpose; • to remove the deadline for submission; and

Resolution	Meeting Date	Resolution Details
		<ul style="list-style-type: none"> • to add Forrest Field, Transfer Beach Park and Aggie Hall and Fields as permitted areas for Special Occasion Licensed use.

INTRODUCTION/BACKGROUND:

There are many details and plans that go into creating a safe, enjoyable, and successful event. Successful events are the result of:

- responsible leadership
- careful planning
- good organization
- provisions for managing the unexpected; and
- methodical ‘follow through’ and evaluation.

The event organizer assumes the responsibility of all aspects of an event and the event planning. This includes ensuring that all aspects of the event comply with Provincial Laws, Town Bylaws and Policies, and Town Permits.

There were eleven special event applications processed in 2022. This number continues to increase each year with twenty-one special event permit applications submitted in 2023 and to date, there have already been thirty-eight applications submitted in 2024, with many more planned for the remainder of the year.

Benefits of the Proposed Bylaw

Size

These events can be categorized into four size or scale categories such as small, medium, and large-scale events, with some events large and complex enough to be considered extraordinary.

Coordination and Risk Management

As events grow in attendance, so does the risk to the public and Town resources. The proposed bylaw seen in Attachment A, along with the supplemental handbook (Attachment B) will assist event organizers to plan accordingly and ensure that all aspects of an event are considered and planned to ensure the event’s success.

Streamlined Process

The Town of Ladysmith is a small community, and it is likely that local event organizers know staff at the Town and may have conversations with others about an event. To ensure that every event is successful, it is important that all communication related to an event is coordinated through the Parks, Recreation & Culture Department. This ensures that any requests, commitments, and details relating to your event are directly communicated to other departments and outside agencies for comments and feedback, ensuring every event is well planned, safe, and ultimately a success.

Comprehensive approach

Depending on the scope and type of special event being proposed, other information may be required and would be triggered through the application process. Other applications may include, but not be limited to, street closure applications, fireworks permits, Beer Garden and Special Occasion permits and a liquor license for events where alcohol is being consumed.

Beer Garden and Special Occasion Permit

Staff are also recommending consequential amendments to the Beer Garden & Special Occasion License Applications Policy 09-4320-A. The changes will align with other existing bylaws and policies as they relate to special events. These changes will also provide the opportunity for an RCMP review of the application that may not be triggered through the British Columbia Liquor Control Board's permit application process. The Beer Garden and Special Occasion License Applications Policy with proposed changes is shown in Attachment C.

ALTERNATIVES:

Council can choose to:

1. Recommend that Council not move forward with the proposed Special Event Bylaw; or
2. Recommend that Council consider the proposed Special Event Bylaw for first and second readings with amendments, as specified by Council.

FINANCIAL IMPLICATIONS:

Special events can be costly and have a tremendous impact on Town staff and resources. These potential costs can be reduced through well planned events.

LEGAL IMPLICATIONS:

Events of all sizes have the potential to increase the Town's risk and liability. It is important that the Town review and support events to ensure these potential risks to the Town, its residents and visitors are reduced.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Special events are important to the community but can impact the residents. Well planned events will reduce any negative impacts and ensure the event's success and continued community pride.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Parks, Recreation & Culture Department will coordinate the Special Event Application. Other departments will be involved in the application review process and if further permits are deemed necessary.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

☐ Waterfront Area Plan

☐ Not Applicable

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. DRAFT Town of Ladysmith Special Event Bylaw
- B. DRAFT Town of Ladysmith Special Event Handbook
- C. DRAFT Beer Garden and Special Occasion Application Policy (proposed changes)
- D. Existing Beer Garden and Special Occasion Application Policy

TOWN OF LADYSMITH

BYLAW NO. 2196

A Bylaw to provide for the granting of permits for special events on public property within the Town of Ladysmith

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

DEFINITIONS

1. In this Bylaw:

“Applicant” means the Person who applies for a Special Event Permit, pursuant to this Bylaw;

“Attendee” means a Person who is present at the Special Event and includes all participants, staff, volunteers, contractors and employees;

“Commercial Event” means any public or private event or gathering that:
(a) is held by a business or has a commercial aspect; and
(b) takes place wholly or in part on Public Property;

“Compliance Declaration” means a signed statement from the Permittee, in the format prescribed by the Director, indicating the Special Event complies with all requirements of this Bylaw and other local, provincial and federal laws and regulations;

“Council” means the Council of the Town of Ladysmith;

“Director” means the Director of Parks, Recreation & Culture with the delegated authority from Council within the “Ladysmith Officers and Delegation of Authority Bylaw 2016, No. 1905” for:

- a. approving Special Events on land reserved, dedicated, or held for park purposes, where such use is consistent with the Zoning Bylaw and any restrictions on title;
- b. approving Special Occasion Licences pertaining to the aforementioned Special Events obtained in accordance with the *Liquor Control and Licensing Act*;

“Extraordinary Event” means a Special Event that is likely to be attended by four thousand (4,000) or more Attendees per day;

“Highway” has the same meaning as the term defined in British Columbia’s Transportation Act [SBC 2004];

“Large Event” means a Special Event that is likely to be attended by less than four

thousand (4,000) but more than five hundred (500) Attendees per day;

"*Local Authority*" has the same meaning as the term is defined in the *Community Charter* [SBC 2003];

"*Medium Event*" means a Special Event that is likely to be attended by fewer than five hundred (500) but more than 200 Attendees per day;

"*Municipality*" means the corporation of the Town of Ladysmith, where the context requires, the area within the municipal boundaries of the Town of Ladysmith.

"*Offence Act*" means the *Offence Act* [RSBC 1996];

"*Permit*" means a valid permit for a Special Event issued pursuant to the provisions of this Bylaw;

"*Permittee*" means a Person who has obtained a valid Permit;

"*Person*" means an individual, partnership, association, corporation, organization, business, cooperative, trustee, executor, administrator or legal representative;

"*Public Authority*" has the same meaning as the term defined in the Community Charter;

"*Public Property*" means:

- (1) a Highway, street, park, plaza, public parking lot or other outdoor public right of way or place; and
- (2) any outdoor location that the Municipality maintains for the use of the public, including rights of way granted by a registered owner of land to the Municipality for public access.

