

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

**Tuesday, December 3, 2024  
Ladysmith Seniors Centre  
630 2nd Avenue**

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**Pages**

**1. CALL TO ORDER**

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

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

**2. CLOSED SESSION**

Recommendation

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

- (c) labour relations or other employee relations;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

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

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

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

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

### **4. AGENDA APPROVAL**

#### Recommendation

That Council approve the agenda for this Regular Meeting of Council for December 3, 2024.

### **5. RISE AND REPORT- Items from Closed Session**

**Item from the Closed Meeting of Council held October 15, 2024**

#### **CE 2024-078**

That Council appoint Acting Mayor McKay or her deputy to the Ladysmith Detachment Commander hiring committee.

*Motion Carried*

### **6. MINUTES**

#### **6.1 Minutes of the Regular Meeting of Council held November 19, 2024**

6

A procedural error made at the November 19, 2024, Council meeting resulted in Acting Mayor McKay retracting her vote to avoid a tie regarding resolution CS 2024-275. Although this retraction was unnecessary, the resolution, as finally passed and provided in Item 6.3 of the minutes, has been actioned by the Director of Financial Services and can be found in Item 8.2 of this agenda.

#### Recommendation

That Council approve the minutes of the Regular Meeting of Council held November 19, 2024.

### **7. DELEGATIONS**

#### **7.1 Carmen Barclay, Executive Director, Ladysmith Resources Centre Association**

12

## **8. 2025-2029 FINANCIAL PLAN DISCUSSIONS - INTRODUCTION OF GENERAL CAPITAL PROJECTS**

### **8.1 Public Input and Questions**

### **8.2 2025 Budget Deliberations – General Capital and General Operations Update**

63

#### Recommendation

That Council direct staff to:

1. Include the projects presented in the report dated December 3, 2024, from the Director of Financial Services for inclusion in the 2025 – 2029 Financial Plan; and
2. Confirm the general budget municipal tax levy at \$8,713,484 or 3.75% budget increase.

## **9. REPORTS**

### **9.1 Communications and Social Media Policy 04-1470-A**

81

#### Recommendation

That Council:

1. Rescind Communication Policy 04-1470-A; and
2. Adopt Communications and Social Media Policy No. 04-1470-A.

### **9.2 2025 Utility Due Dates**

100

#### Recommendation

That Council approve the following utility billing due dates:

- February 27, 2025 for the period October to December, 2024;
- May 29, 2025 for the period January to March, 2025;
- August 28, 2025 for the period April to June, 2025; and
- November 27, 2025 for the period July to September, 2025.

### **9.3 2025 Community Banner Program Theme Selection**

102

#### Recommendation

That Council approve the 2025 theme “Coastal Living, Growing Our Future Together” for the Community Public Banner Program.

## 10. BYLAWS

### 10.1 Bylaws for Introduction

- |        |                                                                                                                                                                                  |     |
|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 10.1.1 | <b>"Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2024, No. 2198"</b>                                                                                                | 105 |
|        | <u>Recommendation</u><br>That Council give first, second and third readings to "Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2024, No. 2198".                       |     |
| 10.1.2 | <b>"Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2024, No. 2199"</b>                                                                                             | 107 |
|        | <u>Recommendation</u><br>That Council give first, second and third readings to "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2024, No. 2199".                    |     |
| 10.1.3 | <b>"Garbage, Recycling and Organics Collection Bylaw 2005, No. 1588, Amendment Bylaw 2024 No. 2201"</b>                                                                          | 110 |
|        | <u>Recommendation</u><br>That Council give first, second and third readings to "Garbage, Recycling and Organics Collection Bylaw 2005, No. 1588, Amendment Bylaw 2024 No. 2201". |     |
| 10.1.4 | <b>"2025 Revenue Anticipation Borrowing Bylaw 2024, No. 2202"</b>                                                                                                                | 138 |
|        | <u>Recommendation</u><br>That Council give first, second and third readings to "2025 Revenue Anticipation Borrowing Bylaw 2024, No. 2202".                                       |     |
| 10.1.5 | <b>"Town of Ladysmith Downtown Development Cost Charges Reduction Repeal Bylaw, 2024, No. 2203"</b>                                                                              | 140 |
|        | <u>Recommendation</u><br>That Council give first, second and third readings to "Town of Ladysmith Downtown Development Cost Charges Reduction Repeal Bylaw, 2024, No. 2203".     |     |

10.1.6	<b>“Town of Ladysmith Fire Services Bylaw 2023, No. 2147, Amendment Bylaw 2024, No. 2204”</b>	141
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Recommendation

That Council give first, second and third readings to “Town of Ladysmith Fire Services Bylaw 2023, No. 2147, Amendment Bylaw 2024, No. 2204”.

**10.2 Bylaws for Adoption**

10.2.1	<b>“Special Event Bylaw 2024, No. 2196”</b>	145
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Recommendation

That Council adopt “Special Event Bylaw 2024, No. 2196”.

10.3	<b>Bylaw Status Sheet</b>	156
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**11. NEW BUSINESS**

**12. QUESTION PERIOD**

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

**13. ADJOURNMENT**



## MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, November 19, 2024

7:00 P.M.

Ladysmith Seniors Centre  
630 2nd Avenue

### Council Members Present:

Acting Mayor Tricia McKay

Councillor Ray Gourlay

Councillor Amanda Jacobson (*vacated at 7:52 p.m.*)

Councillor Duck Paterson (*via Zoom*)

Councillor Marsh Stevens (*joined via Zoom at 8:11 p.m.*)

Councillor Jeff Virtanen

### Staff Present:

Allison McCarrick

Erin Anderson

Chris Barfoot

Jake Belobaba

Chris Geiger

Sue Bouma

Andrew Wilson

Nick Pescod

Hayley Young

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## 1. OPEN MEETING AND ACKNOWLEDGEMENT

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

## 2. AGENDA APPROVAL

### CS 2024-267

That Council approve the agenda for this Regular Meeting of Council for November 19, 2024 as amended to include the following item received after publication of the agenda:

- 9.2. "Cowichan Valley Regional District (CVRD) Request for Support - Affordable Housing."

*Motion Carried*

### **3. MINUTES**

#### **3.1 Minutes of the Regular Meeting of Council held November 5, 2024**

##### **CS 2024-268**

That Council approve the minutes of the Regular Meeting of Council held November 5, 2024.

*Motion Carried*

### **4. DEVELOPMENT APPLICATIONS**

#### **4.1 Zoning Bylaw Amendment – 10910 Westdowne Road**

##### **CS 2024-269**

That Council:

1. Give first and second readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw, No. 2173”;
2. Direct staff to proceed with scheduling and notification of a public hearing for “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw No. 2173” pursuant to section 464(1) of the *Local Government Act*;
3. Direct staff to refer “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw, No. 2173” to the Ministry of Transportation and Infrastructure, after third reading of the bylaw, pursuant to section 52 of the *Transportation Act*;
4. Require that the applicant, as a condition of approval, following third reading and prior to adoption of Bylaw No. 2173:
  - a. retain a qualified engineer to submit a stormwater management plan satisfying the conditions noted in the November 19, 2024 staff report to Council;
  - b. construct and pave the apron and throat of the driveway access to Ministry of Transportation and Infrastructure driveway standards; and
  - c. register on the title of the subject property a stormwater management covenant prepared by the Town’s solicitor at the cost of the applicant with the conditions described in the November 19, 2024 report to Council.

*Motion Carried*

## **5. COMMITTEE MINUTES**

### **5.1 Committee of the Whole - November 12, 2024**

#### **CS 2024-270**

That Council consider separately each recommendation from the November 12, 2024 Committee of the Whole meeting.

*Motion Carried*

#### **CS 2024-271**

That Council 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.

*Motion Carried*

OPPOSED: Councillor Paterson.

#### **CS 2024-272**

That Council 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.

*Motion Carried*

OPPOSED: Councillor Paterson.

#### **CS 2024-273**

That Council invite an interested secondary student to apply to attend the business sessions at the AVICC 2025 AGM & Convention, held April 11-13, 2025 at the Vancouver Island Conference Centre in Nanaimo.

*Motion Carried*

## **6. 2025-2029 FINANCIAL PLAN DISCUSSIONS - INTRODUCTION OF GENERAL OPERATIONS**

### **6.1 Presentation and Council Discussion**

The Director of Financial Services gave a presentation that reviewed details of the general operations budget for 2025 and responded to Council's questions.

### **6.2 Public Input and Questions**

A member of the public asked clarifying questions regarding budget changes presented.



Councillor Jacobson vacated the meeting at 7:52 p.m. due to a family matter related to severe weather.

### **6.3 2025 Budget Deliberations – General Operations**

#### **CS 2024-274**

That Council approve:

1. Continuing with the Temporary part-time positions of Development Services Administrative Assistant and Planner starting January 1, 2025, with the funding to come from surplus and reserved funds; and
2. Authorize an additional 214 hours annually in the Facility Maintenance Department for cleaning and maintenance at the Fire Department and additional offices at Public Works.

*Motion Carried*

#### **CS 2024-275**

That Council direct staff to return to the next Council meeting with options for reducing the municipal budget increase from the proposed 4.6% to 3.6% - 3.75%.

*Motion Carried*

Original Vote: OPPOSED: Acting Mayor McKay, Councillor Gourlay.

Vote Retraction: Acting Mayor McKay retracted her vote.

Final Vote: OPPOSED: Councillor Gourlay.

Councillor Stevens joined the meeting via Zoom at 8:11 p.m.

## **7. REPORTS**

### **7.1 Animal Control Agreement – Coastal Animal Services**

#### **CS 2024-276**

That Council waive “Purchasing Policy 5-1790-D” and enter into a three-year agreement with Coastal Animal Control Services of BC Ltd. for an average annual cost of \$57,333.00

*Motion Carried*

## **8. BYLAWS**

### **8.1 Bylaw Status Sheet**

## **9. CORRESPONDENCE**

### **9.1 Ladysmith Family and Friends Winter Celebration**

#### **CS 2024-277**

That Council waive the Grants-in-Aid Policy 05-1850-A and provide an additional grant-in-aid of \$250.00 from the remaining grants-in-aid budget to sponsor the 2024 Ladysmith Family and Friends Winter Celebration fundraiser.

*Motion Defeated*

OPPOSED: Acting Mayor McKay, Councillors Gourlay and Stevens.

### **9.2 Cowichan Valley Regional District (CVRD) Request for Support - Affordable Housing**

#### **CS 2024-278**

That Council support the Cowichan Valley Regional District's (CVRD) allocation of Online Accommodation Platform Municipal Regional District Tax revenues to affordable housing for the remainder of the 5-year MRDT agreement period, up to the repeal date of July 1, 2027, as outlined in their correspondence dated November 13, 2024.

*Motion Carried*

## **10. NEW BUSINESS**

### **10.1 Crown Land Tenure Application Referral 0181156 - Raven Point Marina**

#### **CS 2024-279**

That Council, having no concerns about Crown Land Water Tenure Application 0181156 at the Raven Point Marina, opt out of the local government comment process.

*Motion Carried*

## **11. UNFINISHED BUSINESS**

### **11.1 Ratification of Electronic Vote Held November 12, 2024**

#### **CS 2024-280**

That Council ratify its November 12, 2024 electronic endorsement of the following recommendation:

"That Council direct staff to lower the flags to half-mast in honour of John Horgan, former premier of British Columbia, who passed away November 12, 2024."

*Motion Carried*

**12. QUESTION PERIOD**

A member sought clarification on council protocols concerning the tie vote in which the chair retracted her vote.

**13. ADJOURNMENT**

**CS 2024-281**

That this Regular Meeting of Council be adjourned at 8:31 p.m.

*Motion Carried*

CERTIFIED CORRECT

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Acting Mayor (T. McKay)

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Corporate Officer (S. Bouma)

**From:** LRCA - Executive Director <[ed@lrca.ca](mailto:ed@lrca.ca)>  
**Sent:** November 26, 2024 1:49 PM  
**To:** Sue Bouma <[sbouma@ladysmith.ca](mailto:sbouma@ladysmith.ca)>  
**Cc:** Sandra Reder <[sreder@lrca.ca](mailto:sreder@lrca.ca)>  
**Subject:** Documents for December 3 Town Council Meeting

Hello Council,

The Ladysmith Resources Centre Association deeply appreciates our partnership with the Town of Ladysmith. Having recently joined the community, I have observed the strength and longevity of our collaboration. As the Executive Director of the LRCA, I am excited to share the approved minutes of the 2024 Board Meetings, the Annual Report for 2023/24, and the audited financials for 2023/24, all attached for your review.

In 2024, we successfully completed a financial audit with the help of a new auditor and the assistance of our dedicated financial committee, and we are very pleased with the positive results. Currently, we are working diligently through the accreditation process of our food bank with Food Banks Canada and are also making strides in the certification process with CUPE.

This past year, we hosted the annual Concerts in the Park. Despite the unfortunate rainout of the fourth concert, the events were still well-attended and thoroughly enjoyed by the many music loving attendees.

We are actively engaged in our annual Christmas Cheer drive, an initiative aimed at supporting children and families in celebrating the joy of Christmas. Our Family and Youth Services Team is also busy organizing their remarkable annual Toy Drive for the children within our youth programs.

Thanks to the expertise and experience of our Programs Manager, Alan Jones, we have expanded access to volunteer and student counsellors and are nearing the hire of a trauma counsellor. Furthermore, we have recently hired a Restorative Justice Coordinator and an additional Victim Services worker, with another candidate in the queue.

I would like to acknowledge the skilled team at the LRCA, along with our invaluable partnerships, volunteers, and donors, all of whom strive tirelessly to enrich the lives of people in the Ladysmith Community.

We extend our heartfelt appreciation to the Town of Ladysmith for supporting Victim Services, Vulnerable Families and Youth Services, Seniors Support, Volunteer Counselling, Mother Goose, Adventures in Early Literacy, and Restorative Justice. Together we have made a meaningful impact on our community and we are grateful for your continuous support in these initiatives.

I eagerly anticipate meeting each of you at the December 3, 2024 Town Council Meeting and will answer any questions you have then.

Carmen Barclay MA  
Executive Director

Ladysmith Resources Centre Association  
We help build our thriving community

Vision: To be known for excellence in meeting community needs.

Mission: To enrich the lives of people through programs and partnerships.

Office: (250) 245-3079 Ext 224

Cell: (250) 714-6259

Fax: (250) 245-3798

630 Second Ave., PO Box 1653. Ladysmith, B.C. V9G 1B2

Website: [Home - Ladysmith Resources Centre Association \(lrca.ca\)](http://Home - Ladysmith Resources Centre Association (lrca.ca))

Facebook: [Ladysmith Resources Centre Association | Facebook](#)



**LADYSMITH RESOURCES CENTRE ASSOCIATION**  
**Financial Statements**  
**Year Ended March 31, 2024**

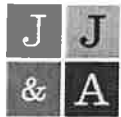
**LADYSMITH RESOURCES CENTRE ASSOCIATION**

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**Year Ended March 31, 2024**

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Ladysmith Resources Centre Association

*Report on the Financial Statements*

*Qualified Opinion*

We have audited the financial statements of Ladysmith Resources Centre Association (the "Association"), which comprise the statement of financial position as at March 31, 2024, and the statements of changes in net assets, revenues and expenditures and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matters described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at March 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

*Basis for Qualified Opinion*

In common with many not-for-profit organizations, the Association derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Association. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the year ended March 31, 2024, current assets and net assets as at March 31, 2024.

In addition, we were unable to obtain sufficient audit evidence through appropriate auditing procedures to confirm the existence of the ending inventory on hand as at March 31, 2024, which is stated in the balance sheet at \$26,990. As a result of these matters, we were unable to determine whether any adjustments might have been found necessary in respect of recorded or unrecorded inventories and the elements making up statements of changes in net assets, revenues and expenditures, and cash flows.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

(continues)

**A Professional Corporation**

103 - 4535 Uplands Drive • Nanaimo, BC • V9T 6M8 • P: 250.758.8383 • F: 250.758.8380 • E: frontdesk@jjacpa.ca



Independent Auditor's Report to the Members of Ladysmith Resources Centre Association (*continued*)

*Other Matter*

The financial statements for the year ended March 31, 2023 were audited by another auditor who expressed an unmodified opinion on those financial statements on October 30, 2023.

*Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

*Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.

(continues)

Independent Auditor's Report to the Members of Ladysmith Resources Centre Association (*continued*)

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Johnston Johnston & Associates*

Nanaimo, BC  
November 4, 2024

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JOHNSTON, JOHNSTON & ASSOCIATES LTD.  
CHARTERED PROFESSIONAL ACCOUNTANTS

# LADYSMITH RESOURCES CENTRE ASSOCIATION

## Statement of Financial Position

March 31, 2024

	2024	2023
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash - note 3	\$ 1,012,980	\$ 713,735
Restricted cash - note 4	73,617	72,511
Term deposits - note 3	27,396	-
Accounts receivable	80,317	963,397
Inventory	26,990	20,724
Goods and services tax recoverable	-	296,375
Prepaid expenses	2,256	33,919
Deposits	-	29,500
	1,223,556	2,130,161
PROPERTY, PLANT AND EQUIPMENT - note 5	12,364,336	12,310,853
LONG TERM INVESTMENTS - note 3	-	27,125
DEPOSIT - TOWN OF LADYSMITH - note 6	221,954	226,862
	<u>\$ 13,809,846</u>	<u>\$ 14,695,001</u>

The accompanying notes are an integral part of these financial statements.

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# LADYSMITH RESOURCES CENTRE ASSOCIATION

## Statement of Financial Position

March 31, 2024

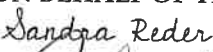

	2024	2023
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 82,383	\$ 1,039,047
Interest payable	23,950	-
Goods and services tax payable	241,351	-
Wages payable	91,786	63,795
Employee deductions payable	23,033	18,584
Security deposits	21,330	-
Deferred contributions - note 7	807,532	720,096
Current portion of long term debt	91,096	-
Gaming prizing liability	-	7,609
	<u>1,382,461</u>	<u>1,849,131</u>
Callable debt - note 8	-	6,780,871
	<u>1,382,461</u>	<u>8,630,002</u>
LONG TERM DEBT - note 9	6,763,020	-
DEFERRED CAPITAL CONTRIBUTIONS - notes 8 and 10	4,697,690	5,064,381
	<u>12,843,171</u>	<u>13,694,383</u>
<b>NET ASSETS</b>		
Invested in capital assets - note 11	788,579	819,192
Internally restricted - note 12	368,624	378,440
Unrestricted	(190,528)	(197,014)
	<u>966,675</u>	<u>1,000,618</u>
	<u>\$ 13,809,846</u>	<u>\$ 14,695,001</u>

COMMITMENTS - note 13

ECONOMIC DEPENDENCE - note 15

CONTINGENT LIABILITY - note 17

### ON BEHALF OF THE BOARD

  
 \_\_\_\_\_ Director  
  
 \_\_\_\_\_ Director

The accompanying notes are an integral part of these financial statements.

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**LADYSMITH RESOURCES CENTRE ASSOCIATION**  
**Statement of Changes in Net Assets**  
**Year Ended March 31, 2024**

	Invested in capital assets (note 11)	Internally restricted (note 12)	Unrestricted	2024	2023
<b>NET ASSETS - BEGINNING OF YEAR</b>					
Deficiency of revenues over expenses	\$ 819,192	\$ 378,440	\$ (197,014)	\$ 1,000,618	\$ 996,702
Prior year adjustment	(5,373)	(4,908)	(23,662)	(33,943)	3,916
Net change in investment in capital assets	-	(4,908)	4,908	-	-
	(25,240)	-	25,240	-	-
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 788,579</b>	<b>\$ 368,624</b>	<b>\$ (190,528)</b>	<b>\$ 966,675</b>	<b>\$ 1,000,618</b>

The accompanying notes are an integral part of these financial statements.

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Johnston·Johnston  
& ASSOCIATES LTD.

# LADYSMITH RESOURCES CENTRE ASSOCIATION

## Statement of Revenues and Expenditures

Year Ended March 31, 2024

	2024	2023
<b>REVENUES</b>		
BC Community gaming grants	\$ 78,915	\$ 80,237
BC Provincial contracts and subsidies	1,174,836	911,316
Donations and fundraising revenue	247,228	169,392
Federal grants	45,130	68,550
Foundation and charitable grants	122,582	142,466
Interest revenue	877	734
Municipal grants	38,635	25,952
Other revenue	7,050	12,875
Rental income	330,654	9,268
Amortization of deferred capital contributions	366,691	21,136
	<u>2,412,598</u>	<u>1,441,926</u>
<b>EXPENSES</b>		
Amortization - note 5	372,064	30,049
Building	4,908	4,908
Contractor and consulting fees	92,121	18,928
Fundraising expenses	3,222	3,625
General administrative costs	10,175	7,218
Insurance	55,991	14,019
Mortgage interest	192,324	-
Occupancy and maintenance - note 6	74,299	21,917
Office	11,918	11,019
Payroll expenses - note 14	1,221,443	1,071,311
Professional fees	57,454	45,915
Program costs	260,004	179,205
Travel	8,858	8,562
Utilities	81,760	21,334
	<u>2,446,541</u>	<u>1,438,010</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<u>\$ (33,943)</u>	<u>\$ 3,916</u>

The accompanying notes are an integral part of these financial statements.

