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

Tuesday, February 18, 2025 Ladysmith Seniors Centre 630 2nd Avenue

Pages

1. CALL TO ORDER

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

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

2. CLOSED SESSION

Recommendation

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

- (1)(a) personal information about an identifiable individual;
- (1)(c) labour relations or other employee relations;
- (1)(e) the acquisition, disposition or expropriation of land or improvements;
- (1)(f) law enforcement;
- (1)(g) litigation or potential litigation;
- (1)(i) the receipt of advice that is subject to solicitor-client privilege;
- (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service; and
- (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

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

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

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

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

AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for February 18, 2025.

5. RISE AND REPORT- Items from Closed Session

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held February 4, 2025

6

Recommendation

That Council approve the minutes of the Regular Meeting of Council held February 4, 2025.

7. BUSINESS LICENCE CANCELLATION HEARING

7.1 Business License #1891: Natural Massage Spa

12

Recommendation

That Council:

- Having notified the licence holder of Business Licence #1891 regarding Council's intent to cancel the licence for the reasons outlined in the February 4, 2025 report to Council; and
- 2. Having provided the licence holder the opportunity to be heard at the February 18, 2025 Regular Meeting of Council; and
- Having received communication from the licence holder that they would not be in attendance at the meeting and that they approve the cancellation of the licence;
- Direct staff to notify the license holder that Business Licence 1891, issued to 'Natural Massage Spa' at 16 High Street, has been cancelled, effective immediately.

	Counc	cillor Stevens committee reappointments			
	8.1	Parcel T	arcel Tax Review Panel		
		A Cound	cil resolution is required for this appointment.		
		That Co	nendation uncil replace Councillor Stevens on the 2025 Parcel Tax Review ith		
	8.2	Cowicha	han Valley Regional District Alternate Director		
		A Cound	cil resolution is required for this appointment.		
		That Co	nendation uncil replace Councillor Stevens with as the Ladysmith Alternate Director on the Cowichan Valley Regional Board for the 2025 term.		
	8.3	Standing	ing and Community Committee Representative Reappointments		
		(appoint	inted by Acting Mayor McKay)		
9.	BYLA	AWS			
	9.1	Bylaws for Introduction			
		9.1.1	2025 - 2029 Financial Plan Bylaw	53	
			Recommendation That Council give first three readings to the "Financial Plan Bylaw 2025, No. 2206".		
	9.2	Bylaws for Adoption			
		9.2.1	"Town of Ladysmith Animal Control Bylaw 2024, No. 2167"	64	
			Recommendation That Council adopt "Town of Ladysmith Animal Control Bylaw 2024, Bylaw No. 2167".		

8.

COMMITTEE REAPPOINTMENTS

	9.2.2	"Town of Ladysmith Zoning Amendment Bylaw 2014, No.1860, Amendment Bylaw 2024, No. 2169"	71	
		Recommendation That Council adopt "Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw 2024, No. 2169".		
	9.2.3	"Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2024, No. 2190"	74	
		Recommendation That Council adopt "Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2024, No. 2190".		
9.3	Bylaw S	Status Sheet	76	
NEW	BUSINES	SS		
10.1	_	ency and Disaster Management Act (EDMA) Implementation - nous Engagement Funding Program	77	
	Council will recall that in February 2024, Council passed the following resolution:			
	Indiger That C 1. Co Require Emerge 2. Au Province 3. Au receive a collal Indiger The En has ad	ency and Disaster Management Act (EDMA) Implementation - nous Engagement Funding Program		
	Recom	nmendation ouncil direct staff to indicate to EMC their desire to receive Year 2		

10.

funding and sign the Year 2 Modification Agreement.

11. 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.

12. ADJOURNMENT



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, February 4, 2025 6:00 P.M. Ladysmith Seniors Centre 630 2nd Avenue

Council Members Present:

Acting Mayor Tricia McKay Councillor Duck Paterson

Councillor Ray Gourlay Councillor Jeff Virtanen (via Zoom)

Councillor Amanda Jacobson (via Zoom)

Council Members Absent:

Councillor Marsh Stevens

Staff Present:

Allison McCarrick (via Zoom) Chris Geiger

Erin Anderson Sue Bouma (via Zoom)
Chris Barfoot (via Zoom) Nick Pescod (via Zoom)
Jake Belobaba Andrew Wilson (via Zoom)

Tim Tanton (via Zoom) Hayley Young

1. CALL TO ORDER

Acting Mayor McKay called this Meeting of Council to order at 6:00 p.m., in order to retire immediately into Closed Session.

2. CLOSED SESSION

CS 2025-025

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

- (c) labour relations or other employee relations;
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;

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

Motion Carried

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

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

4. AGENDA APPROVAL

CS 2025-026

That Council approve the agenda for this Regular Meeting of Council for February 4, 2025 as amended to include Item 10.5, "Cancellation of Business License #1891: Natural Massage Spa".

Motion Carried

5. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 6:30 p.m. without report.

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held January 21, 2025 CS 2025-027

That Council approve the minutes of the Regular Meeting of Council held January 21, 2025.

Motion Carried

6.2 Minutes of the Special Meeting of Council held January 28, 2025 CS 2025-028

That Council approve the minutes of the Special Meeting of Council held January 28, 2025.

Motion Carried

7. DELEGATIONS

7.1 Ladysmith RCMP Detachment Commander Introduction

Staff Sergeant Trevor Busch introduced himself and provided a brief background of his 18 years of police service, which has spanned two provinces and included several different roles. He expressed gratitude for the warm welcome and encouraged members of Council to reach out with future questions.

8. DEVELOPMENT APPLICATIONS

8.1 Development Variance Permit 3090-24-05 and Development Permit 3060-23-14 – 1301 & 1391 Rocky Creek Road

CS 2025-029

That Council:

- Issue Development Variance Permit 3090-24-05 to vary the following provisions of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" for a 21-unit residential development at 1301 & 1391 Rocky Creek Road (Lot A District Lots 81, 86 and 98 Oyster District Plan EPP87265; PID: 030-801-460):
 - a. Section 5.2 (c) to permit two accessory buildings in the front yard;
 - b. Section 5.9 (a) to permit six accessory buildings on a parcel;
 - c. Section 10.7.5 to reduce the parcel line setbacks by:
 - Decreasing the front parcel line for a principal building from 6.0 metres to 3.0 metres;
 - ii. Decreasing the side parcel line for a principal building from 4.5 metres to 2.5 metres; and
 - iii. Decreasing the front parcel line setback for an accessory building from 6.0 metres to 3.0 metres for a detached garage.
- 2. Issue Development Permit 3060-23-14 to allow construction of two four-unit townhouse dwellings, three three-unit townhouse dwellings, and two two-unit duplexes at 1301 & 1391 Rocky Creek Road.
- 3. Require as a condition of the issuance of Development Permit 3060-23-14 that the applicant provide a landscape security for the amount stated in the permit.

Motion Carried

9. COMMITTEE MINUTES

9.1 Committee of the Whole - January 28, 2025

CS 2025-030

That Council approve the allocated amounts of the 2025 Grant in Aid requests as follows:

Art Council of Ladysmith and District		
Big Brothers Big Sisters of Central Vancouver Island		
Friends of Holland Creek Society		
Ladysmith & District Historical Society	1,500	
Ladysmith & District Marine Rescue Society		
Ladysmith Celebrations Society		
Ladysmith Chemainus Swim Club Society		
Ladysmith Community Garden Society		
Ladysmith Downtown Business Association		
Ladysmith Family & Friends		
Ladysmith Festival of Lights Society		
Ladysmith Little Theatre		
Ladysmith Pilots Baseball Club		
Ladysmith Pride Society		
Mid-Island Air Search and Rescue Society		
Old English Car Club of BC - Central Island Branch		
Take A Hike Youth Mental Health Foundation		

Motion Carried

Councillor Paterson declared a conflict of interest due to his association with Cops for Cancer/Tour de Rock and the Ladysmith Show & Shine Society and vacated the meeting at 7:15 p.m.

CS 2025-031

That Council approve the allocated amount of \$2000 as the 2025 Grant in Aid for the Cops for Cancer/Tour de Rock organization.

Motion Carried

CS 2025-032

That Council approve the allocated amount of \$2250 as the 2025 Grant in Aid for the Ladysmith Show and Shine organization.

Motion Carried

Councillor Paterson returned to the meeting at 7:17 p.m.

10. REPORTS

10.1 Museum Ramp Replacement Project

CS 2025-033

That Council direct staff to include \$55,000 in the 2025 capital budget for a ramp at the property located at 721 1st Avenue, currently occupied by Ladysmith and District Historical Society, with the funding to come from prior year surplus.

Motion Carried

10.2 City Hall Air Quality Improvements

CS 2025-034

That Council direct staff to include in the 2025 Capital Plan a Heat Recovery Ventilation (HRV) system project in the amount of \$40,000 with the funds to come from the COVID Safe-restart reserve.