"*Sign*" means any sign which is visible from any street or from the air, and which is used or capable of being used to convey information directly or attract attention for the purpose of an announcement, advertisement, business promotion, promotion of a product, activity, service or idea, or of providing direction, identification or information;

"*Site*" means the Public Property described in the Permit on which a Special Event is to be held;

"*Small Event*" means a Special Event that is likely to be attended by fewer than 200 Attendees per day;

"*Special Event*" means any public or private event with or without a commercial aspect, including but not limited to a market, craft fair, bake sale, auction, performance,

promotional activity, show, exhibition, wedding, parade, procession, advertising or marketing activity, athletic event, Commercial Event or other event or gathering of people, in which any part of the event or gathering takes place on Public Property;

"Special Event Permit Application Form" means the application form for a Permit prescribed by the Director, to be updated from time to time to reflect all federal, provincial and local legislative requirements.

REFERENCES

2. Reference to another enactment in this Bylaw is a reference to that enactment as it may be amended, replaced or in effect from time to time.
3. Reference to another bylaw in this Bylaw is a reference to a bylaw, as amended from time to time by the Municipality unless otherwise specified.

PROHIBITION

4. No Person shall hold a Special Event or prepare Public Property for holding a Special Event unless the Person holding the event has a valid Permit.
5. No Person shall publicize or advertise a Special Event without:
 - a. a Permit for the Special Event being advertised, or
 - b. written consent from the Director to publicize and or advertise the Special Event.

PERMIT REQUIREMENT EXEMPTIONS

6. Notwithstanding any other provision of this Bylaw, the following Special Events do not require a Permit:
 - a. Special Events for which the Municipality has already issued a Park Use Permit;
 - b. Special Events for which the Municipality has already issued a Film Permit; or
 - c. Special Events the Director has approved for emergency, public interest or other reasonably unforeseen circumstances not contemplated in this Bylaw.

PERMIT APPLICATION TIMELINE

7. A Person applying for a Special Event Permit must begin the Permit application process at least:
 - a) in the case of a Large or Extraordinary Event or events that include liquor that is being held in the Municipality: ninety (90) days before the date begins, unless:
 - i. it is the first time the event is occurring, one-hundred and twenty (120) days prior to the date the event begins; or
 - ii. it has not been held in the Municipality within a year of the date the Applicant submits the Application, one-hundred and twenty (120) days prior to the date the event begins.

- b) in the case of a Medium Event: sixty (60) days before the date the event begins.
- c) in the case of a Small Event: thirty (30) days before the date the event begins.

PERMIT APPLICATION REQUIREMENTS – REQUIRED MUNICIPALITY INFORMATION

- 8. Every Person applying for a Permit must complete the Special Event Permit Application Form provided by the Department of Parks, Recreation & Culture and must provide organizational and event details.

PERMIT APPLICATION REQUIREMENTS – REQUIRED THIRD PARTY INFORMATION

- 9. Before a Permit may be issued, the Applicant must provide to the Director, as part of the Permit application, proof of any applicable permits and licences that are a requirement of the special event application request from the Town or outside agencies.
- 10. Where a Special Event does not clearly fall into a prescribed type of Special Event in this Bylaw, the Director may process the Special Event Permit Application Form on the basis of the type of Special Event most similar to the Applicant's Special Event or require Council Approval.
- 11. No Person may make any material misrepresentations on a Special Event Permit Application Form.

ROAD USE, INTERRUPTION AND CLOSURES

- 12. No Person may hold a Special Event on any part of a Road or close any part of a Road as part of a Special Event unless the Person has received written authorization from the Town.
- 13. In addition to the information required under any other provision of this Bylaw, every Applicant for a Special Event that proposes to use or close or interrupt any part of a Road must make an application for a Temporary Street Closure t on the prescribed form provided by the Corporate Officer for that purpose and must provide information that the Corporate Officer reasonably requests in order to assist the Corporate Officer in determining whether the Applicant may be granted approval to use or close any part of a Road.
- 14. If, in the opinion of the Corporate Officer, a Special Event will affect any traffic on a Road, as a condition of authorizing its closure the Corporate Officer may require the Applicant to provide a traffic control plan certified by a professional transportation engineer.

SECURITY DEPOSITS

15. Before issuing a Permit pursuant to this Bylaw, the Director will require a refundable deposit in the form of a standby irrevocable letter of credit, cash or another form of security of not less than \$350.00 by the Facility Rental Agreement on the basis of size, duration, impact, nature, and history of the Special Event for:
 - a. any loss or damage to land or property due to the Special Event;
 - b. any fines or penalties owed by the Permittee due to contravention of this Bylaw or any of the Municipality's bylaws if the fines or penalties are owed in relation to promoting or holding the Special Event, and which amounts may be deducted from the security deposit once the fine or penalty becomes due and payable to the Municipality;
 - c. any costs incurred by the Municipality arising from or related to the Special Event, including the cost to provide policing, emergency or fire services or any other services provided by the Municipality;
 - d. any costs to restore the Site to the condition that it was in prior to the Special Event, and
 - e. any costs and damages incurred by the Municipality arising from specified terms in a written agreement with the Municipality or in the terms and conditions of the Permit.
16. If, in the opinion of the Director, the Special Event causes or results in any of the losses, damages, fines, penalties or costs listed in section 15 the Director may from time to time:
 - a. draw down on the security deposit posted to the extent of any cost incurred or expected to be incurred by the Municipality in connection with such losses, damages, fines, penalties or costs; and
 - b. request enforcement and compliance support from the Municipality's bylaw services staff pursuant to Enforcement and Ticketing Bylaws.
17. The Municipality shall hold any security deposit for up to sixty (60) days following the conclusion of the Special Event, at which time the Municipality must return the security or such portion of the security not deducted by the Municipality under this Bylaw to the Person or Permittee who provided the security.
18. The Permittee holding the Special Event must, within sixty (60) days of the conclusion of the Special Event, pay any costs incurred by the Municipality because of the Special Event that exceed the security deposit.
19. For the purposes of this Bylaw, loss or damages caused by the Special Event includes loss or damages caused by an Attendee at the Special Event.

PERMIT APPROVALS

20. No Permit shall be granted to a Person for a Special Event unless the Director is

satisfied that:

- a. the Special Event Permit Application Form is complete, with all required information, including Third Party information;
- b. the Applicant has complied with this Bylaw and all other enactments and legislation that are applicable to the Special Event, including, if the Special Event includes the service of liquor, that such service will comply with all applicable provincial liquor regulations and the requirements of the Municipality Beer Garden and Special Occasion License Application Policy;
- c. the proposed Site is available and is reasonably appropriate to host the Special Event, considering the scope, scale, impact, nature and history of the Special Event and the Site; and
- d. all fees, including any fees charged under the Community Centre Fees and Charges Bylaw 2024, No. 2178 and any outstanding fees or fines owed to the Municipality in relation to the Special Event, or any other Special Event operated by the same Permit applicant or Permittee, have been paid by the Permit applicant or Permittee.