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# LADYSMITH RESOURCES CENTRE ASSOCIATION

## Statement of Cash Flows

Year Ended March 31, 2024

	2024	2023
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenues over expenses	\$ (33,943)	\$ 3,916
Item not affecting cash:		
Amortization of property, plant and equipment	372,064	30,049
	338,121	33,965
Changes in non-cash working capital - note 16	314,802	4,634,765
Cash flow from operating activities	652,923	4,668,730
<b>INVESTING ACTIVITIES</b>		
Purchase of property, plant and equipment	-	(1,315)
Construction of Buller Street Project	(425,546)	(5,852,152)
Long term investments	(272)	(135)
Cash flow used by investing activities	(425,818)	(5,853,602)
<b>FINANCING ACTIVITIES</b>		
Proceeds from callable debt	124,537	687,797
Repayment of callable debt	(6,905,408)	-
Proceeds from long term debt	6,905,408	-
Repayment of long term debt	(51,291)	-
Cash flow from financing activities	73,246	687,797
<b>INCREASE (DECREASE) IN CASH FLOW</b>	300,351	(497,075)
Cash - beginning of year	786,246	1,283,321
<b>CASH - END OF YEAR</b>	<b>\$ 1,086,597</b>	<b>\$ 786,246</b>
<b>CASH CONSISTS OF:</b>		
Cash	\$ 1,012,980	\$ 713,735
Restricted cash	73,617	72,511
	<b>\$ 1,086,597</b>	<b>\$ 786,246</b>

The accompanying notes are an integral part of these financial statements.

Page 8

## LADYSMITH RESOURCES CENTRE ASSOCIATION

### Notes to Financial Statements

Year Ended March 31, 2024

---

#### 1. PURPOSE OF THE ASSOCIATION

Ladysmith Resources Centre Association (the "Association") is an organization established to coordinate, facilitate and provide community services and information in order to enhance the quality of life in the community of Ladysmith and the surrounding area. The Association was incorporated July 22, 1992 under the Societies Act of B.C. as a not-for-profit organization and is a registered charity under the Income Tax Act of Canada. The Association is exempt from income tax as long as certain conditions are met. The Association may issue charitable tax receipts to donors.

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

##### Revenue recognition

Ladysmith Resources Centre Association follows the deferral method of accounting for contributions, which includes donations and government grants.

Externally restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Contributions restricted for the purchase of capital assets are deferred and amortized into revenue on a basis and rate corresponding with the amortization of the related capital assets.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Rental revenue is recognized as revenue when earned if the amount to be received can be reasonably estimated and collection is reasonably assured.

Fees for services are recognized when services are delivered.

##### Net assets

The association segregates its net assets based on any restrictions related to such balances.

Net asset invested in capital assets represents the Association's net investment after unamortized deferred capital contributions and long term debt in administrative and service related housing equipment and leasehold improvements.

Internally restricted net assets represents those funds restricted by Board designation for contingency purposes. These amounts are not available for purposes other than those designated by the Board of Directors.

(continues)



## LADYSMITH RESOURCES CENTRE ASSOCIATION

### Notes to Financial Statements

Year Ended March 31, 2024

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#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

##### Contributed materials and services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. Contribution services are not recognized in the financial statements because of the difficulty in determining the fair value of the services provided.

Contributed materials are recorded at the fair market value only when a realizable value of the related benefit can be reasonably estimated and the materials are used in the normal course of operations and would otherwise be purchased.

##### Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

##### Cash and cash equivalents

Cash includes cash and cash equivalents. Cash equivalents are highly liquid investments valued at cost plus accrued interest. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than one year.

##### Inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first in, first out basis. Inventory consists of food supplies. It is estimated that there is \$4,520 of donated non-perishable food on hand at March 31, 2024 (2023 - \$19,367).

*(continues)*

## LADYSMITH RESOURCES CENTRE ASSOCIATION

### Notes to Financial Statements

Year Ended March 31, 2024

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

##### Property, plant and equipment

Property, plant and equipment is stated at cost or deemed cost less accumulated amortization. Contributed assets are recorded at fair market value at the date of contribution. Repairs and maintenance costs are charged to expenses. Betterments which extend the estimated useful life of an asset are capitalized. The tangible capital assets are amortized over their estimated useful lives at the following rates and methods:

Buller Street land		non-amortizable
Buller Street development	35 years	straight-line method
Computer equipment	55%	declining balance method
Equipment	20%	declining balance method
Furniture and fixtures	20%	declining balance method
Leasehold improvements	3 years	straight-line method
Motor vehicles	20%	declining balance method

The Association regularly reviews its property, plant and equipment for impairment whenever events or changes in circumstances indicate that either the full or partial amount of the asset no longer has long-term service potential to the Association. If such conditions exist an impairment loss is measured at the amount by which the carrying amount of the asset exceeds its fair value or replacement cost.

Property, plant and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

##### Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Significant areas requiring the use of management estimate relate to the determination of useful lives of capital assets for amortization, valuation of receivables, accrued liabilities, and provision for contingencies. Actual results could differ from these estimates.

##### Allocation of expenses

The Association engages in various programs. The costs of each program include the costs of personnel, building and other expenses that are directly related to providing the program. The Association also includes a number of general support expenses that are common to the administration of the Association and each of its programs.

The Association allocates certain of its general support expenses by estimating the appropriate basis of allocating each component expense, and applies that basis consistently each year.

## LADYSMITH RESOURCES CENTRE ASSOCIATION

### Notes to Financial Statements

Year Ended March 31, 2024

#### 3. CASH AND TERM DEPOSIT

The Association's bank accounts are held at one credit union. Deposits at the credit union are insured by the Province of British Columbia.

In addition to operating accounts, the Association holds a 3-year term rate climber deposit with a current rate of 1.7%. The term maturity is January 18, 2025.

	2024	2023
Current portion	\$ 27,396	\$ -
Long term	-	27,125
	<u>\$ 27,396</u>	<u>\$ 27,125</u>

#### 4. RESTRICTED CASH

Restricted cash relates to the unallocated balance of funds of the Association's Gaming accounts and may be utilized only for program purposes as approved by the B.C. Gaming Commission from time to time.

Cash in the Internally Restricted Fund relates to balances the Board has internally restricted to support the Community Kitchen/Food Security programs, and the Contingency Reserve Fund. - *note 12*

	2024	2023
Gaming funds	\$ 73,617	\$ 64,905
Bingo funds	-	7,606
	<u>\$ 73,617</u>	<u>\$ 72,511</u>

# LADYSMITH RESOURCES CENTRE ASSOCIATION

## Notes to Financial Statements

Year Ended March 31, 2024

### 5. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2024 Net book value	2023 Net book value
Buller Street land	\$ 312,291	\$ -	\$ 312,291	\$ 312,291
Buller Street development	12,370,772	345,555	12,025,217	11,945,226
Computer equipment	63,987	61,461	2,526	5,612
Equipment	37,887	22,727	15,160	18,949
Furniture and fixtures	83,424	79,377	4,047	5,059
Leasehold improvements	52,042	52,042	-	17,347
Motor vehicles	46,206	41,111	5,095	6,369
	<u>\$ 12,966,609</u>	<u>\$ 602,273</u>	<u>\$ 12,364,336</u>	<u>\$ 12,310,853</u>

Amortization expense for the year was \$372,064 (2023 - \$30,049).

### 6. DEPOSIT - TOWN OF LADYSMITH

The Association has entered into an agreement with the Town of Ladysmith ("Town") to lease a facility. Under the terms of the agreement the Association has agreed to pay the Town annual rent of \$10 per annum commencing June 1, 2011. The term of the lease is for five years with up to seven options to renew for five years each. The current term renews in 2026.

As part of the agreement, the Association was required to deposit \$363,000 with the Town. The Town transfers \$479 each month from the \$363,000 deposit to a Contingency Reserve Fund owned by the Town, in order to set aside funds for the future replacement of major interior building elements including mechanical, HVAC, electrical building systems, fixtures and flooring.

In 2016, the Association received an additional lump sum payment of \$75,000 to help with expenses. This amount will reduce the overall funding committed from the Town of Ladysmith.

	2024	2023
Opening balance	\$ 226,862	\$ 231,770
Transfer to Contingency Reserve Fund	(4,908)	(4,908)
	<u>\$ 221,954</u>	<u>\$ 226,862</u>

Principal repayment terms are approximately:

2025	\$ 7,996
2026	213,958
	<u>\$ 221,954</u>

# LADYSMITH RESOURCES CENTRE ASSOCIATION

## Notes to Financial Statements

Year Ended March 31, 2024

### 7. DEFERRED CONTRIBUTIONS

Deferred contributions include grants, public funding and sponsorships received for a specific use, but for which the related expenditures have not been incurred.

	Balance, beginning of year	Current year contributions received (reallocated)	Amounts recognized as revenue	Balance, end of year
Contracts and grants	\$ 50,947	\$ 75,608	\$ (52,505)	\$ 74,050
Community gaming grants	64,900	73,606	(64,900)	73,606
Buller Street project contributions	31,439	-	(6,071)	25,368
Program fund contributions	572,810	2,342,301	(2,280,603)	634,508
	<u>\$ 720,096</u>	<u>\$ 2,491,515</u>	<u>\$ (2,404,079)</u>	<u>\$ 807,532</u>

### 8. CALLABLE DEBT

BC Housing Management Commission non-interest bearing interim construction loan repayable at the time of substantial completion of construction. The loan was advanced for the purposes of the construction of 36 residential units at 314 Buller Street, Ladysmith for households with low and moderate incomes. On August 1, 2023, the loan was repaid in full with takeout financing provided by Scotiabank. Loan was callable on demand.

	2024	2023
	\$ -	\$ 6,780,871

# LADYSMITH RESOURCES CENTRE ASSOCIATION

## Notes to Financial Statements

Year Ended March 31, 2024

### 9. LONG TERM DEBT

	2024	2023
Scotiabank loan bearing interest at 4.23% per annum, repayable in monthly blended payments of \$31,381. The loan matures on August 1, 2033 and is secured by A first charge claim over the 309/314 Buller Street, Ladysmith, BC, V9G 1A9 which has a carrying value of \$ 12,337,508.	\$ 6,854,116	\$ -
Amounts payable within one year	(91,096)	-
	<u>\$ 6,763,020</u>	<u>\$ -</u>

Principal repayment terms are approximately:

2025	\$ 91,096
2026	93,333
2027	96,294
2028	100,447
2029	104,779
Thereafter	<u>6,368,167</u>
	<u>\$ 6,854,116</u>

### 10. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions represent both the unamortized value of capital assets donated to the Association and contributions received for the acquisition of capital assets. The changes in deferred capital contributions for the year are as follows:

	2024	2023
Balance, beginning of year	\$ 5,064,381	\$ 91,329
Capital contributions received	-	5,028,085
Transfer to capital project financing	-	(33,897)
Amortization of deferred capital contributions	<u>(366,691)</u>	<u>(21,136)</u>
	<u>\$ 4,697,690</u>	<u>\$ 5,064,381</u>

# LADYSMITH RESOURCES CENTRE ASSOCIATION

## Notes to Financial Statements

Year Ended March 31, 2024

### 11. INVESTED IN CAPITAL ASSETS

	2024	2023
<b>Invested in capital assets is calculated as follows:</b>		
Capital assets	\$ 12,364,335	\$ 12,310,853
Amounts financed by:		
ScotiaBank mortgage	(6,854,116)	-
Accrued interest payable	(23,950)	-
Deferred capital contributions	(4,697,690)	(4,710,790)
Interim construction financing from BCHMC	-	(6,780,871)
	<u>\$ 788,579</u>	<u>\$ 819,192</u>

### 12. INTERNALLY RESTRICTED NET ASSETS

The Board of Directors has internally restricted \$46,670 (2023 - \$51,578) as a contingency fund for the future repair and maintenance of the leased building and \$221,954 (2023 - \$226,862) related to the funds on deposit with the Town of Ladysmith (Note 6).

The Board has also internally restricted \$100,000 (2023 - \$100,000) to support the Community Kitchen/Food Security programs. Total internally restricted net assets are \$368,624 (2023 - \$378,440).

	2024	2023
Contingency fund for repairs of leased building	\$ 46,670	\$ 51,578
Community kitchen/food security program	100,000	100,000
Town of Ladysmith funds on deposit	221,954	226,862
	<u>\$ 368,624</u>	<u>\$ 378,440</u>

### 13. COMMITMENTS

In the ordinary course of business, the Association has entered into various contractual arrangements with service providers. These contracts have various terms and lengths. The minimum annual commitments for the next five years are as follows:

2025	\$ 1,277
2026	1,277
2027	319
	<u>\$ 2,873</u>

## LADYSMITH RESOURCES CENTRE ASSOCIATION

### Notes to Financial Statements

Year Ended March 31, 2024

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#### 14. DISCLOSURE OF EMPLOYEE, CONTRACTOR, AND DIRECTOR REMUNERATION

The Societies Act (British Columbia) requires the disclosure of remuneration paid by the Association to employees and contractors whose remuneration was at least \$75,000 and any amounts of remuneration paid by the Association to directors.

For the fiscal year ended March 31, 2024, the Association did not pay any individual employee for services for annual remuneration of \$75,000 or greater.

No remuneration of \$75,000 or greater was paid to contractors for services and no remuneration was paid to any members of the Board.

#### 15. ECONOMIC DEPENDENCE

The Association received the majority of its funding from contracts with the Province of British Columbia through its various ministries and crown corporations, which provide funds for specific programs that offer services that benefit the community. The continuation of the majority of programs is dependent upon the continued funding from these sources. For the year ended March 31, 2024, 57.42% (2023 - 64.14%) of the Association's funding came from the Provincial Government.

The BC Housing agreement for the Buller Street apartment project requires the Association to tenant the Building within specific parameters. Failure to place tenants who will pay rents within the parameters of the BC Housing agreement for this project could result in the loss of BC Housing funding for the Buller Street apartment project, and potentially the removal of the project from the Association's programs. Currently all the units have been tenanted within the BC Housing Parameters and sufficient rents are being collected.



## LADYSMITH RESOURCES CENTRE ASSOCIATION

### Notes to Financial Statements

Year Ended March 31, 2024

#### 16. CHANGES IN NON-CASH WORKING CAPITAL

	2024	2023
Accounts receivable	\$ 883,080	\$ (315,273)
Goods and services tax payable (recoverable)	537,726	(26,980)
Inventory	(6,266)	(17,221)
Prepaid expenses	36,571	(25,129)
Deposits	29,500	2,411
Accounts payable and accrued liabilities	(956,666)	215,895
Wages payable	27,991	10,294
Employee deductions payable	4,449	1,349
Interest payable	23,951	-
Increase in security deposits	21,330	-
Deferred contributions	87,436	(183,633)
Deferred capital contributions	(366,691)	4,973,052
Gaming prize liability	(7,609)	-
	<u>\$ 314,802</u>	<u>\$ 4,634,765</u>

#### 17. CONTINGENT LIABILITY

The Association has been named as a defendant in a Human Rights Complaint alongside BC Housing and the Ministry of Social Development and Poverty Reduction. This complaint was filed on May 9, 2022 and the Ladysmith Resources Centre Association was formally included as a party to the complaint on December 7, 2022. On the date of the initial filing, both the current President of the Association and her daughter were named as complainants. Subsequent to the initial filings and before the Ladysmith Resources Centre Association was formally included as a party, the President had removed her name from the complaint, and her daughter subsequently removed her name on November 20, 2023. The Human Rights Tribunal is expected to hear this complaint in early 2025. The results of this complaint are not determinable at this time.

## LADYSMITH RESOURCES CENTRE ASSOCIATION

### Notes to Financial Statements

Year Ended March 31, 2024

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#### 18. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of March 31, 2024.

##### Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk from contributors and tenants. The Association has a significant number of contributors and tenants which minimizes concentration of credit risk.

##### Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long-term debt, and accounts payable.

##### Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in interest rates may effect the cash flows associates with some of the Company's financial assets and liabilities. In seeking to minimize the risks from interest rate fluctuations, the Association manages exposure through its normal operating and financing activities. The Association is exposed to interest rate risk primarily through its credit facilities.

Unless otherwise noted, it is management's opinion that the Association is not exposed to significant other price risks arising from these financial instruments.

#### 19. COMPARATIVE FIGURES

The prior year comparative figures were audited by another firm of Chartered Professional Accountants.

Some of the prior period comparative figures have been reclassified to conform to the current year presentation.



**LADYSMITH RESOURCES CENTRE ASSOCIATION**

We Help Build Our Thriving Community

# 2023 2024 ANNUAL REPORT



# Executive Summary

The 2023-2024 fiscal year was a period of significant achievements and transitions for the LRCA. Key highlights include the search for and hiring of a new Executive Director, Carmen Barclay, in January 2024, and the support provided during the transition through an interim Executive Director. The completion of the Heart on the Hill subsidized housing project marked a major milestone, alongside the rapid growth in the number of people using the food bank, which led to an additional opening day to meet these needs.

The organization also made strides in updating the LRCA Human Resources Manual and other documents, engaged a new auditor (Johnston and Johnston), and partnered with community organizations and the Town of Ladysmith to provide the Concerts in the Park. Initial steps were taken towards the accreditation of the LRCA food bank, and a new Programs Manager, Alan Jones, was hired. Additionally, the counselling program saw revitalization and expansion.

For more detailed information, the full annual report provides an in-depth look at these highlights and many other activities and achievements of the LRCA.



## Ladysmith Resources Centre Association 2023-2024 Annual Report

For fiscal year April 1, 2023 to March 31, 2024

*The Annual Report is produced by the leadership team  
at the Ladysmith Resources Centre Association.*

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# President's Report



The year 2024 marks the 32nd anniversary of the Ladysmith Resources Centre Association (LRCA). There is much to be proud of as we reflect upon those years. The LRCA provides 17 programs that are designed to meet the needs of vulnerable people in Ladysmith and the surrounding community. These programs range from the shelter, to counselling to early years education and senior's programs. The LRCA does this work in partnership with a large number of donors, community partners, volunteers and provincial, municipal and federal government funders. Please see our list of partners and donors in our 2023/2024 Annual Report. It is these people and organizations plus our dedicated staff and volunteers that make the LRCA what it is today.

## Highlights of the 2023-2024 fiscal year include:

- Searching for and hiring a new Executive Director. Carmen Barclay was hired in this role in January 2024
- Support of the transition of the Executive Director position through an interim Executive Director to the new Executive Director
- Completion of the Heart on the Hill subsidized housing
- Rapid growth in the numbers of people using the food bank resulting in an additional opening day to meet these needs
- Work on updates to the LRCA Human Resources Manual and other documents
- Engagement of a new auditor (Johnston and Johnston)
- Partnerships with community organizations and the Town of Ladysmith and various sponsors to provide the Concerts in the Park
- The initial steps in the process of accreditation of the LRCA food bank
- Hiring a new Programs Manager (Alan Jones)
- Revitalization and expansion of the counselling program

For more details, please read about these highlights and the many other activities and achievements of the LRCA in the Annual report.

We look forward to continued growth and development of the LRCA as the organization, in partnership with many others, continues to meet the needs of vulnerable people in the community.

**Sandra Marquis**

President

Board of Directors

Ladysmith Resources Centre Association

# LRCA Board of Directors

April 2023 to March 2024

## Board Members

**Sandra Marquis**

President (since November 2022)

**Sandra Reder**

Director (June 2023 - November 2023)

Vice President (since November 2023)

**Candi McNeil**

Secretary (since November 2022)

**Anita McLeod**

Director (since June 2023)

**Ryan Milne**

Treasurer (November 2023 - May 2024)

**Penny Crosby**

Director (November 2023 – April 2024)

**Mary-Ethel Audley**

Vice-president (November 2022 - November 2023)

**John Potts**

Treasurer (November 2022 – October 2023)

**Guido Weisz**

Director (November 2022 – October 2023)

**Jen Aker**

Director (June 2023 – October 2023)

**Vicky Stickwood-Hislop**

Past President (November 2022- October 2023)

## Executive Director

**Karen Laing**

(Resigned August 2023)

**Maeve O'Byrne**

(Interim ED September 2023 to December 31, 2023)

**Carmen Barclay**

(January 2, 2024, to present)





# Food Infrastructure and Gleaning Program

This initiative is all about helping the community get better access to nutritious food through various projects.



**Fruit Rescue:** The Fruit Rescue program collected about 5,500 pounds of surplus fruit and garden produce in 2023, thanks to 37 rescue events and over 110 volunteer hours, benefiting local organizations and the Stz'uminus First Nations.



**5,000 lbs**  
of surplus fruit and garden  
produce collected with  
**110 volunteer hours**



**Soup Tastings:** Soup Tastings at the Ladysmith Food Bank provided homemade soups and recipes, fostering community spirit and promoting healthy eating during the cold winter months.

**Backpacks Program:** The Backpacks program delivered weekly bags of non-perishable food to children and families through local schools, ensuring they had enough to eat over the weekends.

These projects have made a big difference in our community, but there's always more to be done. If you're interested in volunteering or supporting these initiatives, please reach out and get involved. Together, we can continue to make a positive impact!

Special thanks to LRCA Food Infrastructure and Gleaning Program Coordinator Shannon Crowards for her dedication and hard work in making these projects fun, tasty and successful.

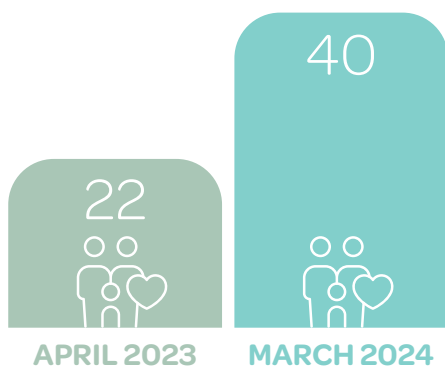


# Food Bank

Here at the Ladysmith Food Bank, we do our best to provide our guests with nutritious food in the most welcoming environment as possible. We have an amazing team of 35 volunteers who make our food bank possible. A combined total of 1700 hours has been given for food pick up, sorting, distribution, and special events.

Our food bank operates with generous donations and support from Save on Foods, Country Grocer, Loaves and Fishes, The Old Town Bakery, Michelletti's, Canada Helps, Bosley's, For Pets Sake, The BC SPCA, The Dainard Family, our local churches and numerous other donations from businesses and individuals throughout the year, as well as grants through Food Banks BC and Canada.