Motion Carried

10.3 Downtown Parking Requests from Local Businesses

CS 2025-035

That Council:

- 1. Deny the Oct 24, 2024 request from the Temperance Hotel for dedicated hotel parking on the public street;
- 2. Direct staff to remove the overnight parking prohibition from two parking spaces on 1st Avenue adjacent to the Temperance Hotel; and
- 3. Direct staff to develop a fee structure for the use of Town streets for Council consideration.

Motion Carried

10.4 Early Budget Approval: Uplands Remediation

CS 2025-036

That Council grant early budget approval for the 2025 capital project titled Waterfront Projects in the amount of \$250,000 to conduct additional foreshore drilling and testing to support the Town's application for obtaining a Certificate of Compliance for the Uplands.

Motion Carried

10.5 Cancellation of Business License #1891: Natural Massage Spa

CS 2025-037

That Council:

- 1. For the reasons outlined in the February 4, 2025 report to Council, and subject to the license holder's right to be heard under section 60(3) of the *Community Charter*, cancel Business License #1891 issued to 'Natural Massage Spa' at 16 High Street pursuant to section 60(2) of the *Community Charter*; and
- 2. Direct staff to notify the license holder pursuant to section 60(3) of the *Community Charter*.

Motion Carried

11. BYLAWS

11.1 Bylaw Status Sheet

12. QUESTION PERIOD

A member of the public requested that Council reconsider the designated parking request for the Temperance Hotel.

13. ADJOURNMENT

CS 2025-038

That this Regular Meeting of Council be adjourned at 7:39 p.m. *Motion Carried*

	CERTIFIED CORRECT
Acting Mayor (T. McKay)	Corporate Officer (S. Bouma)

TOWN OF LADYSMITH

Rong Hu Natural Massage Spa 220 Coronation Ave Duncan, BC V9K 2B5

Email:

February 5, 2025

Dear Rong Hu:

RE: Council Consideration to Cancel Business Licence 1891, Unit 1, 16 High Street

This letter is to inform you, pursuant to section 60(3) of the *Community Charter*, that Council, at its February 4, 2025 meeting, considered the cancellation of the above-noted business licence. Council will make a final decision on the matter at its February 18th meeting to be held at the Ladysmith Seniors Centre at 630 2nd Avenue at 7pm.

A copy of the staff report outlining the circumstances that the Town considers may warrant cancellation of the licence is included with this letter. You are entitled to attend the Council meeting, with legal counsel if you choose, and will be given an opportunity to ask questions and to present your own evidence.

If you fail to attend the meeting, Council will be at liberty to proceed with the hearing and to render its decision based upon the evidence presented by Town staff.

Should you have any questions please contact the undersigned.

Yours truly,

Du Boums

Sue Bouma

Corporate Officer/License Inspector Encl: February 4, 2025 staff report





STAFF REPORT TO COUNCIL

Report Prepared By: Jake Belobaba, Director of Development Services

Chris Gieger, Manager of Protective Services

Reviewed By: Allison McCarrick CAO

Meeting Date: February 4, 2025

File No: 4020-20

Re: Cancellation of Business Licence # 1891:

Natural Massage Spa

RECOMMENDATION:

That Council:

- 1. For the reasons outlined in the February 4, 2025 report to Council, and subject to the licence holder's right to be heard under section 60(3) of the *Community Charter*, cancel Business Licence #1891 issued to 'Natural Massage Spa' at 16 High Street pursuant to section 60(2) of the *Community Charter*; and
- 2. Direct staff to notify the licence holder pursuant to section 60(3) of the *Community Charter*.

EXECUTIVE SUMMARY:

This report recommends cancelling the Business Licence for 'Natural Massage Spa' ("the Business") located in the commercial unit at 16 High Street ("the Subject Property") following an investigation that determined the business was operating contrary to Town Bylaws.

PREVIOUS COUNCIL DIRECTION:

N/A

SUBJECT PROPERTY:

The Subject Property is the ground-floor commercial unit within the mixed-use building at 16 High Street. The building is stratified into three lots; the commercial unit and two residential units on the second floor. The residential units in the building are separate real estate entities under separate ownership and have no involvement in the activities occurring at the Subject Property.









INTRODUCTION/BACKGROUND:

On November 4th 2024, the Town received a business licence application for the Business with the Subject Property listed as the Business's location. The business was described in the application as "Health Beauty Spa, offer Acupuncture, cupping, Massage service" (sic). The applicant's name is Rong Hu.

The licence was issued on November 7, 2024. The described business was considered to be permitted as "Office" use which is a permitted use in the Downtown Commercial (C-2) zone. "Office" is defined in the Zoning Bylaw as:

"...premises used for the provision of professional, medical and dental, <u>health</u> and <u>wellness management</u>, consulting services, financial services or municipal offices, as well as the administrative functions of a permitted use." (emphasis added)."

The licence was also issued on the condition that no alterations occur to the building.

In December of 2024, Bylaw Enforcement and the RCMP began receiving complaints that the Subject Property was being used for the sex trade. In Canada, the provision of sexual services for renumeration is not a contravention of the *Criminal Code*. However, other aspects of the sex trade are illegal in certain circumstances. This includes obtaining material benefit from the sexual services of others (except in certain specific situations), and advertising sexual services.

Staff also received information suggesting that building alterations had been made without building permits.

The Town has no authority to regulate the sex trade or morality. However, under the *Community Charter* and *Local Government Act*, the Town can regulate business and land use. The Town does this through its Business Licence Bylaw and Zoning Bylaw respectively.

Section 7.1 of the Business Licence Bylaw requires that an applicant comply with the bylaws of the Town of Ladysmith. This includes the Business Licence Bylaw itself and the Building Bylaw. Section 7.3 of the Business Licence Bylaw states that every licence issued under the Bylaw is deemed to be a personal licence granted to the licensee, to carry on the business specified in the licence from the premises specified in the licence and is not transferable to any other person.

On January 20, 2025 staff visited the subject property to investigate potential bylaw infractions. The RCMP attended with staff.

The following is a summary of the findings of the bylaw investigation:

- 1. Advertising materials entitled "Full erotic massage Ladysmith", published on "Leos List" (Attachment C) show the 16 High Street location, offer sexually suggestive services, and contain sexually suggestive imagery and wording.
- 2. Upon arrival at the Subject Property on January 20, 2025 there was only one person on the premises; a woman, who was not the licence holder and who was dressed in lingerie.
- 3. A shower was installed behind the front counter of the business and a sink, a washing machine and sump pump were also installed, all without a valid building permit (see Attachment D).
- 4. Equipment, service areas, layout and lighting appeared inconsistent with those of a health or beauty spa. The location was dimly lit when staff arrived, makeshift beds were installed, there were few privacy features for, or between, the beds and shower, and massage supplies appeared to consist of two unmarked containers (contents unknown), two robes and a roll of toilet paper (see Attachment D).
- 5. There was no evidence of acupuncture or cupping treatment being provided at the premises. Acupuncture is a health service regulated by the College of Complementary Health Professionals of BC. The College's website does not list Rong Hu as a licensee.
- 6. Following the site visit, the licence holder contacted the Town and indicated they had subleased the location to another person (see Attachment E), which is a contravention of section 7.3 of the Business Licence Bylaw.

PROPOSAL:

Staff are recommending that Business Licence # 1891 be cancelled under section 60(3) of the *Community Charter* Before Council can cancel a business licence, the Town must serve notice to the licence holder and provide an opportunity for the licence holder to be heard. Should Council approve the recommendations in this report, staff will carry out the notification immediately and place the matter on the agenda for the February 18th Council meeting.

ANALYSIS:

Section 60(2) of the *Community Charter* states that a business licence may be suspended or cancelled for reasonable cause.

Section 7.3 of the Licence Bylaw states that licences are personal to the Licencee, who in this case is Rong Hu, operating a business called "Natural Massage Spa". It is not an incorporated entity. Ms. Hu has stated that she has leased the premises to another individual. As licences are not transferable and Ms. Hu has leased the premises to another individual, the licence should be cancelled.

Section 7.3 of the Licence Bylaw states that a licence is deemed to be personal to the Licencee, to carry on the business specified in the Licence. The type of business applied for in the application was "Health Beauty Spa, offer Acupuncture, cupping, Massage service (sic)".

When staff inspected the premises, there was no equipment suggestive of a health or beauty spa being conducted on the premises, or suggestive of acupuncture, cupping, or massage services being provided, other than two bathrobes, a roll of toilet paper, and two bottles containing an unidentified substance. There were no massage tables present on site, and no acupuncture or cupping paraphernalia.

The advertisements for the premises are also not suggestive of a health or beauty spa.

As the use of the premises is not consistent with the use stated on the application for a business licence, the licence should be cancelled.

As stated above, there is some evidence suggesting that sexual services are being offered at the premises as part of the business, but that the provision of such services may be illegal is not the basis upon which cancellation of the licence is recommended. However, it should be noted that if this applicant or another applicant were to apply for a business licence at this premises, the licence could not be issued if the proposed use constituted the commission of a criminal offence.

