

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

**Tuesday, January 21, 2025
Ladysmith Seniors Centre
630 2nd Avenue**

Pages

1. OPEN MEETING AND ACKNOWLEDGEMENT

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

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

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

2. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Public Hearing and Regular Meeting of Council for January 21, 2025.

3. PUBLIC HEARING #1 “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw No. 2173”

Subject Property: 10910 Westdowne Road (Lot B, District Lot 72, Oyster District, Plan EPP 20506) (PID:028-923-669).

3.1 Outline of Public Hearing Process - Acting Mayor McKay

3.2 Introduction of Bylaw and Statutory Requirements - Planner, Development Services

3.3 Submissions

3.4 Call for Submissions to Council (Three Times) - Acting Mayor McKay

3.5 Declaration that the Public Hearing for Bylaw No. 2173 is Closed - Acting Mayor McKay

4. PUBLIC HEARING #2 “Town of Ladysmith Zoning Amendment Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2169”

Subject Properties: Designated single-family dwelling properties within the following zones: RU-1; R-1; R-1-A; R-2; R-2-B; or R-3.

4.1 Outline of the Public Hearing Process - Acting Mayor McKay

4.2 Introduction of Bylaw and Statutory Requirements - Planner, Development Services

4.3 Submissions

4.4 Call for Submissions to Council (Three Times) - Acting Mayor McKay

4.5 Declaration that the Public Hearing for Bylaw No. 2169 is Closed - Acting Mayor McKay

5. PUBLIC HEARING #3 “Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2024, No. 2190”

Subject Properties: The proposed amendments to the OCP are general amendments and will apply throughout the Town.

5.1 Outline of Public Hearing Process - Acting Mayor McKay

5.2 Introduction of Bylaw and Statutory Requirements - Director of Development Services

5.3 Submissions

5.4 Call for Submissions to Council (Three Times) - Acting Mayor McKay

5.5 Declaration that the Public Hearing for Bylaw No. 2190 is Closed - Acting Mayor McKay

6. PUBLIC HEARING #4 3360-23-08 1130 Rocky Creek Road

Subject Properties: 1130 Rocky Creek Road: LOT 1 DISTRICT LOTS 24 AND 38 OYSTER DISTRICT PLAN EPP110197 (PID: 031-792-022).

The consideration of amendments to Covenant CB215820, which was registered as a condition of approval of “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 65) 2021, No. 2068” and “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 37) 2021, No. 2069”.

For background information please click the following link:

6.1	Outline of Public Hearing Process - Acting Mayor McKay	
6.2	Introduction of Covenant Amendments - Director of Development Services	
6.3	Submissions	9
6.4	Call for Submissions to Council (Three Times) - Acting Mayor McKay	
6.5	Declaration that the Public Hearing for 3360-23-08 1130 Rocky Creek Road is Closed - Acting Mayor McKay	
7.	BYLAWS - OFFICIAL COMMUNITY PLAN AND ZONING (SUBJECTS OF THE PUBLIC HEARINGS)	
7.1	Subject of Public Hearing #1	
7.1.1	“Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw No. 2173”	11
	<u>Recommendation</u> That Council give third reading to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw No. 2173”.	
7.2	Subject of Public Hearing #2	
7.2.1	“Town of Ladysmith Zoning Amendment Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2169”	13
	<u>Recommendation</u> That Council give third reading to “Town of Ladysmith Zoning Amendment Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2169”.	
7.3	Subject of Public Hearing #3	
7.3.1	“Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2024, No. 2190”	16
	<u>Recommendation</u> That Council give third reading to “Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2024, No. 2190”.	

7.4 Subject of Public Hearing #4

7.4.1 3360-23-08 1130 Rocky Creek Road

Recommendation

That subject to any additional matters raised at the Public Hearing, Council consider the request to amend Covenant CB215820 registered on the title of 1130 Rocky Creek Road and confirm their previous direction to staff to:

1. Formally refer the proposal to the Ministry of Transportation and Infrastructure; and
2. Require that, as a condition of approval of the request to amend Covenant CB215820 the following conditions to be secured through a covenant also be amended to:
 - a. prohibit access from Ludlow Road and limit egress from the site to a single, right out only egress, until the roundabout is constructed;
 - b. require the construction of a temporary median in Ludlow Road;
 - c. require cash in lieu of frontage improvements along Ludlow Road and Rocky Creek Road at time of building permit issuance;
 - d. require the provision of a temporary gravel pathway along the frontage of the property as shown in proposed development permit 3060-24-20;
 - e. require the provision of no left turn signs in the Ludlow Road right of way to prevent left hand turns exiting 1010 Ludlow Road;
 - f. require no U-Turn signs to be installed at the Ludlow Road/Rocky Creek Road Intersection; and
 - g. require the developer to contribute \$200,000 towards the development of the roundabout.

8.	MINUTES	
8.1	Minutes of the Regular Meeting of Council held December 17, 2024	18
	<u>Recommendation</u> That Council approve the minutes of the Regular Meeting of Council held December 17, 2024.	
9.	PROCLAMATIONS	
9.1	Crime Stoppers Month - January 2025	28
	Acting Mayor McKay has proclaimed January 2025 as "Crime Stoppers Month" in the Town of Ladysmith.	
10.	COMMITTEE MINUTES	
10.1	Parks, Recreation & Culture Advisory Committee - December 18, 2024	29
	<u>Recommendation</u> That Council receive the minutes of the Parks, Recreation & Culture Advisory Committee meeting held December 18, 2024.	
10.2	Community Planning Advisory Committee - January 8, 2025	30
	<u>Recommendation</u> That Council receive the minutes of the Community Planning Advisory Committee meeting held January 8, 2025.	
10.3	Accessibility Advisory Committee - January 8, 2025	32
	<u>Recommendation</u> That Council receive the minutes of the Accessibility Advisory Committee meeting held January 8, 2025.	
11.	REPORTS	
11.1	Ladysmith Harbour Economic Development Corporation (formerly DL2016 Holdings Corporation) Annual General Meeting	34
	<u>Recommendation</u> That Council, as the sole shareholder of the Ladysmith Harbour Economic Development Corporation (previously DL 2016 Holdings Corporation) entitled to vote at an annual general meeting resolve that:	
	1. The financial statements of the Company for the period ended	

December 31, 2023 are hereby approved;

2. The number of directors of the Company is hereby fixed at five;
3. The following persons, each of whom has consented to act as a director, are hereby elected as directors of the Company, to hold office until the next annual general meeting of the Company (or unanimous resolutions consented to in lieu of holding an annual general meeting) or until their successors are appointed:
 - Allison McCarrick
 - Jake Belobaba
 - Erin Anderson
 - Chief John Elliott
 - Roberta Bowman
4. Palmer Leslie, Chartered Professional Accountants are hereby appointed auditors for the Company until the next annual reference date of the Company or until a successor is appointed, at a remuneration to be fixed by the directors; and
5. January 21, 2025 is selected as the annual reference date for the Company for its current annual reference period.

These resolutions shall be deemed to be effective as of January 21, 2025.

11.2 Adjustment to Water Billing Account – 2024, Q3 & Q4

70

Recommendation

That Council:

1. Provide a bill adjustment due to a water leak for:
 - a. 000-1348158-000 in the amount of \$3,513.13;
 - b. 001-1047010-000 in the amount of \$4,646.13;
 - c. 000-1348434-000 in the amount of \$606.82; and
 - d. 001-1376000-000 in the amount of \$136.77.

11.3 Colonia Dam Decommissioning Workplan Consultant

73

Recommendation

That Council waive the competitive bidding process in Purchasing Policy 5-1790-D and authorize staff to sole source the Colonia Dam decommissioning project design and project management work to Ecora Engineering and Environmental Ltd. in the amount of \$134,766 plus taxes.

11.4 Proposed Amendments to Bylaw Compliance Policy 09-4020-B 88

Recommendation

That Council amend Bylaw Compliance Policy No. 09-4020-B by removing references to the previous complaint-based protocol for parking enforcement and indicating the Town's current proactive approach.

11.5 CVRD OCP Referral 93

Recommendation

That Council:

1. Receive the referral from the CVRD for the CVRD's proposed Official Community Plan (OCP); and
2. Direct staff to advise the CVRD that the Town has no concerns with the proposed OCP at this time.

12. BYLAWS

12.1 Bylaw Status Sheet 97

13. NEW BUSINESS

13.1 2025 Conference Attendance 98

Council Remuneration Policy 05-1920-A permits the Mayor to attend the following conventions/conferences. Council member attendance is by resolution.

13.1.1 Association of Vancouver Island Coastal Communities

Recommendation

That Council appoint up to four councillors to join the mayor at the Association of Vancouver Island and Coastal Communities annual convention to be held April 11-13, 2025 in Nanaimo.

13.1.2 Union of British Columbia Municipalities

Recommendation

That Council appoint up to four councillors to join the mayor at the Union of British Columbia Municipalities annual convention to be held September 22-26, 2025 in Victoria.

13.1.3 Federation of Canadian Municipalities

Recommendation

That Council appoint one councillor to join the mayor at the Federation of Canadian Municipalities 2025 Convention to be held May 29 - June 1, 2025 in Ottawa.

13.1.4 Vancouver Island Economic Alliance

Recommendation

That Council appoint up to four councillors to join the mayor at the Vancouver Island Economic Alliance to be held October 28-30, 2025 in Nanaimo.

13.2 Local Government Leadership Academy (LGLA) Forum - Official Community Plan Engagement Process

101

Recommendation

That Council appoint a member of Council to sit on the LGLA panel at the learning forum to be held March 12-14, 2025, in Richmond, BC.

14. QUESTION PERIOD

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

15. ADJOURNMENT



January 14th, 2025

Dear Members of the Town Council,

We are writing to express support for the proposed commercial development at 1130 Rocky Creek Road, which is an important opportunity for the economic growth of Ladysmith and the development of the waterfront area.

However, there are concerns about the requirement for the developer to bear the significant cost of constructing a roundabout. The financial burden this imposes could jeopardize the feasibility of the project. Such costs are substantial and could prevent this key development from moving forward.

The site at 1130 Rocky Creek Road is positioned to serve as a critical part of Ladysmith's growth and revitalization. Allowing the project to proceed would provide significant economic benefits, including job creation, business growth, and increased tax revenue for the town.

I quote from the **Town's Economic Development Website** in part **..."Ladysmith is a Business Friendly Community.....must be augmented by forward-thinking policies, strategies and programs designed to ensure that the community is positioned as a destination of choice for business"**.

Please consider Ladysmith as a business friendly community and we respectfully request that the council work with the developer to find a viable solution that allows the project to move forward.

Thank you for your attention.

Frank and Mike Crucil

FMC Holdings, Rocky Creek Ventures and Raven Point Marina

A handwritten signature in blue ink, appearing to be "Frank Crucil", written in a cursive style.

Frank Crucil

A handwritten signature in blue ink, appearing to be "Mike Crucil", written in a cursive style.

Mike Crucil



OFFICE LOCATION

MAILING ADDRESS

"A Fully Bonded and Insured – General Contractor providing Civil and Residential Servicing"

Dear Ladysmith Council Members,

We are writing to express our support for the proposed project at 1130 Rocky Creek Road and to kindly ask the council to prioritize moving it forward. As a local business, we care deeply about the growth and well-being of our community. This property has been vacant for as long as we can remember, and every day as we pass by, we see the potential it holds to benefit both the community and local businesses like ours.

In 2023, we were one of five bidders who submitted quotes for the roundabout construction, and we were fortunate to be awarded the contract. However, the project has been at a standstill, and we would love to see progress so we can contribute to its success.

We have been working closely with the developer to find ways to make this project feasible for both sides. Unfortunately, the cost of the roundabout has proven to be a significant challenge. The current expense is a major barrier for the project to move ahead, making it difficult for any business or developer to proceed while remaining financially sustainable.

Moving forward with this project would benefit the community by revitalizing a long-vacant property and improving local infrastructure. As a local business, we are eager to be involved and would greatly appreciate the opportunity to see this development realized.

Thank you for your time and consideration. We are grateful for the council's ongoing efforts to support our community and look forward to seeing progress on this important initiative.

Sincerely,

A handwritten signature in black ink, appearing to be "D. Stalker", written over a horizontal line.

David Stalker Excavating Ltd.

TOWN OF LADYSMITH

BYLAW NO. 2173

A Bylaw to amend “Town of Ladysmith Zoning Bylaw 2014, No. 1860”

The Council of the Town of Ladysmith in open meeting assembled enacts the following to effect changes to “Town of Ladysmith Zoning Bylaw 2014, No. 1860”:

1. Schedule A – Zoning Bylaw Text is amended as follows:
 - a. The definition of ‘Contractor Tool Crib’ is added as follows: “CONTRACTOR TOOL CRIB: means a portable structure, mobile trailer, or *Intermodal Shipping Container* used for storage and supply of contractor tools and materials.
 - b. The definition of ‘Storage Yard’ is amended to add the words “*Recreation Vehicle, Boat, Contractor Tool Crib,*” after “public utility equipment,”
 - c. The “Shipping Containers” regulations is amended by adding the following to the end of Section 5.18(a):

“vii) Shall be vented to the satisfaction of the Ladysmith Fire Department.”
 - d. New site-specific regulations are added to Section 12.2 “Light Industrial (I-1)” as follows:
 - i. The following is added to the end of Section 12.2(9):

“g) For the *Parcel* legally described as Lot B, District Lot 72, Oyster District, Plan EPP20506 (10910 Westdowne Road), the following site-specific regulations shall apply:

 - i. *Storage Yard* is a permitted *Principal Use*.
 - ii. Despite Section 12.2(5)(c), no *Intermodal Shipping Container* shall be located closer to the *Front Parcel Line* than the minimum *Setback* of 30.0 metres.
 - iii. Despite Section 5.18(a), *Intermodal Shipping Containers*:
 1. shall be limited to a maximum of twenty (20) per *Parcel*.
 2. must not be stacked.
 3. must not be altered or pre-altered in any way other than to add ventilation pursuant to Section 5.18(a)(vii); and
 4. a grouping of *Intermodal Shipping Containers* shall not:
 - a. cover an area greater than 500.0 square metres;
 - b. be located closer than 6.0 metres of another grouping;

- c. shall have a fire department access route approved by the Ladysmith Fire Department.”

Citation

- 2. This Bylaw may be cited for all purposes as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw No. 2173”.

READ A FIRST TIME on the 19th day of November, 2024

READ A SECOND TIME on the 19th day of November, 2024

PUBLIC HEARING HELD on the _____ day of _____, 2025

READ A THIRD TIME on the _____ day of _____, 2025

APPROVED BY MINISTRY OF TRANSPORTATION

on the _____ day of _____, 2025

ADOPTED on the _____ day of _____, 2025

Acting Mayor (T. McKay)

Corporate Officer (Sue Bouma)

TOWN OF LADYSMITH

BYLAW NO. 2169

A Bylaw to amend “Town of Ladysmith Zoning Bylaw 2014, No. 1860”.

The Council of the Town of Ladysmith in open meeting assembled enacts the following amendments to “Town of Ladysmith Zoning Bylaw 2014, No. 1860”:

1. Schedule A – Section 4.1 ‘Interpretation’ is amended by adding the following new terms and definitions, in alphabetical order:

- a) Add a new definition of “Backyard Poultry”:

“shall have the same meaning as in “Town of Ladysmith Animal Control Bylaw 2024, No. 2167” and does not include *Farm Use*.”

- b) Add a new definition of “Coop”:

“shall have the same meaning as in “Town of Ladysmith Animal Control Bylaw 2024, No. 2167.””

- c) Change the definition of “Fence” to:

“means a *Structure* providing physical or visual separation or enclosure of a *Parcel* or portion of a *Parcel*, and does not include a *Retaining Wall*, *Landscaping*, or *Pen*.”

- d) Add a new definition of “Pen”:

“shall have the same definition as in “Town of Ladysmith Animal Control Bylaw 2024, No. 2167.””

- e) Change the definition of “Produce Stand” to:

“means a roadside *Structure* for the sale of products produced by *Backyard Poultry Use*, a *Farm Use* or *Urban Agriculture Use*, excluding *Cannabis*.”

2. Schedule A – Part 5: General Regulations is amended as follows:

- (a) Add subsection 5.9(j) which states the following:

“A *Coop* and *Pen* used for *Backyard Poultry* are not considered *Accessory Buildings* or *Structures*, except for the application of Sections 5.9(a), (d),

(f), (h), and (i) to *Coops and Pens*.”

(b) Add Subsection 5.17(b) which states the following:

“Notwithstanding Section 5.17(a), one self-contained trailer or recreational vehicle for providing temporary accommodation to a wrangler, and one animal transport vehicle for the purposes of vegetation management shall be permitted on a *Parcel* for the duration of the works, but in any case, for no more than 30 consecutive days per work site.”

3. Schedule A – Part 6: Specific Use Regulations is amended to:

(a) Replace Subsections 6.10(a)(i) and (ii) with the following:

- i) Shall be limited to one such *Use* per *Parcel*, as permitted only where *Backyard Poultry Use*, a *Farm Use*, or *Urban Agriculture Use* is permitted a permitted *Use*.
- ii) Where *Urban Agriculture Use* or *Backyard Poultry Use* is permitted, the *Produce Stand Use* shall be limited to the sale of products grown and eggs laid on the *Parcel*.”

(b) Add Subsection 6.10(a)(vi) which states the following:

- vi) Shall only sell eggs from *Backyard Poultry* in accordance with “Town of Ladysmith Animal Control Bylaw 2024, No. 2167.”

(c) Add Section 6.12 “Backyard Poultry” which includes the following regulations:

- a) Where *Backyard Poultry* is a permitted *Accessory Use* on a *Residential Parcel* and where the *Principal Use* is a *Single Unit Dwelling*, a maximum of six (6) *Backyard Poultry* shall be allowed on the *Parcel* provided that the following conditions are met:
 - i. The *Residential Parcel* is outside of the *Backyard Poultry* exclusion areas identified in “Town of Ladysmith Animal Control Bylaw 2024, No. 2167” Schedule A.
 - ii. *Backyard Poultry* must be housed in a *Coop and Pen*.
 - iii. A *Coop and Pen* must be located at *Finished Grade*.
 - iv. *Backyard Poultry Use* shall meet all requirements established in

the “Town of Ladysmith Animal Control Bylaw 2024, No. 2167.”

4. Schedule A – Add “*Backyard Poultry*, subject to Part 6, Section 6.12” as a permitted *Accessory Use* in the following *Zones*:
- a) RU-1
 - b) R-1
 - c) R-1-A
 - d) R-2
 - e) R-2-B
 - f) R-3

Citation

5. This Bylaw may be cited for all purposes as “Town of Ladysmith Zoning Amendment Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2169”.