We also receive fantastic donations from individual clubs choosing to do fundraisers to support us, such as Stuff The Truck, Brits on the Beach, The Eagles, The Rotary Club, The Free Masons, The Canadian Legion, The Victoria Corvette Club, With out the support of all of these people we couldn't provide food the way we do.



We grew from serving approximately **22 families** in April 2023 to seeing approximately **40 families** by March 2024



Loaves and Fishes supplied over

**200,000 lbs**

of perishable and nonperishable food through food recovery from local mid island grocery and food stores

The volunteers and Kiwi Cove grow and donate approximately

**3000 lbs**

of organic produce for our guests every year

April 2023, we had

**184 guests**

able to attend weekly distribution sessions equalling

**735 people receiving food.**

March 2024, we had

**315 guests**

able to attend weekly distribution sessions equalling

**1260 people receiving food.**

**1700**

volunteer hours by **35 volunteers** who make our food bank possible

## Food Bank Hours:

**Tuesday 4:00PM – 6:00PM**

**Wednesday 9:30AM – 11:30AM**

**Thursday 9:30AM – 11:30AM** (by appointment)

[calendly.com/ladysmithfoodbank/thursday](https://calendly.com/ladysmithfoodbank/thursday)

# Shelter Services

BC Housing's Rialto building on First Avenue in Ladysmith is where the LRCA offers shelter services. The shelter staff are passionate about providing a welcoming, safe, respectful, and professional base for people in our community who need shelter. The LRCA shelter is open 24/7 and has 10 sleeping pods.

BC Housing's Rialto building



## Services include:

**Meals:** Nutritious meals are provided to all shelter clients.

**Laundry:** Laundry facilities are available for residents to use.

**Showers:** Shower facilities are provided to ensure clients can maintain personal hygiene.

**Seasonally Appropriate Clothing:** Clothing suitable for the current season is available to clients.

**Hygiene Products:** Access to essential hygiene products is provided.

**Harm Reduction Items:** Harm reduction items are available to support the health and safety of clients.

4,213 snack bags

2,625 showers

1,465 accessed harm reduction

1,353 clothing provided

1,204 laundry provided

123 first aid administered

5 turned away

1,762  
bed stays

9,159  
meals served



# Affordable Housing Apartments on Buller Street

The LRCA's 36-unit apartment building began tenancing in May 2023. Initially, the tenancing process was managed by a contractor. Upon the completion of the contractor's engagement, LRCA appointed staff members to continue with the tenancing of the apartments.

## **Independent Living Policy:**

The apartments are designed for independent living, and anyone who is able to live independently is welcome to apply. This policy ensures that the apartments are accessible to a diverse range of individuals who can manage their daily activities without extensive assistance.

## **Future Plans for Tenant Feedback:**

The LRCA plans to conduct a tenant satisfaction survey during the next fiscal year to gather feedback from residents. This survey will help identify areas for improvement and ensure that the needs of all tenants are met effectively.

# Housing Support Services

We have **assisted 23 families this year with rent and utilities**, which includes support for 25 children. While providing this assistance, we also ensure that families are aware of and can access other services they might need.

## Increased Demand for Assistance

The demand for various forms of assistance has increased exponentially. This year, we have seen and helped 99 new individuals.



During the year we gave out:

**484** \$15 gas vouchers

**601** \$10 thrift vouchers

**+ a significant increase** in requests for grocery, laundry, and shower cards



**23 families**

helped with rent and utilities,  
including **support**  
**for 25 children**



**4** **people** were able to  
get Social Assistance



**4** **individuals**  
successfully housed



## Housing and Applications

We continue to help people fill out BC Housing applications, as the need for stable and secure housing remains critical. This year, we have successfully housed 4 individuals.

## Social Assistance and Outreach

**Social Assistance Applications:** We have assisted with 4 applications, including one for a client fleeing an abusive relationship. With the help of the Ministry Outreach worker, she is now housed, and her children are attending school.

**Disability Applications:** An outreach doctor was brought in to assist 2 individuals applying for disability, as neither had a regular doctor. So far, one application has been successful.

**Senior Support:** We have helped 2 senior men apply for their Old Age Security (OAS) and Guaranteed Income Supplement (GIS), significantly increasing their monthly income. We also ensure their taxes are filed on time to avoid any impact on their GIS.

## Additional Support

**Dental Bills:** Assistance provided for 2 dental bills.

**Clothing and Essentials:** We have acquired much-needed clothing items such as shoes, socks, and blankets.

## Community and Landlord Relations

Maintaining strong relationships with local landlords is crucial, as every day someone comes in needing housing. These relationships have been instrumental in securing housing for many individuals. However, with rising rents, it is becoming increasingly difficult for people to afford higher rental costs.

Helped  
2  
seniors apply for  
OAS and GIS



# Family and Youth Support Services (FYSS)

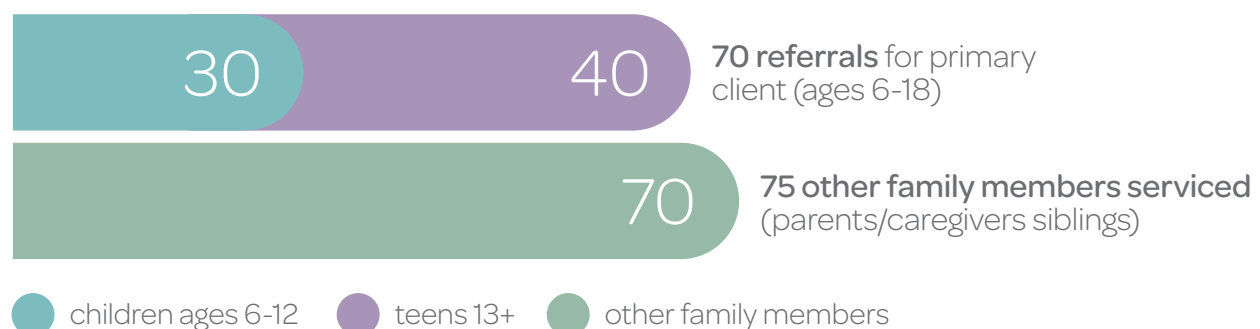
## Group Work / Youth Drop-In Events

### **“Redefine and Shine” therapeutic art group for Youth ages 11+:**

Art supplies generously sponsored by Ladysmith Art Council. Co-facilitated by Farrell Elliott, who volunteered their time as a registered Art Therapist, as well as volunteers Joanne Barwise and Francesca Rosales as special guests who offered additional art classes. This group continued throughout 2023-2024 using different modalities of art to help youth connect with self and each other, building new friendships, practice self-expression, supporting mental and emotional wellness, and having a safe, brave landing place to discuss LGBTQIA+ topics and lived experiences.

### **Wellness Group:**

A youth group, targeting female-bodied individuals but accepting of gender-queer and non-binary teens as well. Focusing on the 8 interconnected areas of the wellness wheel (physical, emotional, intellectual, social, spiritual, financial, environmental, occupational), to learn about holistic health/wellness. This program offered education and activities to practice mindfulness, coping strategies, self-reflection and self-compassion, body-love and acceptance, and nervous system regulation.



Range of **8-20 youth participants** at each youth group event/holiday gathering

### **Drop-in Youth Events:**

- Pride Month tie-dye party
- Halloween cupcake making party
- Holiday cookie baking party
- Valentines Day crafting party



145

individuals  
supported directly  
through FYSS

## Staff highlights and Client Wins:

- Teen youth new to Ladysmith seeking service after discharged from a hospital, moved a province, being acutely suicidal and self-harming, and dealing with preparing for a parent getting diagnosed with progressive cancer. Our Workers got this youth/family connected to proper clinical support to adjust medications, receive therapy, and supportive care planning and a wellness plan to take place, helping this youth be more resilient and cope during such traumatic situations. This youth stopped self-harming, re-built positive peer connections, succeeded with attending high school, and navigated immediate grief with the death of their parent, with a full support team in place.
- Supporting 2SLGBTQIA+ youth 'coming out' and feeling safe to share about their identities, their curiosities and questioning themselves, with some whose peers, families or teachers may not know about yet. The program has been a landing place for many non-binary youth, and we are proud to be an ally in community as a safe haven to feel welcomed, a sense of belonging, and acceptance.
- Supporting youths/families with navigating different medical /health care routes to attain diagnosis inquiries and other priority resources that they may not have otherwise known about or been able to access without guidance and helping navigate systems.
- Clients come to us with very limited school attendance/success, risk of being kicked out/ suspensions due to behaviors/aggression/ destruction/safety, or high anxiety making it difficult to cope. The FYSS program supports the family to advocate for an individualized approach to opportunities, inclusion, collaborative meetings to happen with school teams to wrap clients with support, assisting with in-school service to re-integrate into school environments, improving attendance, and problem solving along the way to determine root causes and recover from any incidents.



## Partnerships and Sponsors:

- **Nanaimo Brain Injury Society** donated helmets from the “Helmets for Kids Initiative” in hopes of reducing financial barriers and promoting safety.
- **Cowichan Women Health Collective for Period Poverty** initiative, providing feminine hygiene products, education, and having youth participate in a research project by sharing their lived experiences and having an opportunity for Youth Voice.
- **Kerri Isham from Power Up Education**, offering support at LRCA for clients with intellectual disabilities and requiring 1-1 individualized sexual health and safety education.
- **Beyond The Usual Boardshop (Chris)** and **Four One One Apparel (Samantha)** for donating brand new skateboards, gear, and tools to our Summer Skateboarding Sponsorship party.
- **Toy Drive 2023 business sponsorships:** Save On Foods staff and family, Ladysmith Fire Hall, Burgess Photography, Level Up Fitness, Vancouver Island Construction Association, Little Otters Den, Honey Willow Consignment, Pharmasave, Serendipity Spa, Ladysmith Primary PAC. Countless anonymous community members and volunteers with the gift wrapping.
- **Nishant from Hillside Family Pharmacy** for donating 30 back-to-school kits, and Shabnam from Whole Health Pharmacy providing a back to school gift basket.
- **Tim Hortons** for the Holiday Smile Cookie fundraiser for \$1920 was raised. FYSS Program had an information booth set up to engage with customers and share about LRCA.
- **Nanaimo Women Helping Women** for winter boots, compassion kits, and urgent needs for women experiencing homelessness and/or fleeing domestic violence.
- **Ladysmith Art Council** providing ongoing art supplies for “Redefine and Shine” LGBTQIA+ art therapy Youth Group.
- **Island Queers and Allies Who Care** delivering a cheque to support the Art Therapy program.
- **VI Binders** providing gender-affirming clothing, at no cost, with delivery to LRCA, to support youth who have disclosed experiencing body dysmorphia/gender dysphoria and where there may be a financial/social support barrier to accessing gender-affirming care.

“

*I want to thank you for going above and beyond with my family. Truly, you did more than anyone and I mean this...honestly, every time there was in issue I messaged you. I would always recommend you to anyone in community and appreciate everything. I'm working on me!"*

~ Single Mom of 3 children





## Community Involvement, Events, Team-Building:

- **BC Youth Week:** FYSS collaborated with Ladysmith Parks Recreation and Culture in the Rec Room youth zone to host a Paint Night Party, supplies generously sponsored by Ladysmith Art Council.
- **Community Together to End Poverty** community dinner and dialogue events. Provided children's entertainment activities while parents got to eat an uninterrupted, nourishing meal and engage in the discussions and research gathering.
- **RiseBridge Conference:** FYSS Team participated in this important training on brain injury resulting from the impacts of gender-based intimate partner violence and coercive control.
- **Inclusion BC Conference:** Information, education, networking and community awareness on how to best be supporting individuals with intellectual and developmental disabilities across all ages and stages of life.



“

*I haven't seen [my son] be this open in a year! He was sooo engaging when I picked him up. I have to thank you. You are already helping! He didn't speak about what you discussed. He said he enjoyed his time with you. When he got into the car he was excited to chat with me, and he hasn't done that to any of us in about 1 year. It was the sweetest thing.”*

~ Mom of a teen boy

# Born Healthy

Born Healthy is a free and inclusive support and education program for pregnant women, parents/caregivers and their infants from birth to crawling. It is funded by the Public Health Agency of Canada through the Canada Prenatal Nutrition Program. The aim is to improve the health and wellbeing of those populations.

Born Healthy is a place for conversation, connection and a community of people on a similar journey. A fundamental component of the program is a weekly fresh lunch. Each week we enjoy a delicious, nutritious meal together prepared by our volunteer kitchen staff. We model nutritious, easy-to-make, affordable meals that utilize local produce when possible. We also go on field trips in the community to other early years programs, and organize regular skill building days in the kitchen where participants learn how to make a healthy meal for their family.

Jessica Raymond and Beverly Boese facilitate with Jessica in the role of coordinator and Beverly the outreach worker.

Every week we are visited by a local professional who share their knowledge. Topics covered include dental health, eye care, sexual health, financial health, infant massage, infant sleep, infant feeding, vaccinations, car seat safety, infant and child safety around the home, summer safety, infant CPR and choking, infant development, speech and language, literacy, local resources, parental health and wellbeing, positive parenting, birth control and much more.

Born Healthy is grateful for the support from the Ladysmith Health Care Auxiliary, which donates baby layettes to all our families. We are also grateful for the food bank, without which we wouldn't be able to offer a weekly meal.



**Increased intakes** (28 more from last reporting period) with **regular attendance** (5 visits or more) **from 45% of participants**

“

*I'm so glad someone recommended this program to me. Bev and Jessica have been so helpful in my journey. They were really welcoming from the start, and have shown me lots about babies and how to be the best mom I can be. They have provided lots of resources and support, and are quick to lend a hand. I cannot recommend this program enough to new moms!"*

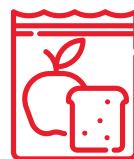


## Benefits to participants and community

We provided a safe, supportive, welcoming, judgment-free and inclusive space for families and their babies. Participants reported feeling welcomed, well supported and cared for while they attended. We provided space and intentional programming that encouraged parents/caregivers to connect, socialize and build community. Participants connected through sharing experiences every week, building bonds with other parents and caregivers that will benefit them throughout their parenting journey. We encouraged connection outside the group, and participants exchanged contact information and many met up throughout the week. We brought in local professionals and experts in their fields to share the latest in education and information to support families in taking care of their babies and themselves. We provided a wealth of resources and made many referrals to support families in their varied needs (primarily lactation support, mental/emotional support and counselling, sleep support, food bank referrals, developmental support, etc.).

## Client challenges

A number of our families experienced challenges in the areas of finances (being able to afford groceries), housing (limited affordable housing), daycare/childcare (very limited spaces available), relationships/solo parenting.



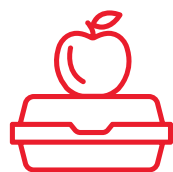
# 377

**Healthy Lunches**  
provided for  
37 weeks

(an increase of 168  
servings from last year)

### Education covering many and varied topics related to:

- infant and child care and safety
- infant sleep
- feeding and nutrition
- lactation & breastfeeding
- infant development
- maternal wellbeing
- literacy
- dental hygiene
- eye/vision care
- postpartum health
- positive parenting
- coping strategies



# 170

**made-fresh frozen meals,**  
hundreds of loaves of bread  
and fresh fruit and vegetables  
donated to participating families



# Adventures In Early Literacy

## Storybook Walk

In February of 2021, with the help of the Rotary Club of Ladysmith, Ladysmith and District Credit Union and the Town of Ladysmith, Adventures in Early Literacy was able to create a Storybook Walk at Brown Drive/Kinsmen Park.

It has since become a treasured destination for many families, schools and various organizations looking to get outside and read a book at the same time. Every two weeks, a new book along with engaging questions and physical literacy prompts are spread out over 20 signs along a meandering trail through the park for readers to enjoy.

This free, self-guided experience runs year-round, rain, snow or shine.

Throughout the year, exciting and worthwhile special events are held at the park where a variety of community organizations come together to celebrate literacy.



## Adventures in Storytime

An 8-week in-person class geared to children ages 3-5 along with their families and caregivers.

Each week, a new book and its theme are celebrated and explored via songs, hands-on activities, crafts, and gross motor play.

Adventures in Storytime is an extremely fun and popular class designed to foster family and community connections as well as a life-long love of reading!





## Holiday Storybook Walk

Each December a fun, festive and illuminated Holiday Storybook Walk is spread out along First Ave in downtown Ladysmith.

In partnership with the Festival of Lights and thanks to the hard work and talents of the Ladysmith High School art students and other local volunteers, the Holiday Storybook Walk is a remarkable sight!

Approximately 20 illuminated, hand-painted, life-size Christmas-themed characters hold the pages of a story for readers to enjoy, day or night! This free, self-guided experience has turned into an exciting holiday tradition attracting readers from far and wide.



“

*This is amazing! The amount of support and creativity that goes into early literacy in our community continually warms my heart!*



# Mother Goose

The Parent-Child Mother Goose program came into being because of the simple truth that rhymes, songs and stories can enrich and make smoother the lives shared by babies and adults.

During a session of the program, parents sit in a circle on the floor with their babies on their laps and we do rhymes together. "Doing a rhyme" means combining the saying of the rhyme with actions that fit the meaning and rhythm of the words, bringing great enjoyment to everyone involved.

**At home, moms and dads find that the rhymes are a pleasure and a help in many situations:**

- 1 Comforting a tired baby.
- 2 Distracting a fussy or mischievous one.
- 3 Getting through necessary chores such as diaper changing and face washing.
- 4 In a doctor's office or a bank lineup, or on a long car trip, a few rhymes and songs that the parent and baby both enjoy are more valuable than fistfuls of cookies.

No baby is too young for rhymes, songs and stories. The youngest respond to a rhythmic voice, a cuddle, a touch and a smiling face. By the age of four or five months, babies wait with a delighted expectation for the climax of a rhyme - a tickle, hug or gentle bounce.

Older babies will ask for their favorites by bouncing or waving a foot. Early words often come from beloved rhymes, songs and stories, and parents learn quickly what is wanted when a small person says: zoom zoom.. or Too-rah look-rah!

You will find that the way you use any particular rhyme will change depending on the situation and the age of your child. A rhyme may start out as something to say to a baby who is too little to speak, and become any or all of the following: familiar words to comfort in hard times, a rousing game, delightful language to share with a child on the brink of speech, a short but satisfying story. Most important a rhyme or song is an always available source of enjoyment for both baby and adult, requiring no equipment, suitable for use anywhere... done in the voice your baby loves best!

There are no rules for using songs, stories and rhymes correctly. Words can be changed to be more appropriate to you and your child, so that up goes baby...becomes up goes Meghan! As for actions, every parent knows that their babies have definite preferences. Most love to be bounced, but some don't care for it. Some are pleased to be tickled, others don't like it at all. It is the best to start gently, watching your baby to see what he or she most loves and responds to. Together you will probably come up with completely new ways to do our favorites. Just find a song or rhyme that appeals to you and make it your own. Chances are that you and your child will be doing that song or rhyme for months and years to come, and may be passed along in your family for generations to come. Enjoy!





# Dad's Drop-In Program

The Dad's Drop-In program restarted in late 2023. With the help of Bev and Darren, the program met every Saturday morning and followed the school calendar. During these sessions, breakfast is provided for all participants.

The program offers dads a chance to practice new ways of relating to their children, meet other new dads, and share information about fathering and parenting in a very low-pressure format. The Dads' Drop-In Program was founded on the belief that skilled father involvement improves outcomes for children and provides valuable support for mothers, regardless of the current relationship between mother and father.



The Dads' Drop-In Program was founded on the belief that skilled father involvement improves outcomes for children

# Seniors Support Services

The LRCA Seniors Office provided advocacy, information, education, support, and a willing ear to **434 seniors, their families, and friends** this year. This number represents an increase in seniors seeking help or information.

Seniors were assisted with government documents concerning benefits (GIS, SAFER, HAFI), housing problems, information about referrals, supports available in the community, and provided with a place to vent anger, frustration, and grief. Without the programs provided by the LRCA, many of our seniors would feel lost and have great difficulties with government forms and all the documents that are more easily accessed online. Comments on the help received include “so relieved, saved me” and “can’t thank you enough.”

The Seniors Office programs also helped seniors with transportation, income tax, educational sessions, phone visits, tablet instruction, yard and garden work, and a weekly Seniors Coffee Drop-in for socialization.

434

seniors sought  
help or information  
from the LRCA  
Seniors Office



729

seniors income  
taxes completed  
by 3 volunteers



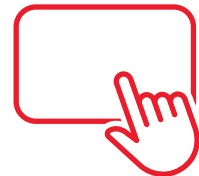
3 volunteers conducted  
information sessions  
for 49 seniors





**2 volunteers**  
spent an average of  
**10 hours per month**  
supporting our Coffee  
Drop-in Program,  
which serves up to  
**40 seniors per month**

**2 volunteers** provided  
**34 hours of instruction**  
to **9 seniors** on the  
**use of tablets**



**9 volunteers** provided rides to 120 seniors for  
**medical appointments** in Nanaimo or Duncan



**3 volunteers** spent  
**40 hours** contacting  
**24 seniors** by phone  
for visits and to provide  
information about  
LRCA programs

Comments from seniors  
include the words:

*"grateful, glad, happy  
and appreciate"*

# Counselling Services

The Volunteer Counselling Program has seen a significant increase in the number of clients, resulting in a growing wait list. This led to a temporary pause on new intakes for several months. The wait list was not only due to the rising demand but also the limited capacity of the two part-time volunteer counsellors.

To address these capacity issues, the decision was made to explore adding more volunteer counsellors and student counsellors. The Volunteer Counselling Program offers low-cost sessions at a rate of \$20 per session.

## Clients

Clients attending counselling sessions have been primarily seeking support for intimate relationship challenges, parenting difficulties, anxiety, depression, grief, and loss, among other concerns.

## Supervision and Model Implementation

Each counsellor participates in at least one supervisory session per month, a process that is working very effectively. The program continues to implement a Solution-Focused Brief Therapy model.