Section 7.1 requires an applicant to comply with the bylaws of the Town of Ladysmith, including the Building Bylaw. The shower has been installed in the premises without a building permit and without proper ventilation. This can lead to mold growth, including mold growth in the upstairs units. Further, the sanitary sewer system of all three strata units may be interconnected and the additional plumbing fixtures may cause the sewer system to exceed its originally designed capacity. Also, the sump pump may negatively affect the venting of other fixtures; potentially causing sewer gases to bubble up through toilets in the other units. It is also unclear if the sump pump system is capable of retaining sewage for a 24-hour period as required by the BC Building Code. Lastly, the Town has no indication if the water lines serving the new fixtures were installed by a licensed plumber, meaning the waterlines may not comply with the BC Plumbing code and building occupants—including the occupants of the two residential units—could be consuming non-potable water.

As the premises have been altered in a manner that creates health and safety concerns for occupants, the licence should be cancelled.

ALTERNATIVES:

Council can choose to:

1. Not cancel Business Licence #1891.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

Section 60(2) of the *Community Charter* allows the Town to cancel a business licence for "reasonable cause"

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Under section 60(3) of the *Community Charter*, the Licence Holder is entitled to notice and an opportunity to be heard by Council before the licence is cancelled. Staff are recommending that this occur at the February 18, 2025 Council meeting.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Development Services and Protective Services have worked jointly on the bylaw investigation. Staff have liaised with the RCMP as and when required.

ALIGNMENT WITH STRATEGIC PRIORITIES:

☐ Core Infrastructure	☐ Economy
☐ Official Community Plan Implem	nentation 🔘 Leadership
☐ Waterfront Area Plan	

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Business Licence # 1891
- B. Business Licence Application
- C. Advertising Materials: Ladysmith Location (Hardcopy Only)
- D. Photos of the premises
- E. Email from Licence Holder

TOWN OF LADYSMITH

410 ESPLANADE PO Box 220

LADYSMITH, BC V9G 1A2 Telephone: (250) 245-6400 Fax No.: (250) 245-6411



2024
OFFICE COPY

LOCATION OF BUSINESS 1 16 HIGH ST

LICENCE EFFECTIVE

FROM: 01-Jan-2024 TO: 31-Dec-2024

NAME AND ADDRESS OF BUSINESS

Natural Massage Spa 220 CORONATION AVE DUNCAN, BC V9K 2B5 LICENCE NO.: 1891 CUSTOMER: LILY001

Licence Fee : Balance : 50.00 0.00

TOWN OF LADYSMITH

410 ESPLANADE PO Box 220

LADYSMITH, BC V9G 1A2 Telephone: (250) 245-6400

Fax No.: (250) 245-6411

LADYSMIT





BUSINESS LICENCE

LOCATION OF BUSINESS 1 16 HIGH ST

NAME AND ADDRESS OF BUSINESS

Natural Massage Spa 220 CORONATION AVE DUNCAN, BC V9K 2B5 LICENCE EFFECTIVE FROM: 01-Jan-2024 TO: 31-Dec-2024

LICENCE NO.: 1891 CUSTOMER: LILY001

Licence Fee:

50.00

Balance:

0.00

THIS IS TO CERTIFY that the Licencee has paid the required Licence Fee and is entitled to carry on business as indicated within the Town of Ladysmith, in a lawful manner and subject to the provision of all bylaws in effect. This Licence is personal and cannot be transferred as per the Town of Ladysmith Business Licence Regulation Bylaw #1513, 2003.

THIS LICENCE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES

CASH REGISTER IMPRESSION CONSTITUTES OFFICIAL LICENCE

JOWN OF LADYSMITH

Cel Bracour Present, Embrace our Future. Honour our Past.

NOV 0 4 2024 TOWN OF LADYSMITH





LILY001

BUSINESS LICENCE APPLICATION

The information gathered on this form will be used to administer Municipal bylaws, is collected under the authority of the Local Government Act and the Business Licence Bylaw, and may be released to other parties upon request. If you have a business premises, this application must be made to the Municipality in which your premises is located. If you have any questions about this application, please contact 250.245.6414 ext

6210 or bl@ladysmith.ca.				
Business Information:				
Name: Lily'S	ounge 5	DA - Ch	large to	"Natural Massage
Street Address: 1-16 high st L			~	massage
edacted		Δ	\ \ \ \ \ \ \	
Redacted		(n 1)	Posta Code:	/9K2R5
		- (fileson)	10 oto	VSINZDS
Redacted	provide a complete des	cription or west	iacieu	vinculing specifically
Type of Business: If residential, where you will be conducting the Healthy Beauty Spa,offer Acu	business and approximation business business and approximation business and approximation business are business a	ately how much assage service	quare footage th	e business will occupy.
101		91	•	
		40		
	•			
	1	4		
Commercial: Yes No	Square Footage of area:	1000 If res	taurant/cafe/pub	: Number of seats:
Residential: Yes No	Approximate Number of	of Employees:		
Type of Licence:				
Ladysmith \$100.00 - Inter-N	Municipa Nincludes Duncar	n, North Cowichar	nand Lake Cowich	an) (\$50.00 after July 1)
Inter-Community (see below Additional \$170.00	S			
I/We hereby make application for Community Business Licence Bylav and other municipalities now in for Licence fee in advance does not gua December 31st and are not refunda	v 2013, No. 1839". I/We un rce or which may hereafter arantee approval of the lice able.	ndertake to compl r come into force.	ly with the Bylaws . I also understand	of the Town of Ladysmit , payment of the Busines
Owner/ Manager Contact Inform	nation:			
Name (Print): Rong Hu	,	7	Redacted	
edacted			Postal Code:	19/27T1
I agree that I will comply with all	applicable bylaws, statut	tes and regulatio		
Redacted		Date: NOW	p15+, 2	DXC
	<i></i>	Date. 1 V OV		1900
250 245 (400				land in the
250.245.6400 / info@ladysmith 410 Esplanade MAIL PO Box 220,		GET CONNECTED	oo cowich	
410 Espianade MAIL PO BOX 220,	Ladysillidi, BC V7G 1A2	GET COMMECTED (3)	(I Cowice	LADYSMITH
1550.00	250 Dond	10 of 91	+ TO DE	100512

OFFICE USE ONLY

Planning Department
What is the current zoning of the place of business? C2 - DOWNTOWN COMMUNIAL
Is the business a permitted use under the zoning bylaws? Yes No
· Permitted use under 'Office' definition for 'health and wellness'. · Perhing oh
Date (YY/MM/DD): 24 / 11 / 07 Signature of Planner:
Building Department
Does the building meet requirements for this type of business? Yes No
Do you recommend inspection by the Public Health Inspector?
Comments: No Alterations existing user
Date (YY/MM/DD): 2014. II. 67 Signature of Building Inspector:
Public Health Inspector Yes No
RCMP Yes No

The personal information on this form is collected under the general authority of the Community Charter and Freedom of Information & Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Personal in a general authority of the Community Charter and Freedom of Information & Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Personal in a general authority of the Community Charter and Freedom of Information & Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Personal in a general authority of the Community Charter and Freedom of Information & Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Personal in a general authority of the Community Charter and Freedom of Information & Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Personal in a general authority of the Community Charter and Freedom of Information & Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Personal in a general authority of the Community Charter and Freedom of Information & Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Personal in a general authority of the Community Charter and Freedom of Information & Protection of Information & In

RECEIPT RECORD

TOWN OF LADYSMITH
410 ESPLANADE PO Box 220
LADYSMITH,BC V9G 1A2
Phone No.: (250)245-6400
Fax No.: (250)245-6411

--- Item ID #0001 ---BL Business Licences Account : LILY001/On Account LILY'S LOUNGE SPA eilemed

Account Balance 50.00 On Acct, Payment -50.00

New Acct Balance 0.00

Payment Subtotal 50.00 PST 0.00 GST108127622 RT***

Payment Total 50.00

LCU GENERAL CASH 50.00 NAME: LILY'S LOUNGE SPA Change 0.00

05-Nov-24 D:0000006974 SAMANTHA ECK 10:46:32 8:2024110501 R:0000324697

visit gov.bc.ca/homeownergrant



Report this Ad

Full erotic massage Ladysmith!

New opened licened masseuse offer Combo Thai massage and soft relaxation massage located 1-16 High st Ladysmith

Open 9am to 11pm front door(right side) or back entrance (Text before coming in back entrance) available ,walk ins very welcome.

MASSAGE RATES

Christmas special

30min \$60,45min \$80,60min \$100

TEXT FOR YOUR BOOKING

SERIOUS PEOPLE ONLY

No blocked phone calls please.

More service please text by Redacted

Change New masseuse per month

No rush,Whole body,Friendly.Private treat will make you dream to come for more

Come and unwind with my unrushed full body sensual and relaxation massage.



Report this Ad

Relaxation and prostate massage Vancouver Island!

New opened licened masseuse offer Combo Thai massage and soft relaxation massage located 1-16 High st Ladysmith

Open 9am to 11pm front door(right side) of back entrance (Text before coming in back entrance) available, walk ins very welcome.