21. Upon being satisfied that an Applicant has submitted a Special Event Permit Application Form, meets all the requirements outlined in this Bylaw, and has provided subsequent additional documents that meet the requirements for issuance of a Permit within this Bylaw, the Director may issue a Permit.
22. Despite section 21, the Director may refer an application for a Permit to Council if the Director is of the opinion that the scope, scale, nature, impact or history of the proposed Special Event requires the approval of Council, and Council will decide to issue or deny such Permit application based on the factors enumerated in this Bylaw.
23. The Director shall approve Special Event Permit applications with the same proposed date and Site on the following basis:
 - a. if an Applicant requests to use a Site on the same calendar date(s) that an annual Special Event was held in the preceding year, the previous Special Event Permittee, if in good standing with the Municipality, will have a right of first refusal to use that Site on the same calendar date(s) in the upcoming year; and
 - b. the Director will, at their sole discretion, resolve any other date or Site conflict on a case-by-case basis.
24. Permits issued under this Bylaw:
 - a. apply only to the Person or Permittee to whom the Permit was issued; and
 - b. shall state the terms and conditions the Director has imposed on it.
25. The Permittee must ensure that the Special Event is held in compliance with all

bylaws and other enactments and legislation.

26. Issuance of a Permit shall not be deemed to be a representation by the Municipality to the Permittee or to anyone else that the Permittee or the Special Event complies with all applicable bylaws or other enactments.

27. Prior to issuing a Permit, the Director may require a signed Compliance Declaration in lieu of collecting and inspecting all plans, permits, licenses and approvals.

SIGNS

28. No Person shall erect, place, display, allow to be erected, placed or displayed on Public Property a Sign to advertise or promote or to be used as part of a Special Event unless the Sign and the location has been approved in writing by the Director or delegate.

SPECIFIC TERMS AND CONDITIONS

29. The Director may impose specific terms and conditions with respect to a Permit in relation to:

- a. the duration of the Permit;
- b. the hours of operation of the Special Event;
- c. the maximum number of Attendees allowed to attend the Special Event;
- d. waste management, clean-up and maintenance of the Site;
- e. public health and sanitation;
- f. traffic control plan (vehicular and traffic control, parking control and crowd control);
- g. the protection of public or private property;
- h. emergency management plan;
- i. the presence of security, police or emergency services;
- j. the presence of medical services, medical transport or first aid;
- k. arrangements for public transit and emergency vehicle access;
- l. the posting of a security deposit;
- m. the use of stages, platforms or other temporary structures on Public Property, including certification from a qualified professional that the stage, platform or temporary structure is fit for its intended use;
- n. the erection, placement or display of Signs for the Special Event on Public Property;
- o. the provision of an indemnity in favour of the Municipality;
- p. the consumption and use of liquor and cannabis products;
- q. the selling or marketing of goods or services at the Special Event, including food and beverages;
- r. the sale, service and consumption of liquor;
- s. the protection of the environment and management of solid waste as per

- the required Solid Waste Management Plan;
- t. notification of neighbors or other Persons who may be affected by the Special Event;
- u. the requirement of receiving a valid fireworks permit or campfire permit issued in accordance with the Ladysmith Fire Rescue;
- v. the requirement of receiving a signed Compliance Declaration prior to the commencement of the Special Event; and
- w. any other terms or conditions related to compliance with this Bylaw or another enactment.

LIABILITY & RISK MANAGEMENT

30. As a condition of granting a Permit, the Applicant must provide the Director with proof of insurance, in the form of certified copies of all relevant policies of insurance, at least fifteen (15) days prior to the first day of the event for Small Events, and thirty (30) days for Medium, Large and Extraordinary Events, in accordance with the permit.
31. Third Party liability insurance of no less than \$2,000,000 (two million) is required and if the Director is of the opinion that the nature of the proposed Special Event creates an unusual risk of bodily injury, death or property damage, third party liability insurance of not less than \$5,000,000 (five million) may be required.
32. Any Permits that include the consumption or sale of cannabis or alcohol will require Third Party Liability insurance of not less than \$5,000,000 (five million) and Liquor Host Liquor Liability Insurance of not less than \$5,000,000 (five million).
33. The Director may, as a condition of granting a Permit, require the Applicant to provide proof that the unusual risk is adequately covered by a policy of insurance for the duration of the Applicant's use of the Site, including during any preparation, disassembly and clean-up of the Site.

REFUSAL, SUSPENSION OR CANCELLATION OF A PERMIT

34. The Director may refuse to issue, suspend or cancel a Permit if:
 - a. any part of the application for the Special Event is incomplete or inaccurate;
 - b. the Special Event conflicts with another Special Event for which a Permit has been issued pursuant to this Bylaw;
 - c. there are insufficient police or emergency services available for the Special Event;
 - d. the Applicant or Permittee fails to obtain a permit, licence, approval or authorization required by a Public Authority, a Local Authority or the Municipality in respect to the Special Event;
 - e. the Applicant or Permittee fails to provide proof of insurance required pursuant to this Bylaw;

- f. the Applicant or Permittee fails to ensure compliance with a term or condition of the Permit applicable to the Special Event;
 - g. the Applicant or Permittee has failed to ensure compliance with a provision of this Bylaw or other provincial or federal law or enactment;
 - h. the Special Event is violent or threatens violence or may pose a danger to the health and safety of any Person;
 - i. the Special Event will cause, or the Special Event or its Attendees do cause, damage to Public Property;
 - j. the Special Event promotes or condones illegal activity, including the use of illicit substances;
 - k. the Special Event will cause or causes cruelty to animals;
 - l. the Special Event will adversely affect or adversely affects wildlife or wildlife habitats;
 - m. the Special Event will adversely affect or adversely affects the use and enjoyment of public services and amenities for Persons who are not Attendees to the Special Event;
 - n. the Special Event will adversely affect or adversely affects communities and infrastructure outside of the Municipality;
 - o. the Special Event exposes, advocates or justifies hatred against any Person or class of Persons on the basis of the race, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation, gender identity or expression, or age of that Person or class of Persons; and
 - p. the Special Event excludes, either indirectly or directly, Attendees based on race, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation, gender identity or expression, or age of that Person or class of Persons, except those exclusions necessary for health and safety.
35. The Director may impose specific terms and conditions on a Permit in relation to the refusal, suspension or cancellation of a Permit.
36. If the Director refuses a Permit application or suspends or revokes a Permit, the Director must provide the Applicant or Permittee notice of and written reasons for
- a. the refusal, suspension or revocation, and
 - b. the opportunity to be heard by Council for reconsideration.