319  
counselling  
hours provided  
to 48 clients



**18hrs** of supervision

**28hrs** of training and meetings



# Victim Services

Ladysmith Victim Services Program (Ladysmith VS) provides 24/7 on-call and in office crisis/trauma support to the communities of Ladysmith, Cedar, Cassidy, Stz'uminus, Thetis Island, Penelakut Island, Saltair, and Chemainus.

The VS team includes: Catherine O'Donovan- VS manager/case worker/on-call responder – has worked with the Ladysmith VS program for close to five years; Hilary Bell – going on 15 years as the most amazing victim services volunteer.

We are a passionate team that strives to ensure the community of Ladysmith and surrounding region receives the support they need when involved in the criminal justice system as a victim of crime or due to tragedy, loss and crisis. We support victims and advocate to ensure that victims rights are observed and enabled. We are determined to be there when individuals need support; we provide compassion, an empathetic ear, and education about resources and services that may assist people.

Our team works collaboratively with RCMP officers, schools, social workers and community members to respond to the needs of those who have experienced a trauma, been the victim of crime, lost a loved one, or are in crisis. We are called in to provide trauma/crisis intervention, follow up support and assistance with accessing supports and resources; such as counselling, groups, mental health, justice system assistance, grief and loss. In addition, VS workers will work with victims as they navigate through the justice system; providing court updates, explaining the criminal justice system and accompanying victims when they are called to testify.

The Ladysmith Victim Service team, work hard to advocate for victims and members of the community that need help during some of the most difficult times in their life. Victim Services also along side RCMP officers to assist them in best meeting the needs of the community they protect.

Ladysmith VS is available to anyone who may feel they or a loved one requires support, anyone can refer but the large majority of referrals come from the police officers through their interaction with the public.

222  
new client  
referrals

Victim Services were requested by RCMP members to **attended 17 on-scene emergency call- outs.**

1,490hrs

**of victim services were worked**  
with an additional **100 hours of volunteer work**, responding and supporting members of the community through **164 incidents** that required Victim Services.

# Donors and Partners

We would like to give a heart felt shout out to all our donors and supporters, this list is a sampling of the amazing support we experienced this year! We would like to also acknowledge the support we received through Canada Helps, they have made supporting the LRCA programs simple and convenient for online donations.

**49th Parallel Grocery store**

**ABC Recycling**

**BC Association of**

**Pregnancy Outreach**

**BC Gaming**

**BC Housing**

**BC Ministry of Children &  
Family Development**

**BC Ministry of Public Safety  
and Solicitor General**

**BC SPCA**

**BC United Way**

**Bethel Tabernacle**

**Beyond the Usual Board Shop**

**Bosley's Pet Food**

**Broke Plus Insurance**

**Brownlow & Sons Contracting**

**Burgess Photography**

**Budget Blinds**

**Canada Mortgage and  
Housing Corporation**

**Canada Summer Jobs**

**Cedar Women's Institute**

**Community Volunteer  
Income Tax Program Grant**

**Country Grocer**

**Cowichan Housing Association**

**Cowichan Women  
Health Collective**

**Cram The Cruiser – RCMP  
Ladysmith Detachment**

**Dainard Family**

**Estate of Don Fourney**

**Food Banks BC & Food  
Banks Canada**

**For Pet's Sake**

**Government of Canada**

**High Street Hair**

**Hillside Family Pharmacy**

**Hillside Pharmacy – Nishant Patel**

**H&M Auto Repair**

**Home Hardware**

**Honey Willow Consignment**

**Huard Family Haunted House**

**Island Health**

**Island Savings Chemainus**

**Island Savings Credit Union**

**Island Queers and  
Allies Who Care**

**Junction Bottle Depot**

**Kerri Isham – Power Up Education**

**Kinsmen Club of Ladysmith**

**Kiwi Cove Garden**

**Kiwi Cove Lodge**

**Ladysmith Arts Council**

**Ladysmith and District  
Credit Union**

**Ladysmith Downtown  
Business Association**

**Ladysmith Dragon Boat Club**

**Ladysmith Eagles**

**Ladysmith Festival of Lights**

**Ladysmith Fire Hall**

**Ladysmith Health Care Auxiliary**

**Ladysmith Old Town Bakery**

**Ladysmith Pharmacy**

**Ladysmith Primary PAC**

**Ladysmith Rotary Club**

**Ladysmith Secondary  
Arts Department**

**Ladysmith Show & Shine Society**

**Ladysmith Whole Health  
Pharmacy & More**

**Level up Fitness**

**Little Otters Den**

**Little Valley Restorations**

**Loaves and Fishes**

**Madill Office Supplies**

**Make Space Inc**

**Mark Koch & Associates**

**Men of Ladysmith Club**





Michelletti's	School District 68
Mid Island Consumer Co-op	Nanaimo-Ladysmith
Mischa Weiz Foundation	Save-On Foods
Nanaimo Brain Injury Society	Serendipity Spa
Nanaimo Foundation	Social Planning Cowichan
Nanaimo Women Helping Women	Spuzzum Contracting Ltd.
Old English Car Club – Central Island Branch	St Mary's Catholic
Panago Pizza Ladysmith	Womens' League
Pet Valu	Stz'uminus Community School
Pharmasave	Stz'uminus First Nation
Prov. Employees Community Service Fund	Tim Hortons, Ladysmith
Public Health agency (Born Healthy)	TOPS
Public & Private Workers of Canada Loc 8	Town of Ladysmith
RCMP (PVBS)	United Steelworkers Humanity Fund
Regional District of Nanaimo	Vancouver Island Construction Association
Remax	Van Isle Truck Tech
Rhythm Dance Performing Co.	Vi Binders
Saltair Community Society	Victoria Corvette Club
	Western Forest Products
	Zombie Walk



**Thank you to the events  
that have raised funds  
for our programs:**

- Brits on the Beach**
- Christmas Cheer**
- Concerts in the Park**
- Stuff the Truck**
- The Canadian Legion**
- The Eagles**
- The Freemasons**
- The Rotary**
- The Victoria Corvette Club**
- Tim Hortons Smile Cookies**
- Toy Drive**

*We certainly try to capture everyone, big or small your contributions are gratefully received. This amazing amount of support allows the LRCA to provide food, programs and services at little to no cost for the people in our community! Thank you!!*



## Join Us in Making a Difference!

As we reflect on the accomplishments of the past year, we are reminded of the power of community and the impact we can make together. We invite you to join us in our mission to support and uplift the vulnerable members of our community. Whether through volunteering, donating, or partnering with us, your contribution can make a significant difference. Visit our website or contact us directly to learn more about how you can get involved. Together, we help build our thriving community.

630 2nd Avenue, Ladysmith  
250-245-3079 | [info@lrca.ca](mailto:info@lrca.ca) | [www.lrca.ca](http://www.lrca.ca)

 [facebook.com/ladysmithresourcescentre](https://facebook.com/ladysmithresourcescentre)



**LADYSMITH RESOURCES CENTRE ASSOCIATION**

*We Help Build Our Thriving Community*



## STAFF REPORT TO COUNCIL

**Report Prepared By:** Erin Anderson, Director of Financial Services  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** December 3, 2024  
**File No:** 1700  
**Re:** 2025 Budget Deliberations – General Capital and General Operations Update

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### **RECOMMENDATION:**

That Council direct staff to:

1. Include the projects presented in the report dated December 3, 2024, from the Director of Financial Services for inclusion in the 2025 – 2029 Financial Plan; and
2. Confirm the general budget municipal tax levy at \$8,713,484 or 3.75% budget increase.

### **EXECUTIVE SUMMARY:**

Continuing with the 2025 budget deliberations, staff have presented the proposed general capital projects for consideration for the upcoming year.

### **PREVIOUS COUNCIL DIRECTION:**

N/A

### **INTRODUCTION/BACKGROUND:**

There are a number of new projects set to begin in 2025. Keeping with the current Financial Plan policy, 10% of the previous year's municipal taxes are allocated to fund a portion of the 2025 projects. This amounts to \$839,822. Should Council wish to remove a project presented to tonight, another project with a similar taxation value will be swapped in, ensuring a total of \$839,822 is funded from taxation. Should Council wish to remove a project and reduce the overall tax burden, a motion to revise the percentage of taxation allocated to general capital projects is required.

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

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

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

- Immediate – corrective action is required immediately to reduce further issues;

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

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

The 2025 general capital projects are estimated to cost nearly \$6.5 million. The projects are proposed to be funded by:

Total Projects	\$6,492,222
Funding from:	
Taxation	839,822
Real Property Reserve	250,000
Surplus	31,250
DCC's	508,899
Water Utility	100,000
COVID	175,000
Policing Reserve	352,500
Equipment Reserve	112,742
Infrastructure Reserve	806,000
Canada Community-Building	1,756,709
Climate Action	49,800
IT Equipment Reserve	10,000
Grant – awaiting decision	975,000
Regional Recreation	519,500
Donation – confirmed	5,000

The capital projects at the FJCC are funded through Regional Recreation. These projects are the FJCC Plumbing Repairs, FJCC Roof replacement (additional funds) and FJCC Cardio Equipment.

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

- FJCC projects (listed above)
- HVAC Upgrade at the RCMP station
- Golf Course bridge (between holes 5 & 6)
- Symonds Street – drainage & road design and upgrade

The total cost of the high-priority/high-risk projects is \$2,347,000, with \$25,000 of the funding to come from taxation.

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

- Turnout Gear Dryer - additional funds



- Fitness Centre Cardio Equipment Replacement
- Dogwood Culvert Replacement
- Splicing Shop Demolition
- Forrest Field Phase 2
- Sidewalk - Colonia: Malone - Mackie (North Side)
- Intersection Improvement-4th Ave: Symonds
- Decontamination Washer/Extractor
- OCP Implementation: Mobility Plan
- DCC and ACC Bylaws
- 6th Ave - Roberts to Gatacre
- Waterfront projects
- Equipment Replacement - Unit # 109 Backhoe
- Equipment Replacement - Unit #97 Prius (additional funds)
- Equipment Replacement - Unit 182 Dodge Ram

The value of these projects is \$3,889,472 with \$774,558 of the funding coming from taxation.

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

- Sidewalk - Colonia: Malone - Mackie (South Side)
- Replacement of Plotter Printer
- Solar Lighting for Gateway Sign
- BC Hydro DC Charger Station
- Mountain Bike Trail Network

The value of these optional projects is \$255,750 with \$40,264 coming from taxation.

### General Operations

Additional information has been received since the last budget presentation. A one-year extension to the solid waste collection contract resulted in an unexpected and significant cost increase in the contractor rate that was presented earlier to Council. The revised regular collection rate, spring clean up and yard waste costs is expected to be \$457,201 (plus tipping) which is an increase of \$106k over the amount presented at a previous budget meeting. Staff recommend this be funded from the Recycle BC rebate instead of directing it to the solid waste reserve. This reserve was set up for the eventual replacement of collection bins to accommodate automated pickup. The reserve is expected to be at \$1,249,671 at year end. Staff will investigate the pros and cons of re-tendering the collection contract, and whether a longer-term contract will result in savings.

At a previous meeting, Council approved additional higher level service requests as well as instructed staff to include funding for a student to attend AVICC. There was also a discussion regarding reducing the reserved amount generated from the increase in return on investment which will in turn reduce taxation. The following adjustments have been made:

Presented at the November 19, 2024 meeting:	8,784,546
HLSR - 214 Custodian Hours	8,015
1% revenue - Telus (confirmed)	1,591
Student to attend AVICC	832
1-yr extension for solid waste collection	106,621
Reduction to Solid Waste Reserve	(106,621)
Reduction to Reserve to offset ROI increase	<u>( 81,500)</u>
<b>2025 Proposed Municipal Tax Levy</b>	<b>8,713,484</b>

This new amount is a 3.75% budget increase over last year's municipal tax levy. Any further reductions will result in cuts to services or reserved amounts (ie, asset renewal).

Additionally, a one-year extension to the solid waste collection contract resulted in an unexpected and significant cost increase in the contractor rate that was presented earlier to Council. The revised regular collection rate, spring clean up and yard waste costs is expected to be \$457,201 (plus tipping) which is an increase of \$106k over the amount presented at a previous budget meeting. Staff recommend this be funded from the Recycle BC rebate instead of directing it to the solid waste reserve. This reserve was set up for the eventual replacement of collection bins to accommodate automated pickup. The reserve is expected to be at \$1,249,671 at year end. Staff will investigate the pros and cons of re tendering the collection contract, and whether a longer-term contract will result in savings.

#### **ALTERNATIVES:**

Council can choose to:

1. Add, modify, or replace projects, though staff will be required to determine the amount of funding and taxation impacts of any changes.
2. Direct staff to increase the solid waste fees to offset the 1-year contractor rate increase. This increase would be effective for the second quarter (March – June) utility billings.

#### **FINANCIAL IMPLICATIONS:**

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

#### **LEGAL IMPLICATIONS:**

n/a

#### **CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Citizens may be interested in some of the coming projects set for 2025.

#### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

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

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

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

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT(S):**

- A. 2025 Proposed General Capital List

## Development Services

## Planning/Development

<b>2025</b>	<b><u>DCC and ACC Bylaws</u></b>	<b>\$200,000</b>
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*Description* Supports the OCP Implementation (See Part D, section 3 of OCP). Also expected to create new funding stream for new fire hall and other approved amenities.

*Purpose* To update the Development Cost Charges bylaw and create a Amenity Cost Charge bylaw

*Consequence of not funding* Delayed OCP Implementation. Increase burden to taxpayer for growth related infrastructure.

<i>Priority</i>	Important but not critical	<i>Location</i>	town wide
<i>Strategy</i>	OCP Implementation (2023-26)	<i>Risk Level</i>	Low Risk
<i>Asset Type</i>	Design/Study	<i>Ongoing costs</i>	
<i>Useful life (year)</i>	10	<i>Crew</i>	Contractor
<i>Start Date</i>	2025 Q1 Jan - Mar		
<i>Target Completion</i>	In a future year		

<b>2025</b>	<b><u>Mountain Bike Trail Network</u></b>	<b>\$131,250</b>
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*Description* Through grant funding, create a Mountain Bike Trail Network

*Purpose* To establish a mountain bike trail network

*Consequence of not funding* Status quo

<i>Priority</i>	Optional	<i>Location</i>	Arbutus Hump
<i>Strategy</i>	Economy (2023-26)	<i>Risk Level</i>	Low Risk
<i>Asset Type</i>	New Asset	<i>Ongoing costs</i>	maintenance
<i>Useful life (year)</i>	60	<i>Crew</i>	Contractor
<i>Start Date</i>	Awaiting Grant		
<i>Target Completion</i>	In a future year		

<u>2025</u>	<u>OCP Implementation: Mobility Plan</u>			<b>\$170,000</b>
<i>Description</i>	Per OCP Policies 2.3, 2.19 and 2.14			
<i>Purpose</i>	Mobility Plan/Cycling Plan and consequential design standars and bylaw amendments.			
<i>Consequence of not funding</i>	Delay OCP Implementation. Future Infrastructure Costs and Transportation Inefficiencies.			
<i>Priority</i>	Important but not critical	<i>Location</i>	Town	
<i>Strategy</i>	OCP Implementation (2023-26)	<i>Risk Level</i>	Low Risk	
<i>Asset Type</i>	Design/Study	<i>Ongoing costs</i>		
<i>Useful life (year)</i>	10	<i>Crew</i>	Contractor	
<i>Start Date</i>	2025 Q1 Jan - Mar			
<i>Target Completion</i>	2026 Q4 Oct - Dec			

2025	Replacement of Plotter Printer			\$10,000
Description	Replacing large format printer for maps and plans			
Purpose	To replace the end of life Plotter			
Consequence of not funding	Outsource mapping. Confidential items will be difficult.			
Priority	Optional	Location	PW	
Strategy	Asset Management	Risk Level	Low Risk	
Asset Type	Replacement	Ongoing costs	ink	
Useful life (year)	8	Crew	Supplier	
Start Date	2025 Q1 Jan - Mar			
Target Completion	2025 Q3 Jul - Sep			

## Facility Maintenance

<b>2025</b>	<b><u>FJCC- Plumbing Repairs &amp; Upgrades - Phase 1</u></b>	<b>\$83,000</b>
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<i>Description</i>	There is an increasing number of leaks that have been identified. This is currently impacting the rec room in the basement.
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<i>Purpose</i>	To replace aging pipes, joints and drain connection points that are showing significant wear and are at end of life.
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<i>Consequence of not funding</i>	Risk of larger failure resulting in unnecessary damage to other parts of the facility.
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<i>Priority</i>	Immediate	<i>Location</i>	FJCC
<i>Strategy</i>	Core Infrastructure (2023-26)	<i>Risk Level</i>	High Risk
<i>Asset Type</i>	Replacement	<i>Ongoing costs</i>	n/a
<i>Useful life (year)</i>	20	<i>Crew</i>	Contractor
<i>Start Date</i>	2025 Q2 Apr - Jun		
<i>Target Completion</i>	2025 Q2 Apr - Jun		

<b>2025</b>	<b><u>FJCC Roof replacement - phase 1</u></b>	<b>\$381,500</b>
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<i>Description</i>	Additional funds required to replace two roofs of FJCC that have been determined as needing replacement. Per assessment, 2 lower roof sections need to be replaced in 2024.
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<i>Purpose</i>	Additional funds requested to replace two sections of the FJCC roof.
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<i>Consequence of not funding</i>	There is a risk of membrane failure that has the potential to result in leaks and water damage.
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<i>Priority</i>	Immediate	<i>Location</i>	FJCC
<i>Strategy</i>	Core Infrastructure (2023-26)	<i>Risk Level</i>	High Risk
<i>Asset Type</i>	Replacement	<i>Ongoing costs</i>	Replacing \$7,100 ft2
<i>Useful life (year)</i>	40	<i>Crew</i>	Contractor
<i>Start Date</i>	Not Started		
<i>Target Completion</i>	2025 Q3 Jul - Sep		

2025	HVAC Upgrade @ RCMP Station			\$352,500
Description	Relocate HVAC system from interior to exterior. This will provide better access for the serviceability of maintenance and repairs and will reduce the risk of potential damage to RCMP documents if it fails.			
Purpose	Current system is near it's life expectancy and current design does not function with current use.			
Consequence of not funding	Continuing challenges performing service and maintenance on the units. High risk of damage to important RCMP documents and archives.			
Priority	Immediate	Location	RCMP	
Strategy	Core Infrastructure (2023-26)	Risk Level	Medium Risk	
Asset Type	Replacement	Ongoing costs		
Useful life (year)	25	Crew	Contractor	
Start Date	2025 Q1 Jan - Mar			
Target Completion	2025 Q2 Apr - Jun			

2025	Solar Lighting for Gateway Sign			\$12,000
Description	Install solar lighting to help luminate ethe sign at night. Using solar is a cost-effective solution for locations that do not have direct access to hydro.			
Purpose	To increase the visibility of the new South End gateway signage during periods of lower light and evenings.			
Consequence of not funding	The gateway sign is difficult to see in the evening or during periods of low light.			
Priority	Optional	Location	Hwy & Baker Rd	
Strategy	Core Infrastructure (2023-26)	Risk Level	Low Risk	
Asset Type	New Asset	Ongoing costs		
Useful life (year)	10	Crew	Contractor	
Start Date	2025 Q1 Jan - Mar			
Target Completion	2025 Q2 Apr - Jun			

2025	<u>Splicing Shop Demolition</u>			\$25,000
Description	The Splicing shed is an unusable structure that has recently been a target for vandalism and shelter for the unhoused.			
Purpose	To remove unusable building			
Consequence of not funding	It will remain to be a liability for the TOL to monitor and repair.			
Priority	Important but not critical	Location	Waterfront	
Strategy	Core Infrastructure (2023-26)	Risk Level	Medium Risk	
Asset Type	Dispose	Ongoing costs		
Useful life (year)	0	Crew	Contractor	
Start Date	2025 Q2 Apr - Jun			
Target Completion	2025 Q4 Oct - Dec			

Recreation			
2025	Fitness Centre Cardio Equipment Replacement		\$55,000
Description	Current cardio equipment in the Fitness Centre is now 10 years old and has passed the equipment's expected lifespan and warranty by 5yrs. Repair and equipment replacement costs are starting to exceed the value of replacement.		
Purpose	To replace: 2 steppers, 1 rower, 10 spin bikes, 1 recumbent bike, 2 upright cycles, 2 elliptical machines, and 3 treadmills, using the existing equipment as a trade-in value.		
Consequence of not funding	higher repair costs and decrease attendance at gym		
Priority	Important but not critical	Location	FJCC
Strategy	Asset Management	Risk Level	Low Risk
Asset Type	Replacement	Ongoing costs	
Useful life (year)	8	Crew	Supplier
Start Date	2025 Q1 Jan - Mar		
Target Completion	2025 Q4 Oct - Dec		



Parks & Playgrounds			
2025	<b><u>Forrest Field Phase 2</u></b>		<b>\$807,072</b>
Description	This phase includes the addition of pickle ball courts, upper parking lot, fitness equipment surfacing, park perimeter trail and a bike skills park and park amenities (water fountain & tables)		
Purpose	To complete Phase 2 items identified in the Lot 108 plan.		
Consequence of not funding	Added pressure to other parks		
Priority	Important but not critical	Location	Forrest Field
Strategy	Core Infrastructure (2023-26)	Risk Level	Low Risk
Asset Type	New Asset	Ongoing costs	
Useful life (year)	20	Crew	Contractor
Start Date	2025 Q1 Jan - Mar		
Target Completion	In a future year		

2025	<b><u>Golf Course Bridge Replacement (holes 5 &amp; 6 access)</u></b>		<b>\$30,000</b>
Description	The bridge at the Ladysmith Golf Course needs to be replaced. It is recommended based on the type of heavy equipment use and wet environment in that area, that the bridge be replaced with an aluminum framed bridge using the existing footings.		
Purpose	To replace the current wooden bridge between hole 5 & 6 that is showing significan rot with an aluminum framed bridge.		
Consequence of not funding	The current bridge will need to be closed presenting challenges for Town and Golf Course staff to bring equipment to the North-Western side of the course.		
Priority	Immediate	Location	Golf Course
Strategy	Asset Management	Risk Level	High Risk
Asset Type	Replacement	Ongoing costs	
Useful life (year)	40	Crew	Contractor
Start Date	2025 Q1 Jan - Mar		
Target Completion	2025 Q1 Jan - Mar		

## Public Works

## Equipment

2025	<b><u>Equipment Replacement - Unit # 109 Backhoe</u></b>	<b>\$230,000</b>
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*Description* Existing unit #109 was purchased in 2012 and is due for replacement. High maintenance costs currently as parts only available from Britain.