MASSAGE RATES

Christmas special

30min \$60,45min \$80,60min \$100

TEXT FOR YOUR BOOKING

SFRIOUS PEOPLE ONLY

No blocked phone calls please.

More service please text by

No rush, Whole body, Friendly. Private treatment will make you dream to come for more

Page 23 of 81
Come and unwind with my unrushed full body prostate and



TRY Christmas special &thai in Nanaımo

Posted 17 hours ago — Viewed 49808 times

প্রথান্ত্রামির | Sugar Babies | Live Sex Cams | Local Hookups









Non-Verified Pictures











Page 24 of 81



TRY Christmas special &thai in Nanaımo

Posted 17 hours ago — Viewed 49808 times

প্রসাম্ভামের Sugar Babies | Live Sex Cams | Local Hookups



Non-Verified Pictures











Page 25 of 81











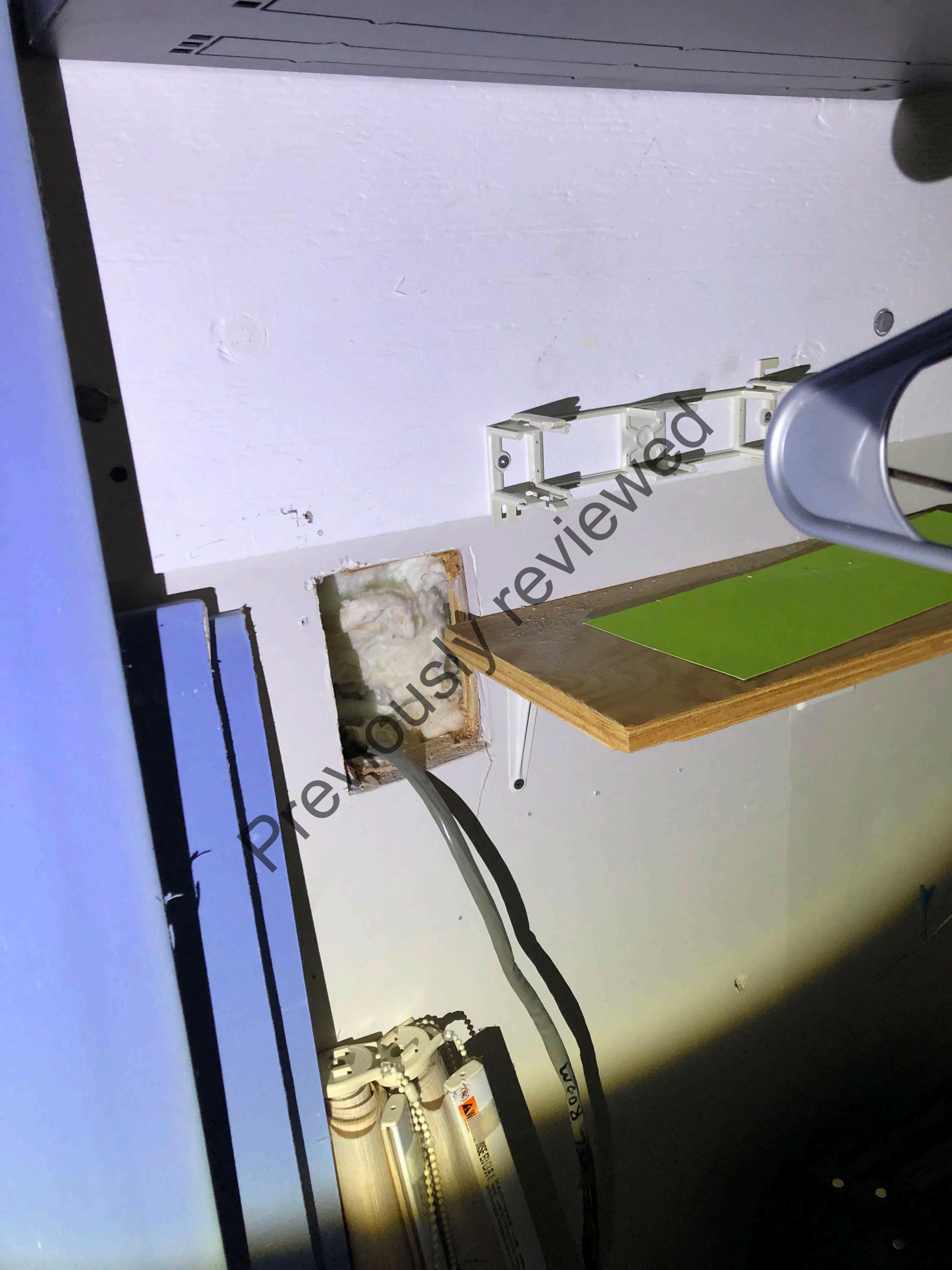






























TOWN OF LADYSMITH

410 ESPLANADE
PO Box 220
LADYSMITH, BC V9G 1A2
Telephone: (250) 245-6400

Fax No.: (250) 245-6411

LADYSMITH

2024

OFFICE COPY

LOCATION OF BUSINESS 1 16 HIGH ST

NAME AND ADDRESS OF BUSINESS

LILY'S LOUNGE SPA 220 CORONATION AVE DUNCAN, BC V9K 2B5 LICENCE EFFECTIVE
FROM: 01-Jan-2024
TO: 31-Dec-2024

LICENCE NO.: 1891 CUSTOMER: LILY001

Licence Fee : Balance : 50.00

TOWN OF LADYSMITH

410 ESPLANADE PO Box 220

LADYSMITH, BC V9G 1A2

Telephone: (250) 245-6400 Fax No.: (250) 245-6411









2024

BUSINESS LICENCE

LOCATION OF BUSINESS: 1 16 HIGH ST

NAME AND ADDRESS OF BUSINESS

LILY'S LOUNGE SPA 220 CORONATION AVE DUNCAN, BC V9K 2B5 LICENCE EFFECTIVE
FROM: 01-Jan-2024
TO: 31-Dec-2024

LICENCE NO.: 1891 CUSTOMER: LILY001

Licence Fee:

50.00

Balance:

0.00

THIS IS TO CERTIFY that the Licencee has paid the required Licence Fee and is entitled to carry on business as indicated within the Town of Ladysmith, in a lawful manner and subject to the provision of all bylaws in effect. This Licence is personal and cannot be transferred as per the Town of Ladysmith Business Licence Regulation Bylaw #1513,

THIS LICENCE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES

CASH REGISTER IMPRESSION CONSTITUTES OFFICIAL LICENCE





From: Mike Sherman Jake Belobaba To:

Subject: Fw: information and document for 1-16high st Ladysmith BC

January 22, 2025 8:18:34 AM Attachments: 2023CBM0030 Rong Hu.jpeq 2023CBM0031 Hong Lou.jpeg Scan2025-01-21 155725.jpg

FYI:

Date:

From the owner of 16 High.

250.245.6446 (o) | 250.713.7151(c)

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

From: Rong Hu <

Sent: January 21, 2025 21:06

To: Bylaw Enforcement < Bylaw@ladysmith.ca>

Subject: Re: information and document for 1-16high st Ladysmith BC

>

On Tuesday, January 21, 2025 at 04:16:44 p.m. CST, Rong Hu < Redacted

wrote:

Hi Officer,

I am the owner for 1-16high st Ladysmith, for the inspection yesterday I will send you additional documents and explain the current struture is follow the buliding code and whatever soneone did the plumbing before I had hired a licensed plumber at Nanaimo and My tanent have give key to him today for an inspection report from him this week and I will send to you once I get rreport.

Attach file is rent agreement and her and me massage license.

The lady nick name is Redacted and she rent a room from me but I have my small space for Acupuncture and I have my acupuncture machine and table there too if I am office some time, my work by myself is part time there.

If you have anything want to know you can email me here or call me Redacted .

Thanks

Your truthfully

Rong Hu

Vancouver International College of Health & Wellness

-- The Affordable & Quality Health & Wellness Training Institute for Everyone!

(PTIB # 4198)

Granted to

Rong Hu

Student Number: 2023CBM0030

Certificate

120 Hours of Training

Relaxation Body Massage

September 30, 2023

Chun Wang, BSN, MHA, MD

Dean

www.wellnesscollege.ca



Vancouver International College of Health & Wellness

-- The Affordable & Quality Health & Wellness Training Institute for Everyone!