READ A FIRST TIME on the 17th day of December, 2024

READ A SECOND TIME on the 17th day of December, 2024

PUBLIC HEARING HELD on the _____ day of _____, 2025

READ A THIRD TIME on the _____ day of _____, 2025

APPROVED BY MINISTRY OF TRANSPORTATION on the _____ day of _____, 2025

ADOPTED on the _____ day of _____, 2025

Acting Mayor (T. McKay)

Corporate Officer (S. Bouma)

TOWN OF LADYSMITH

BYLAW NO. 2190

A Bylaw to Amend "Official Community Plan Bylaw 2022, No. 2200"

The Council of the Town of Ladysmith in open meeting assembled enacts the following to effect changes to "Official Community Plan Bylaw 2022, No. 2200":

1. Replacing the section entitled "Housing Projections" in section 4 of Part A as follows:

"Ladysmith needs approximately **730 additional dwelling units by 2030 and 2,500 additional dwelling units by 2045** to accommodate housing needs for the projected population. This amounts to approximately 125-150 new residential units per year. These projections are based on the Town's and CVRD's Housing Needs Assessments (2021), the Town's Interim Housing Needs Report (2024) and longer term age-specific demand projections, by utilizing a household maintainer rate demand model. However, it is important to note that zoning approved prior to, and after, the adoption of this OCP **provides sufficient development capacity (over 20,000 units) to accommodate projected housing demand.**"

2. Subsection s. section 2.3. of Part B is amended to read as follows:

"Multi-family housing is supported, where infrastructure capacity is available, on lots that are within a ten minute walk of all of the following: a park, a transit stop, and either a school or commercial area. Maximum FSR's should be reserved for sites that are within a ten minute walk of all of the following: a park, a transit stop, school and commercial area."

3. Replace the words "2021 CVRD Regional Housing Needs Assessment" with "the Town's Housing Needs Reports" in section 3, subsection 4 of Part D.

Citation

4. This Bylaw may be cited for all purposes as "Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2024, No. 2190".

READ A FIRST TIME on the 17th day of December, 2024

READ A SECOND TIME on the 17th day of December, 2024

PUBLIC HEARING HELD PURSUANT TO SECTION 464(1)(a) of the Local Government Act 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)



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, December 17, 2024

5:30 P.M.

Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Acting Mayor Tricia McKay
Councillor Ray Gourlay
Councillor Amanda Jacobson

Councillor Duck Paterson
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Jake Belobaba
Sue Bouma

Vidhi Kyada
Julia Tippett
Nick Pescod
Hayley Young

1. OPEN MEETING AND ACKNOWLEDGEMENT

Acting Mayor McKay called this Regular Meeting of Council to order at 5:30 p.m., recognizing with gratitude that it was taking place on the unceded territory of the Stz'uminus First Nation.

2. AGENDA APPROVAL

CS 2024-301

That Council approve the agenda as amended to include public submissions received after publication of the agenda for Item 5.2., "Development Variance Permit and Development Permit – 128 Rollie Rose Drive"; and to add the following new agenda items:

- Item 8.1.7., "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170"
- 8.1.8., "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171".

Motion Carried

3. RISE AND REPORT - Items from Closed Session

There were no items to report.

4. MINUTES

4.1 Minutes of the Regular Meeting of Council held December 3, 2024

CS 2024-302

That Council approve the minutes of the Regular Meeting of Council held December 3, 2024.

Motion Carried

4.2 Minutes of the Special Meeting of Council held December 11, 2024

CS 2024-303

That Council approve the minutes of the Special Meeting of Council held December 11, 2024.

CS 2024-304

AMENDMENT

That Council amend Resolution CS 2024-303 to note date changes related to nomination packages.

Amendment Carried

Resolution CS 2024-303, as amended reads:

That Council approve the minutes of the Special Meeting of Council held December 11, 2024, as amended to change the first date that nomination packages will be accepted to January 14, 2025.

Main Motion, as Amended, Carried

5. DEVELOPMENT APPLICATIONS

5.1 Roundabout Condition 1130 Rocky Creek Road

CS 2024-305

That Council:

1. Consider the request to amend Covenant CB215820 registered on the title of 1130 Rocky Creek Road and direct staff to:
 - a. proceed with scheduling and notification of a public hearing pursuant to section 464(1) of the *Local Government Act*; and
 - b. Formally refer the proposal to the Ministry of Transportation and Infrastructure;

2. Require that, as a condition of approval of the request to amend Covenant CB215820 the following conditions to be secured through a covenant also be amended to:
 - a. prohibit access from Ludlow Road and limit egress from the site to a single, right out only egress, until the roundabout is constructed;
 - b. require the construction of a temporary median in Ludlow Road;
 - c. require cash in lieu of frontage improvements along Ludlow Road and Rocky Creek Road at time of building permit issuance;
 - d. require the provision of a temporary gravel pathway along the frontage of the property as shown in proposed development permit 3060-24-20;
 - e. require the provision of no left turn signs in the Ludlow Road right of way to prevent left hand turns exiting 1010 Ludlow Road; and
 - f. require no U-Turn signs to be installed at the Ludlow Road/Rocky Creek Road Intersection;
3. Issue Development Variance Permit 3090-24-08; and
4. Issue Development Permit 3060-24-20.

CS 2024-306

MOTION TO TABLE

That Council defer consideration of the request to amend Covenant CB215820 related to the roundabout condition for the 1130 Rocky Creek Road development to a future meeting of Council.

Motion to Table Defeated

OPPOSED: Acting Mayor McKay, Councillors Paterson and Virtanen.

Main Motion CS 2024-305 Defeated

OPPOSED: Councillors Gourlay, Jacobson and Stevens

CS 2024-307

That Council:

1. Consider the request to amend Covenant CB215820 registered on the title of 1130 Rocky Creek Road and direct staff to:
 - a. proceed with scheduling and notification of a public hearing pursuant to section 464(1) of the *Local Government Act*; and
 - b. Formally refer the proposal to the Ministry of Transportation and Infrastructure;

2. Require that, as a condition of approval of the request to amend Covenant CB215820 the following conditions to be secured through a covenant also be amended to:
 - a. prohibit access from Ludlow Road and limit egress from the site to a single, right out only egress, until the roundabout is constructed;
 - b. require the construction of a temporary median in Ludlow Road;
 - c. require cash in lieu of frontage improvements along Ludlow Road and Rocky Creek Road at time of building permit issuance;
 - d. require the provision of a temporary gravel pathway along the frontage of the property as shown in proposed development permit 3060-24-20;
 - e. require the provision of no left turn signs in the Ludlow Road right of way to prevent left hand turns exiting 1010 Ludlow Road;
 - f. require no U-Turn signs to be installed at the Ludlow Road/Rocky Creek Road Intersection; and
 - g. require the developer to contribute \$200,000 towards the development of the roundabout.
3. Issue Development Variance Permit 3090-24-08; and
4. Issue Development Permit 3060-24-20.

Motion Carried

OPPOSED: Councillors Jacobson and Stevens.

**5.2 Development Variance Permit and Development Permit – 128 Rollie Rose Drive
CS 2024-308**

That Council:

1. Issue Development Variance Permit 3090-24-06 to vary the following provisions of “Town of Ladysmith Zoning Bylaw 2014, No. 1860” for a proposed multi-unit residential development at 128 Rollie Rose Drive (Lot 12, District Lot 103, Oyster District, Plan EPP75579; PID: 030-477-620):
 - a. Section 7.2.2. (c) to reduce the minimum landscape buffer from 1.5 metres to 0.5 metres; and
 - b. Section 10.12.5. (d) to reduce the minimum front parcel line setback from 6.0 metres to 2.7 metres;

2. Issue Development Permit Number 3060-21-10 to allow construction of a three-unit townhouse building and two duplex buildings at 128 Rollie Rose Drive; and
3. Require as a condition of the issuance of Development Permit 3060-21-10 that the applicant provide landscape security in the amount of \$23,382.00, as stated in the Development Permit (3060-21-10).

Motion Carried

6. BYLAWS- OFFICIAL COMMUNITY PLAN AND ZONING

6.1 Housing Needs Report and Consequential OCP Amendments

The recommendation in the December 17, 2024, Regular Council Agenda mistakenly referenced an incorrect citation for OCP Amendment Bylaw No. 2190. The correct citation is reflected in the resolution provided below.

CS 2024-309

That Council:

1. Pursuant to sections 585.31 and 790(2) the *Local Government Act*, receive the December 17, 2024 report to Council as the Town's Interim Housing Needs Report;
2. Direct staff to publish the Interim Housing Needs Report to the Town's webpage pursuant to section 790(5) of the *Local Government Act*;
3. Having considered s. 475 of the *Local Government Act*, and in particular the matters set out in subsections (2)(a) and (b), resolve that:
 - a. the Stz'uminus First Nation, is the only entity that is appropriate to consult in connection with "Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2024, No. 2190";
 - b. consultation should be early but need not be ongoing;
 - c. the consultation process described in the December 17, 2024 staff report to Council is sufficient in respect to the proposed Official Community Plan amendment; and
 - d. staff be directed to refer "Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2024, No. 2190" to the Stz'uminus First Nation as set out in recommendation 3 for consultation in the manner described in the December 17, 2024 report to Council;

4. Give first and second readings to “Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2024, No. 2190”;
5. Consider “Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2024, No. 2190” in conjunction with the Town’s Financial Plan, the Town’s Liquid Waste Management Plan, and the Cowichan Valley Regional District Solid Waste Management Plan, pursuant to section 477(3) of the *Local Government Act*;
6. Consider “Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2024, No. 2190” in conjunction with the Town’s Interim Housing Needs Report and the housing information on which the report is based, pursuant to section 473.1(2) of the *Local Government Act*;
7. Direct staff to refer “Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2024, No. 2190” to School District 68 pursuant to section 476 of the *Local Government Act*; and
8. Pursuant to section 481.7(2) of the *Local Government Act*, review the Interim Housing Needs Report and “Town of Ladysmith Zoning Bylaw 2014, No. 1860” and resolve that further zoning amendments to meet the 20-year total number of required housing units are not necessary; and
9. Direct staff to proceed with scheduling and notification of a public hearing for “Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2024, No. 2190” pursuant to section 464(1) of the *Local Government Act*.

Motion Carried

6.2 Proposed Animal Control Bylaw and Consequential Zoning Bylaw Amendments

CS 2024-310

That Council:

1. Give first, second, and third readings to “Town of Ladysmith Animal Control Bylaw 2024, No. 2167”;
2. Give first and second readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2169”;
3. Direct staff to proceed with scheduling and notification of a public hearing for “Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw 2024, No. 2169” pursuant to section 464(1) of the *Local Government Act*; and
4. Direct staff to forward “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2169 to the Ministry of

Transportation and Infrastructure, after third reading of the bylaw, pursuant to section 52 of the *Transportation Act*.

Motion Carried

7. COMMITTEE MINUTES

7.1 Accessibility Advisory Committee - October 30, 2024 and November 27, 2024

CS 2024-311

That Council receive the minutes of the Accessibility Advisory Committee meetings held October 30 and November 27, 2024.

Motion Carried

8. BYLAWS

8.1 Bylaws for Adoption

8.1.1 "Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2024, No. 2198"

CS 2024-312

That Council adopt "Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2024, No. 2198".

Motion Carried

8.1.2 "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2024, No. 2199"

Staff advised Council that the copy of the Bylaw included in the agenda package was an earlier version that did not contain the measurement corrections in Schedule A, Item 6. (A) and (B), as presented and given first three readings at the December 3, 2024 Council meeting. The bylaw being considered for adoption at tonight's meeting would include these same measurement corrections.

CS 2024-313

That Council adopt "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2024, No. 2199".

Motion Carried

8.1.3 “Garbage, Recycling and Organics Collection Bylaw 2005, No. 1588, Amendment Bylaw 2024 No. 2201”

CS 2024-314

That Council adopt “Garbage, Recycling and Organics Collection Bylaw 2005, No. 1588, Amendment Bylaw 2024 No. 2201”.

Motion Carried

8.1.4 “2025 Revenue Anticipation Borrowing Bylaw 2024, No. 2202”

CS 2024-315

That Council adopt “2025 Revenue Anticipation Borrowing Bylaw 2024, No. 2202”.

Motion Carried

8.1.5 “Town of Ladysmith Downtown Development Cost Charges Reduction Repeal Bylaw, 2024, No. 2203”

CS 2024-316

That Council adopt “Town of Ladysmith Downtown Development Cost Charges Reduction Repeal Bylaw, 2024, No. 2203”.

Motion Carried

OPPOSED: Councillor Paterson.

8.1.6 “Town of Ladysmith Fire Services Bylaw 2023, No. 2147, Amendment Bylaw 2024, No. 2204”

CS 2024-317

That Council adopt “Town of Ladysmith Fire Services Bylaw 2023, No. 2147, Amendment Bylaw 2024, No. 2204”.

Motion Carried

8.1.7 “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170”

CS 2024-318

That Council adopt “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170”.

Motion Carried

8.1.8 “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171”

CS 2024-319

That Council adopt “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171”.

Motion Carried

8.2 Bylaw Status Sheet

9. CORRESPONDENCE

9.1 Request to Reinstate Development Cost Charge Bylaw No. 1781 for Ongoing Development Project

10. NEW BUSINESS

10.1 Notice of Motion

Councillor Stevens discussed his rationale for proposing the following motion, for which he provided notice to Council via email on December 11, 2024.

CS 2024-320

That the Spokesperson section of the Town of Ladysmith Communications and Social Media Policy 04-1470 be changed to read "The Mayor, or a designate, as appointed annually by Council, is the official media spokesperson" and that Acting Mayor McKay is hereby appointed.

Motion Defeated

OPPOSED: Councillors Gourlay, Paterson and Virtanen.

11. QUESTION PERIOD

A member of the public asked for clarification on budget allocation and calculations for road development projects, as well as the effects of budget changes on heritage building development in the downtown core.

Another member of the public inquired about road design considerations for proposed developments in relation to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171."

RECESS

CS 2024-321

By unanimous consent, Council recessed at 7:08 pm to allow time to set up prior to the Freedom of the Town presentation for former Mayor Rob Hutchins.

Council reconvened the meeting at 7:11 p.m.

12. PRESENTATION - FREEDOM OF THE TOWN

Acting Mayor McKay delivered a speech honouring Rob Hutchins, Ladysmith's longest-serving mayor. She expressed gratitude for his remarkable contributions and visionary leadership. The Acting Mayor presented him with the inaugural Freedom of the Town award and a gift for 21 years of dedicated service on behalf of Council.

Councillor Paterson recounted memorable moments and achievements during their time together in office, emphasizing Rob Hutchins' dedication, commitment to the community and his lasting impact on Ladysmith.

The former mayor reflected on his time in office and shared heartfelt remarks. He recounted stories about the creation of the Transfer Beach Amphitheatre and the Green Street Program, expressing deep gratitude for the overwhelming community support through donations and volunteer efforts. Mr. Hutchins also highlighted the positive example set by former councils through their collaboration and their role in the town's success.

13. ADJOURNMENT

CS 2024-322

That this Regular Meeting of Council be adjourned at 7:30 p.m.

Motion Carried

CERTIFIED CORRECT

Acting Mayor (T. McKay)

Corporate Officer (S. Bouma)



TOWN OF LADYSMITH

PROCLAMATION

Crime Stoppers Month

- WHEREAS:** *Crime Stoppers was first established in Albuquerque, New Mexico in 1976, with our local program, known as "Nanaimo & District Crime Stoppers," initiated in 1990 and renamed to "Central Vancouver Island Crime Stoppers in 2022; and*
- WHEREAS:** *The Central Vancouver Island Crime Stoppers, made up of community members, media, and the RCMP, have been an unqualified success since inception, totaling 12,945 tips; 552 arrests; rewards approved by the Board of \$115,670; 37 weapons recovered; \$1.465 million of property recovered; \$19,600 in cash recovered; and \$9.242 million in seized drugs; and*
- WHEREAS:** *Central Vancouver Island Crime Stoppers has received local, provincial, national and international awards of recognition for its accomplishments.*
- THEREFORE,** *I, Tricia McKay, Acting Mayor of the Town of Ladysmith, do hereby proclaim January 2025 as Crime Stoppers Month in the Town of Ladysmith, British Columbia.*

Acting Mayor T. McKay

January 21, 2025

**Minutes of the Parks, Recreation & Culture Advisory Committee
Wednesday, December 18, 2024 at 7:00pm
Frank Jameson Community Centre**

COMMITTEE MEMBERS PRESENT:

Colleen Butcher
Gordon Filewych
Bruce Mason
Kim Nakahara

Jane Nettleton
Terri Merritt-Worden
Councillor Jeff Virtanen

STAFF PRESENT:

Chris Barfoot, Lead
Kim Cheang, Minute Taker

REGRETS:

Jacqueline Huard
Mitchel Lowe

Pamela Walker

**CALL TO ORDER AND
ACKNOWLEDGEMENT**

The Chair called the meeting to order at 7:00pm and acknowledged with gratitude that the meeting was taking place on the unceded territory of the Stz’uminus First Nation.

AGENDA

2024-22:

That the Parks, Recreation & Culture Advisory Committee approve the agenda for the meeting as presented.

Motion Carried.

MINUTES

2024-23:

That the Parks, Recreation & Culture Advisory Committee approve the minutes of the October 16, 2024 meeting as presented.

Motion Carried

OLD BUSINESS

Rutti Park Plan

- Staff provided the Committee with three layout options of the Rutti Park with key elements for review. The Committee discussed and provided input to refine the layout further and bring back to the next meeting.

NEXT MEETING

7:00pm on Wednesday, January 15, 2025 at FJCC

ADJOURNMENT

2024-24:

That the Parks, Recreation & Culture Advisory Committee adjourn this meeting at 7:45pm.

Motion Carried



MINUTES

Community Planning Advisory Committee

Wednesday, January 8, 2025 at 7:00 p.m.
City Hall Council Chambers, 410 Espanade

PRESENT: Chair - Keona Wiley; Members – Tonya Soules, Jennifer Aker, John Scott, Julika Pape; Council Liaison - Jeff Virtanen; Director of Development Services – Jake Belobaba; Planner Andrew Wilson; Recorder – Cassandra Taylor

ABSENT: Members – Anthony Price, Jason Robertson

GUESTS: Applicants – Toby Seward, Stefan Crucil, Brian Kapuscinski, Will Melville
(file no. 3360-24-02)

Chair Keona Wiley called the meeting to order at 7:00pm.

Keona Wiley acknowledged with gratitude that Ladysmith is located on the unceded territories of the Stz'uminus First Nation.

1. AGENDA APPROVAL

It was moved, seconded, and carried that the Agenda of the January 8, 2025, Community Planning Advisory Committee meeting be approved.

2. ADOPTION OF MINUTES

It was moved, seconded, and carried that the Minutes of the August 7, 2024, Community Planning Advisory Committee meeting be approved.

3. COUNCIL REFERRALS

a. Zoning Bylaw Amendment Application 3360-24-02 – 336 Belaire Street

Planner Andrew Wilson provided a brief overview of the application and its purpose of amending the current CD-6 zoning by adding an additional (fifth) storey and increasing the density.

Stefan Crucil from FMC Holdings provided background information on the longevity of their family's history and ongoing commitment to the Town of Ladysmith.