RECONSIDERATION BY COUNCIL

37. An Applicant or Permittee may request that Council reconsider the Director's decision to refuse, suspend, or cancel a Permit by delivering to the Corporate Officer of the Municipality a written request stating the grounds upon which the request for reconsideration is based within ten (10) business days of the date of the notice of refusal, suspension or cancellation.

38. A Permittee may request that Council reconsider the Director's decision to draw down on the security deposit amount in accordance to section 16 or to require reimbursement for costs incurred or expected to be incurred by the Municipality in connection with such losses, damages, fines, penalties in accordance with section 17 by, within ten (10) business days of the date of the notification of the decision, delivering to the Corporate Officer of the Municipality a written request stating the grounds upon which the reconsideration request is based.

ENFORCEMENT

39. The Director and Bylaw Services staff are hereby authorized to enter at all times upon the Site of the Special Event to ascertain whether the regulations and provisions of this Bylaw are being or have been complied with.
40. No Person shall obstruct the entry of the Director or other authorized officials of the Municipality on the Special Event Site in the administration of this bylaw.
41. At any time, the Director or other authorized staff may require a Permittee to provide proof of any Permit, licence, approval or authorization that is required by a Public Authority, a Local Authority or the Municipality with respect to the Special Event.
42. Every Person who:
- a. violates any of the provisions of this Bylaw;
 - b. causes or permits any act or thing to be done in contravention or violation of any of the provisions of this Bylaw;
 - c. neglects or omits to do anything required under this Bylaw;
 - d. carries out, causes or permits to be carried out any development in a manner prohibited by or contrary to any of the provisions of this Bylaw; or
 - e. fails to comply with an order, direction or notice given under this Bylaw is guilty of an offence under this Bylaw.
43. Every Person who commits an offence and, upon summary conviction, shall be liable to a penalty of not less than one hundred dollars (\$100) and not more than the maximum penalty provided under the Offence Act, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence. The penalties imposed under this section will be in addition to and not in substitution for any other penalty or remedy imposed by this Bylaw or any other enactment.
44. Each day that an offence against this Bylaw continues or exists will be deemed to be a separate and distinct offence.

ATTACHMENT A

"Special Event Bylaw 2024, No. 2196"
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NOTICE

45. The Director may deliver written notice to an Applicant or Permittee personally or by mail:

- a. if the Permit applicant or Permittee is a corporation, delivering or mailing the notice to the corporation's registered office; or
- b. delivering or mailing the notice to the address of the Permit applicant or Permittee provided on the Permit application. Notice delivered in accordance with this section is presumed to have been received by the Permit applicant or Permittee, if delivered personally, on the date of delivery and, if delivered by mail, on the seventh day after the notice is mailed.

SEVERANCE

46. If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Bylaw.

CITATION

47. This Bylaw may be cited for all purposes as "Special Event Bylaw 2024 No.2196".

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

Acting Mayor (T. McKay)

Corporate Officer (S. Bouma)

SPECIAL EVENT HANDBOOK



TABLE OF CONTENTS

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1.0 PURPOSE

The Town of Ladysmith helps to host a wide variety of special events each year ranging from small community events to large scale events that draw thousands of participants from within the region and beyond. The purpose of the Special Events Handbook is to provide a comprehensive information resource on special event planning, policies and procedures to enable special event coordinators or those thinking of hosting an event easy access to the necessary information to help make the event a success.

2.0 GOALS AND OBJECTIVES

Goal: Built to assist both the Town and event organizers, the Special Event Handbook is meant to provide the required information to plan a fun and entertaining special event large or small.

Objectives: The specific objectives of this handbook are to ensure that the Town of Ladysmith:

- considers the impacts of the event to its assets and spaces
- the safety of the Town's residents, visitors and event participants are a priority
- citizens' interests are met
- works closely with event organizers
- ensures the event organizers work with the merchants and residents to ensure that any negative impact is kept to a minimum
- assist in the coordination between event organizers, merchants and residents to create a successful outcome
- ensures all Federal, Provincial and Municipal laws, regulations and statutes are observed
- applications are handled in a fair and equitable manner for special events
- evaluates each event in a consistent manner
- Recovers and/or accounts for direct costs related to the services provided by the Town

3.0 DEFINITION OF SPECIAL EVENTS

For the purpose of this handbook, a special event is defined as a one time, annual or infrequently occurring event(s) on Town of Ladysmith property.

3.1. Major Types of Events

Types of events may include but are not limited to:

- 1) Public
 - a. Attendance Restrictions
 - i. Open to general public, no restrictions on attendance
 - ii. Restrictions on attendance (age, area of residence, etc)
 - iii. Location (capacity)
 - b. Cost Restrictions
 - i. No cost
 - ii. Pre-purchase (ticketed)
 - iii. Purchase at door
- 2) Private
 - a. Restricted attendance as determined by applicant
 - b. Costs for entry may be charged

3.2 Event Categories

- Cultural celebrates/educates heritage and cultures
- Theatrical display of theatre arts
- Commemorative acknowledges significant dates and occurrences
- Community provides the community with an opportunity to celebrate
- Athletics involves competition of an athletic nature
- Club Event event supporting a clubs purpose (i.e. Rotary)
- Commercial events designed to generate surplus revenue
- Farmers Market provides community with opportunity to purchase crafts, food, etc
- Fundraiser event generated to create funding for a specified recipient

3.3. Size of Events

Event size is reviewed with a few lenses which increases the complexity of the event:

- Number of facilities and/or public spaces used
- Attendance expectations
- Impact on public access

Generally, the department classifies special events as small, medium, large or extraordinary.