(PTIB # 4198)

Granted to

Hong Lou-

Student Number: 2023CBM0031

Certificate

120 Hours of Training

Relaxation Body Massage

September 30, 2023

Chun Wang, BSN, MHA, MD

Dean

www.wellnesscollege.ca



Redacted

(To be completed after acceptance and prior to occupancy)

at a monthly rent of \$200, to be due and payable on or before the first day of each and every month by the tenant to the owner. Utilities are included in the rent (gas, electricity and water, wifi). This Rental Agreement begins on Cold (subject, if premises currently occupied, to present tenant vacating) and will remain in effect until November 20 After this date, the tenant will continue to occupy the premises on a month-to-month basis unless written notice is given to vacate.	
STANDARD STA	

THIS AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS

The tenant and the co-tenant(s) (if applicable) agree(s):

- not to keep any pets on the premises without first obtaining specific written permission from the owner.
- to keep the premises as a private dwelling only.
- to be responsible for obtaining insurance for personal items kept in or on the premises.
- not to assign or sublet the premises or any part thereof or to make alterations without prior written consent from the owner or his/her agent, and agrees that all future co-tenants must apply, and be approved, prior to occupancy.
- to keep the premises (including the grounds) clean, free from refuse, and in good repair, to keep the 5. walkways and outdoor stairways clear of snow and ice, and to keep clean, and repair any damages, while residing in the premises as well as when vacating the premises.
- to use the premises as they were designed to be used. If the premises are not designed specifically to allow 6. the hook-up of a washer, dryer, dishwasher, air conditioner, etc., then the installation and use of these appliances is strictly forbidden (even the occasional use of the above-mentioned appliances is in specific violation of this agreement).
- to give one (1) full month's written notice before vacating the premises (moving out). 8. one month's notice is given then tenant will be responsible to pay for rent of the premises for one month after the notice is given.
- to allow the owner or his/her agent to place a for rent sign in or on the premises during the last month of occupancy, and to allow persons interested in viewing the premises to do so at any reasonable hour of any day of the week (or weekend).
- 11. that rent paid after the 7th day of the month will be subject to a \$ 25.00 surcharge, and that N.S.F. (bounced) checks will be subject to a \$ 25.00 fee.

Damage deposit is one month rent. Redacte

Vorzoth, 202

(tenant signature)

(owner or agent signature)

(date)

.owp.Redacted

STAFF REPORT TO COUNCIL

Report Prepared By: Erin Anderson, Director of Financial Services

Reviewed By: Allison McCarrick, CAO **Meeting Date:** February 18, 2025

File No: 1700-01

Re: 2025 - 2029 Financial Plan Bylaw

RECOMMENDATION:

That Council give first three readings to the "Financial Plan Bylaw 2025, No. 2206".

EXECUTIVE SUMMARY:

The 2025-2029 Financial Plan bylaw is being presented tonight. This bylaw is the culmination of the previous budget meetings that took place since September of 2024.

PREVIOUS COUNCIL DIRECTION:

INEVIO	,, , , , , , , , , , , , , , , , , , ,	NCIE DIRECTION.
CS 2025- 033	02-04	That Council direct staff to include \$55,000 in the 2025 capital budget for a ramp at the property located at 721 1st Avenue, currently occupied by Ladysmith and District Historical Society, with the funding to come from prior year surplus.
CS 2025- 034	02-04	That Council direct staff to include in the 2025 Capital Plan a Heat Recovery Ventilation (HRV) system project in the amount of \$40,000 with the funds to come from the COVID Safe-restart reserve.
CS 2024- 287	12-03	That Council direct staff to: 1. Include the projects presented in the report dated December 3, 2024, from the Director of Financial Services for inclusion in the 2025 – 2029 Financial Plan; and 2. Confirm the general budget municipal tax levy at \$8,713,484 or 3.75% budget increase.
CS 2024- 274	11-19	That Council approve: 1. Continuing with the Temporary part-time positions of Development Services Administrative Assistant and Planner starting January 1, 2025, with the funding to come from surplus and reserved funds; and 2. Authorize an additional 214 hours annually in the Facility Maintenance Department for cleaning and maintenance at the Fire Department and additional offices at Public Works.
CS 2024- 263	11-05	That Council: 1. Direct staff to amend the "Sewer Rates Bylaw 1966, No. 422, Amendment Bylaw 1999, No.1360" to include a 3% increase to the rates; 2. Direct staff to prepare the 2025 Sewer Parcel Tax bylaw for \$362 per parcel;



		 Direct staff to amend the "Waterworks Regulation Bylaw 1999, No.1298" to include a 5% increase to the rates; and Direct staff to prepare the 2025 Water Parcel Tax bylaw for \$459 per parcel
CS	2024-	That Council direct staff to submit to the Cowichan Valley Regional District the 2025
2024-	09-03	budget for the Frank Jameson Community Centre as presented in the staff report
190		dated September 3, 2024.

INTRODUCTION/BACKGROUND:

Similarly to previous year budget schedules, the 2025 budget deliberations started in September with the introduction of the FJCC budget for Regional Recreation purposes. In November, the water and sewer utility operations and capital budgets were presented, and the corresponding bylaws were adopted. General operations and capital projects, as well as higher level service requests, were presented in November and December. In early December, Council approved a general budget municipal tax levy of \$8,713,484 or 3.75% budget increase. This, coupled with the police taxation of \$1,993,413, is an overall budget increase of 5.06%.

Staff are in the process of closing the 2024 fiscal year and rolling forward the continuing projects' funding. The capital plan is valued at over \$61 million, which includes developer driven projects, grant dependent projects, as well as the new City Hall. The funding for these projects is comprised of:

Taxation (10% allocation)	839,822
Water Utility	703,750
Sewer Utility	556,500
Carry forward	6,896,743
DCC (Developer Driven)	2,502,834
Developer's Contribution	3,273,967
Canada Community Building (Gas tax)	1,890,786
Reserves (see below)	5,369,635
Grants (pending & confirmed)	17,347,700
Borrowing	19,056,099
Regional Recreation Funding	519,500
Other	2,500,000

The Reserve funding includes:

General Reserves	10,000
Policing	352,500
Water Capital	1,188,250
Sewer Capital	161,500
Real Property Reserve	484,812
Vehicle/Equip Reserve	149,363

Infrastructure Reserve	806,000
Surplus	116,150
Safe Start (COVID)	343,260
Climate Action	49,800
Growing Communities	1,708,000

Council may recall that an update to the Financial Plan Policy and Objectives was provided in July of 2023. This update allows staff to present the Financial Plan bylaw earlier in the year (i.e. February versus April/May). The changes to the policy included:

- Updating the language in the funding sources and confirming minimum amounts are allocated to capital and replacement reserves.
- Setting tax rates and ratios among the property classes, specifically:
 - Set tax rates and ratios that maintain tax stability between property classes while factoring in non-market growth within classes.
 - Ensure the Class 4 (Major Industry) percentage is lower than the previous year with a target percentage of 10% of the total taxation.
 - Ensure the Class 6 (Business/Other) percentage is lower than the previous year with a target percentage of 12% of the total taxation.
 - Ensure the Class 5 (Light Industry) tax rate is not less than the Class 6 (Business/Other) rate.
 - Set Class 8 (Recreation/Non-Profit) rate equal to the Class 1 (Residential) rate.

Should Council approve the budget, staff can proceed with preparing the Property Tax Rates bylaws.

ALTERNATIVES:

Council can choose to:

- 1. Increase or decrease the taxation amounts, though adjustments to service levels must be identified prior to making this change.
- 2. Defer providing direction at this time, though capital projects will be delayed until the budget is approved.

FINANCIAL IMPLICATIONS:

Property Taxes are levied based on the Revised Assessment Roll which is expected to be received by April 1.

	2024 Budget	Additions	2025 Budget	% change
Municipal	8,398,228	315,256	8,713,484	3.75%
Police	1,793,324	200,088	1,993,412	11.16%
	10.191.552	515.344	10.706.896	5.06%

When the Financial Plan bylaw is presented, there is a requirement to show how the taxes are spread among the classes. Below is a comparison between 2024 actual and 2025 proposed percentages by class:

	2024 Actuals	2025 Proposed
1 Residential	73.737%	73.724%
2 Utilities	0.473%	0.475%
3 Supportive Housing	0.000%	0.000%
4 Major Industry	11.371%	11.370%
5 Light Industry	0.997%	0.997%
6 Business/Other	13.094%	13.093%
7 Managed Forest Land	0.003%	0.003%
8 Rec/Non-Profit	0.316%	0.329%
9 Farm Land	0.009%	0.009%

The \$10,706,896 will be spread amongst the classes based on the above percentages.

The 2025 Completed Roll, received January 1, 2025, has the following general assessments per class:

	BCA 2025 2025	% of total
	Completed Roll	assessment
1 Residential	2,855,157,101	93.54%
2 Utilities	2,236,400	0.07%
3 Supportive Housing	0	0.00%
4 Major Industry	16,960,600	0.56%
5 Light Industry	11,306,100	0.37%
6 Business/Other	153,958,800	5.04%
7 Managed Forest Land	7,500	0.00%
8 Rec/Non-Profit	12,725,000	0.42%
9 Farm Land	21,960	0.00%

Due to some shifting between the property classes, either by policy or by legislation, it is estimated that the average single family dwelling assessed at \$711,000, up 0.85% over 2024 assessment, will pay an additional \$74 in municipal assessment based taxes, plus an additional \$2 in sewer parcel taxes, for a total municipal tax levy of \$2,786.68. This amount does not include the levies that the Town collects on behalf of other agencies.