Applicant Toby Seward provided a brief verbal presentation, noting the similar design features as Dalby's on Dogwood (201 Dogwood), the walkability of the building's location and their commitment to the diversity of housing needs, sizing, etc. Toby specified that the main component of the application will be the affordable housing aspect.

CPAC raised asked for clarification on the affordable housing units and how those details will be worked out through the Covenant process prior to final approval. CPAC also asked

for clarification on how the larger footprint of the building would fit in with the smaller dwelling units surrounding it.

CPAC discussed the proposal and made positive comments on the application as a whole. There were concerns with limiting the affordable housing units to just studio apartments and noted that they would like to see a more diverse range of rental units. CPAC also noted that they would like to see more commercial space on the lower floor.

It was moved, seconded, and carried that the Community Planning Advisory Committee recommends that Council approve Rezoning application 3360-24-02 for 336 Belaire Street with consideration for the following:

- **To define a clearer definition of affordable housing to include rental pricing at a percentage below market value.**
- **To include a diverse range of affordable housing units.**
- **To explore the possibility of increasing the commercial space on the lower floor.**

4. MONTHLY BRIEFING

- Update provided on 3320-22-08 - Lot A Rocky Creek Road.
- Update provided on 440 1st Ave “Islander Hotel”.
- 3360-22-07 - Bylaws No. 2170 & 2171 received final adoption at the December 17, 2024 Council meeting.
- Council accepted Housing Needs report at the December 17, 2024 Council meeting.

5. NEXT MEETING – TBD

6. ADJOURNMENT

It was moved, seconded, and carried that the meeting be adjourned at 8:12 PM.

Chair (Keona Wiley)

RECEIVED:

Corporate Officer (S. Bouma)

**MINUTES OF THE ACCESSIBILITY ADVISORY COMMITTEE
WEDNESDAY, JANUARY 8, 2025
MEETING HELD ELECTRONICALLY VIA ZOOM**

MEMBERS PRESENT

Diane Hobelaid, Chair
Jordan Herbison
Andy Hobelaid

Councillor Amanda Jacobson
Shaun McKenzie
Christina Stephen

STAFF PRESENT

Sue Bouma (Manager of Corporate Services)

Nick Pescod (Communications & Engagement Specialist)

**CALL TO ORDER AND
ACKNOWLEDGEMENT**

Ms. Hobelaid, Chair, called the Accessibility Advisory Committee meeting to order at 7:02 p.m., recognizing with gratitude that it was taking place on the unceded territory of the Stz'uminus First Nation.

AGENDA APPROVAL

Moved and seconded:
That the agenda for the January 8, 2025 meeting of the Accessibility Advisory Committee be approved as presented.
Motion carried.

MINUTES APPROVAL

Moved and seconded:
That the minutes of the November 27, 2024 Accessibility Advisory Committee meeting be approved.
Motion carried.

**ACCESSIBILITY PLAN
FRAMEWORK**

The Committee reviewed the updates made to the Accessibility Plan framework as a result of the November 27th Committee meeting and compiled a list of potential action items. Staff will now begin the design, refinement and polishing process and will return to the Committee in April or May with an updated version of the plan for their review.

NEW BUSINESS

NEXT MEETING

TBD

ADJOURNMENT

Moved and seconded:

That this Accessibility Advisory Committee Meeting be adjourned at 7:55 p.m.

Motion carried.

RECEIVED:

Diane Hobelaid
Chair

Sue Bouma
Corporate Officer

STAFF REPORT TO COUNCIL

Report Prepared By: Sue Bouma, Manager of Corporate Services
Reviewed By: Allison McCarrick, Chief Administrative Officer
Meeting Date: January 21, 2025
File No:
Re: **Ladysmith Harbour Economic Development Corporation
(formerly DL2016 Holdings Corporation) Annual General Meeting**

RECOMMENDATION:

That Council, as the sole shareholder of the Ladysmith Harbour Economic Development Corporation (previously DL 2016 Holdings Corporation) entitled to vote at an annual general meeting resolve that:

1. The financial statements of the Company for the period ended December 31, 2023 are hereby approved;
2. The number of directors of the Company is hereby fixed at five;
3. The following persons, each of whom has consented to act as a director, are hereby elected as directors of the Company, to hold office until the next annual general meeting of the Company (or unanimous resolutions consented to in lieu of holding an annual general meeting) or until their successors are appointed:
 - Allison McCarrick
 - Jake Belobaba
 - Erin Anderson
 - Chief John Elliott
 - Roberta Bowman
4. Palmer Leslie, Chartered Professional Accountants are hereby appointed auditors for the Company until the next annual reference date of the Company or until a successor is appointed, at a remuneration to be fixed by the directors; and
5. January 21, 2025 is selected as the annual reference date for the Company for its current annual reference period.

These resolutions shall be deemed to be effective as of January 21, 2025.

EXECUTIVE SUMMARY:

The purpose of this report is to confirm that an Annual General Meeting (AGM) of the Ladysmith Harbour Economic Development Corporation has been held in order to approve the financial statements and confirm the Corporation's directors. An AGM for these purposes is required under the BC *Business Corporations Act* (the Act).

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CE 2023-097	2023-12-19	That Council: 1. Appoint Roberta Bowman, Executive Director of the Ladysmith Chamber of Commerce, to the Ladysmith Harbour Economic Development Corporation under Article 13.2(b) of the Corporation's articles of incorporation; 2. Appoint Chief John Elliot to the Ladysmith Harbour Economic Development Corporation under Article 13.2(c) of the Corporation's articles of incorporation; and 3. Rise and report on items 1 and 2 immediately.
CE 2023-045	2023-07-04	That Council approve the additional changes requested by the Inspector of Municipalities to the Articles of Incorporation for the Ladysmith Harbour Economic Development Corporation (formally DL 2016 Holdings Corporation).

INTRODUCTION/BACKGROUND:

The Ladysmith Harbour Economic Development Corporation is a wholly owned subsidiary of the Town of Ladysmith. It was created to facilitate potential future waterfront development.

Since the Corporation is duly registered in BC, Town Council (as the sole shareholder) is required to:

- hold an AGM;
- approve annual financial statements; and
- confirm the appointment of directors of the Corporation in accordance with the Act.

The required income tax return (Attachment A) summarizes the financial statements.

ALTERNATIVES:

N/A

FINANCIAL IMPLICATIONS:

The annual cost to the Town in maintaining the Ladysmith Harbour Economic Development Corporation is approximately \$3000 for filing the corporate tax return and associated legal costs.

LEGAL IMPLICATIONS:

The Town's lawyers ensure all paperwork is filed to keep the Corporation in good standing under the Act and have provided the recommended resolution. By unanimously passing the resolution, Council is deemed to have conducted the Corporation's AGM.

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 checked="" type="checkbox"/> Waterfront Area Plan | <input type="checkbox"/> Not Applicable |

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. 2023 DL2016 Holdings Corporate Income Tax Return



Tax Reporting Package

The Ladysmith Harbour Economic Development Corporation

December 31, 2023



Audit | Tax | Advisory

Tax Reporting Package
**The Ladysmith Harbour Economic
Development Corporation**
December 31, 2023

Table of Contents	Section
Action items	1
Client letter	2
Income statement and balance sheet	3
Adjusting journal entries	4
Trial balance by account	5
Trial balance by map - 5 year	6
T2 - Corporation income tax return	7

Tax Reporting Package

The Ladysmith Harbour Economic Development Corporation

December 31, 2023

Action items for your immediate attention:

1. T2 - Corporation income tax owing

The return indicates **no taxes owing**. Please carefully review the information and alert us immediately of any changes that may be necessary.

2. Adjusting journal entries

Enclosed you will find a copy of the adjusting journal entries. Please post the entries to your general ledger on the date as indicated. Once the entries have been posted, it is best to disable the ability to post into the prior year again.

3. Required signatures

Please sign and return a copy to us of the following items:

- T183, *Information Return for Corporations Filing Electronically*
- Adjusting journal entries

May 1, 2024

The Ladysmith Harbour Economic Development Corporation
P.O. Box 220
Ladysmith, BC V9G 1A2

Dear Sir/Madam:

We are pleased to provide you with the tax reporting package for The Ladysmith Harbour Economic Development Corporation (“the Company”, “you” or “your”) for the year ending December 31, 2023. This tax reporting package contains all the engagement deliverables for the current fiscal year. Be sure to review the items carefully and get back to us with any questions or concerns you may have.

We would like to take the opportunity to share the following information to aid you in the year ahead.

Corporate Income Tax Return

It is important to carefully review the return and alert us immediately of any changes that may be necessary. When you receive the Notice of Assessment or any subsequent Notice of Reassessment, please advise us of any changes that occurred. If you are unsure, please forward us a copy. If you would like to make a change, you have 90 days from the date of the notice.

Foreign reporting

The corporation may be required to file an information return if during the taxation year:

- At any time, it owned or held an interest in foreign investment property having a total cost in excess of \$100,000 Cdn;
- It received a distribution of property from or was indebted to a foreign-based trust, or had an interest in a foreign affiliate. In general, a foreign affiliate is a non-resident corporation in which a Canadian taxpayer either alone, or with related parties, has a 10% or greater equity interest; or,
- At any time, it or a partnership of which it was a member transferred or loaned funds or property to a foreign-based trust (or to a non-resident corporation controlled by the foreign-based trust).

It is our understanding that the corporation is not required to file information returns in respect of any of the above.

If our understanding is incorrect, please contact us as soon as possible. Failure to file the required foreign reporting return(s) could result in substantial penalties, including a late-filing penalty of \$25 a day (minimum \$100, maximum \$2,500), plus interest, for each late-filed information return and/or supplementary form. Penalties are significantly higher where a taxpayer knowingly, or under circumstances amounting to gross negligence, fails to file or makes false statements in certain forms.

Mandatory electronic payments to CRA for payments over \$10,000 after 2023

The federal government has proposed that starting in 2024, payments and remittances to the CRA over \$10,000 must be made electronically, unless the payor cannot reasonably remit in that manner.

A penalty of \$100 for each failure to use an electronic payment method when required is also proposed. If you have any questions, please do not hesitate to contact us.

This letter is prepared solely for the information of management and those charged with governance and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Please contact us if you need help with, or have questions about any of these items.

Yours sincerely,
Grant Thornton LLP

Grant Thornton LLP

Kiersten Packham, CPA CA
Principal

Attachment A

The Ladysmith Harbour Economic Development Corporation Statements of Loss and Deficit

Year ended December 31	2023	2022
Revenue	<u>\$ 39,116</u>	<u>\$ 84,082</u>
Expenses		
Professional fees	5,904	825
Rent	<u>39,021</u>	<u>84,019</u>
	<u>44,925</u>	<u>84,844</u>
Net loss	<u>\$ (5,809)</u>	<u>\$ (762)</u>
Deficit, beginning of year	\$ (7,157)	\$ (6,395)
Net loss	<u>(5,809)</u>	<u>(762)</u>
Deficit, end of year	<u>\$ (12,966)</u>	<u>\$ (7,157)</u>

Attachment A

The Ladysmith Harbour Economic Development Corporation

Balance Sheet

December 31 2023 2022

Assets

Current

Cash \$ 1,676 \$ 1,581

Liabilities

Long-term

Due to shareholder \$ 14,632 \$ 8,728

Shareholder's deficiency

Share capital

10

Deficit

(12,966) (7,157)

(12,956) (7,147)

\$ 1,676 \$ 1,581

Attachment A

The Ladysmith Harbour Economic Development Corporation

Year End: December 31, 2023

Adjusting Journal Entries

Date: 1/1/2023 To 12/31/2023

Preparer	Reviewer	Partner
TRH 3/6/2024	JSP 3/7/2024	

4. 2. 3

Number	Date	Name	Account No	Debit	Credit	Recurrence	Misstatement
1	12/31/2023	Bank	1050	95.06			
1	12/31/2023	Due to from Town of Ladysmith	2520		5,904.27		
1	12/31/2023	Accounting & Legal	6010	1,016.50			
1	12/31/2023	Accounting & Legal	6010	4,887.77			
1	12/31/2023	Interest Income	8200		95.06		
To record transactions per PBC GL							
<hr/>							
2	12/31/2023	Revenue	3100		39,020.52		
2	12/31/2023	Rent-premises	6750	39,020.52			
To record transactions per bank statement							
<hr/>							
				45,019.85	45,019.85		
<hr/>							
Net Income (Loss)			(5,809.21)				

Attachment A

The Ladysmith Harbour Economic Development Corporation

Year End: December 31, 2023

Trial Balance By Account

Preparer	Reviewer	Partner
TRH 3/6/2024	JSP 3/7/2024	

4. 2. 4

Account	Prelim	Adj's	Reclass	Rep
1050 Bank	1,580.58	95.06	0.00	1,675.64
2520 Due to from Town of Ladysmitl	(8,727.84)	(5,904.27)	0.00	(14,632.11)
2910 SHARE CAPITAL	(10.00)	0.00	0.00	(10.00)
2995 Retained Earnings	7,157.26	0.00	0.00	7,157.26
3100 Revenue	0.00	(39,020.52)	0.00	(39,020.52)
6010 Accounting & Legal	0.00	5,904.27	0.00	5,904.27
6750 Rent-premises	0.00	39,020.52	0.00	39,020.52
8200 Interest Income	0.00	(95.06)	0.00	(95.06)
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	0.00			(5,809.21)

Attachment A

The Ladysmith Harbour Economic Development Corporation
 Year End: December 31, 2023
 Trial Balance By Map - Year

4. 2. 5

Preparer	Reviewer	Partner
TRH 3/6/2024	JSP 3/7/2024	

Account	Rep 23	Rep 22	%Chg	Rep 21	%Chg	Rep 20	%Chg	Rep 19	%Chg
1050 Bank	1,675.64	1,580.58	6	1,518.34	4	61,914.75	(98)	1,141.90	5,322
11.01 Cash	1,675.64	1,580.58	6	1,518.34	4	61,914.75	(98)	1,141.90	5,322
2520 Due to from Town of Ladysmith	(14,632.11)	(8,727.84)	68	(7,902.87)	10	(67,751.13)	(88)	(6,992.00)	869
14.01.01.01 Due to/from shareholder #1	(14,632.11)	(8,727.84)	68	(7,902.87)	10	(67,751.13)	(88)	(6,992.00)	869
2910 SHARE CAPITAL	(10.00)	(10.00)	0	(10.00)	0	(10.00)	0	(10.00)	0
15.01 Share capital	(10.00)	(10.00)	0	(10.00)	0	(10.00)	0	(10.00)	0
2995 Retained Earnings	7,157.26	6,394.53	12	5,846.38	9	5,860.10	0	5,728.17	2
15.10.01 Opening/As previously stated	7,157.26	6,394.53	12	5,846.38	9	5,860.10	0	5,728.17	2
3100 Revenue	(39,020.52)	(84,019.72)	(54)	(95,203.47)	(12)	(58,728.16)	62	(23,725.16)	148
21.01 Revenue	(39,020.52)	(84,019.72)	(54)	(95,203.47)	(12)	(58,728.16)	62	(23,725.16)	148
8200 Interest Income	(95.06)	(62.24)	53	(81.92)	(24)	(294.59)	(72)	(143.07)	106
21.10 Interest income	(95.06)	(62.24)	53	(81.92)	(24)	(294.59)	(72)	(143.07)	106
6090 Bank Charges and Interest	0.00	0.00	0	0.07	(100)	0.00	0	0.00	0
23.20 Interest and bank charges	0.00	0.00	0	0.07	(100)	0.00	0	0.00	0
6750 Rent-premises	39,020.52	84,019.72	(54)	95,203.47	(12)	58,728.16	62	23,725.16	148
23.40 Rent	39,020.52	84,019.72	(54)	95,203.47	(12)	58,728.16	62	23,725.16	148
6010 Accounting & Legal	5,904.27	824.97	616	630.00	31	280.87	124	275.00	2
23.58 Bookkeeping	5,904.27	824.97	616	630.00	31	280.87	124	275.00	2
	<u>0.00</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>	<u>0.00</u>	<u>0</u>
Net Income (Loss)	(5,809.21)	(762.73)	662	(548.15)	39	13.72	(4,095)	(131.93)	(110)

T2 Corporation Income Tax Return

EXEMPT FROM TAX

This form serves as a federal, provincial, and territorial corporation income tax return, unless the corporation is located in Quebec or Alberta. If the corporation is located in one of these provinces, you have to file a separate provincial corporation return.

All legislative references on this return are to the federal Income Tax Act and Income Tax Regulations. This return may contain changes that had not yet become law at the time of publication.

Send one completed copy of this return, including schedules and the General Index of Financial Information (GIFI), to your tax centre. You have to file the return within six months after the end of the corporation's tax year.

For more information see canada.ca/taxes or Guide T4012, T2 Corporation – Income Tax Guide.

055 Do not use this area

Identification

Business number (BN) 001 85584 7455 RC0001

Corporation's name
002 The Ladysmith Harbour Economic Development Corporation

Address of head office
Has this address changed since the last time the CRA was notified? 010 Yes No

If yes, complete lines 011 to 018.

011 Town Of Ladysmith
012 PO Box 220
City Province, territory, or state

015 Ladysmith 016 BC
Country (other than Canada) Postal or ZIP code

017 018 V9G 1A2

Mailing address (if different from head office address)
Has this address changed since the last time the CRA was notified? 020 Yes No

If yes, complete lines 021 to 028.

021 c/o
022
023 PO Box 220
City Province, territory, or state

025 Ladysmith 026 BC
Country (other than Canada) Postal or ZIP code

027 028 V9G 1A2

Location of books and records (if different from head office address)
Has this address changed since the last time the CRA was notified? 030 Yes No

If yes, complete lines 031 to 038.

031
032
City Province, territory, or state

035 036
Country (other than Canada) Postal or ZIP code

037 038

040 Type of corporation at the end of the tax year (tick one)

- 1 Canadian-controlled private corporation (CCPC)
- 2 Other private corporation
- 3 Public corporation
- 4 Corporation controlled by a public corporation
- 5 Other corporation (specify)

If the type of corporation changed during the tax year, provide the effective date of the change 043 Year Month Day

To which tax year does this return apply?
Tax year start Year Month Day 060 2023-01-01
Tax year-end Year Month Day 061 2023-12-31

Has there been an acquisition of control resulting in the application of subsection 249(4) since the tax year start on line 060? 063 Yes No

If yes, provide the date control was acquired 065 Year Month Day

Is the date on line 061 a deemed tax year-end according to subsection 249(3.1)? 066 Yes No

Is the corporation a professional corporation that is a member of a partnership? 067 Yes No

Is this the first year of filing after:
Incorporation? 070 Yes No
Amalgamation? 071 Yes No

If yes, complete lines 030 to 038 and attach Schedule 24.

Has there been a wind-up of a subsidiary under section 88 during the current tax year? 072 Yes No

If yes, complete and attach Schedule 24.