*Purpose* A backhoe is used daily by 3 depts for snow removal, loading material, heavy lifting and digging holes

*Consequence of not funding* Higher maintenance costs, expensive repairs, down time waiting for parts. Average annual expense \$19,847.

<i>Priority</i>	Important but not critical	<i>Location</i>	equipment
<i>Strategy</i>	Asset Management	<i>Risk Level</i>	Low Risk
<i>Asset Type</i>	Replacement	<i>Ongoing costs</i>	fuel, insurance and maintenance
<i>Useful life (year)</i>	15	<i>Crew</i>	Supplier
<i>Start Date</i>	2025 Q1 Jan - Mar		
<i>Target Completion</i>	2025 Q2 Apr - Jun		

2025	<b><u>Equipment Replacement - Unit #97 Prius</u></b>	<b>\$28,000</b>
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*Description* Additional funds to make up the difference between a Prius and a Pickup

*Purpose* To Replace Unit #97 - 2009 Toyota Prius

*Consequence of not funding* Increased maintenance costs

<i>Priority</i>	Important but not critical	<i>Location</i>	Equipment
<i>Strategy</i>	Asset Management	<i>Risk Level</i>	Low Risk
<i>Asset Type</i>	Replacement	<i>Ongoing costs</i>	Fuel and maintenance costs
<i>Useful life (year)</i>	15	<i>Crew</i>	Supplier
<i>Start Date</i>	2024 Q1 Jan - Mar		
<i>Target Completion</i>	2024 Q3 July - Sep		

2025	Equipment Replacement - Unit 182 Dodge Ram			\$70,000
Description	Current watershed pickup is constantly breaking down. The 3 year maintenance costs are over \$12,000. Used by Water department for watershed inspections/ maintenance			
Purpose	To replace #182 which is primarily used for watershed inspections and maintenance			
Consequence of not funding	Higher maintenance costs (~\$11,600 annual), expensive repairs			
Priority	Important but not critical	Location	equipment	
Strategy	Asset Management	Risk Level	Medium Risk	
Asset Type	Replacement	Ongoing costs	insurance, fuel	
Useful life (year)	15	Crew	Supplier	
Start Date	2025 Q1 Jan - Mar			
Target Completion	2025 Q4 Oct - Dec			

Storm			
2025	Dogwood Culvert Replacement		\$875,000
Description	replacement of approximately 60 of 1050mm CSP pipe with a combination of 2m concrete box culvert (20m) and CSP (40m)		
Purpose	To replace undersize culvert on Dogwood		
Consequence of not funding	After a culvert collapse on 4th Avenue at Rocky Creek in Ladysmith, the Town reviewed all major culverts and has identified this one at Dogwood Drive as high priority as it will significantly impact the overall Town in the event of a collapse.		
Priority	Important but not critical	Location	Dogwood/Davis
Strategy	Core Infrastructure (2023-26)	Risk Level	High Risk
Asset Type	Replacement	Ongoing costs	
Useful life (year)	40	Crew	Contractor
Start Date	Awaiting Grant		
Target Completion	In a future year		

2025	<u>Symonds Street - Road and Drainage Upgrade - Design and Construction</u>			\$1,500,000
Description	Replace the failing road structucure on Symonds Street. Add pedestrain & cycling facilities to both sides of the street. Add lighting and improve drainage.			
Purpose	To upgrade the road and drainage on Symonds to reduce flooding potential and improve mobility.			
Consequence of not funding	Flooding is identified as a potential in this section of Symonds St in the draft storm water masterplan. Increased multi-modal traffic will result in more conflicts and accidents in this section between the hospital and community centre and schools.			
Priority	Immediate	Location	Symonds - 4th to 6th	
Strategy	Core Infrastructure (2023-26)	Risk Level	High Risk	
Asset Type	Replacement	Ongoing costs		
Useful life (year)	30	Crew	Contractor	
Start Date	2025 Q1 Jan - Mar			
Target Completion	2025 Q4 Oct - Dec			

Roads/Sidewalks			
<u>2025</u>	<u>6th Ave - Roberts to Gatacre</u>		<b>\$802,400</b>
Description	Reconstruct 6th Ave between Roberts and Gatacre - include water and storm		
Purpose	To fix priority 2 and 3 on Pavement Management Str and replace dead ends on section of 6th Ave		
Consequence of not funding	continued road failure and poor water quality at dead-end mains		
Priority	Important but not critical	Location	6th Ave
Strategy	Core Infrastructure (2023-26)	Risk Level	Medium Risk
Asset Type	Repair	Ongoing costs	
Useful life (year)	40	Crew	Contractor
Start Date	2025 Q1 Jan - Mar		
Target Completion	In a future year		

2025	BC Hydro DC Charger Station			\$52,500
Description	Constuction of the property including grading and line painting to prepare the lot for charging stations			
Purpose	To prepare the lot on the boulevard at Roberts & Hwy for the BC Hydro DC Charging Station			
Consequence of not funding	No DC charging stations in Ladysmith			
Priority	Optional	Location	Roberts & Transfer Beach Blvd	
Strategy	OCP Implementation (2023-26)	Risk Level	Low Risk	
Asset Type	New Asset	Ongoing costs	\$5,000 per annum (in ops)	
Useful life (year)	10	Crew	Roads Crew	
Start Date	2025 Q3 Jul - Sep			
Target Completion	2026 Q3 Jul - Sep			

2025	Intersection Improvement-4th Ave: Symonds			\$300,000
Description	DCC (2019) Project			
Purpose	DCC Project - Project tied to Symonds Storm			
Consequence of not funding	status quo			
Priority	Important but not critical	Location	4th Ave	
Strategy	Core Infrastructure (2023-26)	Risk Level	Low Risk	
Asset Type	Replacement	Ongoing costs		
Useful life (year)	50	Crew	Contractor	
Start Date	2025 Q2 Apr - Jun			
Target Completion	In a future year			

2025	<b><u>Sidewalk - Colonia: Malone - Mackie (North Side)</u></b>			<b>\$50,000</b>
Description	There is a gap of 110m between sidewalk sections on Colonia Dr. Closing this gap would complete the entire sidewalk from 4th Ave all the way to the Colonia Dr crossing.			
Purpose	Link sidewalk routes to provide better accessibility for pedestrians			
Consequence of not funding	Pedestrians and those with mobility issue would have to travel on the road between these sections of sidewalk			
Priority	Important but not critical	Location	Colonia	
Strategy	Core Infrastructure (2023-26)	Risk Level	Low Risk	
Asset Type	New Asset	Ongoing costs		
Useful life (year)	50	Crew	Contractor	
Start Date	2025 Q2 Apr - Jun			
Target Completion	2025 Q4 Oct - Dec			

2025	<u>Sidewalk - Colonia: Malone - Mackie (South Side)</u>			\$50,000
Description	DCC Project			
Purpose	DCC Project			
Consequence of not funding	status quo			
Priority	Optional	Location	Colonia	
Strategy	Core Infrastructure (2023-26)	Risk Level	Low Risk	
Asset Type	New Asset	Ongoing costs		
Useful life (year)	50	Crew	Contractor	
Start Date	2025 Q2 Apr - Jun			
Target Completion	2025 Q4 Oct - Dec			

## Protective Services

## Fire

2025	<b><u>Decontamination Washer/Extractor</u></b>	<b>\$20,000</b>
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<i>Description</i>	Washer is used to wash/extract contaminants (products of combustion and other carcinogens) from firefighter turnout gear, limiting exposure and cross contamination of these compounds
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<i>Purpose</i>	To replace aged, failing commercial washer
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<i>Consequence of not funding</i>	Total failure of washer, leaving the department without the ability to decontaminate turnout gear.
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<i>Priority</i>	Important but not critical	<i>Location</i>	Fire Hall
<i>Strategy</i>	Not Aligned (2023-26)	<i>Risk Level</i>	High Risk
<i>Asset Type</i>	Replacement	<i>Ongoing costs</i>	
<i>Useful life (year)</i>	20	<i>Crew</i>	Supplier
<i>Start Date</i>	2025 Q1 Jan - Mar		
<i>Target Completion</i>	2025 Q4 Oct - Dec		

2025	<b><u>Turnout Gear Dryer - additional funds</u></b>	<b>\$7,000</b>
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<i>Description</i>	cabinet for the drying of turnout gear after washing
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<i>Purpose</i>	Contaminated turnout gear must be washed after calls. Air-drying takes days; this cabinet will dry 6 sets of gear in 3 hours.
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<i>Consequence of not funding</i>	Wet turnout gear cannot be used. Currently using other areas within the hall for drying.
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<i>Priority</i>	Important but not critical	<i>Location</i>	Fire Hall
<i>Strategy</i>	Asset Management	<i>Risk Level</i>	High Risk
<i>Asset Type</i>	New Asset	<i>Ongoing costs</i>	
<i>Useful life (year)</i>	10	<i>Crew</i>	Supplier
<i>Start Date</i>	2022		
<i>Target Completion</i>	2024 Q2 Apr - Jun		

Waterfront

Waterfront

2025	<b><u>Waterfront projects</u></b>	<b>\$250,000</b>
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Description	Annual allotment of waterfront projects
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Purpose	To implement the Waterfront Area Plan
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Consequence of not funding	Inconsistent with WAP
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Priority	Important but not critical	Location	waterfront
Strategy	Waterfront Area Plan (2023-26)	Risk Level	Low Risk
Asset Type	New Asset	Ongoing costs	
Useful life (year)		Crew	Contractor
Start Date	2025 Q1 Jan - Mar		
Target Completion	In a future year		

		ANNUAL TOTAL	\$6,492,222		
Taxation	839,822	DCC	508,899	Grant - TBD	975,000
Water Utility	100,000	Reserve	1,787,292	Borrow	0
Sewer Utility	0	Gas Tax	1,756,709	Donation/Other	524,500
C/F	0	Grant-confirmed	0		



## STAFF REPORT TO COUNCIL

**Report Prepared By:** Nicholas Pescod, Communications and Engagement Specialist  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** December 3, 2024  
**File No:** 1470-00  
**Re:** Communications and Social Media Policy 04-1470-A

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### **RECOMMENDATION:**

That Council:

1. Rescind Communication Policy 04-1470-A; and
2. Adopt Communications and Social Media Policy No. 04-1470-A.

### **EXECUTIVE SUMMARY:**

This report provides Council with a policy that, if approved, will establish guidelines and principles for all Town communications, including social media, and replace the existing policy, Communications Policy 04-1470-A.

### **PREVIOUS COUNCIL DIRECTION:**

N/A

### **INTRODUCTION/BACKGROUND:**

The Town of Ladysmith's current Communications Policy was adopted in 2010 and has not been updated in any capacity over the last 14 years.

Staff analyzed the existing Communications Policy and discovered that it does not contain any language referring to social media, leaving the Town without a policy that defines appropriate social media use. As a result, staff determined it was necessary to create a new communications policy that covered areas not mentioned in the existing policy.

The new policy establishes a new framework that provides structure, clarity, and consistency regarding internal and external communications at the Town of Ladysmith, and outlines communication guidelines in the areas of social media management, media relations, public engagement, branding and visual identity. This policy, should it be adopted, compliments the Town's social media strategy, which was presented to Council at the November 12, 2024 Committee of the Whole meeting.

The Communications and Social Media Policy presented to Council today has been developed following comprehensive research of policies from various local governments

across North America. It is crafted to ensure that the Town of Ladysmith has a defined framework that allows it to adapt to shifts in communication trends and public expectations while ensuring accessibility, clarity, and consistency.

**ALTERNATIVES:**

Council can choose to:

1. Not adopt the Communications and Social Media Policy.
2. Refer the Communications and Social Media Policy back to staff for further review, as specified by Council.

**FINANCIAL IMPLICATIONS:**

Staff time is required for this policy to be effectively carried out.

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

This policy, if adopted, would provide a new framework for public communication standards at the Town.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

*I approve the report and recommendations.*

Allison McCarrick, Chief Administrative Officer

**ATTACHMENT:**

- A. Communications and Social Media Policy No. 04-1470-A
- B. Previous Communications Policy

TOPIC:	Communications & Social Media Policy		
POLICY No.:	04-1470-A		
APPROVED BY:			RESOLUTION No.:
ORIGINAL DATE:			AMENDMENT DATE:

### Purpose

The purpose of this policy is to ensure clear, timely, and transparent communication between the Town of Ladysmith and the public. This policy promotes accessibility, consistency, and public engagement to foster trust, enhance civic pride and improve the Town of Ladysmith's relationship with its residents.

### Scope

This policy applies to Town Council, Town staff, paid-on-call fire fighters and contractors employed by the Town.

### Objectives

The Town's communication policy is designed to facilitate two-way dialogue with the community while maintaining consistency and accessibility across all platforms. To achieve this, the Town of Ladysmith will:

- Provide residents with timely, accurate, and relevant information about the Town's policies, programs, services and initiatives.
- Ensure that communication supports the town's values of inclusivity and accountability.
- Foster meaningful two-way dialogue between the town and residents.
- Respect access to information and the privacy rights of citizens and employees.

The Town of Ladysmith's communications will be driven by the following principles, designed to ensure open and effective communication with the public:

- **Transparency:** To foster public trust, the Town will provide clear, accurate, and open information about its policies, services, programs, and decisions.
- **Accessibility:** Communications will be presented in plain language and, where possible, made available in multiple formats to accommodate all residents, including those with disabilities and those without access to digital platforms.
- **Consistency:** The Town will maintain a consistent tone and message across all communication platforms, ensuring that information aligns with the Town's values and objectives. This includes a unified approach across social media, the Town website, newsletters, and other communication outlets.
- **Public Engagement:** Communication will aim to actively engage residents, offering opportunities for input on key decisions. Through public consultations, surveys, and meetings, the Town will encourage participation in shaping the direction of local governance.

- **Timeliness:** Communications will be delivered promptly, ensuring that residents receive up-to-date and factual information. The Town will prioritize the accuracy of the content to serve as a reliable source of information.
- **Community:** The Town will prioritize community needs by tailoring communication to different demographics. Feedback mechanisms, such as surveys and public engagement opportunities, will ensure that communication strategies are reflective of community interests.

### Communication Channels

To effectively implement the communication policy, the Town uses the following multiple communication channels:

- Town website: [ladysmith.ca](http://ladysmith.ca)
- Public engagement site: [letstalk.ladysmith.ca](http://letstalk.ladysmith.ca)
- Social media: Facebook, Hootsuite, Instagram, LinkedIn, TikTok, X (formerly Twitter), YouTube
- Public service announcements and media releases
- Newsletters, mailouts, inserts, brochures, signage and mass mailing

### Roles and Responsibilities

- **Mayor and Council:** Serve as the primary public representatives of the Town and will be involved in significant announcements. Staff may also provide additional support for specialized communications.
- **Communications Team:** This includes the Communications & Engagement Specialist, Chief Administrative Officer (CAO), Manager of Corporate Services, Administrative Coordinator – Corporate Services, and Administrative Assistant – Corporate Services. Responsible for developing and implementing the Town's communication strategies, ensuring they align with this policy.
- **Town Departments:** Contribute to the creation of content by providing the necessary information and expertise in their respective areas.

### Public Engagement

The Town of Ladysmith is committed to public participation and will use tools such as:

- **Public Consultations and Surveys:** Engaging with residents on matters that affect the community to gather feedback and shape policies.

### Crisis Communication

In emergencies or crises, the Town will:

- Work with Emergency Management Cowichan, if necessary, to provide the public with real-time updates as the situation evolves.

- Use its website, social media, and local media outlets to rapidly distribute accurate and timely information
- Ensure that all messaging is consistent across channels to avoid confusion and misinformation

### **Social Media**

The Town of Ladysmith uses social media to communicate with the public. The primary purpose is to share news and information about Town services, Town-sponsored or produced events, and to foster community outreach and engagement.

The Town of Ladysmith uses social media as a communication and engagement tool to:

- Enable the Town to communicate quickly and effectively
- Engage citizens at their convenience
- Foster two-way dialogue with the community
- Keep the public informed in real-time during various situations

The Town of Ladysmith's social media channels are guided by the Town's social media strategy, an internal document designed to ensure content is delivered in the most effective way possible.

Messages on the Town's channels may link to further information on:

- Town websites
- Appropriate affiliated agency sites, including other local, provincial, or federal governments, affiliated agencies, and Ladysmith community organizations

### **1) Social Media Management**

Town of Ladysmith social media tools are managed by designated staff, including the Communications & Engagement Specialist and the Administrative Assistant, under the direction of Council and the CAO.

The Town, based on the advice of the Communications & Engagement Specialist and with approval from the CAO, may choose to:

- Launch a new or existing platform
- Terminate any existing social media channels at any time

### **2) Town Accounts**

The Town of Ladysmith currently operates the following social media channels:

- Facebook
- Instagram
- LinkedIn

- YouTube
- X (Formerly Twitter)

The Town also uses Hootsuite to manage and distribute all its social media content.

### 3) Department Accounts

The following departments have been approved to operate their own social media channels, independent from the Town's main accounts:

- Ladysmith Fire Services – Facebook, Instagram
- Parks, Recreation & Culture – Facebook, Instagram

Departments not listed above may not create their own social media accounts without prior approval from the CAO. Departments must provide specific reasons for the need to have separate social media applications, how those social media applications will be maintained and monitored.

### 4) Authorized Personnel

The following personnel are permitted to post content and respond to comments on the Town's social media channels:

- CAO
- Manager of Corporate Services
- Communications & Engagement Specialist
- Administrative Coordinator – Corporate Services
- Administrative Assistant – Corporate Services

Town staff members are not permitted to post content on Town social media sites unless explicitly authorized. This applies to new content and responses to questions and comments from the public. Staff should refrain from responding to social media questions or comments. Only authorized individuals will respond to questions and comments.

Social media pages created by Mayor or Councillors to represent themselves for political purposes will be self-administered, and do not belong to, or reflect the positions of the Town of Ladysmith.

### 5) Content Guidelines

The Town's social media channels remain politically neutral and do not permit the posting of petitions, endorsements, advocacy, or other political messages. The primary purpose of the Town's social media channels is to share news and information about Town services, Town-sponsored or produced events, and to foster community outreach and engagement.

The Town's social media platforms are utilized in various ways, including but not limited to:

- Community awareness
- Community development
- Community services
- Employee recruitment
- Historical information about the Town
- Parks & Recreation programs and activities
- Public safety and weather emergencies
- Road closures
- Sponsored events

The Town of Ladysmith reserves the right to remove comments and block users who violate the following criteria:

- Posts must not be discriminatory, hateful, defamatory, or obscene
- Posts must not contain personal attacks, a harassing tone, or be used for personal gain or self-promotion
- Comments must be relevant to the topic and not used for solicitation or advertisement of any non-governmental organization, product, or service
- Comments from anonymous or fake accounts will not be tolerated
- Comments containing misinformation or disinformation will be removed

#### **6) Confidentiality**

The Mayor, Councillors, and Town staff must not divulge confidential information on social media, including but not limited to:

- Closed meeting items
- Human resources issues
- Emergency Operations Centre or Emergency Management Cowichan internal information

#### **7) Policy Non-compliance**

Content posted on the Town's social media channels that violates this policy will be documented and provided to the Manager of Corporate Services for consultation with the CAO and the Manager of Human Resources, for further review and action, if necessary.

#### **8) Photo and Video**

The Town of Ladysmith does not permit the reproduction or redistribution of photos or videos (in whole or partial) from its social media accounts for resale use.



**Media Relations**

The Communications & Engagement Specialist is responsible for receiving and forwarding media requests and directing them to the appropriate departments or channels. They will work with media outlets to ensure accurate information is provided and to meet deadlines whenever possible, while maintaining a respectful and professional working relationship with the media.

The Town reserves the right to stop accommodating media requests in cases where the respective media outlet continues to publish false or misleading information within their stories, or if their staff are abusive and/or uncooperative.

**1) News Releases**

All news releases and announcements must receive final approval from the Communications & Engagement Specialist, Manager of Corporate Services, the appropriate department directors as well as the CAO, when applicable, prior to distribution.

The Mayor or designate may also view these materials prior to distribution, at the discretion of staff.

The Town will maintain an archive of media releases, advisories, and public service announcements on its website related to but not limited to the following topics:

- Newsworthy events involving the Town
- Town initiatives and programs
- Notifications that materially affect residents

**2) Spokespeople**

The Mayor is the official Council media spokesperson. The Mayor may designate an alternate spokesperson on a case-by-case basis. The CAO is the official spokesperson for matters of an operational nature. The Communications & Engagement Specialist may also serve as the Town's spokesperson.

When an individual Council member shares their views, they should state that they are not speaking on behalf of the Town or the Council as a whole. Unless specifically authorized to represent the Town, all comments made by Council members, including the Mayor, should be understood as personal opinions. Town resources should not be used for public communications or events unless the member is officially representing the Town.

**Branding**

The Town of Ladysmith maintains a unified and consistent visual identity to ensure its roles and responsibilities are clearly recognized.

All communications from the Town, including signage, correspondence, or digital platforms, must be in line with the Town's visual identity.

The official municipal logo must appear on all Town communications including correspondence, publications, forms, facsimiles, advertisements, news releases, displays, signage, fleet vehicles, electronic communications and any other relevant communication mediums.