Key Differences between event categories:

EVENT ACTIVITIES / USES	SMALL EVENT	MEDIUM EVENT	LARGE EVENT	EXTRAORDINARY EVENT
Uses minimal spaces & limited time	✓			
Uses multiple spaces		✓	✓	✓
Minimal road closures	✓	✓		
Multiple road closures			✓	✓
Liquor is served		✓	✓	✓
Food (perishable) is served		✓	✓	✓
Attendance is under 200 persons	✓			
Attendance is 200 persons to 499 persons		✓		
Attendance is 500 persons to 3,999 persons			✓	
Attendance is over 4,000 persons				✓
Requires Town of Ladysmith employees in its delivery				✓
Public access is not impacted	✓			
Public access is mildly impacted		✓		
Public access is strongly impacted			✓	✓

Examples of these are:

- Small Block Party / Concerts in the Park
- Medium Brits on the Beach / Vancouver Island Trail Running Series
- Large Ladysmith Days / Arts on the Avenue
- Extraordinary Light-up / Festival of Lights

OVERVIEW OF THE APPLICATION PROCESS

4.1 Step One

Contact the facility booking clerk (bookings@ladysmith.ca) to confirm that the space you are requesting is available. You can also show up at the Frank Jameson Community Centre, and talk to the clerk at the front desk, or call 250.245.6424

Have an idea for a special event and don't know where it may work, the facility booking clerk can assist!

4.2 Start your Special Event Permit Application:

Once the clerk has confirmed the space is available (they will also place a temporary hold on it), start the Special Event Permit Application process.

Our booking clerk will email you a fillable version of the document (printed copies are available through our front desk as well), or you can find it online here:

[Special Event Permit](#)

Or go to this web page for more information:

<https://www.ladysmith.ca/parks-recreation-culture/special-events>

4.2.1 Application Steps

We recommend that all parties submit their application well in advance of it occurring to ensure that you and the Town are successful in making it happen. Here are the general timelines for submitting a completed application (examples of event types can be found on page 5):

Event Size	Application Due (no liquor)	If Liquor / Cannabis Involved, Application Due
Small	30 days in advance	45 days in advance
Medium	60 days in advance	No change from no liquor events.
Large	90 days in advance	
Extraordinary (recurring)	90 days in advance	
Extraordinary (new)	120 days in advance	

a) Sections 1 and 2 - Primary Fields

Section 1 – applicant information

Provides us with details on who is applying, which organization is involved, whom the spokesperson will be and how to contact them.

Section 2 – event information

Provides us with event overview information, includes location, date, time, attendance estimates, type (category), costs and initial mapping of the event.

Know in advance. Some of our facilities have fees attached to their usage. Find out which ones with our Fees and Charges Bylaw:

[Fees and Charges Bylaw:](#)

b) Section 3 - Supplied by Event Organizer

Provides us with details on what equipment or services are being brought to the site as part of the event. Your application may includes items such as:

- Food vendors (eg. food trucks)
- Entertainment
- Tents
- Porta-potties
- Fireworks
- Tables and/or chairs

c) Section 4 - Requests from the Town

Provides us with the initial request from the event organizer on what equipment, support or services that the event may require. Be aware that fees may apply to some or all requests. Your application may includes items such as:

- Garbage and/or recycling cans
- Barricades
- Road, park or trail closures
- Power or water
- Saddlespan Tent (at amphitheatre)

d) Section 5 - Safety & Site Plans

Provides us with the overview of how your event is going to be run safe, not only for the attendees but for the persons organizing and running it. Normally, the more complex your application is, the higher need there is for well developed plans for everyone's safety. Your application may includes items such as:

- Site safety plan
- Security plan
- Road, park or trail closures
- Emergency response plan
- Traffic control plan
- Public flow
- First aid locations and emergency access
- Event notification signage

A Traffic Management Plan is completed by a qualified traffic-control professional that creates a plan to move pedestrians, bikes and/or vehicles safely through an area being used or impacted by an event.

e) Section 6 – Liquor Licence, Liability Insurance and Security Deposit

Provides us with the key information if liquor is being sold as part of this event. It also coves off Third Party Liability insurance requirements. Your application may includes items such as:

- Liquor licence information:

- Site map for layout, liquor control area, seating, food, etc.
- Whom is serving
- Number of persons planned for
- Completion of applicable applications / permits

- One of two different levels of third party liability insurance are required (depends on type of activity and whether liquor is involved)

Go online for more information on Special Occasion Licences from the Province:

[*Special Event Permit Manual*](#)

[*Special Occasion Licence Application*](#)

- A security deposit will be required at the time of confirmation. This deposit will be for the event but may include additional deposits for keys, electrical access, or other like items.

f) Section 7 – Other Considerations

Not necessarily required on the application but additional items for consideration by Special Event Applicants include items such as:

- Other applicable bylaws (like Noise, Parks, Animal Control...)
- Outside agency requirements (Technical Safety BC, Entandem...)
- Accessibility options
- Recycling
- Site cleanup

g) Submit your application

Once you have completed the form, please submit your application, including any additional information (as available at time of submission - site plans, liquor licence, liability insurance, etc) to:

bookings@ladysmith.ca

Once received, Town staff will review your Special Event Application, checking and/or confirming:

- Completeness
- No conflicts
- Availability of requests from the Town

If any questions arise from your application, PRC staff will reach out to discuss them with you.

Once completed, and all documentation submitted and approved, the Town will issue a Special Event Permit. This permit must be displayed on site at your event.



DETAILED APPLICATION REQUIREMENTS

5.1 PRIMARY FIELDS

5.1.1 SECTION 1 - APPLICANT INFORMATION

Complete this portion of the form using your primary contact information for yourself and the organization that you are representing. This information is used for creating the Special Event Permit and for our tracking purposes.

Section	Information needed
Applicant Name	Name of the person completing the application
Phone #	Phone # of the person completing the application
Email	Email of the person completing the application
Spokesperson	Identify if you are or are not the spokesperson (key contact) for this event for the organization. If a different person, the next three boxes are completed identifying the spokesperson and their contact details: <ul style="list-style-type: none"> • Spokesperson Name • Spokesperson Phone # • Spokesperson Email
Applicant Organization	If applicable, the business, agency or non-profit applying
Society #	If applicable, the society number for the organization
Address	Mailing address, including postal code where applicable, and includes the next 3 boxes: <ul style="list-style-type: none"> • City • Province • Postal Code

5.1.2 SECTION 2 - EVENT INFORMATION

Complete this portion of the form with the following intent for each section:

Section	Information needed
Name of Event	Full name that will be used for promoting the event
Date(s) of event	Start date and end date. If occurring sporadically, identify the individual dates
Location of event	General location and then specify, as needed, precise location. See maps within this handbook to assist in appropriate descriptions
Number of participants or spectators	How many persons are attending this event (not working at it)
Purpose of event	Provide a very short description of the event
Type of event	Select as many event types as applicable. If none, please fill in the blank under "other"
Public or private event	Identify whether the event is open to the general public or only invited persons