Is this the final tax year before amalgamation? 076 Yes No

Is this the final return up to dissolution? 078 Yes No

If an election was made under section 261, state the functional currency used 079

Is the corporation a resident of Canada? 080 Yes No
If no, give the country of residence on line 081 and complete and attach Schedule 97.

081

Is the non-resident corporation claiming an exemption under an income tax treaty? 082 Yes No
If yes, complete and attach Schedule 91.

If the corporation is exempt from tax under section 149, tick one of the following boxes:

- 085 1 Exempt under paragraph 149(1)(e) or (l)
- 2 Exempt under paragraph 149(1)(j)
- 4 Exempt under other paragraphs of section 149

Do not use this area

095 096 898

Attachments

Financial statement information: Use GIFL schedules 100, 125, and 141.

Schedules – Answer the following questions. For each **yes response, **attach** the schedule to the T2 return, unless otherwise instructed.**

	Yes	Schedule
Is the corporation related to any other corporations?	<input type="checkbox"/>	9
Is the corporation an associated CCPC?	<input type="checkbox"/>	23
Is the corporation an associated CCPC that is claiming the expenditure limit?	<input type="checkbox"/>	49
Does the corporation have any non-resident shareholders who own voting shares?	<input type="checkbox"/>	19
Has the corporation had any transactions, including section 85 transfers, with its shareholders, officers, or employees, other than transactions in the ordinary course of business? Exclude non-arm's length transactions with non-residents	<input type="checkbox"/>	11
If you answered yes to the above question, and the transaction was between corporations not dealing at arm's length, were all or substantially all of the assets of the transferor disposed of to the transferee?	<input type="checkbox"/>	44
Has the corporation paid any royalties, management fees, or other similar payments to residents of Canada?	<input type="checkbox"/>	14
Is the corporation claiming a deduction for payments to a type of employee benefit plan?	<input type="checkbox"/>	15
Is the corporation claiming a loss or deduction from a tax shelter?	<input type="checkbox"/>	T5004
Is the corporation a member of a partnership for which a partnership account number has been assigned?	<input type="checkbox"/>	T5013
Did the corporation, a foreign affiliate controlled by the corporation, or any other corporation or trust that did not deal at arm's length with the corporation have a beneficial interest in a non-resident discretionary trust (without reference to section 94)?	<input type="checkbox"/>	22
Did the corporation own any shares in one or more foreign affiliates in the tax year?	<input type="checkbox"/>	25
Has the corporation made any payments to non-residents of Canada under subsections 202(1) and/or 105(1) of the Income Tax Regulations?	<input type="checkbox"/>	29
Did the corporation have a total amount over CAN\$1 million of reportable transactions with non-arm's length non-residents?	<input type="checkbox"/>	T106
For private corporations: Does the corporation have any shareholders who own 10% or more of the corporation's common and/or preferred shares?	<input checked="" type="checkbox"/>	50
Has the corporation made payments to, or received amounts from, a retirement compensation plan arrangement during the year?	<input type="checkbox"/>	
Does the corporation earn income from one or more Internet web pages or websites?	<input type="checkbox"/>	88
Is the net income/loss shown on the financial statements different from the net income/loss for income tax purposes?	<input type="checkbox"/>	1
Has the corporation made any charitable donations; gifts of cultural or ecological property; or gifts of medicine?	<input type="checkbox"/>	2
Has the corporation received any dividends or paid any taxable dividends for purposes of the dividend refund?	<input type="checkbox"/>	3
Is the corporation claiming any type of losses?	<input checked="" type="checkbox"/>	4
Is the corporation claiming a provincial or territorial tax credit or does it have a permanent establishment in more than one jurisdiction?	<input type="checkbox"/>	5
Has the corporation realized any capital gains or incurred any capital losses during the tax year?	<input type="checkbox"/>	6
i) Is the corporation a CCPC and reporting a) income or loss from property (other than dividends deductible on line 320 of the T2 return), b) income from a partnership, c) income from a foreign business, d) income from a personal services business, e) income referred to in clause 125(1)(a)(i)(C) or 125(1)(a)(i)(B), f) aggregate investment income as defined in subsection 129(4), or g) an amount assigned to it under subsection 125(3.2) or 125(8); or	<input type="checkbox"/>	
ii) Is the corporation a member of a partnership and assigning its specified partnership business limit to a designated member under subsection 125(8)?	<input type="checkbox"/>	7
Does the corporation have any property that is eligible for capital cost allowance?	<input type="checkbox"/>	8
Does the corporation have any resource-related deductions?	<input type="checkbox"/>	12
Is the corporation claiming deductible reserves?	<input type="checkbox"/>	13
Is the corporation claiming a patronage dividend deduction?	<input type="checkbox"/>	16
Is the corporation a credit union claiming a deduction for allocations in proportion to borrowing or a provincial credit union tax reduction?	<input type="checkbox"/>	17
Is the corporation an investment corporation or a mutual fund corporation?	<input type="checkbox"/>	18
Is the corporation carrying on business in Canada as a non-resident corporation?	<input type="checkbox"/>	20
Is the corporation claiming any federal, provincial, or territorial foreign tax credits, or any federal logging tax credits?	<input type="checkbox"/>	21
Does the corporation have any Canadian manufacturing and processing profits or zero-emission technology manufacturing profits?	<input type="checkbox"/>	27
Is the corporation claiming an investment tax credit?	<input type="checkbox"/>	31
Is the corporation claiming any scientific research and experimental development (SR&ED) expenditures?	<input type="checkbox"/>	T661
Is the total taxable capital employed in Canada of the corporation and its related corporations over \$10,000,000?	<input type="checkbox"/>	33/34/35
Is the total taxable capital employed in Canada of the corporation and its associated corporations over \$10,000,000?	<input type="checkbox"/>	
Is the corporation subject to gross Part VI tax on capital of financial institutions?	<input type="checkbox"/>	38
Is the corporation claiming a Part I tax credit?	<input type="checkbox"/>	42
Is the corporation subject to Part IV.1 tax on dividends received on taxable preferred shares or Part VI.1 tax on dividends paid?	<input type="checkbox"/>	43
Is the corporation agreeing to a transfer of the liability for Part VI.1 tax?	<input type="checkbox"/>	45
For financial institutions: Is the corporation a member of a related group of financial institutions with one or more members subject to gross Part VI tax?	<input type="checkbox"/>	39
Is the corporation claiming a Canadian film or video production tax credit?	<input type="checkbox"/>	T1131
Is the corporation claiming a film or video production services tax credit?	<input type="checkbox"/>	T1177
Is the corporation claiming a Canadian journalism labour tax credit?	<input type="checkbox"/>	58
Is the corporation subject to Part XIII.1 tax? (Show your calculations on a sheet that you identify as Schedule 92.)	<input type="checkbox"/>	92

Attachments (continued)

	Yes	Schedule
Did the corporation have any foreign affiliates in the tax year?	<input type="checkbox"/>	T1134
Did the corporation own or hold specified foreign property where the total cost amount of all such property, at any time in the year, was more than CAN\$100,000?	<input type="checkbox"/>	T1135
Did the corporation transfer or loan property to a non-resident trust?	<input type="checkbox"/>	T1141
Did the corporation receive a distribution from or was it indebted to a non-resident trust in the year?	<input type="checkbox"/>	T1142
Has the corporation entered into an agreement to allocate assistance for SR&ED carried out in Canada?	<input type="checkbox"/>	T1145
Has the corporation entered into an agreement to transfer qualified expenditures incurred in respect of SR&ED contracts?	<input type="checkbox"/>	T1146
Has the corporation entered into an agreement with other associated corporations for salary or wages of specified employees for SR&ED?	<input type="checkbox"/>	T1174
Did the corporation pay taxable dividends (other than capital gains dividends) in the tax year?	<input type="checkbox"/>	55
Has the corporation made an election under subsection 89(11) not to be a CCPC?	<input type="checkbox"/>	T2002
Has the corporation revoked any previous election made under subsection 89(11)?	<input type="checkbox"/>	T2002
Did the corporation (CCPC or deposit insurance corporation (DIC)) pay eligible dividends, or did its general rate income pool (GRIP) change in the tax year?	<input type="checkbox"/>	53
Did the corporation (other than a CCPC or DIC) pay eligible dividends, or did its low rate income pool (LRIP) change in the tax year?	<input type="checkbox"/>	54
Is the corporation claiming a return of fuel charge proceeds to farmers tax credit?	<input type="checkbox"/>	63
Are you an employer reporting a non-qualified security agreement under subsection 110(1.9)?	<input type="checkbox"/>	59
Is the corporation claiming an air quality improvement tax credit?	<input type="checkbox"/>	65
Is the corporation subject to the additional 1.5% tax on banks and life insurers?	<input type="checkbox"/>	68

Additional information

Did the corporation use the International Financial Reporting Standards (IFRS) when it prepared its financial statements?	270	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Is the corporation inactive?	280	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
What is the corporation's main revenue-generating business activity? 551113 Holding Companies			
Specify the principal products mined, manufactured, sold, constructed, or services provided, giving the approximate percentage of the total revenue that each product or service represents.	284	HOLDING COMPANY	285 100.000 %
	286		287 %
	288		289 %
Did the corporation immigrate to Canada during the tax year?	291	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Did the corporation emigrate from Canada during the tax year?	292	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Do you want to be considered as a quarterly instalment remitter if you are eligible?	293	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the corporation was eligible to remit instalments on a quarterly basis for part of the tax year, provide the date the corporation ceased to be eligible	294	Year Month Day	
If the corporation's major business activity is construction, did you have any subcontractors during the tax year?	295	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Taxable income

Net income or (loss) for income tax purposes from Schedule 1, financial statements, or GIFL	300	-5,809	A
Deduct:			
Charitable donations from Schedule 2	311		
Cultural gifts from Schedule 2	313		
Ecological gifts from Schedule 2	314		
Gifts of medicine made before March 22, 2017, from Schedule 2	315		
Taxable dividends deductible under section 112 or 113, or subsection 138(6) from Schedule 3	320		
Part VI.1 tax deduction*	325		
Non-capital losses of previous tax years from Schedule 4	331		
Net capital losses of previous tax years from Schedule 4	332		
Restricted farm losses of previous tax years from Schedule 4	333		
Farm losses of previous tax years from Schedule 4	334		
Limited partnership losses of previous tax years from Schedule 4	335		
Taxable capital gains or taxable dividends allocated from a central credit union	340		
Prospector's and grubstaker's shares	350		
Employer deduction for non-qualified securities	352		
Subtotal			B
Subtotal (amount A minus amount B) (if negative, enter "0")			C
Section 110.5 additions or subparagraph 115(1)(a)(vii) additions	355		D
Taxable income (amount C plus amount D)	360		
Taxable income for the year from a personal services business			Z.1

* This amount is equal to 3.5 times the Part VI.1 tax payable at line 724 on page 9.

Small business deduction

Canadian-controlled private corporations (CCPCs) throughout the tax year

Income eligible for the small business deduction from Schedule 7	400	A
Taxable income from line 360 on page 3, minus 100/28 (3.57143) of the amount on line 632* on page 8, minus 4 times the amount on line 636** on page 8, and minus any amount that, because of federal law, is exempt from Part I tax	405	B
Business limit (see notes 1 and 2 below)	410	C

Notes:

- For CCPCs that are not associated, enter \$ 500,000 on line 410. However, if the corporation's tax year is less than 51 weeks, prorate this amount by the number of days in the tax year **divided** by 365, and enter the result on line 410.
- For associated CCPCs, use Schedule 23 to calculate the amount to be entered on line 410.

Business limit reduction

Taxable capital business limit reduction for tax years starting before April 7, 2022

Amount C _____ x **415** *** _____ D = _____ E1
11,250

Taxable capital business limit reduction for tax years starting after April 6, 2022

Amount C _____ x **415** *** _____ D = _____ E2
90,000

Amount E1 or amount E2, whichever applies ▶ _____ E3

Passive income business limit reduction

Adjusted aggregate investment income from Schedule 7**** . **417** _____ - 50,000 = _____ F

Amount C _____ x Amount F _____ = _____ G
100,000

The greater of amount E3 and amount G **422** _____ H

Reduced business limit (amount C **minus** amount H) (if negative, enter "0") _____ **426** _____ I

Business limit the CCPC assigns under subsection 125(3.2) (from line 515 below) _____ J

Reduced business limit after assignment (amount I **minus** amount J) _____ **428** _____ K

Small business deduction – Amount A, B, C, or K, whichever is the least _____ x 19 % = **430** _____

Enter amount from line 430 at amount K on page 8.

- * Calculate the amount of foreign non-business income tax credit deductible on line 632 without reference to the refundable tax on the CCPC's investment income (line 604) and without reference to the corporate tax reductions under section 123.4.
- ** Calculate the amount of foreign business income tax credit deductible on line 636 without reference to the corporation tax reductions under section 123.4.

***** Large corporations**

- If the corporation is not associated with any corporations in both the current and previous tax years, the amount to be entered on line 415 is: (total taxable capital employed in Canada for the **prior** year **minus** \$10,000,000) x 0.225%.
- If the corporation is not associated with any corporations in the current tax year, but was associated in the previous tax year, the amount to be entered on line 415 is: (total taxable capital employed in Canada for the **current** year **minus** \$10,000,000) x 0.225%.
- For corporations associated in the current tax year, see Schedule 23 for the special rules that apply.

**** Enter the total adjusted aggregate investment income of the corporation and all associated corporations for each tax year that ended in the preceding calendar year. Each corporation with such income has to file a Schedule 7. For a corporation's first tax year that starts after 2018, this amount is reported at line 744 of the corresponding Schedule 7. Otherwise, this amount is the total of all amounts reported at line 745 of the corresponding Schedule 7 of the corporation for each tax year that ended in the preceding calendar year.

Small business deduction (continued)

Specified corporate income and assignment under subsection 125(3.2)

L1 Name of corporation receiving the income and assigned amount	L Business number of the corporation receiving the assigned amount	M Income paid under clause 125(1)(a)(i)(B) to the corporation identified in column L ³	N Business limit assigned to corporation identified in column L ⁴
1.	490	500	505

Total **510** _____ Total **515** _____

Notes:

- This amount is [as defined in subsection 125(7) **specified corporate income** (a)(i)] the total of all amounts each of which is income (other than specified farming or fishing income of the corporation for the year) from an active business of the corporation for the year from the provision of services or property to a private corporation (directly or indirectly, in any manner whatever) if
 - (A) at any time in the year, the corporation (or one of its shareholders) or a person who does not deal at arm's length with the corporation (or one of its shareholders) holds a direct or indirect interest in the private corporation, and
 - (B) it is not the case that all or substantially all of the corporation's income for the year from an active business is from the provision of services or property to
 - (I) persons (other than the private corporation) with which the corporation deals at arm's length, or
 - (II) partnerships with which the corporation deals at arm's length, other than a partnership in which a person that does not deal at arm's length with the corporation holds a direct or indirect interest.
- The amount of the business limit you assign to a CCPC cannot be greater than the amount determined by the formula $A - B$, where A is the amount of income referred to in column M in respect of that CCPC and B is the portion of the amount described in A that is deductible by you in respect of the amount of income referred to in clauses 125(1)(a)(i)(A) or (B) for the year. The amount on line 515 cannot be greater than the amount on line 426.

General tax reduction for Canadian-controlled private corporations

Canadian-controlled private corporations throughout the tax year

Taxable income from line 360 on page 3		A
Lesser of amounts 9B and 9H from Part 9 of Schedule 27	B	
Amount 13K from Part 13 of Schedule 27	C	
Personal services business income	432	D
Amount from line 400, 405, 410, or 428 on page 4, whichever is the least	E	
Aggregate investment income from line 440 on page 6*	F	
Subtotal (add amounts B to F)	▶	G
Amount A minus amount G (if negative, enter "0")	H	
General tax reduction for Canadian-controlled private corporations – Amount H multiplied by 13 %	I	

Enter amount I on line 638 on page 8.

* Except for a corporation that is, throughout the year, a cooperative corporation (within the meaning assigned by subsection 136(2)) or a credit union.

General tax reduction

Do not complete this area if you are a Canadian-controlled private corporation, an investment corporation, a mortgage investment corporation, a mutual fund corporation, or any corporation with taxable income that is not subject to the corporation tax rate of 38%.

Taxable income from line 360 on page 3		J
Lesser of amounts 9B and 9H from Part 9 of Schedule 27	K	
Amount 13K from Part 13 of Schedule 27	L	
Personal services business income	434	M
Subtotal (add amounts K to M)	▶	N
Amount J minus amount N (if negative, enter "0")	O	
General tax reduction – Amount O multiplied by 13 %	P	

Enter amount P on line 639 on page 8.

Refundable portion of Part I tax

Canadian-controlled private corporations throughout the tax year

Aggregate investment income from Schedule 7	440	x	30 2 / 3 %	=		A	
Foreign non-business income tax credit from line 632 on page 8						B	
Foreign investment income from Schedule 7	445	x	8 %	=		C	
Subtotal (amount B minus amount C) (if negative, enter "0")						D	
Amount A minus amount D (if negative, enter "0")						E	
Taxable income from line 360 on page 3						F	
Amount from line 400, 405, 410, or 428 on page 4, whichever is the least						G	
Foreign non-business income tax credit from line 632 on page 8		x	75 / 29	=		H	
Foreign business income tax credit from line 636 on page 8		x	4	=		I	
Subtotal (add amounts G to I)						J	
Subtotal (amount F minus amount J)					K	x 30 2 / 3 % =	L
Part I tax payable minus investment tax credit refund (line 700 minus line 780 from page 9)							M
Refundable portion of Part I tax – Amount E, L, or M, whichever is the least						450	N

Attachment A

Refundable dividend tax on hand

Eligible refundable dividend tax on hand (ERDTOH) at the end of the previous tax year (line 530 of the preceding tax year)	520	A
Non-eligible refundable dividend tax on hand (NERDTOH) at the end of the previous tax year (line 545 of the preceding tax year) (if negative, enter "0")	535	B
Part IV tax payable on taxable dividends from connected corporations (amount 2G from Schedule 3)	C	
Part IV tax payable on eligible dividends from non-connected corporations (amount 2J from Schedule 3)	D	
Subtotal (amount C plus amount D)		E
Net ERDTOH transferred on an amalgamation or the wind-up of a subsidiary	525	F
ERDTOH dividend refund for the previous tax year	570	G
Refundable portion of Part I tax (from line 450 on page 6)		H
Part IV tax before deductions (amount 2A from Schedule 3)	I	
Part IV tax allocated to ERDTOH (amount E)	J	
Part IV tax reduction due to Part IV.1 tax payable (amount 4D of Schedule 43)	K	
Subtotal (amount I minus total of amounts J and K)		L
Net NERDTOH transferred on an amalgamation or the wind-up of a subsidiary	540	M
NERDTOH dividend refund for the previous tax year	575	N
38 1/3% of the total losses applied against Part IV tax (amount 2D from Schedule 3)		O
Part IV tax payable allocated to NERDTOH, net of losses claimed (amount L minus amount O) (if negative enter "0")		P
NERDTOH at the end of the tax year (total of amounts B, H, M, and P minus amount N) (if negative, enter "0")	545	
Part IV tax payable allocated to ERDTOH, net of losses claimed (amount E minus the amount, if any, by which amount O exceeds amount L) (if negative, enter "0")		Q
ERDTOH at the end of the tax year (total of amounts A, F, and Q minus amount G) (if negative, enter "0")	530	

Dividend refund

38 1/3% of total eligible dividends paid in the tax year (amount 3A from Schedule 3)		AA
ERDTOH balance at the end of the tax year (line 530)		BB
Eligible dividend refund (amount AA or BB, whichever is less)		CC
38 1/3% of total non-eligible taxable dividends paid in the tax year (amount 3B from Schedule 3)		DD
NERDTOH balance at the end of the tax year (line 545)		EE
Non-eligible dividend refund (amount DD or EE, whichever is less)		FF
Amount DD minus amount EE (if negative, enter "0")		GG
Amount BB minus amount CC (if negative, enter "0")		HH
Additional non-eligible dividend refund (amount GG or HH, whichever is less)		II
Dividend refund – Amount CC plus amount FF plus amount II		JJ
Enter amount JJ on line 784 on page 9.		