Where naming rights exist, additional branding may be included in line with contractual obligations, but this will not override Town branding unless authorized by the CAO. External organizations may wish to use the Town's logo to reflect the Town's official role or partnership in a program, service, or event.

All logo use requests from outside organizations should be directed to the Communications & Engagement Specialist or CAO for review and written approval, as appropriate. The Town of Ladysmith's Brand Identity Guide provides detailed guidelines on logo placement, colours, typography, and other branding elements.

#### **Policy Review**

This communication policy will be reviewed every three years or as needed to ensure it remains effective and up to date with best practices and the evolving needs of the community.

Attachment A

TOPIC:	Communications Policy
POLICY No:	04-1470-A
APPROVED BY: Council	RESOLUTION No: CS 2010-008
DATE:	January 4, 2010
AMENDED:	

### PURPOSE

The purpose of the Town of Ladysmith Communications Policy is to ensure that, as part of its ongoing commitment to provide high quality service, the Town is proactive in its communications with employees, members of the public and the media in order to increase public trust, demonstrate value to taxpayers, and enhance civic pride.

As the local governing body, the Town of Ladysmith reflects and upholds the values of the community and its citizens, and plays a key leadership role to achieve the citizens' desire for a sustainable and vibrant community offering opportunity and quality of life.

### POLICY

The Town of Ladysmith is committed to open and effective two-way communications with citizens, employees, the media, other governments and the public at large. There are both statutory and internal requirements that govern all communications.

### External Communications

The Town of Ladysmith engages in effective and meaningful dialogue with citizens, businesses, opinion influencers and partners in order to:

- enhance accountability, approachability and mutual understanding,
- increase awareness of the performance, business, programs and services of the Town, and
- increase citizen engagement in the Town's activities, elections and governance

### Internal Communications

The Town of Ladysmith undertakes proactive two-way communications with staff in order to encourage a culture of continuous improvement and teamwork.

### Communications Guidelines

In all its communications, the Town of Ladysmith:

- Provides accurate, relevant and timely information
- Delivers consistent visual identity and messaging throughout the Town, through each department
- Promotes and delivers two-way communications
- Uses plain language
- Offers easily obtained information in a variety of formats
- Is proactive in providing information
- Provides honest and sincere communication through any medium

- Encourages, welcomes and acts on relevant feedback and input

## COMMUNICATIONS ACTIVITIES

### 1. Advertising

The Town of Ladysmith meets all statutory requirements for notification and involvement of the public on development proposals, borrowing bylaws and all other initiatives that require public involvement. The Town of Ladysmith purchases advertising to inform the public of specific Council decisions, upcoming public meetings and events, programs, issues and services.

Approved templates must be used for all advertising. Each advertisement is approved by the responsible Director prior to publication.

### 2. Annual Report

The Town of Ladysmith publishes an Annual Report each year, which includes an Auditor's Report, an update on the Town's Strategic Plan, a message from the Mayor and City Manager, and a summary of Town activities for the year. The City Manager coordinates the report.

### 3. Citizen Surveys

Council may initiate surveys to gain citizen input on projects and services and to gauge areas where improvements can be made. The surveys are an important planning tool to be used in setting priorities for future projects. Outside consultants may be engaged to assist in conducting citizen surveys.

### 4. Correspondence

The Town of Ladysmith acknowledges, as appropriate, letters, e-mails, faxes or other means of communication to the Town, within established timelines. It is the Town's practice that the names of complainants will be kept confidential. The names of other correspondents will be kept confidential if requested.

All external letters follow the approved Correspondence Template (attached as Appendix A). Facsimiles are sent with a cover sheet based on the approved facsimile template (see Appendix B).

### 5. Electronic mail

Response timelines regarding e-mails follow those established for all correspondence. External e-mails contain a signature block identifying the sender, his/her position with the Town, and contact information, and the line 'Consider the environment. Please do not print this e-mail unless you really need to.'

**6. Identification Cards**

Bylaw Enforcement, Building Inspection, Public Works and Fire Department staff performing outside work are issued ID cards featuring their names and the Town Logo to identify themselves to members of the public.

**7. Inserts, Brochures and Mass Mailings**

The Town does, as appropriate, include inserts with utility bills and tax notices. These inserts contain timely and topical information about Town programs and activities. The Town may produce brochures and notices to provide information to the public about Town programs and services. The Town may send out mass mailings via letter or electronic mail from time to time. Any insert, brochure and mass mailing is reviewed by the City Manager or designate to ensure that the material is concise, appropriate, meets design guidelines, and is consistent with other municipal communications.

**8. IntraNet**

The Town maintains an internal website for Staff and Council – the IntraNet. The intranet site contains news, media releases, work events, job appointments, job opportunities, professional development opportunities, and Town-related announcements and reports. It is also the official source for document templates to be used by staff. Employees are encouraged to make recommendations to their Director and when appropriate to the City Manager regarding additional information that would support them in their work.

**9. Logo**

The official municipal logo must appear on all Town communications including correspondence, publications, forms, facsimiles, advertisements, news releases, displays, signage, fleet vehicles and other plant, electronic communications and any other relevant communication medium. Specific graphic standards, including exact Pantone colours, fonts and proportions, apply to the logo. The Town does not allow the use and/or reproduction of the Town of Ladysmith corporate logo for commercial purposes. Non-commercial use will be permitted only for events where the Town is a major participant, or where prior written approval has been granted by Council.

**10. Media Relations**

The Mayor is the official Council media spokesperson. The Mayor may designate an alternate spokesperson on a case-by-case basis. The City Manager is the official spokesperson for matters of an operational nature. All media interview requests and requests for public statements from staff are directed to the City Manager. Directors or Managers may be authorized by the City Manager to respond to media questions on areas or programs for which they are responsible, in accordance with administrative procedures.

It is the responsibility of all staff to bring any media coverage to the attention of the City Manager. When a story has been published or aired that contains a factual error which can affect public perception of the issue, it is the responsibility of the City Manager to contact the media for a correction. In the case of editorial error or misrepresentation, the City Manager determines if an official response from the Town is warranted.

#### **11. Newsletter**

The Town publishes a regular newsletter. It is mailed to each household in the Town of Ladysmith, and posted on the Town's website. The newsletter is produced by the Corporate Services Department, and signed off by the Mayor and City Manager. The newsletter contains topical information of interest to citizens, and may be used as a vehicle to obtain feedback from them.

#### **12. News Releases**

News releases provide an opportunity for the Town to communicate proactively. News releases are issued on a timely basis to announce important Council decisions, new programs and services, changes to programs and services, reports and milestones. All news releases are prepared by the Corporate Services Department based on information provided by the relevant department. News releases are sent to the relevant media outlets from the Corporate Services department on the Town's news release template (Appendix C). News releases are also posted on the Town's website. Contact names and phone numbers for obtaining further information are provided at the bottom of the release. News releases must be approved by the Mayor and City Manager prior to distribution.

#### **13. Public Meetings**

The Town offers opportunities to meet with citizens on emerging issues and Town initiatives. Public meetings are advertised in the local newspapers and advertised on the Town's bulletin boards and website.

#### **14. Voice Mail**

Calls directed to the main reception numbers at City Hall, Development Services, Public Works and Frank Jameson Community Centre are answered by a staff member during regular hours of operation. When a staff member expects to be absent from the office for a day or more, a new voice message explaining the length of the absence and offering an alternate contact person should be recorded.

### 15. Website

The Town maintains an up-to-date, accessible and user-friendly website to assist citizens in their business with the Town. The site is informative and interactive and encourages two-way communication in addition to providing relevant information. Council meetings, commission meetings, public hearings, public meetings and Town events are listed on the website. Council meeting minutes are posted on the website as soon as they are prepared. The calendar of activities does not list general community meetings and activities unless there is direct Town involvement. Reports, plans, publications and Town initiatives are posted on the website as soon as they are available. External employment postings, tenders and requests for proposals are also posted on the website.

The Town will consider incorporating direct links to other websites if they are deemed useful to our citizens (i.e. other government agencies) and do not promote a particular business or philosophy.

Items are to be posted to the website by designated staff only.

The Town has developed a Communications Planning Template to be used in developing all external communications. It identifies the issue, intended audiences, key messages and desired outcomes. It is attached as Appendix D.

### AUDIENCES

#### PRIMARY AUDIENCES

- Ladysmith citizens and businesses
- Town of Ladysmith Council and staff
- Stz'uminus First Nation
- Potential residents, businesses, employees and investors
- Local media

#### SECONDARY AUDIENCES

- Potential funders
- Partners
- Other local Municipal and First Nation governments
- Other government organizations (provincial and federal government departments, School District, Health Authority, education institution, etc.)
- Visitors
- Regional and provincial media



## APPENDIX A – CORRESPONDENCE TEMPLATE

## PRINT ON LETTERHEAD

Date

Our File: XXXX-XX

John Doe  
123 Street SW  
Anywhere, BC  
V9G 1Z6

Dear Mr. Doe:

**RE: SUBDIVISION PROPOSAL - 124 STREET NE, LADYSMITH**  
**LEGAL: LOTS 3 and 4, BLK 8, DL 53, PLAN 45678**

All text should be in “**Lato**”, generally we would use a **12 font** (size of type) but if it barely fits one page or just runs into a second page then change to a font **11** if this will make it a one page letter.

Use the **justify** so your text, in a paragraph, is spread evenly across page from right to left margin. Use **BLOCK** style for text. That means:

- No indenting of paragraphs
- No indenting for the closing
- All text (except bullets) are flush to left margin

All outgoing correspondence, no matter who creates and/or types the letter must go through clerical staff for proofing letter format (font, layout, file coding) before signing and distributing. You can send it electronically to the clerical person in your department, they can format and send final version back to you via email for your files if need be.

Sincerely,

Elizabeth Smith  
Typing Enforcement Officer

Enclosure

c.c. \_\_\_\_\_, *Director of Infrastructure Services*  
\_\_\_\_\_, *CAO*

**APPENDIX B**

On Town of Ladysmith Letterhead

**FAX COVER SHEET**

**TO:**

**FAX #:**

**ATTENTION:**

**DATE:**

**FROM:**

**RE:**

We are transmitting \_\_\_\_ pages, including this page.

If you do not receive all pages, please call us at:

(250) 245-6400 (office)

(250) 245-6411 (fax)

**COMMENTS:**

## APPENDIX C – NEWS RELEASE TEMPLATE

**NEWS RELEASE**  
**For Immediate Release**

**LADYSMITH, Month xx, 20xx** – The first paragraph answers who, what, when, where and why in one or two sentences. It grabs the reader’s attention with the most pertinent information.

Subsequent paragraphs contain further or expanded details, in diminishing order of importance (editors cut copy from the bottom when they need to make room.) Spacing should be 1.5 lines. News releases should be one page or less whenever possible.

“Quotes are in stand-alone paragraphs.”

- 30 -

For further information:

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*Mayor*  
*250-245-6403*

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*CAO*  
*250.245.6401*

## APPENDIX D – COMMUNICATIONS PLANNING TEMPLATE

## TYPE OF DOCUMENT:

<input type="checkbox"/> Staff Report	<input type="checkbox"/> Letter	<input type="checkbox"/> Briefing Note
<input type="checkbox"/> Speech	<input type="checkbox"/> Presentation	<input type="checkbox"/> Print Advertisement
<input type="checkbox"/> News Release	<input type="checkbox"/> Backgrounder	<input type="checkbox"/> Memo to Staff
<input type="checkbox"/> Internal Town Announcement		
<input type="checkbox"/> Other (specify) _____		

## INTENDED AUDIENCE (check all that apply):

<input type="checkbox"/> Council	<input type="checkbox"/> General Public	<input type="checkbox"/> Management
<input type="checkbox"/> Staff	<input type="checkbox"/> Media	<input type="checkbox"/> Other local gov't
<input type="checkbox"/> First Nations	<input type="checkbox"/> Senior gov't (federal or provincial)	
<input type="checkbox"/> Special Interest Group (specify) _____		
<input type="checkbox"/> Other (specify) _____		

## KEY MESSAGE(S)

What do you want your audience to hear / learn? What headline do you want people to read in the papers about this issue?

- 
- 
- 

## FACTS AND FIGURES

The critical pieces of information, background, facts that need to be included. Attach supporting materials if necessary.)

- 
- 
- 
- 
- 
- 
-

**SOME GUIDELINES:**

5 'Ws'

Know the message (what/why?)

Know the audience (s) (who?)

- And remember that your audience is made up of real people

Know your purpose (why?)

Know your topic (what?)

Present a rounded picture (what)

**Challenge assumptions** about what the audience knows and/or understands

**People remember:**

- 10% of what they read
- 20% of what they hear
- 30% of what they see

Attachment B

## STAFF REPORT TO COUNCIL

**Report Prepared By:** Kristine Hawkins, Revenue Accountant  
**Reviewed By:** Erin Anderson, Director of Financial Services  
**Meeting Date:** December 3, 2024  
**File No:** 1820-01  
**Re:** 2025 Utility Due Dates

---

### **RECOMMENDATION:**

That Council approve the following utility billing due dates:

- February 27, 2025 for the period October to December, 2024;
- May 29, 2025 for the period January to March, 2025;
- August 28, 2025 for the period April to June, 2025; and
- November 27, 2025 for the period July to September, 2025.

### **EXECUTIVE SUMMARY:**

Staff have selected the utility billing dates for 2025. Payments are due at least 30 days from the billing date and staff try to accommodate the pension dates set by the upper levels of government as well as work within the operations of the Town.

### **PREVIOUS COUNCIL DIRECTION:**

n/a

### **INTRODUCTION/BACKGROUND:**

The water, sewer, and solid waste (garbage, recycling and organics collection) services are billed each quarter. Water meters are read near the end of each quarter and the water consumption for the period determines the fee charged; sewer and solid waste are charged per month.

Each of the service bylaws set a similar penalty date of no less than 30 days from the billing date and often this date lands in the middle of the month for February, May, August and November. Staff attempt to extend the due dates to accommodate the end of the month pension payment dates, however, on occasion the due date is the same as the pension date.

### **ALTERNATIVES:**

Council can choose to:

1. Select other dates as the quarterly due dates.
2. Change the billing frequency to three times a year, though water leaks may remain undiscovered for a longer period of time.

**FINANCIAL IMPLICATIONS:**

There is a 10% penalty applied to unpaid utility bills. Bills that remain unpaid at December 31<sup>st</sup> roll to the property owner's taxes in arrears and begin accruing interest charges.

**LEGAL IMPLICATIONS:**

Current bylaws include similar language to the following:

*A 10% penalty shall be added to any unpaid current water charges no less than 30 days from the billing date and the due date selected shall be clearly indicated on the utility billing.*

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Staff have received feedback from a few property owners requesting more time to make payment.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Public Works staff (Utilities) read the water meters and Finance staff calculate the billings.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

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

**Allison McCarrick, Chief Administrative Officer**



## STAFF REPORT TO COUNCIL

**Report Prepared By:** Don Stewart, Arts, Culture and Events Coordinator  
**Reviewed By:** Chris Barfoot, Director Parks, Recreation & Culture  
**Meeting Date:** December 3, 2024  
**File No:** 7710-20  
**Re:** 2025 Community Banner Program Theme Selection

**RECOMMENDATION:**

That Council approve the 2025 theme “Coastal Living, Growing Our Future Together” for the Community Public Banner Program.

**EXECUTIVE SUMMARY:**

The Public Art Committee (PAC) is recommending to Council the theme “Coastal Living, Growing Our Future Together” for the annual Community Banner Program.

The proposed 2025 theme highlights the Town’s seaside opportunities which support an abundance of life, nature, growth and healing for all of our residents.

The Community Banners are displayed throughout downtown, Transfer Beach Boulevard and a section of 4<sup>th</sup> Ave from May to October.

**PREVIOUS COUNCIL DIRECTION:**

Resolution	Meeting Date	Resolution Details
CS 2024-277	2024-11-21	That Council approve the theme ‘Ladysmith Celebrates’ for the 2024 Community Public Art Banner Program.

**INTRODUCTION/BACKGROUND:**

The purpose of the Community Banner Program is beautification and the promotion of community identity. Community banners add vibrancy and community spirit throughout Ladysmith and help represent Ladysmith’s small-town charm, coastal community life and diverse cultural heritage.

The program is facilitated by staff in consultation with the PAC, which recommends annual themes for the program. Staff then facilitate the ‘Call for Artists’ process and the PAC strikes up a selection panel to choose and

recommend the banner design for Council’s consideration.

At its meeting held November 12th, 2024, the PAC made the following recommendation:

2024-19: That the Committee recommends the theme of “Coastal Living, Growing Our Future Together ”for 2025.

The recommended theme would be displayed in its first year within the downtown core, with the previous year’s design being displayed at Transfer Beach and on the newly redeveloped 4<sup>th</sup> Avenue lamp posts.

Zone	Banners	Theme
Downtown	Community Public Art	Coastal Living, Growing Our Future Together
Transfer Beach Boulevard & 4 <sup>th</sup> Avenue	Community Seasonal - Town	Ladysmith Celebrates (2024 theme)

**ALTERNATIVES:**

Council can choose to:

1. Not approve the proposed theme and refer the theme back to the PAC for further refinement.

**FINANCIAL IMPLICATIONS:**

The existing annual operational funding for the banners will be used for the Community Banner Program. Existing funding would continue to cover the artist’s fee, design and production costs.

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The purpose of the Community Banner Program is beautification and promotion of Ladysmith’s community identity. Community banners add vibrancy and community spirit throughout Ladysmith and will represent Ladysmith’s small-town charm, community vibrancy and diverse cultural heritage.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The installation of the Community Banners is coordinated with Infrastructure Services.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

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

**Allison McCarrick, Chief Administrative Officer**

## TOWN OF LADYSMITH

### BYLAW NO. 2198

#### A Bylaw to amend the Sanitary Sewer Rates

---

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

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

#### **Effective Date**

2. The provisions of this bylaw shall become effective and be in force as of January 1, 2025.

#### **Citation**

3. This bylaw may be cited as "Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2024, No. 2198".

**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

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Acting Mayor (T. McKay)

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Corporate Officer (S. Bouma)

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

**SCHEDULE OF RATES**

<b>CLASSIFICATION</b>		<b>Sewer Charge Per Month (\$)</b>
<b>Residences or Apartments:</b>	For each Dwelling Unit	\$ 32.83
<b>Motels &amp; Auto Courts:</b>	Premises of owner or operator	\$ 32.83
	For each rental unit	\$ 5.02
<b>Mobile Home Parks:</b>	Public rest rooms and/or service rooms	\$ 32.83
	For each mobile home with sewer connection	\$ 32.83
<b>Hotels:</b>	Owners or managers quarters	\$ 32.83
	Per apartment for rent	\$ 32.83
	Per room for rent	\$ 5.02
<b>Beer Parlours, Pubs, Licenced Cabarets &amp; Lounges:</b>	For each separately licenced area	\$ 68.34
<b>Cafes, Restaurants &amp; Dining Rooms:</b>		\$ 68.34
<b>Offices, Shops and Stores:</b>	Per office, store & store unit not otherwise specified	\$ 32.83
<b>Store(s) and Suites(s) combined:</b>	Per store unit	\$ 32.83
	Per suite	\$ 32.83
<b>Stores(s) and Office(s) combined:</b>	Per store unit	\$ 32.83
	per office unit	\$ 32.83
<b>Office Building:</b>	per office unit	\$ 32.83
<b>Laundry or Laundromat:</b>		\$ 108.59
<b>Services Stations and Garages:</b>	Without car wash	\$ 32.83
	With car wash	\$ 73.05
<b>Public or Social Club with licenced bar:</b>		\$ 68.34
<b>Church Hall, Public Hall or Lodge Room</b>		\$ 25.41
<b>Hospitals &amp; Nursing Homes</b>	per bed	\$ 15.26
<b>Schools</b>	per classroom, auditorium or office	\$ 32.83

Effective January 1, 2025

**TOWN OF LADYSMITH**

**BYLAW NO. 2199**

**A Bylaw to amend the Waterworks Regulations**

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

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

**Effective Date**

2. The provisions of this bylaw shall become effective and be in force as of January 1, 2025.

**Citation**

3. This bylaw may be cited as Town of Ladysmith "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2024, No. 2199".

**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

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Acting Mayor (T. McKay)

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Corporate Officer (S. Bouma)

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

**1. METERED SINGLE UNIT DWELLING**

Per billing period:

Base Rate, including consumption to 25 m <sup>3</sup>	\$ 64.01	
Next 26 m <sup>3</sup> to 50 m <sup>3</sup>	\$ 1.1646	per m <sup>3</sup>
Next 51 m <sup>3</sup> to 75 m <sup>3</sup>	\$ 1.3762	per m <sup>3</sup>
Next 76 m <sup>3</sup> to 100 m <sup>3</sup>	\$ 1.6935	per m <sup>3</sup>
Next 101 m <sup>3</sup> to 125 m <sup>3</sup>	\$ 2.2230	per m <sup>3</sup>
Over 125 m <sup>3</sup>	\$ 2.9640	per m <sup>3</sup>
Over 200 m <sup>3</sup> (April to September only)	\$ 3.8532	per m <sup>3</sup>

**METERED SINGLE UNIT DWELLING WITH**

**2. SUITE**

Per billing period:

Base Rate, including consumption to 37.50 m <sup>3</sup>	\$ 96.02	
Over 37.50 m <sup>3</sup>	\$ 1.0585	per m <sup>3</sup>

**3. METERED SERVICE - all other users**

Per billing period:

Base Rate, including consumption to 25 m <sup>3</sup>	\$ 64.01	
Over 25 m <sup>3</sup>	\$ 1.0585	per m <sup>3</sup>

**4. NON-METER SERVICE**

Per billing period:	\$ 92.81	per unit
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**5. BULK WATER RATE**

\$ 2.67	per m <sup>3</sup>
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**6. WATER SERVICE CONNECTION RATES**