Staff will present the 2025 Tax Rate bylaw in April after the Revised Roll is released.

LEGAL IMPLICATIONS:

The annual Financial Plan bylaw, and the subsequent Property Tax rate bylaw, is required to be adopted prior to May 15, 2025.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The budget impacts every property owner through property taxes.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS: All departments contributed to the development of the Financial Plan. ALIGNMENT WITH STRATEGIC PRIORITIES: ☐ Core Infrastructure ☐ Economy ☐ Official Community Plan Implementation ☐ Leadership ☐ Waterfront Area Plan ☐ Not Applicable I approve the report and recommendation. Allison McCarrick, Chief Administrative Officer

ATTACHMENT

A. "Financial Plan Bylaw 2025, No. 2206"

ATTACHMENT A

TOWN OF LADYSMITH

BYLAW NO. 2206

Financial Plan Bylaw for the years 2025-2029

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

Administration

- 1. Schedule "A" attached to and forming a part of this bylaw is hereby adopted and shall be the Financial Plan for the Town of Ladysmith for the five years ending December 31, 2029.
- 2. Schedule "B" attached to and forming a part of this bylaw is hereby adopted and shall be the Statement of Objectives and Policies for the Town of Ladysmith for the five years ending December 31, 2029.

Repeal

The Town of Ladysmith "Financial Plan Bylaw 2024, No. 2172" bylaw in its entirety 3. is hereby repealed.

Citation

This bylaw may be cited for all purposes as "Financial Plan Bylaw 2025, No. 2206".

READ A FIRST TIME on the		_ day of		_, 2025
READ A SECOND TIME on	the	day of _		, 2025
READ A THIRD TIME on the	e	day of		, 2025
ADOPTED on the	_day of		_, 2025	
				Acting Mayor (T. McKay)
				Corporate Officer (S. Bouma)

SCHEDULE "A"

2025 - 2029 Financial Plan

	2025	<u>2026</u>	<u>2027</u>	<u>2028</u>	2029
REVENUES:					
Revenue From Property Tax Values	10,706,896	11,274,288	11,741,621	12,113,774	12,902,007
Revenue From Grants In Lieu	196,008	197,968	200,146	202,348	204,574
Revenue From Parcel Taxes	3,308,411	3,380,604	3,615,430	3,929,459	4,002,404
Revenue From Fees & Charges	6,100,587	6,296,817	6,402,865	6,590,287	6,701,359
Revenue From Other Sources	27,751,855	5,486,890	6,401,021	4,104,593	6,653,269
	48,063,757	26,636,567	28,361,083	26,940,461	30,463,613
EXPENSES:					
General Operating Expenses	14,424,490	14,918,220	15,470,938	16,043,003	16,550,506
Sanitary Sewer Operating Expenses	1,979,307	2,041,624	2,049,693	2,060,566	2,129,953
Water Operating Expenses	1,960,145	2,020,439	2,107,692	2,105,782	2,185,897
Interest on Debt	1,463,770	1,463,770	1,531,270	1,690,828	1,690,828
Amortization	4,513,471	4,594,713	4,677,418	4,761,612	4,847,321
	24,341,183	25,038,766	25,837,011	26,661,791	27,404,505
Annual Surplus/Deficit	23,722,574	1,597,801	2,524,072	278,670	3,059,108
Add back: Unfunded Amortization	4,513,471	4,594,713	4,677,418	4,761,612	4,847,321
Capital Expenditures					
General Capital	30,511,174	2,485,323	3,801,999	3,415,092	2,354,240
Sanitary Sewer Capital	4,407,978	3,240,000	2,110,000	644,218	676,429
Water Capital	26,538,184	1,600,000	5,343,385	814,679	5,355,413
Proceeds from Borrowing	(19,056,099)	(1,500,000)	(1,496,459)	-	- -
Principal Payments on Debt	1,295,700	1,295,700	1,330,700	1,415,700	1,690,214
Transfers to (from) Reserves Funds	(4,436,619)	(680,500)	(2,213,675)	(703,307)	(2,554,776)
Transfer to (from) Accumulated Surplus _	(11,024,273)	(248,009)	(1,674,460)	(546,100)	384,909
Financial Plan Balance	-	-	-	-	<u>-</u>

SCHEDULE "B" Town of Ladysmith 2025 – 2029 Financial Plan Statement of Objectives and Policies

In accordance with the *Community Charter*, the Town of Ladysmith (Town) is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

- 1. The proportion of total revenue that comes from each of the funding sources described in the *Community Charter*;
- 2. The distribution of property taxes among the property classes; and
- 3. The use of permissive tax exemptions.

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2025. Table 2 shows a further breakdown of the funding proposed to come from reserves, Development Cost Charges and surpluses. Council currently has no specific policy surrounding the proportion of total revenue to come from each funding source.

Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis.

User fees and charges form a large portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services will be charged on a user-pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objectives & Policies

- Use property taxes as the funding source for services that do not lend themselves to a user-pay approach;
- Review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service and align with those who use them;
- Consider borrowing when a capital project will provide benefits to taxpayers over a long period;
- Seek other sources of revenue in order to reduce reliance on property taxes;
- Allocate a minimum of 10% prior year's municipal tax levy to General Capital projects and a further 5% of the prior year's municipal tax levy to an infrastructure deficit.

Table 1: Sources of Revenue

Revenue Source	Dollar (\$)	Percent (%)
Property value taxes	10,706,896	13%
Grants in Lieu	196,008	0%
Parcel Taxes	3,308,411	4%
User fees & charges	6,100,587	7%
Other Sources	7,280,515	9%
Borrowing	19,056,099	23%
Grants	20,471,340	24%
DCCs & Reserves	4,436,619	5%
Own Funds	12,426,472	15%

Table 2: Utilization of Reserves, Development Cost Charges and Surplus for 2025

Source	Dollar Value	% of Total
Development Cost Charges - Roads	1,049,216	6%
Development Cost Charges - Sewer	830,954	5%
Development Cost Charges - Water	605,663	4%
Development Cost Charges - Parks	55,000	0%
Development Cost Charges - Storm	5,000	0%
Cemetery Care Fund	3,660	0%
Canada Community Building Fund	1,890,786	11%
Climate Action Plan	49,800	0%
Carry-forward reserve	7,056,837	42%
Safe-restart funds	343,260	2%
Surplus & Appropriated Equity	2,783,763	17%
Real Property Reserve	484,812	3%
Growing Communities	1,708,000	10%
Total	\$16,866,751	

Distribution of Property Tax Rates

Table 3 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of Town services.

Objectives & Policies

- Set tax rates and ratios that maintain tax stability between property classes while factoring in non-market growth within classes.
- Ensure the Class 4 (Major Industry) percentage is lower than the previous year with a target percentage of 10% of the total taxation.
- Ensure the Class 6 (Business/Other) percentage is lower than the previous year with a target percentage of 12% of the total taxation.
- Ensure the Class 5 (Light Industry) tax rate is not less than the Class 6 (Business/Other) rate.
- Set Class 8 (Recreation/non-profit) rate equal to the Class 1 (Residential) rate.

Table 3: Distribution of 2025 Property Tax Rates

	2025
Property Class	% of Total Property Taxation
Residential (1)	73.72%
Utilities (2)	0.48%
Major Industry (4)	11.37%
Light Industry (5)	1.00%
Business and Other (6)	13.09%
Managed Forest Land (7), Recreation/Non-profit (8), and Farmland (9)	0.34%
Total	100.00%

Permissive Tax Exemptions & Revitalizations Tax Exemptions

The Town supports non-profit organizations through permissive tax exemptions. Permissive tax exemptions will be reviewed annually and considered in conjunction with:

- (a) other assistance being provided by the Town;
- (b) the potential demands for Town services or infrastructure arising from the property; and
- (c) the amount of revenue that the Town will lose if the exemption is granted.

The Town believes revitalizations tax exemptions are an appropriate tool to assist the Town to achieve its strategic objectives. The Town can exempt municipal taxes for up to ten years where the project meets specific criteria and objectives as defined by bylaw. Recipients of exemptions must enter into a Revitalization Tax Exemption Agreement with the Town.

Objectives & Policies

- The Town will continue to provide permissive tax exemptions to some non-profit societies.
- Continue the use of the revitalization tax exemption for economic revitalization in order to encourage the commercial and industrial redevelopment of specific areas.