Part I tax

Base amount Part I tax – Taxable income (from line 360 on page 3) multiplied by 38 %	550	A
Additional tax on personal services business income (section 123.5)		
Taxable income from a personal services business	555 x 5 % = 560	B
Additional tax on banks and life insurers from Schedule 68	565	C
Recapture of investment tax credit from Schedule 31	602	D
Calculation for the refundable tax on the Canadian-controlled private corporation's (CCPC) investment income (if it was a CCPC throughout the tax year)		
Aggregate investment income from line 440 on page 6		E
Taxable income from line 360 on page 3		F
Deduct:		
Amount from line 400, 405, 410, or 428 on page 4, whichever is the least		G
Net amount (amount F minus amount G)		H
Refundable tax on CCPC's investment income – 10 2 / 3 % of whichever is less: amount E or amount H	604	I
Subtotal (add amounts A, B, C, D, and I)		J
Deduct:		
Small business deduction from line 430 on page 4		K
Federal tax abatement	608	
Manufacturing and processing profits deduction and zero-emission technology manufacturing deduction from Schedule 27	616	
Investment corporation deduction	620	
Taxed capital gains	624	
Federal foreign non-business income tax credit from Schedule 21	632	
Federal foreign business income tax credit from Schedule 21	636	
General tax reduction for CCPCs from amount I on page 5	638	
General tax reduction from amount P on page 5	639	
Federal logging tax credit from Schedule 21	640	
Eligible Canadian bank deduction under section 125.21	641	
Federal qualifying environmental trust tax credit	648	
Investment tax credit from Schedule 31	652	
Subtotal		L
Part I tax payable – Amount J minus amount L		M
Enter amount M on line 700 on page 9.		

Privacy notice

Personal information (including the SIN) is collected to administer or enforce the Income Tax Act and related programs and activities including administering tax, benefits, audit, compliance, and collection. The information collected may be used or disclosed for the purposes of other federal acts that provide for the imposition and collection of a tax or duty. It may also be disclosed to other federal, provincial, territorial, or foreign government institutions to the extent authorized by law. Failure to provide this information may result in paying interest or penalties, or in other actions. Under the Privacy Act, individuals have a right of protection, access to and correction of their personal information, or to file a complaint with the Privacy Commissioner of Canada regarding the handling of their personal information. Refer to Personal Information Bank CRA PPU 047 on Information about Programs and Information Holdings at canada.ca/cra-information-about-programs.

Summary of tax and credits

Federal tax

Part I tax payable from amount M on page 8	700	_____
Part III.1 tax payable from Schedule 55	710	_____
Part IV tax payable from Schedule 3	712	_____
Part IV.1 tax payable from Schedule 43	716	_____
Part VI tax payable from Schedule 38	720	_____
Part VI.1 tax payable from Schedule 43	724	_____
Part VI.2 tax payable from Schedule 67	725	_____
Part XIII.1 tax payable from Schedule 92	727	_____
Part XIV tax payable from Schedule 20	728	_____

Total federal tax _____

Add provincial or territorial tax:

Provincial or territorial jurisdiction **750** BC
(if more than one jurisdiction, enter "multiple" and complete Schedule 5)

Net provincial or territorial tax payable (except Quebec and Alberta) **760**
Total tax payable **770** _____ **A**

Deduct other credits:

Investment tax credit refund from Schedule 31	780	_____
Dividend refund from amount JJ on page 7	784	_____
Federal capital gains refund from Schedule 18	788	_____
Federal qualifying environmental trust tax credit refund	792	_____
Return of fuel charge proceeds to farmers tax credit from Schedule 63	795	_____
Canadian film or video production tax credit (Form T1131)	796	_____
Film or video production services tax credit (Form T1177)	797	_____
Canadian journalism labour tax credit from Schedule 58	798	_____
Air quality improvement tax credit from Schedule 65	799	_____
Tax withheld at source	800	_____
Total payments on which tax has been withheld	801	_____
Provincial and territorial capital gains refund from Schedule 18	808	_____
Provincial and territorial refundable tax credits from Schedule 5	812	_____
Tax instalments paid	840	_____
Total credits	890	_____ B

Balance (amount A minus amount B) _____

If the result is negative, you have a **refund**. If the result is positive, you have a **balance owing**.

Enter the amount below on whichever line applies.

Generally, the CRA does not charge or refund a difference of \$2 or less.

Refund code **894**

Refund _____

Balance owing _____

For information on how to enrol for direct deposit, go to canada.ca/cra-direct-deposit.

For information on how to make your payment, go to canada.ca/payments.

If the corporation is a Canadian-controlled private corporation throughout the tax year, does it qualify for the one-month extension of the date the balance of tax is due? **896** Yes No

If this return was prepared by a tax preparer for a fee, provide their: EFILE number **920** P3920
ReplID **925** _____

Certification

I, **950** Belobaba Last name **951** Jake First name **954** President Position, office, or rank

am an authorized signing officer of the corporation. I certify that I have examined this return, including accompanying schedules and statements, and that the information given on this return is, to the best of my knowledge, correct and complete. I also certify that the method of calculating income for this tax year is consistent with that of the previous tax year except as specifically disclosed in a statement attached to this return.

955 _____ Date (yyyy/mm/dd) **956** (250) 245-6400 Telephone number

Signature of the authorized signing officer of the corporation

Is the contact person the same as the authorized signing officer? If **no**, complete the information below **957** Yes No **959** (250) 244-4908 Telephone number

958 Kiersten Packham, CPA, CA Name of other authorized person

Language of correspondence – Langue de correspondance

Indicate your language of correspondence by entering **1** for English or **2** for French. **990**
Indiquez votre langue de correspondance en inscrivant **1** pour anglais ou **2** pour français.

Form identifier 100

GENERAL INDEX OF FINANCIAL INFORMATION – GIF1

Corporation's name	Business number	Tax year end Year Month Day
The Ladysmith Harbour Economic Development Corporation	85584 7455 RC0001	2023-12-31

Balance sheet information

Account	Description	GIFI	Current year	Prior year
Assets				
	Total current assets	1599 +	1,676	1,581
	Total tangible capital assets	2008 +		
	Total accumulated amortization of tangible capital assets	2009 -		
	Total intangible capital assets	2178 +		
	Total accumulated amortization of intangible capital assets	2179 -		
	Total long-term assets	2589 +		
	* Assets held in trust	2590 +		
	Total assets (mandatory field)	2599 =	1,676	1,581
Liabilities				
	Total current liabilities	3139 +		
	Total long-term liabilities	3450 +	14,632	8,728
	* Subordinated debt	3460 +		
	* Amounts held in trust	3470 +		
	Total liabilities (mandatory field)	3499 =	14,632	8,728
Shareholder equity				
	Total shareholder equity (mandatory field)	3620 +	-12,956	-7,147
	Total liabilities and shareholder equity	3640 =	1,676	1,581
Retained earnings				
	Retained earnings/deficit – end (mandatory field)	3849 =	-12,966	-7,157

* Generic item

Form identifier 125

GENERAL INDEX OF FINANCIAL INFORMATION – GIFI

Corporation's name	Business number	Tax year-end Year Month Day
The Ladysmith Harbour Economic Development Corporation	85584 7455 RC0001	2023-12-31

Income statement information

Description	GIFI
Operating name	0001
Description of the operation	0002
Sequence number	0003 01

Account	Description	GIFI	Current year	Prior year
---------	-------------	------	--------------	------------

Income statement information				
	Total sales of goods and services	8089 +	39,021	84,020
	Cost of sales	8518 -		
	Gross profit/loss	8519 =	39,021	84,020
	Cost of sales	8518 +		
	Total operating expenses	9367 +	44,925	84,845
	Total expenses (mandatory field)	9368 =	44,925	84,845
	Total revenue (mandatory field)	8299 +	39,116	84,082
	Total expenses (mandatory field)	9368 -	44,925	84,845
	Net non-farming income	9369 =	-5,809	-763

Farming income statement information				
	Total farm revenue (mandatory field)	9659 +		
	Total farm expenses (mandatory field)	9898 -		
	Net farm income	9899 =		

	Net income/loss before taxes and extraordinary items	9970 =	-5,809	-763
--	---	--------	--------	------

	Total – other comprehensive income	9998 =		
--	---	--------	--	--

Extraordinary items and income (linked to Schedule 140)				
	Extraordinary item(s)	9975 -		
	Legal settlements	9976 -		
	Unrealized gains/losses	9980 +		
	Unusual items	9985 -		
	Current income taxes	9990 -		
	Future (deferred) income tax provision	9995 -		
	Total – Other comprehensive income	9998 +		
	Net income/loss after taxes and extraordinary items (mandatory field)	9999 =	-5,809	-763

General Index of Financial Information (GIFI) – Additional Information

Corporation's name The Ladysmith Harbour Economic Development Corporation	Business number 85584 7455 RC0001	Tax year-end Year Month Day 2023-12-31
--	--------------------------------------	--

- Corporations need to complete all parts of this schedule that apply and include it with their T2 return along with their other GIFI schedules.
- For more information, see Guide RC4088, General Index of Financial Information (GIFI), and Guide T4012, T2 Corporation – Income Tax Guide.

Part 1 – Information on the person primarily involved with the financial information

Can you identify the person* specified in the heading of Part 1? **111** Yes No

If you answered **no**, go to Part 2.

Does that person have a professional designation in accounting? **095** Yes No

Is that person connected** with the corporation? **097** Yes No

* A person primarily involved with the financial information is a person who has more than a 50% involvement in preparing the financial information that the T2 return is based on. For example, if three persons prepared the financial information by doing respectively 30%, 30%, and 40% of the work, answer **no** at line 111. If they did respectively 10%, 20%, and 70% of the work, answer **yes** at line 111 and complete Part 1 by referring only to the third person.

** A person connected with a corporation can be: (i) a shareholder of the corporation who owns more than 10% of the common shares; (ii) a director, an officer, or an employee of the corporation; or (iii) a person not dealing at arm's length with the corporation.

Part 2 – Type of involvement

Choose one or more of the following options that represent your involvement and that of the person referred to in Part 1:

Completed an auditor's report **300**

Completed a review engagement report **301**

Conducted a compilation engagement **302**

Provided accounting services **303**

Provided bookkeeping services **304**

Other (please specify) **305**

Part 3 – Reservations

If you selected option 1 (300) or 2 (301) in Part 2 above, answer the following question:

Has the person referred to in Part 1 expressed a reservation? **099** Yes No

Part 4 – Other information

Were notes to the financial statements prepared? **101** Yes No

Did the corporation have any subsequent events? **104** Yes No

Did the corporation re-evaluate its assets during the tax year? **105** Yes No

Did the corporation have any contingent liabilities during the tax year? **106** Yes No

Did the corporation have any commitments during the tax year? **107** Yes No

Does the corporation have investments in joint venture(s) or partnership(s)? **108** Yes No

Part 4 – Other information (continued)

Impairment and fair value changes

In any of the following assets, was an amount recognized in net income or other comprehensive income (OCI) as a result of an impairment loss in the tax year, a reversal of an impairment loss recognized in a previous tax year, or a change in fair value during the tax year? **200** Yes No

If **yes**, enter the amount recognized:

	In net income Increase (decrease)	In OCI Increase (decrease)
Property, plant, and equipment	210	211
Intangible assets	215	216
Investment property	220	
Biological assets	225	
Financial instruments	230	231
Other	235	236

Financial instruments

Did the corporation derecognize any financial instrument(s) during the tax year (other than trade receivables)? **250** Yes No

Did the corporation apply hedge accounting during the tax year? **255** Yes No

Did the corporation discontinue hedge accounting during the tax year? **260** Yes No

Adjustments to opening equity

Was an amount included in the opening balance of retained earnings or equity, in order to correct an error, to recognize a change in accounting policy, or to adopt a new accounting standard in the current tax year? **265** Yes No

If **yes**, you have to maintain a separate reconciliation.

Part 5 – Information on the person who prepared the T2 return

If the person who prepared the T2 return has a professional designation in accounting but is not the person identified in Part 1, choose all of the following options that apply:

- Prepared the T2 return and the financial information contained therein **310**
- The client provided the financial statements **311**
- The client provided a trial balance **312**
- The client provided a general ledger **313**
- Other (please specify) **314**

SCHEDULE 100

GENERAL INDEX OF FINANCIAL INFORMATION – GIF

Form identifier 100

Name of corporation	Business Number	Tax year-end Year Month Day
The Ladysmith Harbour Economic Development Corporation	85584 7455 RC0001	2023-12-31

Assets – lines 1000 to 2599

1000	1,676	1599	1,676	2599	1,676
-------------	-------	-------------	-------	-------------	-------

Liabilities – lines 2600 to 3499

3261	14,632	3450	14,632	3499	14,632
-------------	--------	-------------	--------	-------------	--------

Shareholder equity – lines 3500 to 3640

3500	10	3600	-12,966	3620	-12,956
3640	1,676				

Retained earnings – lines 3660 to 3849

3660	-7,157	3680	-5,809	3849	-12,966
-------------	--------	-------------	--------	-------------	---------

Attachment A

SCHEDULE 125

GENERAL INDEX OF FINANCIAL INFORMATION – GIFI

Form identifier 125

Name of corporation	Business Number	Tax year-end Year Month Day
The Ladysmith Harbour Economic Development Corporation	85584 7455 RC0001	2023-12-31

Description

Sequence number **0003** 01

Revenue – lines 8000 to 8299

8000	39,021	8089	39,021	8100	95
8299	39,116				

Cost of sales – lines 8300 to 8519

8519	39,021
-------------	--------

Operating expenses – lines 8520 to 9369

8862	5,904	8910	39,021	9367	44,925
9368	44,925	9369	-5,809		

Extraordinary items and taxes – lines 9970 to 9999

9970	-5,809	9999	-5,809
-------------	--------	-------------	--------

Attachment A

Corporation Loss Continuity and Application

Corporation's name	Business number	Tax year-end Year Month Day
The Ladysmith Harbour Economic Development Corporation	85584 7455 RC0001	2023-12-31

- Use this form to determine the continuity and use of available losses; to determine a current-year non-capital loss, farm loss, restricted farm loss, or limited partnership loss; to determine the amount of restricted farm loss and limited partnership loss that can be applied in a year; and to ask for a loss carryback to previous years.
- A corporation can choose whether or not to deduct an available loss from income in a tax year. The corporation can deduct losses in any order. However, for each type of loss, deduct the oldest loss first.
- According to subsection 111(4) of the federal Income Tax Act, when control has been acquired, no amount of capital loss incurred for a tax year ending before that time is deductible in computing taxable income in a tax year ending after that time. Also, no amount of capital loss incurred in a tax year ending after that time is deductible in computing taxable income of a tax year ending before that time.
- When control has been acquired, subsection 111(5) provides for similar treatment of non-capital and farm losses, except as listed in paragraphs 111(5)(a) and (b).
- For information on these losses, see the T2 Corporation – Income Tax Guide.
- File this schedule with the T2 return, or send the schedule by itself to the tax centre where the return is filed.
- All legislative references are to the federal Income Tax Act.

Part 1 – Non-capital losses

Determination of current-year non-capital loss

Net income (loss) for income tax purposes		-5,809	1A
Net capital losses deducted in the year (enter as a positive amount)	1B		
Taxable dividends deductible under section 112 or subsections 113(1) or 138(6)	1C		
Amount of Part VI.1 tax deductible under paragraph 110(1)(k)	1D		
Amount deductible as prospector's and grubstaker's shares – Paragraph 110(1)(d.2)	1E		
Employer deduction for non-qualified securities – Paragraph 110(1)(e)	1F		
Subtotal (total of amounts 1B to 1F)	▶	1G	
Subtotal (amount 1A minus amount 1G; if positive, enter "0")		-5,809	1H
Section 110.5 or subparagraph 115(1)(a)(vii) – Addition for foreign tax deductions			1I
Subtotal (amount 1H minus amount 1I)		-5,809	1J
Current-year farm loss (the lesser of: the net loss from farming or fishing included in income and the non-capital loss before deducting the farm loss)			1K
Current-year non-capital loss (amount 1J plus amount 1K; if positive, enter "0")		-5,809	1L
If amount 1L is negative, enter it on line 110 as a positive.			

Continuity of non-capital losses and request for a carryback

Non-capital loss at the end of the previous tax year		12,716	1M
Non-capital loss expired (note 1)	100		
Non-capital losses at the beginning of the tax year (amount 1M minus line 100)	102	▶ 12,716	12,716
Non-capital losses transferred on an amalgamation or on the wind-up of a subsidiary (note 2) corporation	105		
Current-year non-capital loss (from amount 1L)	110	5,809	
Subtotal (line 105 plus line 110)		▶ 5,809	5,809
Subtotal (line 102 plus amount 1N)		▶ 18,525	1O

Note 1: A non-capital loss expires after **20 tax years** and an allowable business investment loss becomes a net capital loss after **10 tax years**.

Note 2: Subsidiary is defined in subsection 88(1) as a taxable Canadian corporation of which 90% or more of each class of issued shares are owned by its parent corporation and the remaining shares are owned by persons that deal at arm's length with the parent corporation.