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

- (A) Up to a 25mm (4") service connection including meter, meter box, meter setter, check valves, shut-off valves and other related appurtenances: \$3,000 per connection
- (B) Larger than 25mm (4") shall be: At cost but no less than \$3,000 per connection



**SCHEDULE "A" (cont.)**

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

- |                                                                                                                                                                                       |                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| (C) Service connection including meter, meter box, meter setter, check valves, shut-off valves and other related appurtenances and is the requested size:                             | \$100 per connection                             |
| (D) Owner requested service modification including installation of a water meter, meter box, meter setter, check valves, shut-off valve and any other related appurtenances shall be: | At cost, but no less than \$3,000 per connection |

**7. FINES**

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

\$2,000 per offence

## TOWN OF LADYSMITH

### BYLAW NO. 2201

#### A Bylaw to amend

#### **“Garbage, Recyclables and Organics Collection Bylaw 2005, No. 1588”**

---

The Council of the Town of Ladysmith in open meeting assembled hereby amends “Garbage, Recyclables and Organics Collection Bylaw 2005, No. 1588”, as follows:

1. Delete section 2 in its entirety and replace with the following:

“ADD-A-DAY”	means the scheduling system in which the day for collection advances by one weekday following any holiday recognized by the Town. There shall be no collection on Saturday, Sunday or holidays recognized by the Town;
“APPROVED DISPOSAL SITE”	means a site authorized by the Town of Ladysmith, the Cowichan Valley Regional District, or the Ministry of Environment, Lands and Parks for the deposit and disposal of garbage, recyclable materials, or all organics materials;
“BASIC SERVICE”	means the garbage, recyclable collection and organics collection service established under section 5 of this Bylaw;
“BASIC SERVICE USER”	means a person who must use the municipal garbage, recycling and organics collection service under section 4.1;
“BIOMEDICAL WASTE”	means waste that is generated by (a) human health care facilities, (b) medical research and teaching establishments, (c) clinical testing or research laboratories, and (d) facilities involved in the production or testing of vaccines, and contains or may contain pathogenic agents that may cause disease in humans exposed to the waste;
“BIWEEKLY SERVICE PERIOD”	means the collection of garbage every second week with the collection of recyclables on alternate weeks;
“CVRD”	means the Cowichan Valley Regional District;
“COLLECTION”	means the removal of garbage, recyclable materials, organics materials or all three by the Town or its contractor under this Bylaw;

"COLLECTION ROUTE"	means a route or routes established from time to time by the General Manager, Engineering and Public Works for scheduled Collection under the Garbage, Recycling and Organics Collection Bylaw 2005, No.1588;
"COMMERCIAL PREMISES"	means a building or part of a building occupied for the purpose of carrying on a profession, trade or business;
"COMMERCIAL WASTE"	means all refuse and waste and accumulation of waste and abandoned material resulting from the operation of a trade or business including paper boxes and packing cases, wrapping material, wrappings and all materials of like nature, other than Garbage;
"CONTRACTOR"	means a person under contract to the Town to provide a service;
"DIRECTOR OF FINANCE"	means the person duly appointed the Director of Finance of the Town;
"DIRECTOR OF INFRASTRUCTURE SERVICES"	means the person duly appointed the Director of Infrastructure Services of the Town;
"DWELLING UNIT"	means (a) single family dwelling, (b) in relation to a duplex, triplex or fourplex, each self-contained residential suite, or (c) a secondary suite;
"EXTENDED SERVICE"	means the additional garbage collection service provided under section 8 of this Bylaw;
"EXTENDED SERVICE USER"	means a person who receives extended service under section 8 of this Bylaw;
"GARBAGE"	means discarded matter, but does not include recyclable materials, organics materials or any material listed in section 12.1 of this Bylaw;
"GARBAGE CONTAINER"	means a receptacle of not more than 70 litres capacity with carrying handles and a waterproof cover used to collect and store garbage;

"GARBAGE TAGS"	means single-use tags or stickers required to access extended service;
"GARDEN WASTE"	means vegetation removed from gardens, lawns, shrubs and trees and includes prunings from shrubs and trees;
"GROUP HOME"	means a dwelling owned by an incorporated non-profit society in good standing that has the care of persons as one of its objectives, and in which reside (a) not more than five persons needing care, and (b) not more than two adults who are paid to provide such care;
"HAZARDOUS WASTE"	means any gaseous, liquid or solid waste that, because of its inherent nature and quality, requires special disposal techniques to avoid creating health hazards, nuisances or environmental pollution, and includes: (a) paint (b) oil (c) gypsum (d) toxic waste (e) poisonous waste (f) corrosive waste (g) ignitable waste (h) explosive waste (i) other hazardous waste as defined by the Hazardous Waste Regulation of the <i>Environmental Management Act</i>
"IGNITABLE WASTE"	means waste that is a (a) flammable gas, (b) flammable liquid, or (c) flammable solid or substance susceptible to spontaneous combustion or substances that, on contact with water, emit flammable gases as defined in the Special Waste Regulation of the Province of British Columbia;
"MUNICIPAL COLLECTION SYSTEM"	means a municipal collection system established under section 3 of this Bylaw;
"OPERATIONAL SAFETY"	means issues related to the safety of persons, property or any workers involved in providing collection service;

"ORGANICS"	means kitchen waste that is compostable and includes egg shells, bones, tea bags, coffee grounds, paper, filters, dairy products (butter, cheese) fruits, vegetables, (no packaging) breads, pasta, cakes, biscuits, paper towels, napkins, paper plates, paper cups, pizza boxes, food soiled cardboard;
"ORGANICS CONTAINER"	means a container of not more than 45 litres capacity, with a tight seal for pest and odour resistance;
"PATHOLOGICAL WASTE"	means (a) any part of the human body, including tissues and bodily fluids, but excluding fluids, extracted teeth, hair, nail clippings and like parts, that are not infectious; (b) any part of the carcass of an animal infected with a communicable disease or suspected by a veterinary practitioner to be infected with a communicable disease, or; (c) non-anatomical waste infected with communicable disease;
"PRIVATE COLLECTION SERVICE"	means a garbage and recyclable collection service operating under a valid Town business licence and that is not operated by or on behalf of the Town;
"RECYCLABLE MATERIALS"	includes all recyclable (a) newsprint, (b) corrugated cardboard, (c) mixed waste paper, (d) metal food and beverage containers, (e) plastic containers, or (f) other material that is collected from time to time by the Town or its contractor as a recyclable product;
"RECYCLING BIN"	means a bin provided by the Town or its contractor for the deposit of residential recyclable materials;
"RECYCLING CONTAINER"	means a reusable container approved by the Director of Infrastructure Services used for the purpose of storing and collecting recyclable materials;
"RESIDENTIAL GARBAGE"	means garbage generated by the occupants of a dwelling unit;

"RESIDENTIAL RECYCLABLE MATERIALS"	means recyclable materials generated by the occupants of a dwelling unit;
"ROOMING HOUSE"	means a single family dwelling in which rooms are rented to more than five but not more than 16 persons, but does not include community care facilities within the meaning of the <i>Community Care Facility Act</i> ;
"SECONDARY SUITE"	means a self-contained suite which is clearly subordinate to the principal dwelling as defined in the Town of Ladysmith Zoning Bylaw as a Secondary Suite;
"SERVICE PERIOD"	means the period of time associated with scheduled garbage collection services and consisting of the biweekly collection service period and the weekly collection service period;
"STREET"	means a highway;
"TOWN"	means the Town of Ladysmith;
"TRADE OR INDUSTRIAL WASTE"	means garbage resulting from the operation of industrial, commercial or institutional premises;
"UNSERVICEABLE PROPERTY"	means: <ul style="list-style-type: none"><li>(a) any property or dwelling unit to which access from a street is inadequate for service by reason of grade, road configuration, physical condition or narrowness of the public street or lane or other access route as determined by the Director of Infrastructure Services; or</li><li>(b) any property or dwelling unit which by its lack of proximity to other dwelling units being provided basic service would result in excessively high costs or time being allocated to service as determined by the Director of Infrastructure Services;</li><li>(c) any property or dwelling unit the Director of Infrastructure Services determines is unsafe to service;</li></ul>
"WEEKLY SERVICE PERIOD"	means scheduled collection service e provided on a weekly schedule using the add-a-day system.

2. Replace throughout the bylaw the term "Director of Public Works" with "Director of Infrastructure Services".
3. Amend section 3.1 by replacing it with the following:

"A municipal collection system is established to collect, remove and dispose of residential garbage, residential recyclable materials and residential organics."
4. Delete section 3.2 and 3.3.
5. Replace section 4 in its entirety with the following:

"4.1 Subject to subsection 4.2, no person shall dispose of residential garbage, recyclables or organics except through the municipal collection system in accordance with this Bylaw."

4.2 Subsection 4.1 does not apply to

  - a) multi-family premises that consist of more than four dwelling units; and
  - b) occupants of dwelling units who dispose of their residential garbage through a private collection service as permitted under section 7.3.
  - c) commercial premises;
  - d) industrial and institutional operations;
  - e) an Unserviceable Property."
6. Replace section 5 in its entirety with the following:

"5.1 Basic Service for each Dwelling Unit receiving the collection service, scheduled according to the Add-a-Day System, shall be as follows:

  - a) recyclable materials, once every second scheduled recyclable collection, and
  - b) garbage from one garbage container, once every second garbage collection, on alternate weeks from recyclable collection;
  - c) organics from one organics container each scheduled collection."
7. Replace section 6.2 in its entirety with the following:

"To be eligible for services, applicants under Subsection 6.1 must satisfy the Director of Infrastructure Services that the garbage, recyclable and organics collection service required by the applicant does not exceed four units."
8. Replace section 6.2.1 in its entirety with the following:

"Fees for service shall be based on the number of units requested and approved for collection by the applicant."
9. Replace section 7 in its entirety with the following:

"7.1 The Town shall not collect garbage, recyclable and organics from

  - a) a multiple family dwelling consisting of more than four dwelling units,

- b) commercial premises that do not qualify for basic service under section 5,
- c) industrial and institutional operations,
- d) an unserviceable property.

7.2 An owner of premises listed in subsection 7.1 shall

- a) arrange garbage collection by a private collection service that disposes of garbage at an approved disposal site, and
- b) ensure that garbage is collected on a regular basis to prevent the development of noxious odours and the accumulation of garbage.

7.3 An owner of a dwelling or premises served by the municipal garbage collection system may apply, in writing, to the Director of Infrastructure Services for permission to have his or her garbage collected and disposed of by a private collection service.

7.4 The Director of Infrastructure Services may approve an application made under subsection 7.3 where the applicant demonstrates that the municipal garbage collection system does not provide service adequate to deal with the type or volume of garbage generated by the applicant.

7.5 If an application under subsection (7.3) is approved, the applicant shall notify the Director of Finance in writing of

- a) the date private collection service will start, and
- b) the name of the collection service to be used."

10. Amend section 12.1(g) by adding the term "large amounts" before "animal feces, waste, or related litter products,"
11. Amend 12.2 by deleting reference to "11" and replacing it with "12.1".
12. Amend section 13(c) by adding the term "loaded" before "garbage containers and recycling containers".
13. Delete section 16.2.
14. Amend section 19.2 by deleting reference to "17" and replacing with "19.1".
15. Delete section 9, 10, 11 and renumber accordingly.
16. Delete Schedule "A" in its entirety and replace with the attached Schedule "A".
17. Delete Schedule "B" in its entirety and replace with the attached Schedule "B".



**Citation**

18. This Bylaw may be cited for all purposes as "Garbage, Recycling and Organics Collection Bylaw 2005, No. 1588, Amendment Bylaw 2024, No. 2201".

**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)

SCHEDULE "A"

RATES AND CHARGES

---

1. A charge of Fourteen (\$14.00) Dollars per unit per month is imposed on every owner of a dwelling unit.
2. The charge for garbage tags for extended service is \$3.00 per tag.
3. All charges shall be due and payable when levied.

## SCHEDULE "B"

### FINE SCHEDULE

---

The following fines are prescribed for the purposes of this Bylaw:

OFFENCE	SECTION	FINE
Fail to dispose of garbage in accordance with the Bylaw	4.1	\$100
Fail to provide for garbage collection	7.2	\$50
Unacceptable material in container	11	\$100
Fail to use suitable garbage container	12(a)	\$50
Fail to use suitable recycling container	12(b)	\$50
Fail to remove containers	12(g)	\$50
Fail to secure plastic bags	12(l)	\$50
Improper use of recycling container	13.1	\$50
Place recycling bin on Town property	13.2	\$50
Damage / tamper with recycling bin	13.3	\$100

# TOWN OF LADYSMITH



## **“Garbage, Recycling and Organics Collection Bylaw 2005, No. 1588”**

*Consolidated Version as on November 7, 2011  
(This consolidation is authorized by “Bylaw Revision Bylaw 2022, No. 2090”)*

December 19, 2005  
Includes Amendment Bylaw Nos.: 1746, 1783

# **TOWN of LADYSMITH**

## **BYLAW NO. 1588**

### **A BYLAW TO PROVIDE FOR THE ESTABLISHMENT AND MAINTENANCE OF A SYSTEM FOR THE COLLECTION, REMOVAL AND DISPOSAL OF GARBAGE, RECYCLABLES, ORGANICS AND OTHER SOLID WASTES AND TO PRESCRIBE THE TERMS AND CONDITIONS FOR THE USE OF THIS SYSTEM**

---

WHEREAS the Council may, by bylaw, under Section 8 (3) (a) of the Community Charter, establish and maintain a system to collect, remove and dispose of garbage and recyclable materials, and may compel persons to use the system, and prescribe terms and conditions on which persons may make use of the system; and

WHEREAS the Council may, by bylaw under Section 194 (1) (a) of the Community Charter, establish a scale of charges payable by users of the system, may compel payment of charges, and impose penalties for failing to comply with the terms and conditions of the system;

THEREFORE the Council of the Town of Ladysmith, in open meeting assembled, ENACTS AS FOLLOWS:

#### **TITLE**

1. This Bylaw may be cited as the “GARBAGE, RECYCLABLES AND ORGANICS COLLECTION BYLAW NO. 1588, 2005”.

#### **DEFINITIONS**

2. In this Bylaw, unless the context otherwise requires:

“APPROVED DISPOSAL SITE” means a site authorized by the Town of Ladysmith, the Cowichan Valley Regional District, or the Ministry of Environment, Lands and Parks for the deposit and disposal of garbage, recyclable materials, or all organics materials.

“BASIC SERVICE” means the garbage, recyclable collection and organics collection service established under section 4 of this Bylaw.

“BASIC SERVICE USER” means a person who must use the municipal garbage, recycling and organics collection service under section 4.1.

“BIOMEDICAL WASTE” means waste that is generated by

- (a) human health care facilities,
- (b) medical research and teaching establishments,
- (c) clinical testing or research laboratories, and
- (d) facilities involved in the production or testing of vaccines,

and contains or may contain pathogenic agents that may cause disease in humans exposed to the waste.

"BIWEEKLY SERVICE PERIOD"	means the collection of garbage every second week with the collection of recyclables on alternate weeks.
"CVRD"	means the Cowichan Valley Regional District
"COLLECTION"	means the removal of garbage, recyclable materials, organics materials or all three by the Town or its contractor under this Bylaw.
"COMMERCIAL PREMISES"	means a building or part of a building occupied for the purpose of carrying on a profession, trade or business.
"CONTRACTOR"	means a person under contract to the Town to provide a service.
"DIRECTOR OF FINANCE"	means the person duly appointed the Director of Finance of the Town;
"DIRECTOR OF PUBLIC WORKS"	Means the person duly appointed the Director of Public Works of the Town
"DWELLING UNIT"	means <ul style="list-style-type: none"> <li>(a) a single family dwelling,</li> <li>(b) in relation to a duplex, triplex or fourplex, each self-contained residential suite, or</li> <li>(c) a secondary suite.</li> </ul>
"EXTENDED SERVICE"	means the additional garbage collection service provided under section 8 of this Bylaw.
"EXTENDED SERVICE USER"	means a person who receives extended service under section 8 of this Bylaw.
"GARBAGE"	means discarded matter, but does not include recyclable materials, organics materials or any material listed in section 11.1 of this Bylaw.
"GARBAGE CONTAINER"	means a receptacle of not more than 70 litres capacity with carrying handles and a waterproof cover used to collect and store garbage
"GARBAGE TAGS"	means single-use tags or stickers required to access extended service.
"GARDEN WASTE"	means vegetation removed from gardens, lawns, shrubs and trees and includes prunings from shrubs and trees.
"GROUP HOME"	means a dwelling owned by an incorporated non-profit society in good standing that has the care of persons as one of its objectives, and in which reside <ul style="list-style-type: none"> <li>(a) not more than five persons needing care, and</li> <li>(b) not more than two adults who are paid to provide such care;</li> </ul>

"HAZARDOUS WASTE"	means any gaseous, liquid or solid waste that, because of its inherent nature and quality, requires special disposal techniques to avoid creating health hazards, nuisances or environmental pollution, and includes: (a) paint (b) oil (c) gypsum (d) toxic waste (e) poisonous waste (f) corrosive waste (g) ignitable waste (h) explosive waste
"IGNITABLE WASTE"	means waste that is a (a) flammable gas, (b) flammable liquid, or (c) flammable solid or substance susceptible to spontaneous combustion or substances that, on contact with water, emit flammable gases as defined in the Special Waste Regulation of the Province of British Columbia;
"MUNICIPAL GARBAGE COLLECTION SYSTEM"	means the garbage collection system established under section 3 of this Bylaw;
"MUNICIPAL RECYCLING SYSTEM"	means the recyclable collection system established under section 3 of this Bylaw;
"MUNICIPAL ORGANICS COLLECTION SYSTEM"	Means the organics collection system established under section 3 of this Bylaw;
"OPERATIONAL SAFETY"	means issues related to the safety of persons, property or any workers involved in providing collection service;
"ORGANICS"	Means kitchen waste that is compostable and includes egg shells, bones, tea bags, coffee grounds, paper, filters, dairy products (butter, cheese) fruits, vegetables, (no packaging) breads, pasta, cakes, biscuits, paper towels, napkins, paper plates, paper cups, pizza boxes, food soiled cardboard.
"ORGANICS CONTAINER"	Means a container of not more than 45 litres capacity, with a tight seal for pest and odour resistance
"PATHOLOGICAL WASTE"	means (a) any part of the human body, including tissues and bodily fluids, but excluding fluids, extracted teeth, hair, nail clippings and like parts, that are not infectious,  (b) any part of the carcass of an animal infected with a communicable disease or suspected by a veterinary practitioner to be infected with a communicable disease, or  (c) non-anatomical waste infected with communicable disease;
"PRIVATE COLLECTION SERVICE"	means a garbage and recyclable collection service operating under a valid Town business licence and that is not operated by or on behalf of the Town;

"RECYCLABLE MATERIALS"	includes all recyclable (a) newsprint, (b) corrugated cardboard, (c) mixed waste paper, (d) metal food and beverage containers, (e) plastic containers, or (f) other material that is collected from time to time by the Town or its contractor as a recyclable product;
"RECYCLING BIN"	means a bin provided by the Town or its contractor for the deposit of residential recyclable materials;
"RECYCLING CONTAINER"	means a reusable container approved by the Director of Public Works used for the purpose of storing and collecting recyclable materials;
"RESIDENTIAL GARBAGE"	means garbage generated by the occupants of a dwelling unit;
"RESIDENTIAL RECYCLABLE MATERIALS"	means recyclable materials generated by the occupants of a dwelling unit;
"ROOMER"	means a person who resides in a single family dwelling, but not in a self-contained unit within such dwelling and who pays a fixed sum periodically for accommodation;
"ROOMING HOUSE"	means a single family dwelling in which rooms are rented to more than five but not more than 16 roomers, but does not include community care facilities within the meaning of the <i>Community Care Facility Act</i> ;
"SECONDARY SUITE"	means a self-contained suite with a separate entrance and separate bathroom within a building that was originally constructed as a single family dwelling or a legal duplex, triplex or fourplex;
"SERVICE PERIOD"	means the period of time associated with scheduled garbage collection services and consisting of the biweekly collection service period and the weekly collection service period;
"STREET"	means a highway;
"TOWN"	means the Town of Ladysmith
"TRADE OR INDUSTRIAL WASTE"	means garbage resulting from the operation of industrial, commercial or institutional premises;
"UNIT"	means the amount of service applied to or collected from one dwelling unit in accordance with the basic service;



"UNSERVICEABLE  
PROPERTY"

means:

- (a) any property or dwelling unit to which access from a street is inadequate for service as determined by the Director of Public Works; or
- (b) any property or dwelling unit which by its lack of proximity to other dwelling units being provided basic service would result in excessively high costs or time being allocated to service as determined by the Director of Public Works;
- (c) any property or dwelling unit the Director of Public Works determines is unsafe to service;

"WEEKLY SERVICE PERIOD"

means garbage collection provided to dwelling units on a weekly service schedule in July, August and September of each year.

Previous version

**PART 1 – BASIC SERVICE, ALTERNATE SERVICE AND EXTENDED SERVICE****Collection Systems Established**

- 3. 3.1 A municipal garbage collection system is established to collect, remove and dispose of residential garbage, residential recyclable materials and residential organics.
- 3.2 A municipal recycling system is established to collect and dispose of recyclable materials.
- 3.3 A municipal organics collection system is established to collect and dispose of organic material.

**Basic Service Mandatory**

- 4. 4.1 Subject to subsection 4.2, no person shall dispose of residential garbage except through the municipal garbage collection system in accordance with this Bylaw.
- 4.2 Subsection 4.1 does not apply to
  - (a) multi-family premises that consist of more than four dwelling units; and
  - (b) occupants of dwelling units who dispose of their residential garbage through a private collection service as permitted under section 7.3.