TOWN OF LADYSMITH

BYLAW NO. 2167

A Bylaw to provide for the management and regulations in relation to animals in the Town of Ladysmith

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

1. **Definitions**

- **1.1** In this Bylaw, unless the context otherwise requires:
 - (a) "Animal" means any member of the animal kingdom, other than a human being (as defined in the *Community Charter*).
 - (b) "Backyard Poultry" means domesticated adult hens permitted on a *Residential Parcel of Land* pursuant to section 3 of this bylaw.
 - (c) "Business License" means a license to carry on business issued pursuant to "Business License Bylaw No. 1513, 2003 and all amendments thereto."
 - (d) "Intermunicipal Business License" means a business licence issued by the Licence Inspector of the Town of Ladysmith or another participating Local Government to carry on business within the boundaries of any participating municipality and issued pursuant to the Intermunicipal Business License Agreement.
 - (e) "Bylaw Enforcement Officer" means a Public Officer, as defined in the *Interpretation Act*, a Peace Officer, and those persons designated by the Town of Ladysmith as Bylaw Compliance Officers from time to time.
 - (f) "Coop" means a shelter for *Backyard Poultry* with a solid roof, floor and walls with entries and exits that can be secured with animal proof closures during the evening.
 - (g) "Hen" means a domesticated female chicken or domesticated female duck that is at least 4 months old.
 - (h) "Livestock" means an animal raised or kept for food, meat, milk or for wool or fiber, or a beast of burden, and includes, alpaca, cattle, donkeys, emus, goats, horses, llamas, mules, ostriches, sheep, or swine, including miniature pigs, and all other animals that are solely used for agricultural purposes. Livestock also includes wild animals kept in captivity for food or commodity production, including bison and ungulates.

"Town of Ladysmith Animal and Poultry Bylaw 2024, No. 2167" Page 2

- (i) "Pen" means a fully enclosed outdoor space for Backyard Poultry.
- (j) "Residential Parcel" means a parcel zoned to permit a single-family dwelling and excludes properties zoned for agriculture or a Farm Use pursuant to the Agricultural Land Commission Act and Agricultural Land Reserve Regulations.
- (k) "Town" means the Town of Ladysmith.
- (I) "Wildlife" means a wild animal.
- (m) "Wrangler" means a person who transports animals to and from a work site, sets up fencing and provides 24-hour care and security for the animals.

2. General Provisions

2.1 General Provisions:

- (a) A person shall not keep livestock on a Residential Parcel that is less than 0.81 hectares.
- (b) A person must immediately remove and lawfully dispose of any excrement deposited by an animal in their care and custody on any public property or private property not owner or occupied by the owner.
- (c) No person who has removed animal excrement may deposit the excrement into a municipal litter receptacle except where the excrement is securely contained in an impermeable bag or other impermeable container so as not to ooze, leak, or fall out, into a municipal litter receptacle.

3. Keeping of Backyard Poultry

- 3.1 Notwithstanding subsection 2.1(a) a person may keep Backyard Poultry on a residential parcel, subject to the following provisions:
 - (a) No person shall keep Backyard Poultry within the area shown on Schedule A.
 - (b) No person shall keep Backyard Poultry without the written consent of the owner of the parcel where the Backyard Poultry is to be located.
 - (c) No more than six Backyard Poultry may be kept on Residential Parcel.
 - (d) No person shall keep Backyard Poultry within a dwelling unit or on a balcony, roof, or deck.

- (e) No person shall allow Backyard Poultry outside of a Coop or Pen except to perform typical animal husbandry practices such as wing clipping and veterinary care.
- (f) Coops and Pens shall not be located:
 - i. in a front yard.
- ii. within 1.0 metre from any property line.
- iii. within 3.0 metres of any dwelling unit.
- (g) A Coop shall:
 - i. provide a minimum volume of 0.6 cubic metres per hen.
 - ii. provide a minimum floor area of 0.37 square metres per hen.
- iii. not exceed a maximum floor area of 10.0 square metres or volume of 30.0 cubic metres.
- iv. not exceed a height of 3.0 metres.
- v. provide each chicken with its own nesting box and perch that is at least fifteen (15) centimetres long, and each duck with adequate ground-level nesting space.
- vi. be kept clean, in good repair, and free of vermin.
- (h) A Pen shall:
 - i. provide a minimum volume of 1.0 cubic metres per hen.
- ii. have a minimum Pen area of 0.93 square metres per hen.
- iii. not exceed an area of 10.0 square metres.
- iv. shall not exceed a height of 3.0 metres.
- v. be fully enclosed at all sides with corrosion-resistant metal wire fencing with a minimum wire gauge of 14 and a maximum opening of 2 inches (5.08 centimeters) securely fastened to the structure with corrosion-resistant fencing staples.
- vi. be covered with a roof wire fencing meeting the criteria under subsection v.
- vii. be kept clean, in good repair, and free of vermin.
- (i) A Parcel on which Backyard Poultry are kept must have a continuous animal proof fence that encloses the Coop and Pen.
- (j) A Pen shall be attached to or surround the Coop so as to provide the Backyard Poultry with full and unobstructed access to enter and exit the Coop at their leisure during daylight hours.
- (k) All Backyard Poultry must be kept within a secure Coop from sunset to sunrise.
- (I) All Backyard Poultry shall be provided with adequate litter within the Coop to nest in which shall be cleaned weekly.

- (m) Food and water receptacles shall be frequently cleaned and disinfected and located so as to avoid contamination by excreta and attraction of vermin.
- (n) The owner must ensure that the Coop and Pen are situated in a way that would reasonably prevent entry by Wildlife and constructed to prevent any vermin from harbouring underneath or within it or within its walls.
- (o) No person shall keep Backyard Poultry in a cage unless for the purposes of transport of the Backyard Poultry.
- (p) Unless ordered to by an authority having jurisdiction, slaughtering Backyard Poultry is prohibited.
- (q) Except for the sale of eggs, no person shall sell any products associated with Backyard Poultry, including manure and meat.
- (r) Backyard Poultry eggs shall be sold in accordance the BC Centre for Disease Control "Guidelines for the Sale of Foods at Temporary Food Markets". In addition to the BC Centre for Disease Control guidelines, the following conditions shall be met:
 - a. The eggs must be produced on the property upon which the Backyard Poultry owner resides.
 - b. The eggs must be only for the consumption of the individual purchasing the eggs and/or that individual's household.
- (s) The owner of Backyard Poultry shall ensure poultry food is stored and secured in vermin-proof and wildlife-proof containers, and that no more than 0.085 cubic metres (3.0 cubic feet) may be stored at a time.
- (t) The owner of Backyard Poultry shall ensure manure is stored in an enclosed vermin-proof and wildlife-proof container that does not generate excessive heat or odour, and that no more than 0.085 cubic metres (3.0 cubic feet) may be stored at a time.
- (u) A person shall not dispose of deceased Backyard Poultry other than by delivering it to a veterinarian, landfill in a sealed bag, a farm, an abattoir, or other facility with the ability to lawfully dispose of the carcass.
- (v) The owner of Backyard Poultry must follow biosecurity procedures recommended by the Canadian Food Inspection Agency.
- (w) Backyard Poultry shall not be left unattended for periods of more than 12 hours.

4. **Prohibition of Cruelty to Animals**

- 4.1 No person shall keep any animal unless the animal is provided with:
 - (a) Clean, potable drinking water and food in sufficient quantity and of a recognized nutritional quality to allow for the animal's normal growth and the maintenance of the animal's normal body weight;
 - (b) Sanitary food and water receptacles;
 - (c) The opportunity for periodic exercise sufficient to maintain the animal's good health;
 - (d) Clean bedding material and an area maintained at a temperature warm and dry enough to prevent the animal from suffering discomfort; and
 - (e) The necessary veterinary care to prevent or treat pain, suffering, or disease.
- 4.2 No person shall keep any animal outside for more than 3 hours in any day unless the animal is provided with a shelter that allows the animal to move freely, and stand, sit or lie in a position that:
 - (a) Protects the animals from heat, cold and wetness; and
 - (b) Is shaded.
- 4.3 No person shall keep any animal confined in an enclosed space, including a motor vehicle, without sufficient ventilation to prevent the animals from suffering discomfort, heat stroke or injury.
- 4.4 No person shall keep any animal hitched, tied or fastened to a fixed object where a choke collar or choke chain forms part of the securing apparatus, or where a rope or cord is tied directly around the animal's neck.
- 4.5 No person shall keep any animal hitched, tied or fastened to a fixed object as the primary means of confinement for an extended period of time.

5. <u>Goat Vegetation Management</u>

- 5.1 Notwithstanding Section 2.1 (a) of this Bylaw, a person may keep goats on any parcel of land within the Town, on a temporary basis, for vegetation management subject to the following requirements:
 - (a) Goats shall be used to clear vegetation for no more than 30 consecutive days.

"Town of Ladysmith Animal and Poultry Bylaw 2024, No. 2167" Page 6

- (b) For the purposes of vegetation management, the total number of goats permitted on a parcel of land is to be calculated at one (1) goat per 100.0 square metres (1076.4 square feet) of parcel area to a maximum of thirty (30) goats per parcel.
- (c) Goats must be contained within a temporary, animal proof woven wire (or similar material) fence at all times while on a work site or performing their vegetation management activities and must be cared for in a manner consistent with the requirements of the Society for Prevention of Cruelty to Animals and all other applicable regulations and legislation.
- (d) Goats used for vegetation management shall not remain overnight onsite unless a Wrangler or a person living onsite has been trained and equipped to wrangle the goats is present.
- (e) Any goats remaining onsite overnight shall be kept in a portable wildlife-proof enclosed and roofed shelter that is appropriately sized to accommodate each animal.
- (f) Vegetation management using goats shall only be carried out by business holding a valid Business License or Intermunicipal Business License.
- (g) A business providing goat vegetation management services must obtain and maintain third party liability insurance in the amount of \$5,000,000.