Part 1 – Non-capital losses (continued)

Other adjustments (includes adjustments for an acquisition of control)	150	
Section 80 – Adjustments for forgiven amounts	140	
Subsection 111(10) – Adjustments for fuel tax rebate		
Non-capital losses of previous tax years applied in the current tax year	130	
Enter line 130 on line 331 of the T2 return.		
Current and previous years non-capital losses applied against current-year taxable dividends subject to Part IV tax (note 3)	135	
Subtotal (total of lines 150, 140, 130 and 135)		1P
Non-capital losses before any request for a carryback (amount 1O minus amount 1P)	18,525	1Q

Request to carry back non-capital loss to:

First previous tax year to reduce taxable income	901	
Second previous tax year to reduce taxable income	902	
Third previous tax year to reduce taxable income	903	
First previous tax year to reduce taxable dividends subject to Part IV tax	911	
Second previous tax year to reduce taxable dividends subject to Part IV tax	912	
Third previous tax year to reduce taxable dividends subject to Part IV tax	913	
Total of requests to carry back non-capital losses to previous tax years (total of lines 901 to 913)		1R
Closing balance of non-capital losses to be carried forward to future tax years (amount 1Q minus amount 1R)	180	18,525

Note 3: Line 135 is the total of lines 330 and 335 from Schedule 3, Dividends Received, Taxable Dividends Paid, and Part IV Tax Calculation.

Part 2 – Capital losses

Continuity of capital losses and request for a carryback

Capital losses at the end of the previous tax year	200	
Capital losses transferred on an amalgamation or on the wind-up of a subsidiary corporation	205	
Subtotal (line 200 plus line 205)		2A
Other adjustments (includes adjustments for an acquisition of control)	250	
Section 80 – Adjustments for forgiven amounts	240	
Subtotal (line 250 plus line 240)		2B
Subtotal (amount 2A minus amount 2B)		2C
Current-year capital loss (from the calculation on Schedule 6, Summary of Dispositions of Capital Property)	210	
Unused non-capital losses from the 11th previous tax year (note 4)		2D
Allowable business investment losses (ABILs) that expired as non-capital losses at the end of the previous tax year (note 5)		2E
Enter amount 2D or 2E, whichever is less	215	
ABILs expired as non-capital losses: line 215 multiplied by 2.000000	220	
Subtotal (amount 2C plus line 210 plus line 220)		2F

Note

If there has been an amalgamation or a wind-up of a subsidiary, do a separate calculation of the ABIL expired as non-capital loss for each predecessor or subsidiary corporation. Add all these amounts and enter the total on line 220.

Note 4: Determine the amount of the non-capital loss from the 11th previous tax year, and enter the part of the non-capital loss that was not deducted in the previous 11 years.

Note 5: Enter the amount of the ABILs from the 11th previous tax year. Enter the full amount on amount 2E.

Part 2 – Capital losses (continued)

Capital losses from previous tax years applied against the current-year net capital gain (note 6)	225	
Capital losses before any request for a carryback (amount 2F minus line 225)		2G
Request to carry back capital loss to (note 7):		
	Capital gain (100%)	Amount carried back (100%)
First previous tax year	951	
Second previous tax year	952	
Third previous tax year	953	
	Subtotal (total of lines 951 to 953)	2H
Closing balance of capital losses to be carried forward to future tax years (amount 2G minus amount 2H) (note 8)	280	

Note 6: To get the net capital losses required to reduce the taxable capital gain included in the net income (loss) for the current tax year, enter the amount from line 225 **divided** by 2 at line 332 of the T2 return.

Note 7: On line 225, 951, 952, or 953, whichever applies, enter the actual amount of the loss. When the loss is applied, **divide** this amount by 2. The result represents the 50% inclusion rate.

Note 8: Capital losses can be carried forward indefinitely.

Part 3 – Farm losses

Continuity of farm losses and request for a carryback

Farm losses at the end of the previous tax year		3A
Farm loss expired (note 9)	300	
Farm losses at the beginning of the tax year (amount 3A minus line 300)	302	
Farm losses transferred on an amalgamation or on the wind-up of a subsidiary corporation	305	
Current-year farm loss (amount 1K in Part 1)	310	
	Subtotal (line 305 plus line 310)	3B
		Subtotal (line 302 plus amount 3B)
		3C
Other adjustments (includes adjustments for an acquisition of control)	350	
Section 80 – Adjustments for forgiven amounts	340	
Farm losses of previous tax years applied in the current tax year	330	
Enter line 330 on line 334 of the T2 Return.		
Current and previous years farm losses applied against current-year taxable dividends subject to Part IV tax (note 10)	335	
	Subtotal (total of lines 350, 340, 330 and 335)	3D
Farm losses before any request for a carryback (amount 3C minus amount 3D)		3E

Request to carry back farm loss to:

First previous tax year to reduce taxable income	921	
Second previous tax year to reduce taxable income	922	
Third previous tax year to reduce taxable income	923	
First previous tax year to reduce taxable dividends subject to Part IV tax	931	
Second previous tax year to reduce taxable dividends subject to Part IV tax	932	
Third previous tax year to reduce taxable dividends subject to Part IV tax	933	
	Subtotal (total of lines 921 to 933)	3F
Closing balance of farm losses to be carried forward to future tax years (amount 3E minus amount 3F)	380	

Note 9: A farm loss expires after **20 tax years**.

Note 10: Line 335 is the total of lines 340 and 345 from Schedule 3.

Part 4 – Restricted farm losses

Current-year restricted farm loss

Total losses for the year from farming business	485	_____
(line 485 _____ – \$2,500) divided by 2	4A	_____
Amount 4A or \$ 15,000, whichever is less		4B _____
		2,500	4C _____
Subtotal (amount 4B plus amount 4C)	2,500	4D _____
Current-year restricted farm loss (line 485 minus amount 4D)		4E _____

Continuity of restricted farm losses and request for a carryback

Restricted farm losses at the end of the previous tax year	4F	_____
Restricted farm loss expired (note 11)	400	_____
Restricted farm losses at the beginning of the tax year (amount 4F minus line 400)	402	_____
Restricted farm losses transferred on an amalgamation or on the wind-up of a subsidiary corporation	405	_____
Current-year restricted farm loss (from amount 4E)	410	_____
Enter line 410 on line 233 of Schedule 1, Net Income (Loss) for Income Tax Purposes.			
Subtotal (line 405 plus line 410)		4G _____
Subtotal (line 402 plus amount 4G)		4H _____

Restricted farm losses from previous tax years applied against current farming income	430	_____
Enter line 430 on line 333 of the T2 return.			
Section 80 – Adjustments for forgiven amounts	440	_____
Other adjustments	450	_____
Subtotal (total of lines 430 to 450)		4I _____
Restricted farm losses before any request for a carryback (amount 4H minus amount 4I)		4J _____

Request to carry back restricted farm loss to:

First previous tax year to reduce farming income	941	_____
Second previous tax year to reduce farming income	942	_____
Third previous tax year to reduce farming income	943	_____
Subtotal (total of lines 941 to 943)		4K _____
Closing balance of restricted farm losses to be carried forward to future tax years (amount 4J minus amount 4K)	480	_____

Note

The total losses for the year from all farming businesses are calculated without including scientific research expenses.

Note 11: A restricted farm loss expires after **20 tax years**.

Part 5 – Listed personal property losses

Continuity of listed personal property loss and request for a carryback

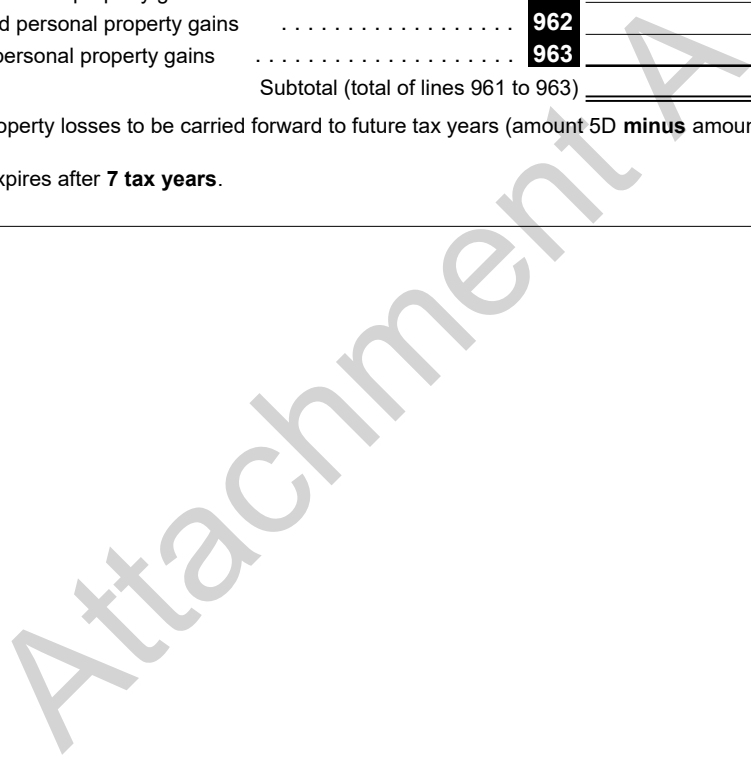
Listed personal property losses at the end of the previous tax year	_____	5A
Listed personal property loss expired (note 12)	500 _____	
Listed personal property losses at the beginning of the tax year (amount 5A minus line 500)	502 _____	
Current-year listed personal property loss (from Schedule 6)	510 _____	
		Subtotal (line 502 plus line 510)	_____ 5B

Listed personal property losses from previous tax years applied against listed personal property gains	530 _____	
Enter line 530 on line 655 of Schedule 6.			
Other adjustments	550 _____	
		Subtotal (line 530 plus line 550)	_____ 5C
Listed personal property losses remaining before any request for a carryback (amount 5B minus amount 5C)			_____ 5D

Request to carry back listed personal property loss to:

First previous tax year to reduce listed personal property gains	961 _____	
Second previous tax year to reduce listed personal property gains	962 _____	
Third previous tax year to reduce listed personal property gains	963 _____	
		Subtotal (total of lines 961 to 963)	_____ 5E
Closing balance of listed personal property losses to be carried forward to future tax years (amount 5D minus amount 5E)		580 _____	

Note 12: A listed personal property loss expires after **7 tax years**.



Part 7 – Limited partnership losses

Current-year limited partnership losses

1	2	3	4	5	6	7
Partnership account number	Tax year ending YYYY/MM/DD	Corporation's share of limited partnership loss	Corporation's at-risk amount	Total of corporation's share of partnership investment tax credit, farming losses, and resource expenses	Column 4 minus column 5 (if negative, enter "0")	Current -year limited partnership losses (column 3 minus column 6)
600	602	604	606	608		620

1.

Total (enter this amount on line 222 of Schedule 1)

Limited partnership losses from previous tax years that may be applied in the current year

1	2	3	4	5	6	7
Partnership account number	Tax year ending YYYY/MM/DD	Limited partnership losses at the end of the previous tax year and amounts transferred on an amalgamation or on the wind-up of a subsidiary	Corporation's at-risk amount	Total of corporation's share of partnership investment tax credit, business or property losses, and resource expenses	Column 4 minus column 5 (if negative, enter "0")	Limited partnership losses that may be applied in the year (the lesser of columns 3 and 6)
630	632	634	636	638		650

1.

Continuity of limited partnership losses that can be carried forward to future tax years

1	2	3	4	5	6
Partnership account number	Limited partnership losses at the end of the previous tax year	Limited partnership losses transferred in the year on an amalgamation or on the wind-up of a subsidiary	Current-year limited partnership losses (from line 620)	Limited partnership losses applied in the current year (must be equal to or less than line 650)	Current year limited partnership losses closing balance to be carried forward to future years (column 2 plus column 3 plus column 4 minus column 5)
660	662	664	670	675	680

1.

Total (enter this amount on line 335 of the T2 return)

Note

If you need more space, you can attach more schedules.

Part 8 – Election under paragraph 88(1.1)(f)

If you are making an election under paragraph 88(1.1)(f), tick the box

190

Yes

In the case of the wind-up of a subsidiary, if the election is made, the non-capital loss, restricted farm loss, farm loss, or limited partnership loss of the subsidiary—that otherwise would become the loss of the parent corporation for a particular tax year starting after the wind-up began—will be considered as the loss of the parent corporation for its immediately preceding tax year and not for the particular year.

Note

This election is only applicable for wind-ups under subsection 88(1) that are reported on Schedule 24, First-Time Filer after Incorporation, Amalgamation, or Winding-up of a Subsidiary into a Parent.

Non-Capital Loss Continuity Workchart

Part 6 – Analysis of balance of losses by year of origin

Non-capital losses

Year of origin	Balance at beginning of year	Loss incurred in current year	Adjustments and transfers	Loss carried back Parts I & IV	Applied to reduce		Balance at end of year
					Taxable income	Part IV tax	
Current	N/A	5,809			N/A		5,809
1st preceding taxation year 2022-12-31	763	N/A		N/A			763
2nd preceding taxation year 2021-12-31	548	N/A		N/A			548
4th preceding taxation year 2019-12-31	132	N/A		N/A			132
5th preceding taxation year 2018-12-31	167	N/A		N/A			167
6th preceding taxation year 2017-12-31	996	N/A		N/A			996
7th preceding taxation year 2016-12-31	885	N/A		N/A			885
8th preceding taxation year 2015-12-31	2,071	N/A		N/A			2,071
9th preceding taxation year 2014-12-31	1,444	N/A		N/A			1,444
10th preceding taxation year 2013-12-31	5,710	N/A		N/A			5,710
Total	12,716	5,809					18,525

Attachment A

Shareholder Information

Corporation's name The Ladysmith Harbour Economic Development Corporation	Business number 85584 7455 RC0001	Tax year-end Year Month Day 2023-12-31
---	---	---

- All private corporations must complete this schedule for any shareholder who holds 10% or more of the corporation's common and/or preferred shares.
- Provide only one number (business number, partnership account number, social insurance number or trust number) per shareholder.

	Name of shareholder (after name, indicate in brackets if the shareholder is a corporation, partnership, individual, or trust)	Business number or partnership account number (9 digits, 2 letters, and 4 digits. If not registered, enter "NR")	Social insurance number (9 digits)	Trust number (T followed by 8 digits)	Percentage common shares	Percentage preferred shares
	100	200	300	350	400	500
1	TOWN OF LADYSMITH	108127622RC0001			100.000	
2						
3						
4						
5						
6						
7						
8						
9						
10						

Attachment A

STAFF REPORT TO COUNCIL

Report Prepared By: Kristine Hawkins, Revenue Accountant
Report Approved by: Erin Anderson, Director of Financial Services
Meeting Date: January 21, 2025
File No: 1820-01
RE: **Adjustment to Water Billing Account – 2024, Q3 & Q4**

RECOMMENDATION:

That Council:

- 1) Provide a bill adjustment due to a water leak for:
 - a) 000-1348158-000 in the amount of \$3,513.13;
 - b) 001-1047010-000 in the amount of \$4,646.13;
 - c) 000-1348434-000 in the amount of \$606.82; and
 - d) 001-1376000-000 in the amount of \$136.77.

EXECUTIVE SUMMARY:

The purpose of this staff report is to present to Council a request for water bill adjustments which are outside the scope of the Director of Finance's authorization to approve. They include second requests within a ten-year time period, as well as adjustment dollar amounts of more than \$3000, so further approval by Council is necessary to adjust the billing amount. Property owners are required to repair the leaks on their property within 45 days, and all but one property fulfilled this requirement.

PREVIOUS COUNCIL DIRECTION:

In 2017, Council amended "Waterworks Regulation Bylaw 1999, No. 1298" as follows:

39(3) Where any account is rendered pursuant to this section, the Director of Finance, in estimating the account, shall consider previous billing periods when such meter was registering correctly, seasonal variations, changes in occupancy, and any other factors which, in the opinion of the Director, may affect the consumption of water. The maximum adjustment amount is \$3,000 per account.

INTRODUCTION/BACKGROUND:

Water billing adjustments due to water breaks or leaks are permitted under "Waterworks Regulation Bylaw 1999, No. 1298". The adjustments are calculated using the consumption during the same period in the previous year as the baseline consumption.

Property owners are to repair the leak on their property within 45 days of the high consumption notification. The notification could be in the form of a notice placed at the

property during the meter reading, a letter sent from the Town or the utility bill itself. Property owners can apply for one leak adjustment within a ten-year period.

Account No. 000-1348158-000 was notified by Town staff on September 16, 2024, of a higher than usual meter reading. It was determined that there was a broken pipe under a cement area. The leak was repaired October 21, 2024 and the total amount of the adjustment would be \$3,513.13.

Account No. 001-1047010-000 was notified by Town staff on September 13, 2024, of a higher than usual meter reading and the Strata informed staff that the repair was being worked on. On October 15, 2024, a building permit was applied for due to the leak being under foundations. The building permit was issued 30 days later and the leak was repaired December 19, 2024, though it was 97 days after being notified by town staff. This is outside of the 45 day time limit, though because of it being a Strata and the added step for the building permit, staff recommend an adjustment of \$4,646.13 be approved.

Account No. 000-1348434-000 was notified by Town staff on September 16, 2024, of a higher than usual meter reading. The leak was temporarily repaired September 23, 2024, and permanently repaired October 15, 2024. This account previously received a leak adjustment in 2022 in the amount of \$631.50. As this is the second leak adjustment request, only Council may approve an adjustment to the account.

Finally, account No. 001-1376000-000 received a higher than normal bill for the second quarter. The leak was repaired June 28, 2024. This account previously received a leak adjustment in 2021 for \$3,193.98. As this is the second leak adjustment request, only Council may approve an adjustment to the account.

ALTERNATIVES:

Council can choose to:

1. Not provide an adjustment to the water billing account.
2. Provide a partial adjustment.
3. Increase the threshold amount delegated to staff.

FINANCIAL IMPLICATIONS:

Adjustments to water billing accounts affect the water revenues.

In 2024 to date, there were 37 adjustments due to service connection breaks, irrigation system leaks or unexplained consumption, ranging from \$91.03 to \$3,195.82 with the average adjustment amount of \$895.43.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Citizens are encouraged to repair any water leak quickly when it is discovered. The incentive of a potential adjustment supports repairs made in a timely manner.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The Public Works Utilities Department is involved in reading the meters, notifying property owners of high consumption and monitoring consumption until it returns to a normal range. Finance calculates the billing and any subsequent adjustments.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

STAFF REPORT TO COUNCIL

Report Prepared By: Tim Tanton, Director of Infrastructure Services
Reviewed By: Alison McCarrick, CAO
Meeting Date: January 21, 2025
File No:
Re: **Colonia Dam Decommissioning Workplan Consultant**

RECOMMENDATION:

That Council waive the competitive bidding process in Purchasing Policy 5-1790-D and authorize staff to sole source the Colonia Dam decommissioning project design and project management work to Ecora Engineering and Environmental Ltd. in the amount of \$134,766 plus taxes.

EXECUTIVE SUMMARY:

After being directed by Dam Safety, the Town carried out a competitive Request for Proposals to procure consulting engineering services for assessment of the three dams on Holland Creek and the design of a workplan to decommission Mackie Dam. Ecora Engineering and Environmental Ltd. (Ecora) was successful and delivered a decommissioning plan for Mackie Dam in July 2024. It is now time to move forward with a workplan for decommissioning Colonia Dam, so staff requested a proposal from Ecora as they have the project background and knowledge to continue the process.