Registration or ticketed	Identify if the event requires either pre-registration or tickets to be purchased
Event details	<p>Provide, in reasonable detail, how the event is being run, what is specifically being offered (and when), whom it is targeted to attract, and how it is going to use the space.</p> <p>Include maps (use ours where reasonable) for:</p> <ul style="list-style-type: none"> • Layout of the event • Road closures or restrictions • Traffic flow through the event • Access points <p>Depending on complexity, additional maps / details may be required. See Section Five for more information.</p>

5.2 SECONDARY FIELDS

5.2.1 SECTION 3 – SUPPLIED BY THE EVENT ORGANIZER

Provide us with details on what equipment is being brought to the site for the event. Include, depending on the quantity of materials, a map showing their layout/location. Information to be supplied includes:

Equipment type	Information required	Special Permitting / Restrictions
Tents	Identify sizes, quantities and locations being set-up	Tents can not be staked into the ground. All must be anchored securely using weights.
Food vendors	Identify names, vehicle sizes, and locations being parked/set-up	All food vendors require a permit from the Health Authority. Commercial operations (such as food trucks) require a current business licence.
Entertainment	Identify the type of entertainment and special requirements for them.	<p>SOCAN fees may apply for recorded music being used. Indicate usage on application.</p> <p>If sound amplification is being used, identify power requirements and how they are being met.</p>
Porta-potties	Identify quantities and placement.	<p>Ensure, if multiple day event, that cleaning is scheduled to occur by the company hired.</p> <p><i>Rule of thumb is a minimum of 1 porta-potty per 50 persons.</i></p>

Tables and/or chairs	Identify number and location chairs / tables are being brought to. If high number a map needs to be provided	Ensure chairs/tables are placed on solid ground. All legs need to have sealed ends to minimum their sinking into soils.
Fireworks	See Bylaw 2115 Fireworks for specific requirements. Approval for fireworks must be secured in advance of the special event permit being processed.	
Event Signage	Info on what signage they are responsible for providing and processes	
Highway Signage	<p>A permit is required for using these signs, which can be found here: Sign Street Closure Permit</p> <p>The two signs that will be placed within the Town's sign stations and be taken down when the event is over. Material: <i>4' x 8' coroplast</i> Letter Size: <i>Minimum 6" for primary letters</i></p> <p>Content: Primary – <i>community event and date(s):</i> Secondary – <i>graphics or sponsor logo</i></p>	

5.2.2 SECTION 4 – REQUESTS OF THE TOWN

Equipment rental / usage

Provide us with your initial request for equipment being loaned to the event. Include details of quantity, duration, pick-up / drop-off location. Note that rental, security or cleaning fees may be applicable for any or all equipment.

For some equipment being brought in there are specific restrictions on what is permitted.

Equipment type	Information required	Restrictions
Garbage or Recycling Can	Quantity of each	
Barricades	Quantity	
Power supply	See maps for details on available power supplies	
Water Supply	See maps for details on available water outlets	

Event signage	Info here on what signage the Town will provide and where	
Highway signage	The Town is responsible for installing the highway signage and will identify with your application if it is needed.	Extraordinary events may trigger further review via the Ministry of Transportation and additional event notification requirements.

Saddlespan Tent

The Town has a Saddlespan Tent (see photo on page 9) available for install at the Amphitheatre at Transfer Beach Park. The Saddlespan Tent is available to rent to any special event but comes with some extra planning and costs which includes:

- Saddlespan Tent Rental fee of \$1,236 in 2025 which includes:
 - Amphitheatre use of the day at no charge
 - Set-up and take down
 - Fee must be paid 30 days in advance to secure installers
- Timelines for usage
 - May to September: - 8am to 10pm with set up starting no earlier than 6am and take down completed by 12am (no amplified sound, during set up or take down)
 - Exemptions may be granted on a case by case basis.
 - October to April: will be weather dependent
- Longer than one day?
 - Additional days have only the Amphitheatre charge applied (see [fees and charges](#) for more information)
 - Overnight security is required for more than a single day. Current fee by contractor will be applied (in the \$300-500 range)

Temporary Street Usage and/or Closure

Events involving usage of the Town's streets, whether it is a full closure (like a parade) or shared use of the street (like a running race) requires approval from the Corporate Services Department. This would include events such as:

- Parades
- Street Markets
- Block Party
- Races
- Soap Box Derbies, etc.

Depending on the event this may only require a permit from the Corporate Services Department along with a completed traffic management plan.

Temporary Road Closure permits also identify where barricades are to be placed and any additional signage that may be needed.

The Street Closure permit can be found here:

Street Closure Permit

Further information on this permit can be sought through the Corporate Services Department - info@ladysmith.ca

5.2.3 SECTION 5 - SAFETY AND SITE PLANS

Depending on the complexity and attendance levels of your event, additional plans may be required to provide oversight and guidance to critical situations. These plans may include:

Site Safety Plan

THIS SECTION TO BE COMPLETED

Security Plan

The need for the use of security and emergency access will be evaluated on an event-by-event basis. Where required, the cost of the security will be borne by the event organizer. The name of the Security Company and proof of bonding will be required 28 days prior to the event.

Emergency Response Plan

The event site plan will be forwarded by Parks, Recreation & Culture to the Town of Ladysmith Fire Rescue to ensure adequate measures are in place for fire and life safety concerns.

Traffic Control Plan

Special events that use Town of Ladysmith streets, laneways, sidewalks, bicycle facilities, and other transportation infrastructure are required to control traffic through event zones.

A traffic control plan:

- Must be completed by a qualified traffic-management professional
- Outlines the temporary traffic control devices used to protect event staff, volunteers and participants and move road users safely through the event zone.
- Contains details on how and where the specific traffic control devices will be used and implemented and on what schedule.
- If applicable, the Traffic Control Plan must be submitted to the Town of Ladysmith a minimum of 28 days prior to the event for review and approval.

Signage Plan

THIS SECTION TO BE COMPLETED

Route Plan

THIS SECTION TO BE COMPLETED

Parking Plan

For large-scale events where parking will be impacted, a detailed parking plan will be the responsibility of the event organizer and will be submitted to Parks, Recreation & Culture 28 days prior to the event.

5.2.4 SECTION 6 – SECURITY DEPOSIT(S), LICENCES, PERMITS AND INSURANCE

Security Deposit

The special event organizer will be required to post a security deposit of not less than \$350.00 at the time of booking the requested facility.

The deposit is to offset any damages, incidents or other instances that may require the Town to repair, replace or mediate. As a result, the value of the security deposit may increase depending on the size and scope of the event and/ or the performance of the special event organizer in making timely payments in past events.