**Basic Service**

- 5. 5.1 Basic service consists of the removal of
  - (a) recyclable materials, once every second scheduled garbage collection, and
  - (b) garbage from one garbage container, once every second garbage collection, on alternate weeks from recyclable collection.
  - (c) Organics from one organics container each scheduled collection

**Rooming Houses and Licensed Private Group Homes**

- 6. 6.1 Owners or operators of group homes and rooming houses may apply in writing to the Director of Public Works to receive service under the municipal garbage collection system.
- 6.2 To be eligible for service, applicants under subsection 6.1 must satisfy the Director of Public Works that the garbage collection service required by the applicant does not exceed four units.
  - 6.2.1 Fees for service shall be based on the number of units requested for collection by the applicant.
  - 6.2.2 Applicants not approved for service under this section, or who cannot stay within the limit prescribed under subsection 6.2, must arrange alternate service under section 7 of this Bylaw.

**Alternate Service**

- 7. 7.1 The Town shall not collect garbage from
  - (a) a multiple family dwelling consisting of more than four dwelling units,
  - (b) commercial premises that do not qualify for basic service under section 5,

- (c) industrial and institutional operations,
  - (d) an unserviceable property.
- 7.2 An owner of premises listed in subsection 7.1 shall
  - (a) arrange garbage collection by a private collection service that disposes of garbage at an approved disposal site, and
  - (b) ensure that garbage is collected on a regular basis to prevent the development of noxious odours and the accumulation of garbage.
- 7.3 An owner of a dwelling or premises served by the municipal garbage collection system may apply, in writing, to the Director of Public Works for permission to have his or her garbage collected and disposed of by a private collection service.
- 7.4 The Director of Public Works may approve an application made under subsection 7.3 where the applicant demonstrates that the municipal garbage collection system does not provide service adequate to deal with the type or volume of garbage generated by the applicant.
- 7.5 If an application under subsection (3) is approved, the applicant shall notify the Director of Finance in writing of
  - (a) the date private collection service will start, and
  - (b) the name of the collection service to be used.

#### **Extended Service**

- 8. 8.1 A basic service user who requires additional garbage collection shall use the extended service.
- 8.2 A basic service user shall access extended service by using garbage tags or free tags authorized by the Town for the extended service.
- 8.3 The Town imposes charges for garbage tags as set out in Schedule "A" to this Bylaw.
- 8.4 Each garbage tag entitles the extended service user to the collection of one garbage container.
- 8.5 Beyond the basic service limits and subject to section 8.4 an extended service user may put out for collection a maximum of one additional garbage container from each dwelling unit.
- 8.6 An extended service user shall attach garbage tags and/or free tags in a visible location on the top of each garbage container put out for collection.
- 8.7 Garbage tags are not reusable or refundable.
- 8.8 An extended service user shall only use authorized garbage tags to access extended service within the Town.

#### **Frequency of Garbage Collection Service**

- 9. Unless otherwise approved by the Director of Public Works and scheduled accordingly,
  - 9.1 Garbage shall be collected once every second scheduled garbage collection period on the same day of each week, which includes statutory holidays (except Christmas Day).

**Frequency of Recyclable Collection Service**

- 10. Unless otherwise approved by the Director of Public Works and scheduled accordingly:
  - 10.1 Recyclable materials shall be collected on weeks alternate to scheduled garbage collection and on the same day of the week as garbage collection service.

**Frequency of Organics Collection Service**

- 11. Unless otherwise approved by the Director of Public Works and scheduled accordingly:
  - 11.1 Organics shall be collected once each service period on the same day of each week, along with either the garbage or the recycling, which includes statutory holidays (except Christmas Day).

Previous version

**PART 2 - TERMS AND CONDITIONS OF SERVICE****Unacceptable Materials**

12. 12.1 No person shall place any of the following items in any container for collection by the Town or its contractor:
- (a) hazardous waste,
  - (b) biomedical waste,
  - (c) pathological waste,
  - (d) trade or industrial waste,
  - (e) raw sewage or septic tank sludge,
  - (f) dead animals,
  - (g) animal feces, waste, or related litter products,
  - (h) oversized items of any kind exceeding two feet in any dimension,
  - (i) demolition or construction waste,
  - (j) wood or wood refuse,
  - (k) garden waste,
  - (l) rocks,
  - (m) ashes,
  - (n) engine oil,
  - (o) oil filters, or
  - (p) automotive or marine-type batteries.
- 12.2 Any material listed in subsection 11.1 put out for collection by the municipal garbage collection system shall not be collected.
- 12.3 Recyclable materials shall not be collected as garbage.
- 12.4 Organics materials shall not be collected as garbage.

**Owner/Occupant Responsibilities**

13. Every owner or occupier of a dwelling unit or commercial or other premises served by the municipal garbage collection system the municipal recycling collection system and the municipal organics collection system shall:
- (a) place all garbage in a garbage container,
  - (b) tie into bundles all recyclable materials set out for collection or place recyclable materials in a recycling container capable of confining and keeping dry the recyclable materials,
  - (c) ensure that garbage containers and recycling containers set out for collection do not weigh more than 22 kilograms (50 pounds) or have a total capacity greater than 70 litres (2 1/2 cubic feet);
  - (d) flatten or break down all recyclable corrugated cardboard and tie in bundles for collection;
  - (e) set out for collection by 8:00 a.m. on the collection day all garbage containers and/or recycling containers and organics containers;
  - (f) place all garbage containers, recycling containers and organics containers as close as possible to the edge of the street adjoining the dwelling unit in a location clearly visible to collection workers, but not placed so as to obstruct vehicles or pedestrians;

Bylaw 1783 –  
Remove 13(i)

- (g) remove all empty garbage containers and recycling containers from the street after collection and keep all garbage containers, recycling containers, and organics containers, when not set out for collection, on the property from which the garbage, recyclable materials or organics materials originate;
- (h) maintain all garbage containers, recycling containers and organics containers in a safe, sanitary and usable condition;
- ~~(i) tie or otherwise seal any plastic bags containing garbage, recyclable or organics materials set out for collection to prevent spillage or entry of water;~~
- (j) drain excess moisture from wet garbage and wrap wet garbage in a waterproof material before placing it in the garbage container,
- (k) ensure no liquid is deposited in any garbage container,
- (l) ensure no liquid runs into or accumulates in any garbage container,
- (m) ensure no solid or semi-solid greases are deposited in a garbage container unless wrapped in a waterproof covering or placed in a tightly closed container,
- (n) cover all garbage containers at all times with a waterproof lid,
- (o) provide a ready means of access to all garbage containers and recycling containers at all reasonable times, and
- (p) ensure the means of access is unobstructed and of sufficient size and kind to permit garbage containers, recycling containers and organics containers to be seen by collection staff and, if required, carried through the means of access to the street to ensure adequate collection.

#### **Recycling Containers and Bins**

- 14. 14.1 No person shall use a recycling container or bin for any purpose other than for depositing recyclable materials.
- 14.2 No person shall place a privately owned recycling bin on Town property without first obtaining the written approval of the Director of Public Works.
- 14.3 No person shall damage, tamper with, or vandalize a recycling bin owned or operated by the Town.
- 14.4 No person shall place any material other than recyclable materials in a recycling container or bin designated by the Director of Public Works for that material.

#### **Organics Containers and Bins**

- 15. 15.1 No person shall use a organics container or bin for any purpose other than for depositing organics materials.
- 15.2 No person shall place a privately owned organics bin on Town property without first obtaining the written approval of the Director of Public Works.
- 15.3 No person shall damage, tamper with or vandalize a organics bin owned or operated by the Town.

- 15.4 No person shall place any material other than organics material in a organics container or bin designated by the Director of Public Works.

Previous version

**Scavenging Prohibited**

16. 16.1 No person, except an occupant of the dwelling unit from which the recyclable materials originate, shall remove any material from a recycling container or from the area next to the recycling container, before the recyclable materials have been collected by the Town or its contractor.
- 16.2 No person shall remove any material from a recycling bin except the person who obtained approval from the Town to place the recycling bin on Town property under section 13.

**Container inspection and investigation**

17. 17.1 The Director of Public Works may inspect all garbage containers, recycling containers and organics containers.
- 17.2 Garbage containers, recycling containers and organics containers must be available for inspection at all reasonable hours.
- 17.3 The Director of Public Works may determine that a garbage container, recycling container or organic container is no longer suitable for use because it is broken, hazardous or unsanitary.
- 17.4 Any garbage container, recycling container or organics container referred to in subsection 17.3 shall be removed when the garbage or recyclable material is removed.
- 17.5 The owner or occupier of the dwelling unit shall replace any garbage container or recycling container referred to in subsection 15.3 prior to their next scheduled collection.

**Right of entry**

18. Subject to the provisions of this Bylaw, the Director of Public Works or a bylaw enforcement officer may enter at all reasonable times upon any property to determine whether the provisions of this Bylaw are being obeyed.

**Exclusion of other service**

19. 19.1 No person shall operate within the Town any system for the collection and disposal of garbage and/or recyclable materials and/or organics material that interferes with the municipal garbage collection system, the basic service or the municipal recycling system, unless the person has been authorized by the Town to operate such a system;
- 19.2 Subsection 17.1 does not authorize a person to provide garbage or recyclable collection or disposal services to a basic service user.



### **PART 3 – CHARGES AND PENALTIES**

#### **Fees for Garbage and Recyclable Collection**

20. 20.1 The charges for garbage, recyclable and organics collection set out in Schedule “A” of this Bylaw are hereby imposed upon owners of property referred to in section 4.1.
- 20.2 Charges imposed under this bylaw may be billed from time to time to a maximum of 12 times per year.
- 20.3 Charges for garbage, recyclable and organics collection shall be levied from the earlier of
- (a) the date of a Town occupancy permit; or
  - (b) the date of actual occupancy of a premises.
- 20.4 A charge imposed under this Bylaw which remains unpaid on the 31st day of December in any year shall be deemed to be taxes in arrears on the land or real property on which the charge is imposed and may be recovered as provided in section 385 of the *Municipal Act*.
- 20.5 ~~A 10% penalty shall be added on payments not received by:~~

Bylaw 1746 –  
remove section  
20.5

<u>Period</u>	<u>Date</u>
Jan-Mar	March 31
Apr-Jun	July 2
Jul-Sep	September 30
Oct-Dec	December 31

Bylaw 1783 –  
add penalty  
clause

A 10% penalty shall be added to any unpaid current water / sewer / garbage charges no less than 30 days from the billing date and the due date selected shall be clearly indicated on the utility billing.

#### **Charges Discontinued**

21. Charges for garbage, recyclable and organics collection will only be discontinued in respect of a dwelling unit or commercial or other premises if
- (a) the premises are permanently vacated; or
  - (b) the premises are temporarily rendered uninhabitable because of fire or other similar disaster;

#### **Errors**

22. 22.1 An owner or occupier of a dwelling unit or commercial or other premises shall bring any alleged error in any charge to the attention of the Director of Finance within one year of the end of the period for which such garbage rates were imposed.
- 22.2 No complaint of error shall be considered by the Town and no adjustment for any error shall be made after a period of one year has elapsed from the end of the billing period in respect of which the charges were imposed.
- 22.3 At the end of the period referred to in subsection 20.2, all charges shall be deemed to have been properly and correctly made.
- 22.4 Despite subsections 20.2 and 20.3, the Director of Finance may authorize an adjustment for a period of up to ten years to correct an error made by the Town.

Previous version

**Penalties**

23. 21.1 A person who violates any of the provisions of this Bylaw shall
- (a) upon summary conviction, be liable to pay a penalty of not more than \$2000;
  - (b) if an information is laid by means of a ticket, be liable to pay a fine as set out in Schedule "B" of this Bylaw.
- 23.2 Where an offence against any provision of this Bylaw is of a continuing nature, a separate offence shall be deemed to occur on each day the offence occurs or continues.

**PART 4 – GENERAL****If Portion of Bylaw Declared *Ultra Vires***

24. If any portion of this Bylaw is declared *ultra vires* by a Court of competent jurisdiction, then that portion of the Bylaw shall be deemed to be severed from the Bylaw and the remainder of the Bylaw shall remain in force without affecting the validity of the remainder of the Bylaw.

**Repeal**

25. The "Garbage and Recyclables Collection Bylaw 1999, No. 1353" and amendments to it are repealed.

**Effective Date**

24. This Bylaw shall come into force on January 1, 2006

<b>READ A FIRST TIME</b>	on the	5th	day of	December, 2005
<b>READ A SECOND TIME</b>	on the	5th	day of	December, 2005
<b>READ A THIRD TIME</b>	on the	5th	day of	December, 2005
<b>ADOPTED</b>	on the	19th	day of	December, 2005

Original signed by

\_\_\_\_\_  
Mayor (R. Hutchins)

Original signed by

\_\_\_\_\_  
Manager of Corporate Services (P. Durban)

SCHEDULE "A"

RATES AND CHARGES

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1. A charge of Fourteen (\$14.00) Dollars per unit per month is imposed on every owner of a dwelling unit.
2. The charge for garbage tags for extended service is \$2.00 per tag.
3. All charges shall be due and payable when levied.

Previous version

SCHEDULE "B"  
FINE SCHEDULE

The following fines are prescribed for the purposes of this Bylaw:

OFFENCE	SECTION	FINE
Fail to dispose of garbage in accordance with the Bylaw	4.1	\$100
Fail to provide for garbage collection	7.2	50
Unacceptable material in container	12.1	100
Fail to use suitable garbage container	13(a)	50
Fail to use suitable recycling container	13(b)	50
Fail to remove containers	13(g)	50
Improper use of recycling container	14.1	50
Place recycling bin on Town property	14.2	50
Damage/tamper with recycling bin	14.3	100
Scavenging from recycling container	16.1	50
Scavenging from recycling bin	16.2	50

## TOWN OF LADYSMITH

### BYLAW NO. 2202

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

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

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

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

**AND WHEREAS** the total amount of liability that Council may incur is eight million dollars (\$8,000,000);

**AND WHEREAS** there are no liabilities outstanding under Section 177;

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

1. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the Town of Ladysmith an amount or amounts not exceeding the sum of eight million dollars (\$8,000,000).
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the officer assigned the responsibility of financial administration of the municipality.
3. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

**Effective Date**

4. This bylaw comes into effect January 1, 2025.

**Citation**

5. This bylaw may be cited for all purposes as "2025 Revenue Anticipation Borrowing Bylaw 2024, No. 2202".

**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)

**TOWN OF LADYSMITH**

**BYLAW NO. 2203**

**A Bylaw to Repeal “Town of Ladysmith Downtown Development Cost Charges  
Reduction Bylaw, 2011, No. 1781”**

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

1. “Town of Ladysmith Downtown Development Cost Charges Reduction Bylaw, 2011, No. 1781” is hereby repealed.

**Citation**

2. This Bylaw may be cited for all purposes as “Town of Ladysmith Downtown Development Cost Charges Reduction Repeal Bylaw, 2024, No. 2203”.

**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)



## STAFF REPORT TO COUNCIL

Report Prepared By: Chris Geiger  
Reviewed By: Allison McCarrick, CAO  
Meeting Date: December 3, 2024  
File No: 3900-20  
"Re: "Town of Ladysmith Fire Services Bylaw 2023, No. 2147, Amendment Bylaw 2024, No. 2204"

**RECOMMENDATION:**

That Council give first, second and third readings to "Town of Ladysmith Fire Services Bylaw 2023, No. 2147, Amendment Bylaw 2024, No. 2204".

**EXECUTIVE SUMMARY:**

This report presents "Town of Ladysmith Fire Services Bylaw 2023, No. 2147, Amendment Bylaw 2024, No. 2204" for Council consideration. The proposed bylaw amendment updates the bylaw to reflect changes in provincial legislation and to designate Fire Inspectors and Fire Investigators as required under *The Fire Safety Act*. It also seeks to streamline the authority process for responding outside of town boundaries.

**PREVIOUS COUNCIL DIRECTION:**

Resolution	Meeting Date	Resolution Details
CS 2023-175	2023-07-04	That Council adopt "Town of Ladysmith Fire Services Bylaw 2023, No. 2147".

**INTRODUCTION/BACKGROUND:**

On August 1<sup>st</sup> of this year, the *Fire Safety Act* came into force. This legislation replaces the *Fire Services Act*, and includes a requirement for local governments to designate, in writing, Fire Inspectors and Fire Investigators that meet the training qualifications as determined by the Office of the Fire Commissioner.

The proposed bylaw amendment reflects those requirements and updates references to the *Emergency and Disaster Management Act* which replaced the *Emergency Program Act* on November 8, 2023. It also streamlines the authority process for those infrequent occasions when Ladysmith Fire/Rescue may need to respond outside of town boundaries to areas where an agreement has not been previously established.

**ALTERNATIVES:**

Council can choose to:

1. Refer proposed "Town of Ladysmith Fire Services Bylaw 2023, No. 2147, Amendment Bylaw 2024, No. 2204" back to staff for further amendments, as provided by Council.
2. Not amend "Fire Services Bylaw 2023, No. 2147" at this time.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

N/A

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

*I approve the report and recommendation.*

Allison McCarrick, Chief Administrative Officer

**ATTACHMENT:**

- A. "Town of Ladysmith Fire Services Bylaw 2023, No. 2147, Amendment Bylaw 2024, No. 2204".

**ATTACHMENT A**  
**TOWN OF LADYSMITH**

**BYLAW NO. 2204**

**A Bylaw to Amend  
"Town of Ladysmith Fire Services Bylaw 2023, No. 2147"**

---

The Council of the Town of Ladysmith in open meeting assembled amends "Town of Ladysmith Fire Services Bylaw 2023, No. 2147" as follows:

1. Delete Section 1 "Fire Services Act means Fire Services Act, RSBC.1996, c.144" and replace with the following: "Fire Safety Act means the Fire Safety Act, SBC 2016. c. 19".
2. Replace throughout the bylaw the term "Fire Services Act" with "Fire Safety Act".
3. Replace Section 2.4.3. in its entirety with the following:  
2.4.3. The Fire Chief shall take responsibility for all fire protection matters and other Incidents including the enforcement of applicable sections of the Fire Safety Act, and the Fire Code.
4. Replace Section 2.4.4 in its entirety with the following:  
2.4.4. The Fire Chief may appoint or designate other Officers of the Fire Rescue Department to act as Fire Chief on his behalf.
5. Replace Section 2.4.5 in its entirety with the following:  
2.4.5. Council designates as Fire Inspectors and / or Fire Investigators any member of Ladysmith Fire Rescue that has met the required training standard pursuant to the Fire Safety Act.
6. Replace section 2.8 in its entirety with the following:  
2.8. Jurisdiction of Fire Rescue Department:  
The limits of the jurisdiction of the Fire Chief and the Members of the Fire Rescue Department will extend to the area and boundaries of the Town of Ladysmith, and neither the Fire Chief or Members shall supply fire fighting services or respond to an Incident, nor shall any part of the fire Apparatus or Equipment be used outside the boundaries of the Town without:
  - the express authority of a written agreement providing for the supply of fire fighting services, or other incident response outside the Town boundaries; or
  - the approval of the Mayor (or designate), or in their absence, the Chief Administrative Officer (or designate); or

- a request for assistance in accordance with the *Emergency and Disaster Management Act (SBC 2023 c.37)* as amended or re-enacted from time to time.

**Citation**

7. This Bylaw may be cited for all purposes as "Town of Ladysmith Fire Services Bylaw 2023, No. 2147, Amendment Bylaw 2024, No. 2204".

**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)

## 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.

#### **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 19<sup>th</sup> day of November, 2024  
**READ A SECOND TIME** on the 19<sup>th</sup> day of November, 2024  
**READ A THIRD TIME** on the 19<sup>th</sup> day of November, 2024

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

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Acting Mayor (T. McKay)

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Corporate Officer (S. Bouma)

**BYLAW STATUS SHEET**  
**November 19, 2024**

Bylaw #	Description	Status
2131	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 54) 2022, No. 2131" (10940 Westdowne Rd.). Changes zoning from Rural Residential (RU-1) to Manufactured Home Park (MHP-1).	First and second readings, December 20, 2022. Public Hearing and third reading December 19, 2023. MOTI approval received January 15, 2024. <b>Awaiting covenant.</b>
2133	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 56) 2023, No. 2133". Allows convenience store at 1132-1142 Rocky Creek Rd.	First and second readings, January 10, 2023. Public Hearing required. MOTI approval required. <b>Waiting on applicant to submit Development Permit per Council Resolution.</b>
2161	"Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2023, No. 2161". To expand the mobile home park at 10940 Westdowne Road.	First and second readings, November 21, 2023. Second reading rescinded, second reading as amended, December 5, 2023. Public Hearing and third reading December 19, 2023. <b>Awaiting covenant.</b>
2167	"Town of Ladysmith Animal Control Bylaw 2024, No. 2167". To manage and regulate the keeping of animals in the Town.	First, second and third readings, May 21, 2024. Consequential amendments must be made to the Zoning Bylaw prior to approval. <b>Awaiting consequential amendments to the Zoning Bylaw.</b>
2170	"Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170". To reallocate units for a portion of the Holland Creek neighbourhood to create a smaller development footprint, eliminate the need for a crossing over Heart Creek and adjust triggers for infrastructure construction.	First and second readings, May 7, 2024. Public Hearing held May 21, 2024. MOTI approval received May 27, 2024. <b>Awaiting covenant.</b>
2171	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171". To reallocate units for a portion of the Holland Creek neighbourhood to create a smaller development footprint, eliminate the need for a crossing over Heart Creek and adjust triggers for infrastructure construction.	First and second readings, May 7, 2024. Public Hearing held May 21, 2024. MOTI approval received May 27, 2024. <b>Awaiting covenant.</b>
2173	Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw, No. 2173	First and second readings, November 19, 2024. Public Hearing required.



2196	"Special Event Bylaw 2024, No. 2196", as presented in the November 12, 2024 staff report by the Director of Parks, Recreation & Culture	First, second and third readings, November 19, 2024.
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