PREVIOUS COUNCIL DIRECTION:

CS 2024- 179	2024- 08-06	That Council waive Purchasing Policy 5-1790-D and authorize staff to sole source the Mackie Road Dam Decommissioning - Tendering and Construction Support Services to Ecora Engineering and Environmental Ltd. (Ecora) in the amount of \$99,270 plus taxes, as outlined in Attachment A of the August 6, 2024, staff report from the Infrastructure Services Department.
--------------------	----------------	---

INTRODUCTION/BACKGROUND:

Colonia Dam was inherited by the Town sometime prior to 1947, along with a corresponding water license. The date of construction is unknown, but the dam was



originally created to supply water for coal mining operations by Wellington Collieries Company and later used for Town water supply. After many years of not being used for water supply, sediments have filled in the reservoir which previously existed upstream of the dam.

After Dam Safety directed the Town to remove the three dams on Holland Creek (Mackie, Colonia and Holland Creek Water Supply), Ecora reviewed all three dams and confirmed they are historical dams that no longer serve a useful purpose and are a barrier to fish passage. The workplan for removal of Mackie Dam is complete and will be executed by a contractor during the 2025 Fall fisheries window for work in streams.

Staff believe that if we can coordinate removal of both Mackie and Colonia Dams at the same time, costs will be minimized.

The next step is to create a detailed workplan for decommissioning the Colonia Dam and to manage the contract for its removal in Fall 2025. The attached proposal (Attachment A) from Ecora estimates engineering fees totaling \$134,766 for this work.

In accordance with the Town's Purchasing Policy, which states "all sole source purchases over \$75,000 require approval of the Council, following a staff report to Council from the originating department", staff are requesting Council to approve the sole source award to Ecora for the following reasons:

- Ecora completed the dam assessment, options analysis, and preliminary design for removal of Colonia Dam. They have extensive background knowledge that would need to be repeated if another consultant was used.
- Ecora was awarded the work on the Holland Lake dams and the Holland Creek dams following competitive RFPs.
- The proposal provided is in line with staff expectations.

ALTERNATIVES:

Council can choose to:

1. Direct staff to carry out a competitive RFP.
2. Direct staff to wait to proceed with the decommissioning.

FINANCIAL IMPLICATIONS:

The Colonia Weir removal project was included in the 2024 Financial Plan and will be rolled into 2025. The funding for this project, and the other two weir removals, comes from a grant.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There should be minimal disruptions to the Holland Creek Trail users while the plan is being developed.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

- A. Ecora – Colonia Dam Decommissioning Workplan Proposal.



Colonia Drive Dam Decommissioning Workplan

Presented To:



Dated: December 2024
Ecora File No.: 2400807

Company Information: Ecora Engineering & Environmental Ltd.
200 – 2045 Enterprise Way, Kelowna, BC V1Y 9T5

Proponent Contact: Michael J. Laws, P.Eng.
Office Phone: 250.469.9757 x1045
Cell Phone: 250.470.8808
Email: michael.laws@ecora.ca

Confidentiality Statement

This proposal is the property of Ecora Engineering & Environmental Ltd. It is protected by copyright for intellectual property. The contents are regarded as “commercial confidential”. In accordance with “The Freedom of Information and Protection of Privacy Act – Disclosure Harmful to Business Interests of a Third Party,” no part of this proposal may be disclosed to another party without the express written authorization of Ecora Engineering & Environmental Ltd. and The Town of Ladysmith. If the recipient of this Proposal chooses not to accept it, it shall be returned to Ecora Engineering & Environmental Ltd. without delay.



Table of Contents

- 1. Introduction 1
- 2. Background Information & Review 1
- 3. Proposed Work Plan 2
 - 3.1 Phase 1 – Design and Analysis.....2
 - 3.1.1 Preliminary Decommissioning Plan2
 - 3.1.2 Detailed Decommissioning Plan.....3
 - 3.2 Phase 2 – Pre-Construction4
 - 3.2.1 Contractor Procurement4
 - 3.2.2 Project Management4
 - 3.3 Phase 3 – Construction Support Services.....5
 - 3.3.1 Contract Administration5
 - 3.3.2 Construction Inspections5
 - 3.3.3 Environmental Monitoring.....5
 - 3.4 Phase 4 – Post-Construction.....6
 - 3.4.1 Record Drawings6
 - 3.4.2 Post Construction Reporting.....6
 - 3.4.3 Performance Monitoring6
- 4. Safety 6
- 5. Schedule 7
- 6. Fee Estimate 7
- 7. Closure..... 8



THIS PAGE IS INTENTIONALLY LEFT BLANK



1. Introduction

Ecora Engineering & Environmental Ltd. (Ecora) is pleased to submit this work plan to the Town of Ladysmith (ToL) in response to the request for consulting services for the decommissioning of Colonia Drive Dam.

Ecora is familiar with Colonia Drive Dam having been previously engaged by the ToL to provide professional engineering services for the Dam Safety Inspections (DSI) of the three dams located along Holland Creek; namely Holland Creek Water Supply Dam (D720174), Colonia Drive Dam (D720191), and Mackie Road Dam (D720190). In addition to this, Ecora also provided detailed decommissioning design services for the Mackie Road Dam and will be acting as the Contract Administrator during the decommissioning scheduled for the summer/fall of 2025. It is understood that the ToL wish to decommission Colonia Drive Dam during the same construction period as the Mackie Road Dam decommissioning.

2. Background Information & Review

Colonia Drive Dam has a current water license registered to the ToL, C017746 (Local Provider; PD30734). However, the status of the dam is abandoned for an unknown period. Over this period, sediments have infilled the upstream side of the dam, eliminating any previous reservoir. Flow is currently overtopping the dam, causing it to act as a weir. It is a concrete gravity dam with a length of 17.3 m across Holland Creek. The dam's crest width is 2.1 m, and the upstream face has a batter angle of approximately 63°. The abutments are founded on bedrock and upstream of the dam is infilled with sand & gravel sized material.

The purpose of the dam was believed to be water supply for coal mining operations, and the date of construction is unknown. It is assumed that the dam was constructed by the Wellington Collieries Company. The water license that is associated with it outlines a water routing map dated May 1947 which identifies the Wellington Collieries Co. right of way along Holland Creek. The Wellington Collieries Co. was a coal mining company that was incorporated in 1902 to take control of coal mining operations in Ladysmith and Wellington.

The DSI of Colonia Drive Dam included the following tasks:

- Review of any available background information such as;
 - BC assessed watersheds – Government of Canada,
 - Historical Satellite Orthographic Imagery, and
 - Information provided by the ToL.
- Completion of Dam Safety Inspections by the Dam Safety Engineer, Mr. Michael J. Laws, P.Eng,
- Topographical Survey of the existing conditions at the dam,
- Undertook a structural stability review, in accordance with the requirements of the Canadian Dam Safety Guideline, and
- Preparation of a report summarizing the findings of the DSI.

Given the availability of this information, and the familiarity that the Ecora team have with the dam, background review will be minimal.

The topographical survey was completed on 27th October 2023 and captured the main appurtenances of the dam. Additional survey may be required in order to establish detailed site access plans and will be confirmed during the design phase.

3. Proposed Work Plan

3.1 Phase 1 – Design and Analysis

3.1.1 Preliminary Decommissioning Plan

Similar to the approach taken with the Mackie Road Dam Decommissioning, due to the relatively small size of the dam, Ecora intends to perform preliminary and detailed decommissioning plans concurrently.

- A hydrologic assessment will be considered to assess the impact of removing the dam on the downstream channel. We note that, similar to Mackie Road Dam, it is situated in stream and provides no attenuation to stream flows. The Province did not require this assessment in support of the decommissioning plan for Mackie Road Dam and therefore it is likely that this will not be needed for this project. Prior to commencing the design and analysis, Ecora will confirm the requirements for the decommissioning plan from the approving Dam Safety Office (DSO). The hydrologic assessment typically would include, but is not limited, to the following:
 - Hydrological analysis for five-day low flow, 2, 10, 100 and 200-year inflow hydrographs,
 - Assessment of downstream impacts on the loss of attenuation from the reservoir,
 - Delineation of high-water mark elevations following decommissioning, and
 - Assessment of channel fluvial geomorphology (it is anticipated that some stream sediment samples will be obtained for laboratory testing to assist in this assessment if required).
- The development of a plan for breaching the dam and providing a long-term solution that minimizes adverse downstream impacts including channel instability. This plan will consider:
 - Potential changes to the flow regime and impacts to infrastructure,
 - Methods to control downstream sediment transport,
 - Methods for breaching the dam and restoring the channel to adequately pass design flows,
 - Preliminary assessment of required erosion protection, and
 - Preliminary soil disposal and regrading plan.
- Environmental Assessment: Ecora's Qualified Environmental Professionals (QEP's) already conducted a field assessment of the environmental assets at the each of the dam's sites which can be used for Colonia Drive Dam's decommissioning. This included:
 - A biophysical inventory and background review, including inventory of notable vegetation, ecosystems, and other biophysical resources that may be impacted by the project,
 - Identification of planned and potential impacts to species and habitats,
 - Identification of species-at-risk that could be affected by the project,

- A description of the scope of work and potential impacts that will need to be addressed,
 - A monitoring plan, and
 - A description of potential enhancement opportunities.
- The purpose of this assessment is to:
 - Identify potential adverse biophysical effects and options avoiding and mitigating them,
 - Identify project designs and construction methods for reducing and avoiding adverse impacts,
 - Help inform the engineering designs to reduce impacts to environmental sensitivities,
 - Guide construction schedules by identifying periods for construction that are the least-risk to species potentially affected by the project,
 - Guide the preparation of a Construction Environmental Management Plan (CEMP) that will be used by the selected contractor as a guide to mitigate environmental risks during construction, and
 - Guide the preparation of a detailed site restoration and enhancement plan that be implemented to mitigate and offset project impacts.

3.1.2 Detailed Decommissioning Plan

The Detailed Design phase will include the Final Decommissioning Plan report and will be presented as the final deliverable to the Town of Ladysmith for submittal to the MoF for permit approval. The Final Decommissioning Plan report will also include all necessary items described in the Provincial Dam Decommissioning Guidelines (MFLNRORD, 2019) which are summarized below. This phase will also include any other work required to satisfy possible additional permitting (e.g., Section 11).

- Detailed engineered drawings for the proposed decommissioning plan as determined through the preliminary design process. The detailed design drawings will include a level of detail sufficient to construct the proposed works and will include but may not be limited to:
 - Site maps displaying plan and cross-section views of key areas pre and post decommissioning,
 - Construction material specifications and volumes (e.g., riprap, geosynthetic, hydroseed areas),
 - Temporary dewatering or diversion works,
 - Access areas, staging areas, soil disposal areas,
 - Re-vegetation plan, and
 - Constructability notes and details.
- A sediment management plan that will be based on the sediment characterization results completed in the preliminary design phase and will consider the future channel stability and possible ecological impacts. Sediment management options explored may include taking no action, engineered rapid release, mechanized removal, in-situ stabilization, or a combination of options. The reconstruction of a stable channel through the reservoir and dam will also be considered in conjunction with the sediment management plan.

- Construction Supervision Plan: Ecora will complete this to supplement the detailed design drawings which will include a comprehensive plan on the sequencing and execution of the proposed decommissioning works and details of planned inspection efforts.
- Site and Channel Rehabilitation Plan: Ecora will develop a site rehabilitation design for the re-contouring of the site following decommissioning of the dam. Considerations will be made for wildlife, aquatic habitat potential, sediment and erosion control, suitability for species at risk, and restoration/enhancement with suitable native vegetation. Stabilization of slopes, grass seeding, and other measures for the prevention of encroachment of non-native and invasive species will also be developed.
- Environmental Management Plan: Ecora will develop an Environmental Management Plan (EMP) which will describe the final work plan and provide a summary of environmental sensitivities and other considerations/restrictions that pertain to the construction works. Reporting will be pursuant to the guidelines, including summary of the assessment results, impact analysis, and recommendations to mitigate environmental impacts. Reporting will include a detailed EMP to incorporate Best Management Practices and other regional and provincial policies into construction plans and activities. Details regarding the anticipated site cleanup and restoration efforts will be outlined, including the design and construction of the site rehabilitation.
- Environmental Permit Applications: The environmental team at Ecora will prepare and submit the necessary permits required for the decommissioning works. These include, but are not limited to, DFO Request for Review, Provincial Fish Collections, Provincial General Wildlife, and WSA Section 11.
- Long-Term Monitoring Plan: Commentary on the long-term management of the decommissioned dam will be provided. It is assumed that a high-level plan will be acceptable at this stage, however, should the background review and environmental site assessment identify any unforeseen important issues, a more detailed monitoring and adaptive management plan may be required that is outside the scope of this proposal.

3.2 Phase 2 – Pre-Construction

3.2.1 Contractor Procurement

Ecora understands the ToL anticipates construction to begin during the fall of 2025, around the same time as the decommissioning of Mackie Road Dam. A Request for Qualifications (RFQ) and a Request for Proposal (RFP) process has already been conducted, reviewed, and approved for the Mackie Road Dam decommissioning rewarding the construction services to Spider Excavators. Ecora understand that the same contractor will be utilized for this project directly before or after Mackie Road Dam Decommissioning. Ecora will assist the ToL with the preparation and issuance of the necessary extra work change request with the contractor, answer any additional questions that will arise, and provide services for the associated tendering.

In the event that the request for extra work fee is higher than anticipated (in comparison to Mackie Road Dam Decommissioning), a Request for Tender (RFT) may be extended to other contractors.

3.2.2 Project Management

Ecora's project manager, Adam Kerk-Hecker, will perform the following Project Management tasks in support of construction activities:

- Organize a pre-construction meeting with the Contractor, Site Inspector, Contract Administrator, and the ToL in order to confirm the following:
 - Contact Information,

- Permit Requirements,
 - Transportation to Site and any Vehicle/Foot Traffic Management Plans,
 - Communications,
 - Scope of Work,
 - Optimum Construction Staging, and
 - Roles and Procedures.
- Ensure all budgets, schedules and quality control specifications are met.

3.3 Phase 3 – Construction Support Services

Following the issuance and execution of the construction contract, Ecora will send a notice to proceed to the Contractor, initiating the construction phase. The construction phase of the project is proposed to proceed as follows:

3.3.1 Contract Administration

Our team has extensive experience performing contract administration (CA) for municipal clients across a wide range of projects. The CA shall perform the following services:

- Ensure adherence to MMCD standards and supplemental specifications of works by the construction contractor,
- Track progress of construction and ensure quantities of materials and services match those expected for the works through payment certificate reviews,
- Preparation, certification, and submission of monthly progress payments at the end of each calendar month. A construction schedule, prepared by the contractor and acceptable to the Contract Administrator, is to be included in all progress payments,
- Assist in developing reasonable methods of remediation of disputes through issuance of change orders and site instructions or tracking force account work, and
- Issue substantial and total performance documentation at the conclusion of the construction tasks.

3.3.2 Construction Inspections

Ecora will provide inspection services, as required, to ensure works are constructed in compliance with the contract documents and to meet compliance with the intent of the IFC drawings. Inspection services shall include the following:

- Keep complete construction inspection records,
- Inspect works, notify the contractor in writing of deviations from the specifications, and
- Professional of Record field reviews.

3.3.3 Environmental Monitoring

The Environmental team will provide support during the construction phase of the project by:

- Fish salvage,
- Developing environmental management and mitigation plans for the contractor,
- Providing environmental oversight on behalf of the town,
- Directing the implementation and effectiveness of mitigation measures, and
- Documentation of compliance with permit terms and conditions for the duration of the works.

The environmental team will also manage the restoration and compensation requirements, to ensure all permit conditions are satisfied, which may include a maintenance period. This will be completed by Ecora's biologists and will include details on how the impacts to the environment will be monitored during construction. Ecora will oversee the implementation of the terms and conditions described in the environmental permits.

3.4 Phase 4 – Post-Construction

3.4.1 Record Drawings

Ecora will complete record drawings using as-built survey provided by the contractor's surveyor. The drawings will be provided in pdf format, and physical copies can also be provided should the ToL request.

3.4.2 Post Construction Reporting

Upon completion of the construction works Ecora will complete a Construction Completion Report as per the BC Dam Decommissioning Guidelines and will include a summary of the construction and any deviations that occurred from the design.

3.4.3 Performance Monitoring

Per the BC Dam Decommissioning Guidelines, performance monitoring will be required to ensure the biological and physical elements of the decommissioning are stable for one to five years. Ecora's environmental team will assemble a monitoring plan to cover the biological component of this, while the physical component may be adequately covered by having dam operations staff check in on the site periodically to ensure physical stability using guidance from the geotechnical team.

4. Safety

Ecora is committed to compliance with all government agencies, regulations, and industry best practices. Our Health and Safety Program follows safety best practices utilizing policies, rules, procedures, and on-going training. Our safety program is externally audited and certified by the BC Forest Safety Council. We provide our employees with ongoing training, and information on company policies, safe work, and emergency procedures.

Prior to undertaking fieldwork, Ecora staff are required to complete a Job Hazard Assessment (JHA) for review and approval by the Ecora project manager. The JHA summarizes any potential and known hazards associated with the work site and type of work to be undertaken, personal protective requirements, training requirements, work procedures to be followed by staff undertaking the work along with any other mitigation methods required, such as the use of flaggers and utility locators.

Ecora's WorkSafeBC Registration number is 954444 and is currently in good standing with WorkSafeBC.

5. Schedule

Ecora proposes completing the project’s deliverables based on the following schedule:

Table 5.1 Proposed project schedule

Milestone/Deliverable	Date
Workplan Submission	December 12, 2024
Workplan Approval	January 10, 2025
Decommissioning Report & Drawings for Review	Mid-March, 2025
Decommissioning Report & Drawings Issued for Use	End of April, 2025
Environmental Permitting Submission	End of April, 2025
Contractor Procurement & Tendering	End of May, 2025
Construction	Summer/Fall 2025

6. Fee Estimate

The fee estimate summary table for providing the detailed professional engineering and environmental services is provided below with an estimated project total of **\$134,766**. A detailed fees and disbursements breakdown is provided as Appendix A.

Table 6.1 Project Phase/Task Breakdown

Task	Expected Cost
Project Management	\$ 5,544
Phase 1 – Decommissioning Plan	
1. Decommissioning Report	\$ 14,680
2. Decommissioning Drawings	\$ 9,068
3. Hydrologic Assessment	\$ 8,620
4. Environmental Management Plan & Permitting	\$ 8,096
Sub Total	\$ 40,464
Phase 2 – Pre-Construction	
1. Contract Documents	\$ 5,672
2. Bid Questions/Analysis	\$ 2,256
Sub Total	\$ 7,928
Phase 2 – Construction*	
1. Pre-Construction Meeting	\$ 7,828
2. Contract Administration/Site Instructions	\$ 5,076
3. Environmental Monitoring	\$ 25,491
4. Construction Inspection/QA	\$ 17,927
5. Professional of Record Field Reviews	\$ 12,512
Sub Total	\$ 68,834
Phase 3 – Post-Construction	
1. Record Drawings	\$ 2,929
2. Post-Construction Reporting	\$ 9,068
Sub Total	\$ 11,996

Project Total (Excluding GST)	\$ 134,766
--------------------------------------	-------------------

*Due to the variability of construction timelines, these tasks will be billed at time and materials. The estimated fee provided assumes a 4 week construction window (Colonia Drive Dam only).