The amount of the security deposit will be established by Parks, Recreation & Culture.

Liability Insurance

Third party liability insurance is required for all events and is set at the following levels:

Most Small and Medium events: not less than \$2,000,000 third party liability or higher depending on event activities

Large and Extraordinary events: not less than \$5,000,000 third party liability or potentially higher, depending on activities

Events with liquor not less than \$5,000,000 third party liability and not less than \$5,000,000 liquor host liability or potentially higher depending on activities

EVENT SIZE	COMMON INCREASED RISKS				LIABILITY INSURANCE (in millions)		
	Involves road crossings	Traffic control in place	Impact sport or activity	Liquor is served	Third Party Liability		Host Liquor Liability
					\$2 mil.	\$5 mil.	
SMALL					√		
				√		√	√
			√			√	
MEDIUM					√		
				√		√	√
	√					√	
LARGE OR EXTRAORDINARY						√	
				√		√	√

Proof of the appropriate third party liability insurance is required:

- For small events, 15 days in advance of the event start date

- For all other events, a minimum of 30 days in advance of the event start date

For third party liability, the Licensee will provide evidence of commercial general liability insurance against third party claims for bodily injury, death, property and loss of use. The proof of this is a copy provided by the insurer which includes the Town of Ladysmith as an additional insured.

For host liquor liability insurance, it is an additional coverage under your third party liability insurance, which must be identified on the form presented to the Town.

Third Party Liability insurance can be sourced through any insurance agent with or without the additional coverage of host liquor liability.

Failure to provide proof of appropriate insurance coverage does result in cancellations of all bookings and events.

Special Event and Liquor License Locations

Special Occasion Licenses are only permitted in the following locations, of which the Director of Parks, Recreation & Culture has the authority to approve:

- Outdoors:
 - Aggie Field
 - Downtown
 - Forrest Field
 - Harmony Square
 - High Street Field
 - Transfer Beach Park
- Indoors
 - Aggie Hall
 - Frank Jameson Community Centre (FJCC)

Requests for any and all other sites require the approval of Council, via the Parks, Recreation & Culture Department.

The Town has a separate Special Occasion form to be completed for their internal review process of the licence. It contains similar requirements as per the Provincial version and can be found here:

[Insert link to Special Occasion Application.](#)

Hours of operation of the Special Occasion Licenced areas are permitted as follows:

TIMES	LOCATIONS							
	Aggie Field	Aggie Hall	Downtown	Frank Jameson Community Center	Forrest Field	Harmony Square	High Street Park	Transfer beach Park
11:00am to 8:00pm	✓				✓			
11:00am to 9:00pm			✓			✓	✓	
11:00am to 10:00pm								✓
As set by the Province or as staffing permits		✓		✓				

Special Event Liquor Licences

Any organization planning on serving liquor at their event must complete and identify this information on the Special Event Permit Application. The event organizer is responsible for providing proof of Liquor Special Event Permit for:

Small Events	45 days in advance
Medium Events	60 days in advance
Large Events	90 days in advance
Recurring Extraordinary Event	90 days in advance
New Extraordinary Event	120 days in advance

Applications for Special Occasion Licences, to permit the sale or consumption of alcohol can be found online at:

[Government of BC – Apply for a liquor Special Event Permit](#)

Requests for a Special Occasion License need a minimum of XX days for review and all are subject to RCMP review.

Applications will not be finalized unless the Liquor Special Event Permit and a facility use agreement for the event has been issued.

Vancouver Island Health Authority (VIHA) Permits

Any event planning on offering food vending or personal services are required to have an approved permit from VIHA within 14 days of the event approval. Specifically this covers off events such as:

- Food being served
 - Service or product booths
 - Food market
 - Mobile food service

- Farm markets
- Personal services such as piercings, tattoos, micro needling, etc.

Best information on the process and requirements for VIHA's permitting process can be found here:

<https://www.islandhealth.ca/sites/default/files/food-safety/documents/planning-guide-temporary-events-and-food-markets.pdf>

NOTE: Animal areas do not require specific permitting but must meet and adhere to the [Provincial Guidelines for Prevention of Zoonotic Diseases from Petting Zoos and Open Farms](#).

5.2.5 SECTION 7 – OTHER CONSIDERATIONS

Bylaws

The type of event being organized may trigger one of the Town's bylaws being reviewed to ensure compliance with its regulations. To that end, here is a simple table of some of the bylaws and their relevance to events:

Subject being considered	Bylaws impacted
Dogs or other animals	Parks usage bylaw Dog Licensing bylaw Animal and poultry bylaw
Amplified sound	Noise bylaw
Fireworks	Fireworks bylaw
Food trucks or other licenced food sellers	Business Licence bylaw

To find "most" of our bylaws, go to this page:

[Frequently Requested Bylaws](#)

Outside Agencies

Several outside agencies are involved in the safe delivery of services and or ensuring fair compensation occurs to others.

Technical Safety

For safety items [Technical Safety BC](#) is the agency that permits the regulations and inspects services when it comes down to items such as gas, electrical, plumbing, amusement devices and such.

As a result all equipment used must meet their requirements along with any other applicable codes (such as the Fire or Building Codes).

Entandem Fees

When recorded and/or live music is used in any public setting, a music license is required. Whether that's background music playing or being performed by live performers in a retail space, restaurant or bar, DJs playing in a nightclub,

music at a fitness studio, or music at a function, live concert/festival, or at a sports event, a music license is legally required.

Entandem administers public performance licenses on behalf of RE: SOUND and SOCAN, each of which represents the public performance rights in all copyright-protected music used in Canada, not just Canadian-made music. Royalties collected by each organization for performances in Canada of music made by non-Canadians are distributed to their creators.

If Entandem fees apply, the amount will be added to the facility rental agreement and the Town will forward the fees to Entandem on your behalf. For more information, please visit <https://www.entandemlicensing.com/> or email license@entandemdev.wpenginepowered.com or by calling 1.866.944.6223 during business hours.

Accessibility

All special event operators must ensure proper accessibility and a viewing area for the physically disabled is provided. Any special events that feature performances on a band shell or main stage must provide designated accessible areas for use by patrons with physical disabilities.

Garbage & Recycling

Cans and Bottles

- The event organizer will supply recycling containers for beverage cans and bottles.
- The special event organizer will supply the same number of recycling containers as garbage containers and place them appropriately throughout the site. Recycling containers will be labelled with the words "Recycle" or "Cans & Bottles" and will have the recycling symbol (the Mobius Loop) on the label or the container to signify that it is a recycling container.

