

**A SPECIAL MEETING OF THE  
COUNCIL OF THE TOWN OF LADYSMITH  
AGENDA  
11:30 A.M.**

**Wednesday, December 11, 2024**

**This meeting will be held electronically**

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**Pages**

**1. CALL TO ORDER AND ACKNOWLEDGEMENT**

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

Members of the public may participate in this meeting by:

1. Attending in person at City Hall Council Chambers (410 Esplanade); or

2. Attending via Zoom:

<https://us06web.zoom.us/j/89812999257?pwd=ABIVssdPq8QK822ryEI04VMHtx1mzi.1>

Meeting ID: 898 1299 9257

Passcode: 323872

The meeting will also be available via livestream on

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

**2. AGENDA APPROVAL**

Recommendation

That Council approve the agenda for this Special Meeting of Council for December 11, 2024.

### 3. REPORTS

#### 3.1 Ladysmith Harbour Economic Development Corporation 2024 Update 3

##### Recommendation

That Council receive for information the report dated December 11, 2024 from the Manager of Corporate Services regarding the 2024 activities and business of the Ladysmith Harbour Economic Development Corporation.

##### 3.1.1 Public Input and Questions

#### 3.2 Appointment of Chief Election Officer and Deputy Chief Election Officers – 2025 By-Election 4

##### Recommendation

That Council appoint the following individuals as officers for the Town of Ladysmith 2025 By-Election:

- Donna Smith, Consultant, as Chief Election Officer;
- Sue Bouma, Manager of Corporate Services, as Deputy Chief Election Officer;
- Sydney Ianson, Corporate Services Administrative Assistant, as Deputy Chief Election Officer; and
- Hayley Young, Corporate Services Administrative Coordinator, as Deputy Chief Election Officer.

### 4. ADJOURNMENT

**INFORMATION REPORT TO COUNCIL**

**Report Prepared By:** Sue Bouma, Manager of Corporate Services  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** December 11, 2024  
**File No:**  
**Re:** Ladysmith Harbour Economic Development Corporation  
2024 Update

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**RECOMMENDATION:**

That Council receive for information the report dated December 11, 2024 from the Manager of Corporate Services regarding the 2024 activities and business of the Ladysmith Harbour Economic Development Corporation.

**EXECUTIVE SUMMARY:**

The purpose of this report is to provide an update to the public regarding the business and activities of the Ladysmith Harbour Economic Development Corporation (LHEDC), as required under section 28.2 of the Articles of Incorporation. The LHEDC was created to facilitate potential future waterfront development.

The Annual General Meeting of the LHEDC took place during the Regular Meeting of Council on January 9, 2024. At this meeting the 2022 financial statements were approved and the five directors were appointed. Since then, with no potential waterfront development projects, the LHEDC has not met or conducted any business. An Annual General Meeting is scheduled for the January 21, 2025 Regular Council Meeting.

**PREVIOUS COUNCIL DIRECTION:**

N/A

*I approve the report and recommendation.*

Allison McCarrick, Chief Administrative Officer

**ATTACHMENT(S):**

N/A

**STAFF REPORT TO COUNCIL**

**Report Prepared By:** Sue Bouma, Manager of Corporate Services  
**Reviewed By:** Allison McCarrick, Chief Administrative Officer  
**Meeting Date:** December 11, 2024  
**File No:** 4200-20  
**Re:** **Appointment of Chief Election Officer and Deputy Chief Election Officers – 2025 By-Election**

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**RECOMMENDATION:**

That Council appoint the following individuals as officers for the Town of Ladysmith 2025 By-Election:

- Donna Smith, Consultant, as Chief Election Officer;
- Sue Bouma, Manager of Corporate Services, as Deputy Chief Election Officer;
- Sydney Ianson, Corporate Services Administrative Assistant, as Deputy Chief Election Officer; and
- Hayley Young, Corporate Services Administrative Coordinator, as Deputy Chief Election Officer.

**EXECUTIVE SUMMARY:**

The *Local Government Act* (LGA) requires that local governments appoint a Chief Election Officer (CEO) and a Deputy Chief Election Officer (DCEO) to carry out the responsibilities associated with conducting elections and by-elections for the local government. Staff are recommending the above individuals be appointed to those positions. Ms. Smith has had previous experience as both CEO and DCEO in numerous elections and Ms. Bouma was one of two DCEOs in the 2022 General Local Election. Both Ms. Ianson and Ms. Young have expressed a desire to learn the role of DCEO, which is an excellent opportunity for Corporate Services staff to expand their knowledge and gain experience.

**PREVIOUS COUNCIL DIRECTION:**

N/A

**INTRODUCTION/BACKGROUND:**

The legislated requirement to appoint both a CEO and a DCEO is in place to ensure that if one is unable to carry out their duties, the other is authorized to act in their place. The LGA also allows the CEO to appoint election officials required for the administration and conduct of an election.

Traditionally, the roles of CEO and DCEO have been filled by the Corporate Officer and Corporate Services staff. However, due to staffing changes in the Corporate Services department since the 2022 election, it is recommended to add additional DCEO positions as part of the planning for the 2026 election. This addition is also crucial for succession planning within the department to ensure the retention of corporate memory.

The workload related to elections is extensive and election staff spend several hours of overtime to ensure a smooth election process. Even with the extra work, it is an excellent training ground for employees looking to expand their knowledge of Provincial legislation as well as the roles and functions of elected officials.

The 2025 By-Election will take place on Saturday, March 1, 2025 at the Frank Jameson Community Centre, and Advance Voting Days will be held at City Hall on February 19 and 26, 2025.

**ALTERNATIVES:**

Council can choose to:

1. Appoint individuals other than those listed.

**FINANCIAL IMPLICATIONS:**

This by-election is expected to cost approximately \$35,000. Normally, election costs are shared with the Cowichan Valley Regional District and the Nanaimo – Ladysmith School District, but since this is just a local by-election, the Town is responsible for all the expenses. These costs have been included in the 2025 budget.

**LEGAL IMPLICATIONS:**

The LGA requires that local governments appoint a CEO and a DCEO to carry out the responsibilities of conducting general local elections and by-elections.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The CEO and DCEOs will be responsible for ensuring the public and potential candidates are aware of important dates and requirements related to the election.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

*I approve the report and recommendations.*

Allison McCarrick, Chief Administrative Officer