7. Closure

We trust this proposal meets your present requirements. Do not hesitate to call with any questions. Ecora has assembled a strong team, so we can deliver a successful project on time and on budget. We look forward to the opportunity of working with you on this project.

Sincerely
Ecora Engineering & Environmental Ltd.

Prepared by:



Tomos Edmonds, EIT
Junior Hydrotechnical Engineer
Direct Line: 431.761.1894
tomos.edmonds@ecora.ca

Reviewed by:



Adam Kerk-Hecker, P.Eng.
Hydrotechnical / Dam Safety Engineer
Direct Line: 250.718.7858
adam.kerkhecker@ecora.ca

Reviewed & Approved by:



Michael J. Laws, P.Eng.
Principal Dams and Geotechnics
Direct Line: 250.469.9757 x1045
michael.laws@ecora.ca

Attachments: Appendix A Fees & Disbursements Breakdown

STAFF REPORT TO COUNCIL

Report Prepared By: Sue Bouma, Manager of Corporate Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: January 21, 2024
File No: 4020-00
Re: **Proposed Amendments to Bylaw Compliance Policy 09-4020-B**

RECOMMENDATION:

That Council amend Bylaw Compliance Policy No. 09-4020-B by removing references to the previous complaint-based protocol for parking enforcement and indicating the Town’s current proactive approach.

EXECUTIVE SUMMARY:

Staff are seeking authorization to amend the Bylaw Compliance Policy to reflect the current, proactive approach for parking enforcement and to delete references to the previous complaint-based protocol. This change is a result of Council’s decision to expand the Bylaw Compliance Officer position to full-time, thereby increasing resources for consistency of enforcement.

PREVIOUS COUNCIL DIRECTION:

Resolution	MeetingDate	ResolutionDetails
CE 2024-059	2024-07-16	That Council: 1. Direct staff to increase the hours of the Bylaw Compliance Officer position from part-time to full-time hours, effective August 15, 2024. 2. Rise and report on Recommendation No. 1 immediately.

ALTERNATIVES:

Council can choose to:

1. Not amend the Policy at this time.
2. Request that staff include other amendments to the Policy.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:



The bylaw compliance amendments outlined in this report will enhance parking fairness and equity while ensuring that the downtown parking area receives consistent enforcement. Over time, the change in approach should increase parking compliance.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

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. Bylaw Compliance Policy No. 09-4020-B including proposed amendment

TOPIC:	BYLAW COMPLIANCE POLICY
POLICY No:	09-4020-B
APPROVED BY: COUNCIL	RESOLUTION No: CS 2021-023
ORIGINAL DATE:	AUGUST 20, 2018
AMENDED DATE:	JANUARY 19, 2021; January 21, 2025

Purpose:

The purpose of the Bylaw Compliance Policy is to establish Council’s priorities for bylaw compliance and to provide guidance to staff in the enforcement of Town bylaws.

Guiding Principles:

For those bylaw infractions where there is no other reasonable means of the Town being made aware of bylaw infractions that disturb the rest, peace, quiet and enjoyment of other residents; and unless a duty to enforce a specific bylaw is established through legislation or the Provincial or Federal Court system; bylaws in the Town of Ladysmith shall be enforced on the basis of complaints received.

General Provisions:

Complaints will be addressed as promptly as resources permit. Note: All complaints received regarding animals are to be referred to the Town’s contractor for animal services for investigation and action.

1. Complaints received in writing from Town residents or business owners will be investigated by the Bylaw Compliance Officer. Anonymous complaints will not be investigated.
2. During the regular course of their duties, the Bylaw Compliance Officer may identify bylaw infractions for issues of public health and/or safety or other bylaw violations.
3. Compliance may be obtained through education and information, notification of fines and other enforcement measures associated with the offence.
4. The first step in achieving compliance with local bylaws is voluntary compliance.
5. The Town will not accept frivolous or vexatious complaints which means multiple complaints from the same person on the same issue submitted in response to bylaw compliance action on the same or a similar matter.
6. The Secondary Suites enforcement policy is outlined in policy # 09-4020-A.
7. Watering complaints will be dealt with proactively at Stage 2 and beyond of the watering restrictions.

Bylaw Compliance Priorities:

As a means to manage potential demand within available resources, Council has established the priority for bylaw compliance as follows:

Priority #1 – Public Land, Public Resources, Public Safety

Violations will be investigated and enforced as soon as possible, given the availability of staff and other resources. Examples include, misuse of or damage to Town-owned land or parkland, parking of unattached trailers on the public road or boulevard, hazardous conditions on a property, not following water restrictions.

Priority #2 – Negative Impact on adjacent properties / neighbourhood

Investigation and enforcement is initiated due to a valid complaint from a Town of Ladysmith resident living in proximity to the address of the complaint. The first step will be seeking voluntary compliance.

Priority #3 – Parking

Parking enforcement, particularly in the downtown core, is initiated by the Bylaw Enforcement Officer and is not dependent on the complaints received. Priority emphasis is to be placed on parking at fire hydrants, parking in a space designated for persons with disabilities without appropriate authorization, parking in a bus stop, parking over-time in a 15-minute space, parking in a loading zone, parking over-time in a timed space. ~~All other parking issues will be dealt with on a complaint basis only unless there is a hazard or a liability to the Town of Ladysmith.~~

Procedures:

1. The bylaw violation report is received in writing and date stamped.
2. The complainant's identity will not be disclosed unless the Town is required to do so under the *Freedom of Information and Protection of Privacy* laws or the complainant's testimony is required as part of a legal proceeding.
3. The complaint is entered into the Town's tracking system and acknowledged.
4. The complaint is investigated.
5. Action taken, as needed, if there is a bylaw infraction using various compliance tools.
6. In the following circumstances, the Bylaw Officer is authorized to take action to undertake the clean-up of a Property Maintenance Bylaw complaint when the required work remains in default following the delivery of a letter to the Owner and Occupier by registered mail or hand delivery and the Owner has not submitted a request for a hearing before Council within fourteen (14) days of the date of the letter:
 - a. Removal of Refuse as defined in the Property Maintenance Bylaw with a contractor's cost estimate of up to \$750.

- b. Removal of Weeds and other growths when the Weeds and other growths are in excess of ten (10) inches in height with a contractor's cost estimate of up to \$750.
7. Compliance achieved.
8. Other follow-up as needed.

Compliance tools:

Compliance tools range from education to enforcement and the process is generally intended to be progressive in nature. The initial focus is on gaining voluntary compliance except where, in the opinion of the Town, health, safety or liability concerns necessitate more immediate and significant action(s).

1. Education, including information on the Town's website
2. Telephone calls, meeting(s) with the property owners, letters of expectation, issuing parking ticket
3. Providing a reasonable timeframe to comply
4. Notice to cease infraction, including Stop Work Order
5. Compliance through a Town approval such as a rezoning or development variance permit.
6. Town or contractor clean up pursuant to Ladysmith Property Maintenance Bylaw.
7. Municipal Ticket Information.
8. Section 72-74 Community Charter - Remedial Action
9. Section 57 Community Charter - Notice on Title (unauthorized construction)
10. Injunction or Court Order

STAFF REPORT TO COUNCIL

Report Prepared By: Jake Belobaba, Director of Development Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: January 21, 2025
File No: 0400-60-30
Re: CVRD OCP Referral

RECOMMENDATION:

That Council:

1. Receive the referral from the CVRD for the CVRD's proposed Official Community Plan (OCP); and
2. Direct staff to advise the CVRD that the Town has no concerns with the proposed OCP at this time.

EXECUTIVE SUMMARY:

The CVRD has referred a draft OCP to the Town for comment.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

The CVRD is modernizing its Official Community Plan. The proposed OCP is nearing completion, with a partial draft having received first reading by the CVRD Board on December 11, 2024¹. Local Area Plans, are still in development and are anticipated to be completed this fall. The proposed OCP has been forwarded to the Town for comment.

PROPOSAL:

The proposed OCP is divided primarily into three parts:

1. Vision Goals and Equity Framework
2. Land Use Designations and the Transect
3. Policies

Staff note that the CVRD's proposed OCP will not apply within the Town's boundary. It does, however, apply to areas adjacent to the Town boundary, including the Diamond and Saltair. The Proposed OCP is available at: <https://www.planyourcowichan.ca/>.

¹ This includes Schedules A (OCP), C (Development Permit Areas) and all mapping schedules

ANALYSIS:

Staff reviewed the proposed OCP and note alignment with the Town’s OCP in key policy areas. Like the Town’s OCP, the proposed CVRD OCP contains a broad policy framework covering the following: climate change mitigation and adaptation, infrastructure, complete communities, sustainable mobility choices, protection of natural areas, food security, economic development, and reconciliation.

With regard to land use near the Town, proposed land use designations do not substantially change existing conditions. Suburban and large lot residential designations cover most of Saltair and the Diamond. Areas west of Ladysmith are designated as ‘Forestry and Resource’ with some park designations. Staff note that the Town’s water reservoirs at Holland Lake and Stocking Lake, which are outside of the Town’s boundaries, are within the Forestry and Resource designation which contains policies for watershed protection. The purpose of the Forestry and Resource designation is to “Enable the extraction of natural resources, such as forestry, gravel and mines, with consideration for ecological impacts on biodiversity, soil health and watersheds. These uses are generally located in isolated locations, far from villages and urban centres.

Overall staff did not identify any policies or components of the proposed OCP that would directly conflict with the goals and objectives of the Town’s OCP. Subsequently, staff recommend that the CVRD be advised that the Town has no concerns with the proposed OCP at this time.

ALTERNATIVES:

Council can choose to:

1. Review the OCP and provide additional comments.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The CVRD is responsible for carrying out public engagement for the proposed OCP.

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

ATTACHMENT:

- A. Referral letter



175 Ingram Street
Duncan, BC V9L 1N8
www.cvr.bc.ca

Office: 250.746.2500
Fax: 250.746.2513
Toll Free: 1.800.665.3955

December 12, 2024

File: 6480-20

Acting Mayor Tricia McKay
Town of Ladysmith
410 Esplanade
PO BOX 220
Ladysmith BC V9G 1A2

via email: tmckay@ladysmith.ca

Dear Acting Mayor McKay:

Re: CVRD OCP for the Electoral Areas Bylaw 4373 Referral

We are pleased to share that the CVRD Board has given first reading to the draft Official Community Plan for the Electoral Areas Bylaw 4373 (OCP) on December 11, 2024 and resolved to refer the draft OCP to the Town of Ladysmith for comment.

The OCP is an important governing document for the CVRD, providing a vision and policy direction for the electoral areas within a regional planning context. Your feedback and input are important to us in creating an OCP that considers the interests of the region. Separately, CVRD staff will contact Town of Ladysmith staff with details of the formal referral.

To find more information about the draft OCP please visit our project website at: www.planyourcowichan.ca

If you would like to know more about the project please contact project lead, Coralie Breen, Manager, Planning - Strategic Initiatives, at 250.746.2625 or Coralie.Breen@cvrd.bc.ca.

Please contact me directly with any questions.

Sincerely,


Chief Administrative Officer
Danielle Miles Wilson

pc:
Allison McCarrick, CAO, Town of Ladysmith
Jake Belobab, Director of Development Services, Town of Ladysmith
Coralie Breen, Manager, Planning – Strategic Initiatives

BYLAW STATUS SHEET January 21, 2025

Bylaw #	Description	Status
2131	“Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 54) 2022, No. 2131” (10940 Westdowne Rd.). Changes zoning from Rural Residential (RU-1) to Manufactured Home Park (MHP-1).	First and second readings, December 20, 2022. Public Hearing and third reading December 19, 2023. MOTI approval received January 15, 2024. Awaiting covenant.
2133	“Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 56) 2023, No. 2133”. Allows convenience store at 1132-1142 Rocky Creek Rd.	First and second readings, January 10, 2023. Public Hearing required. MOTI approval required. Waiting on applicant to submit Development Permit per Council Resolution.
2161	“Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2023, No. 2161”. To expand the mobile home park at 10940 Westdowne Road.	First and second readings, November 21, 2023. Second reading rescinded, second reading as amended, December 5, 2023. Public Hearing and third reading December 19, 2023. Awaiting covenant.
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. Awaiting consequential amendments to the Zoning Bylaw.
2169	“Town of Ladysmith Zoning Amendment Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2169”.	First and second readings, December 17, 2024. Public Hearing scheduled, January 21, 2025.
2173	“Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw, No. 2173”.	First and second readings, December 17, 2024. Public Hearing scheduled, January 21, 2025.
2190	“Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2024, No. 2190”.	First and second readings, December 17, 2024. Public Hearing scheduled, January 21, 2025.

TOPIC:	COUNCIL REMUNERATION POLICY		
POLICY No.:	5-1920-A		
APPROVED BY:	COUNCIL	RESOLUTION No.:	CS 2018-457
ORIGINAL DATE:	NOVEMBER 19, 2018	AMENDMENT DATE:	
AMENDED:			

Purpose

The purpose of this policy is to establish guidelines for Council remuneration and the procedure for providing remuneration, including but not limited to financial compensation and related services and benefits.

Persons Affected

The following people are affected by this policy: Mayor, Council, Financial Services & Corporate Services staff.

Policy

1. Annual Remuneration Adjustment

Effective January 1st of each year, the Finance Officer shall revise the base compensation for the Mayor and Councilors by applying the Victoria Consumer Price Index average for the preceding three years to the current compensation amount, to a maximum of 2 per cent. If the application of the Consumer Price Index results in a decrease, there will be no change to the remuneration amount.

2. Health Benefits for Council Members

The Town will not provide health benefits to members of Council.

Members of Council may elect to join the Union of British Columbia Municipalities (UBCM) Benefits Plan with the full costs borne by the individuals. Membership eligibility and requirements will be decided by the UBCM.

3. Conventions & Conferences

Approved conventions/conferences as well as the authorized attendees is as follows:

Convention / Conference	Attendance	Decided by
Federation of Canadian Municipalities (FCM)	Mayor	Council Remuneration Policy
	1 Council Member	Council Resolution
Union of British Columbia Municipalities (UBCM)	Mayor	Council Remuneration Policy
	4 Council Members	Council Resolution
Association of Vancouver Island Coastal Communities (AVICC)	Mayor	Council Remuneration Policy
	4 Council Members	Council Resolution
Vancouver Island Economic Alliance (VIEA)	Mayor	Council Remuneration Policy
	4 Council Members	Council Resolution

3.1. Subject to sufficient budget, the Mayor may approve reimbursement of conference fees and travel expenses for Council members to attend additional conferences.

3.2. The Mayor, or his/her delegate, is given blanket authority to attend unforeseen or emergency meetings on behalf of the Town, with reimbursement subject to subsequent Council approval.

3.3. Council members are authorized for reimbursement of travel expenses incurred on matters

related to their Council duties in accordance with Policy #05-1790 Travel Expenses.

4. Meals
While conducting Town business, meals of the guests of the Mayor or Council members shall be reimbursed at cost including applicable taxes and gratuities.
5. Cell Phones
Each member of Council will receive a corporate cell phone and belong to the applicable Town of Ladysmith data and cellular minutes plan, for the sole purpose of conducting Town business.
6. Tablets
Each member of Council will receive a corporate tablet for the sole purpose of conducting Town business.
7. Access to Frank Jameson Community Centre
Effective January 1, 2020, each member of Council will be granted free access to the pool and fitness centre located at the Frank Jameson Community Centre. This includes all drop-in fitness and pool classes but does not apply to classes and programs for which registration is required. This access will continue for the time that the elected official holds office.

8. Review of Policy
This policy shall be reviewed six months before the end of each Council term.

9. Procedure

Council

Should a member of Council choose not to accept all or part of his or her remuneration, he or she must:

- advise the Director of Financial Services in writing;
- specify the requested amount of remuneration; and
- specify the date this request will come into effect

Such a request cannot be retroactive

At the beginning of the Council term, newly elected Council members shall provide the requested relevant information to the Payroll department within the first two weeks following the inaugural meeting.

Finance

- The net remuneration shall be paid via electronic funds transfer monthly to each Council member.
- The Finance Officer shall calculate the annual remuneration adjustment once the CPI figures are available and apply any retroactive increases on the next remuneration payment.
- The Payroll department shall administer the applicable UBCM Health Benefits deductions per the UBCM agreement to facilitate premium payments.

10. Financial Services shall administer the procurement of the corporate tablet for each member of Council for the duration of the Council term. Replacement of the corporate cell phone is at the discretion of the CAO.

11. A designated member of Staff shall administer the procurement of the corporate cell phone and protective case for each member of Council for the duration of the Council term. Replacement of the corporate cell phone is at the discretion of the CAO.

From: "Russell, Kelsey-Rae MUNI:EX" <Kelsey-Rae.Russell@gov.bc.ca>
Date: January 13, 2025 at 4:35:25 PM PST
To: Jake Belobaba <jbelobaba@ladysmith.ca>
Subject: Re: 2025 Local Government Leadership Academy Forum

Hi Jake,

To follow up on some of the details we discussed on our call, here is some additional information regarding the 2025 LGLA forum:

LGLA events are aimed at local government and First Nation elected officials as well as senior administrators. More information on LGLA can be found here: [About LGLA – LGLA](#). Information on the 2025 LGLA Forum can be found here: <https://lgla.ca/igla-forum/>.

The Forum will be located at the [Radisson Hotel](#) in Richmond (which is near a SkyTrain station) and will take place from March 12-March 14. The theme for the 2025 forum is “Effective Engagement for inclusive and transparent Governance.” The OCP/planning Engagement session is tentatively scheduled for **Thursday, March 13 from 2:45pm to 4pm**. I will confirm whether it is running concurrently with other sessions and see if I can share a tentative agenda with you sooner than later.

For this panel, we are seeking a pairing of an elected official and staff person from the same organization who can speak to different roles and responsibilities in the OCP process. To round out the panel, we have also invited a lawyer with expertise in planning law ([Guy Patterson](#), Young Anderson) and an educator with expertise in local governance and planning ([Allison Habkirk](#), Capilano University). In addition to the Town of Ladysmith, we have reached out to the City of Kelowna; however, I have not had confirmation of their interest in being on the panel as of yet. I have yet to confirm the format of the discussion, but it will likely be an interactive discussion/Q+A type session with a moderator. My LGLA contact is away this week, but I will confirm the format as soon as I can once they're back.

If you have any other questions in the meantime, please feel free to reach out.

And thank you again for your interest in participating!

Kelsey-Rae Russell (she/her)

Senior Planner
Land Use, Planning and Regional Impacts Branch
Local Government Division
Ministry of Housing and Municipal Affairs
Kelsey-Rae.Russell@gov.bc.ca