Vendor Recycling

- The event organizer will ensure that a suitable location is provided for food and merchandise vendors to place flattened corrugated cardboard boxes. These will be kept separate from any other recyclables or garbage.

Clean-up

THIS SECTION TO BE COMPLETED

4.0 APPENDICES

TOWN OF LADYSMITH'S:

- FACILITY RENTAL REQUEST
- SIGN STATION/TEMPORARY STREET CLOSURE APPLICATION
- SPECIAL EVENT LOCATIONS
- SPECIAL EVENT PERMIT APPLICATION
- SPECIAL OCCASION LICENCE

ANNUAL EVENT CALENDAR

DRAFT

TOPIC:	SPECIAL OCCASION LICENCE APPLICATION POLICY		
POLICY No.:			
APPROVED BY:		RESOLUTION No.:	2014-087
ORIGINAL DATE:	February 17, 2014	AMENDMENT DATE:	
AMENDED:			

PURPOSE: To provide a consistent policy to establish locations, conditions and operational details on the approval and operation of special occasion licences on Municipal property.

1. Permitted Locations

The Director of Parks, Recreation & Culture has the authority to approve Special Occasion Licences at the following locations:

- Aggie Hall
- Aggie Field
- Downtown
- Forrest Field
- Frank Jameson Community Centre
- Harmony Square
- High Street Field
- Transfer Beach Park

2. Application Requirements:

- a) an accompanying letter detailing the event(s) for which the licence is being required;
- b) name of event coordinator and their contact details;
- c) a clear map showing:
 - the location of the licence area
 - number and locations of portable toilets, if applicable
 - number and locations of additional garbage containers, if applicable
 - entrances and exits
 - food service location
 - location of liquor service
 - layout of tables and chairs
 - staffed locations;
- d) the hours of operation;
- e) confirmation that tables, chairs, benches, picnic tables, etc., have been or can be obtained, if necessary;
- f) details of control of entrants and exits to include:
 - number of staff
 - training;
- g) confirmation that staff will be provided to ensure vehicles are parking in a safe and legal manner, if necessary;
- i) security deposit, as identified within the *Special Events Bylaw #XXXX* assurance that food is available to patrons;
- j) Copy of the Special Occasion Licence approved by the BC Liquor and Cannabis Regulation Branch.

3. Conditions of Licence:

- a) the area created for the licence meets all requirements as set out through the Liquor and Cannabis Regulation Branch for special events and special occasion licences.

- b) the hours of operation to be, pending RCMP review, not more than:
 - For Aggie Field and Forest Field between 11:00 a.m. and 8:00 p.m.
 - For Downtown, Harmony Square, and High Street Field between 11:00am and 9:00pm
 - For Transfer Beach Park between 11:00 a.m. - 10:00 p.m.
 - For Aggie Hall and the Frank Jameson Community Center, as set by the Liquor and Cannabis Regulation Branch for Special Occasion Permits or as limited by staffing;
- c) a minimum of two hours closure of the licensed area prior to any other liquor permits being issued in the area (i.e. the area could be defined as the Community Park);
- d) concessions to be allowed to remain open for beyond the closing of a beer garden;
- e) licences not to exceed four days in duration for any one event;
- f) once an application has been approved, no change(s), by the applicant, will be allowed unless Council approval has been obtained;
- g) prior to holding the event, submit to the municipality evidence of public liability insurance
- h) coverage for the value and types of liability insurance as identified within the *Special Events Bylaw No. XXXX*
- i) Applicants should obtain from the Insurance Corporation of BC copy(ies) of their Counter Attack Special Event Kit or like promotion.

4. Cancellation of licence

The licence can be immediately revoked by order of the RCMP, if in the opinion of the RCMP, the license is being abused, conditions of the licence are not being met, or it is in the public interest to revoke the licence.

ATTACHMENT D

TOWN OF LADYSMITH

POLICIES AND PROCEDURE MANUAL

TOPIC: BEER GARDEN & SPECIAL OCCASION LICENCE APPLICATIONS

APPROVED BY:

DATE: February 17, 2014

RESOLUTION #: 2014-087

(Amended) Res. 99-595 Risk Management Policy adopted (includes insurance requirements)

POLICY:

Permitted areas for Special Occasion Licences are as follows: Aggie Field, Forrest Field, Aggie Hall and Transfer Beach Park. The Director of Parks, Recreation and Culture has the authority to approve Special Occasion Licences.

1. Each application must include:

- a) an accompanying letter detailing the event(s) for which the licence is being required;
- b) the location of the licence area;
- c) the hours of operation;
- d) confirmation that tables, chairs, benches, picnic tables, etc., have been or can be obtained, if necessary;
- e) number and locations of portable toilets, if applicable;
- f) details of control of entrants and exits;
- g) confirmation that staff will be provided to ensure vehicles are parking in a safe and legal manner, if necessary;
- h) name of event coordinator;
- i) number and location of extra garbage containers, if necessary;
- j) refundable damage deposit of \$100.00 for clubs/businesses and \$100.00 for family events;
- k) assurance that food is available to patrons.

2. Conditions of Licence:

- a) the area created for the licence to be enclosed and patrolled to the satisfaction of the RCMP, which must include suitable barriers;
- b) the hours of operation to be between 11:00 a.m. and 8:00 p.m. (Aggie Field) and 11:00 a.m. - 10:00 p.m. (Transfer Beach)
- c) a minimum of two hours closure of the licensed area prior to any other liquor permits being issued in the area (i.e. the area could be defined as the Community Park);
- d) concessions to be allowed to remain open for beyond the closing of a beer garden;
- e) licences not to exceed four days in duration for any one event;
- f) once an application has been approved, no change(s) will be allowed unless Council approval has been obtained;
- g) prior to holding the event, submit to the municipality evidence of public liability insurance coverage of at least Two Million (\$2,000,000.00) Dollars with the municipality as an additional named insured and complying with all insurance requirements for the special event.
- h) That applicants promote "a game plan for a safe drive home" for their event. Applicants should obtain from our Parks and Recreation Department an information package which has been compiled by ICBC under their Counter Attack program.

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TOPIC: BEER GARDEN & SPECIAL OCCASION LICENCE APPLICATIONS

PAGE 2 OF 2

DATE: February 17, 2014

CANCELLATION OF LICENCE:

The licence can be immediately revoked by order of the RCMP, if in the opinion of the RCMP that the license is being abused, conditions of the licence are not being met, or it is in the public interest to revoke the licence.

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