6. Application

6.1 Any government authority, farm operation, or agriculturally zoned property is exempt from this bylaw.

7. <u>Enforcement</u>

- 7.1 A Bylaw Compliance Officer for the Town may enter onto any property in accordance with the *Community Charter* to inspect and determine whether the provisions of this bylaw are being met.
- 7.2 A person must not obstruct or interfere with a Bylaw Compliance Officer who has entered onto property pursuant to Section 7.1, or other person assisting the Bylaw Compliance Officer.

8. Offences and Penalties

- 8.1 A person who commits an offence is subject to the penalties imposed by the Bylaw, the Ticket Utilization Bylaw, and the *Offence Act* if that person:
 - (a) contravenes a provision of this Bylaw;

"Town of Ladysmith Animal and Poultry Bylaw 2024, No. 2167" Page 7

- (b) consents to, allows, or permits an act or thing to be done that is contrary to this Bylaw; or
- (c) neglects, refrains, or omits from doing an act or thing required by a provision of this Bylaw.
- 8.2 Each day that a contravention of a provision of this Bylaw occurs or continues to occur shall constitute a separate offence.
- 8.3 The minimum fine that shall be imposed for a contravention of this Bylaw is \$100.00.
- 8.4 The maximum fine that shall be imposed for a contravention of this Bylaw is \$10,000.00.

8. Repeal

8.1 "Animal and Poultry Bylaw, 1994, No. 1136" is hereby repealed.

9. <u>Citation</u>

9.1 This Bylaw may be cited for all purposes as "Town of Ladysmith Animal Control Bylaw 2024, No. 2167".

READ A FIRST TIME on the 17 ^t READ A SECOND TIME on the READ A THIRD TIME on the 17	17 th day of December, 2024		
ADOPTED on the	_ day of	, 2025	
			Acting Mayor (T. McKay)
			Corporate Officer (S. 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),

"Town of Ladysmith Zoning Amendment Bylaw 2014, No 1860, Amendment 2024, No. 2169" Page 2

- (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

"Town of Ladysmith Zoning Amendment Bylaw 2014, No 1860, Amendment 2024, No. 2169" Page 3

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

4.	Schedule	Α -	Add	"Backyard	Poultry,	subject	to	Part	6,	Section	6.12"	as	а
	permitted	Acces	ssory (<i>Jse</i> in the f	ollowing	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 SECOND TIM PUBLIC HEARING HE READ A THIRD TIME		cember, 2024 nuary, 2025
ADOPTED on the	day of	, 2025
		Acting Mayor (T. McKay)
		Corporate Officer (S. Bouma)
		Approved pursuant to section 52(3)(a) of the Transportation Act
		this 31st day of January 20,25
		Ministry of Transportation and Infrastructure
		200

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 t	the 17 th day of Decembe	er, 2024	
READ A SECOND TIME of	on the 17 th day of Decer	nber, 2024	
PUBLIC HEARING HELD	PURSUANT TO SECTIO	N 464(1)(a) of the Local Go	vernment Act on the
21st day of January, 202	5		
READ A THIRD TIME on	the on the 21st day of J	anuary, 2025	
ADOPTED on the	day of	. 2025	

Page 2	t bylaw 2024, NO. 2150
	Acting Mayor (T. McKay)
	Corporate Officer (S. Bouma)

TOWN OF LADYSMITH

BYLAW STATUS SHEET February 18, 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 and third reading 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 and third reading 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 and third reading January 21, 2025.

From: Ryan Wainwright < Ryan. Wainwright@emcowichan.ca >

Sent: January 31, 2025 8:56 AM

To: Allison McCarrick < AMcCarrick@ladysmith.ca >;

Subject: EMCR Indigenous Engagement Year 2 Funding - Next Steps and Instructions

Good morning, EMC CAO Advisory -

I hope you are all doing well and braced for the return of West Coast winter this weekend! I hope you also got to enjoy the sun while it was around.

I had the opportunity to meet with EMCR earlier this week about their Year 2 funding for Indigenous Engagement (IER) related to the local authority requirements in the Emergency and Disaster Management Act (EDMA). Though our Year 1 project is just getting off the ground (Colliers Project Partners was our successful proponent, and their project team is currently gathering background and contacts to move forward), EMCR has advised that Cowichan should indicate the desire for Year 2 funding now. EMCR has assured me that we do not need a project plan for Year 2 until our current project is complete. I have provided them with documentation to support our regional approach to IER, including a copy of the Cowichan Local Authority Emergency Management Agreement and minutes from our last CAO Advisory meeting that confirmed the combined IER approach.

EMC will be completing the reporting on the Year 1 project. As we get closer to the March deadline, I'll send your staff the appropriate wording to direct EMCR to the combined report that EMC will submit. To indicate our combined desire to receive Year 2 funding, please direct your staff to:

 Check the Year 2 box on the IERFP paperwork each of your organizations has received from EMCR

Proceed with signing the Year 2 Modification Agreement.

If we do not need Year 2 funding once our Year 1 project is complete, we can return any disbursements and withdraw without penalty. I will bring an update on the Year 1 project and Year 2 funding to our next CAO Advisory in March.

I apologize for any delay in getting this out. Our Provincial colleagues do not yet fully understand the Cowichan regional emergency management model, and it took some time to ensure we understood each other.

Please don't hesitate to let me know if you have any concerns or wish for further discussion.

Regards

Ryan Wainwright Senior Manager, Emergency Management Cowichan



MODIFICATION AGREEMENT

THIS MODIFICATION AGREEMENT is dated for reference January 29, 2025

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Emergency Management and Climate Readiness:

PO Box 9201 STN PROV GOVT Block A, Suite 200 – 2261 Keating Cross Road Victoria BC V8W 9P1

(the "Province")

AND:

TOWN OF LADYSMITH

PO Box 220 Ladysmith BC V9G 1A2

(the "Recipient")

BACKGROUND

- A. The Parties entered into Contribution Agreement numbered EMCR24328 dated January 15, 2024 (the "Agreement").
- B. The Parties have agreed to modify the Agreement.

AGREEMENT

The Parties agree as follows:

1. Section 2.01 is replaced with the following:

The term of this Agreement commences on the Effective Date and ends on the earlier of **March 31, 2026** or the date on which this agreement is terminated in accordance with section 11.02 (the "**Termination Date**").

2. Section 3.01 is replaced with the following:

The Contribution consists of an initial payment of \$48,000 and a conditional, second payment of \$48,000, to be used by the Recipient for the Project in accordance with this Agreement.

3. Section 3.02 is replaced with the following:

The Province will provide the initial payment of the Contribution to the Recipient within 30 days of the Agreement being signed by both parties. The Province's provision of the second payment of the Contribution to the Recipient is conditional on the Recipient's expenditure of the entire initial payment on the Project by March 31, 2025 and the Province's receipt and acceptance of the interim report as described in Schedule A.

- 4. Schedule A of the Agreement is replaced by the revised Schedule A attached to this Modification Agreement as Appendix I.
- 5. In all other respects, the Agreement is confirmed.

SIGNED AND DELIVERED	SIGNED AND DELIVERED
on the day of, 20 on	on the day of, 20 by or on
behalf of the Province by its duly authorized	behalf of the Recipient by its duly authorized
representative	representative
	Signature(s):
Signature:	
	Print name(s):
Print name:	

APPENDIX I

Schedule A

Eligible Activities and Reporting Requirements

The Recipient will choose Eligible Activity(ies) listed in Schedule B towards which the Recipient will apply the Contribution. If an activity is not listed, the Recipient must provide a written description in Schedule B of the intended activity that the Contribution will be applied to.

The choice of Eligible Activity(ies), and activities identified by the Recipient, will make up Schedule B and is the Project for which the Contribution may be applied.

If after Agreement signing there are changes to the Project (Schedule B) originally submitted, the Recipient will email the Province at EMCR.IERFunding@gov.bc.ca with details of the proposed changes.

Reporting Requirements

Reporting requirements are to support management and evaluation of the funding program. If the Recipient has chosen to pool Contribution funds with other Recipients, reporting requirement obligations may be shared.

Interim Reporting

The Recipient must provide the Province with an interim report that summarizes the outcome(s) and work completed, including financial reporting, on the selected Project(s). The interim report will be required by March 31, 2025. The Province will provide material to support this report, including instructions and a template.

Final Reporting

The Recipient must provide the Province with a final report that summarizes the outcome(s) and work completed, including financial reporting, on the selected Project(s). The final report will be required by March 31, 2026. The Province will provide material to support this report, including instructions and a template.

Adhoc Reporting

The Recipient must make all reasonable efforts to respond to ad-hoc requests by the Province for information on Project progress. The Recipient must also advise the Province immediately of any substantial events that could impact the Project timeline.