

**A REGULAR MEETING OF THE
COUNCIL OF THE TOWN OF LADYSMITH
TO BE HELD IN COUNCIL CHAMBERS AT
LADYSMITH CITY HALL ON
MONDAY, DECEMBER 17, 2018**

Call to Order and Closed Meeting

5:30 p.m.

Regular Open Meeting

7:00 p.m.

CALL TO ORDER (5:30 P.M.)

1. CLOSED SESSION

In accordance with section 90 of the *Community Charter*, this section of the meeting will be held *In Camera* to consider matters related to the following:

- Negotiations – section 90(1)(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

REGULAR MEETING (7:00 P.M.)

2. AGENDA APPROVAL

3. RISE AND REPORT – Items from Closed Session

4. MINUTES

- 4.1. Minutes of the Regular Meeting of Council held December 3, 2018..... 1 - 10
- 4.2. Minutes of the Special Meeting and Workshop of Council held December 10, 2018 11 - 12

5. PRESENTATIONS TO OUTGOING COUNCIL MEMBERS



6. DELEGATIONS

- 6.1. Kathy Holmes, Arts Council of Ladysmith and District
Thank you to Council and an Update on the Activities of the Arts Council

7. PROCLAMATIONS – None

8. DEVELOPMENT APPLICATIONS

- 8.1. Zoning Amendment Application – 422 First Avenue (Traveller’s Hotel - M. Roethe)
Subject Property: Lot A, District Lot 56, Oyster District, Plan VIP67911 13 - 34

Staff Recommendation:

That Council:

1. Consider the application (3360-18-13) to amend:
 - (a) The Official Community Plan by amending the permitted floor space ratio for the property at 422 First Avenue from 1.0 to 2.0 to allow for the restoration of the Traveller’s Hotel for 20 hotel rooms.
 - (b) The Zoning Bylaw for the property at 422 First Avenue by amending:
 - i) the permitted floor space ratio from 1.0 to 2.0; ii) the permitted average building height from 12 metres to 16.5 metres; and iii) the required onsite parking from 24 on-site spaces to 9 on-site spaces.
2. Having given consideration to s.475 of the Local Government Act (consultation during OCP development) direct staff to:
 - (a) Refer the OCP amendment application 3360-18-13 to the Stz’uminus First Nation, pursuant to the Town’s Memorandum of Understanding; and
 - (b) Refer application 3360-18-13 to a joint meeting of the Advisory Planning Commission, Advisory Design Panel, and Heritage Revitalization Advisory Commission in January 2019.
3. Support in principle:
 - (a) The proposed restoration to the Traveller’s Hotel building (3360-18-13) subject to the applicant providing a professionally prepared conservation plan to document the details of the character defining elements and to outline how these elements will be protected or restored during development; and that this plan form part of a Heritage Alteration Agreement between the applicant and the Town
 - (b) An encroachment for front façade mouldings over the sidewalk of First Avenue and an encroachment of side façade window sills over the lane to the south; and that encroachment agreement details be presented at the time of Development Permit application (422 First Ave).

4. Direct staff to:
 - (a) Work with the applicant regarding land use matters (i.e. on-site parking variance and request for use of one parking space on First Ave);
 - (b) Report the results of the applicant’s Neighbourhood Information Meeting;
 - (c) Commence the preparation of the Official Community Plan (OCP) amendment bylaw, Zoning Bylaw amendment bylaw and the Heritage Revitalization Agreement Bylaw for application 3360-18-13 (422 First Ave.).

8.2. Temporary Use Permit Application – 631 First Avenue (Cold Weather Shelter - LRCA)
Subject Property: Parcel B (being a consolidation of Lots 9 & 10 see CA5603565), District Lot 56, Oyster District, Plan 703..... 35 - 41

Staff Recommendation:

That Council:

1. Consider issuing Temporary Use Permit 3340-18-02 to allow a cold weather homeless shelter to be open every night from November 1 to March 31, located at 631 First Avenue (Parcel B, being a consolidation of Lots 9 & 10 see CA5603565, District Lot 56, Oyster District, Plan 703), for three years with one renewal, subject to conditions of the Temporary Use Permit;
2. Authorize the Mayor and Corporate Officer to sign Temporary Use Permit 3340-18-02.

9. BYLAWS – OFFICIAL COMMUNITY PLAN AND ZONING

9.1. Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 19) 2018, No. 1976 42 - 43

Staff Recommendation:

That Council adopt “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 19) 2018, No. 1976”.

10. REPORTS

10.1. 2019 – 2023 Financial Plan Deliberations..... 44 - 51

Staff Recommendation:

That Council authorize the following schedule of meetings to review the 2019 – 2023 Financial Plan:

- Monday, January 7th – preliminary operating budgets;

- Thursday, January 10th –budget workshop- review operating budgets and introduction of the capital budgets;
- Tuesday, January 22nd – budget workshop - review of capital budgets;
- Thursday, January 24th - budget workshop, direction to prepare the water and sewer rate bylaws and early budget approval of capital projects.

10.2. Commemorative Tree Planting in Recognition of the Local Government Profession 52 - 54

Staff Recommendation:

That Council, in recognition of the local government profession:

1. Authorize staff to proceed with the purchase of a Sequoia tree to be planted at Transfer Beach; and
2. Hold a commemorative tree planting ceremony in recognition of the local government profession and staff’s ongoing commitment to the community.

11. BYLAWS

11.1. 2019 Revenue Anticipation Borrowing Bylaw 2018, No. 1987 55

Staff Recommendation:

That Council adopt “2019 Revenue Anticipation Borrowing Bylaw 2018, No. 1987”.

11.2. Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw (No. 21) 2018, No. 1988..... 56 - 57

Staff Recommendation:

That Council adopt “Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw (No. 21) 2018, No. 1988”.

12. CORRESPONDENCE

12.1. Ladysmith Citizens on Patrol Request for Assistance regarding Maintenance Required for the Ladysmith Patrol Van 58

Staff Recommendation:

That Council refer to staff for review the request by the Ladysmith Citizens on Patrol in their correspondence dated December 3, 2018 for assistance with the maintenance of the patrol van.

13. NEW BUSINESS

- 13.1. Association of Vancouver Island and Coastal Communities (AVICC) 2019 Convention Resolutions and Executive Committee Nominations..... 59 - 65

Staff Recommendation:

That Council receive for information the request by the Association of Vancouver Island and Coastal Communities (AVICC) for Nominations to the AVICC Executive Committee and Proposals for Presentations.

14. UNFINISHED BUSINESS

- 14.1. DL 2016 Holdings Corporation Annual General Meeting..... 66 - 95

Staff Recommendation:

That Council, as the sole shareholder of the Company entitled to vote at an annual general meeting, resolve that:

- (1) The financial statements of the Company for the period ended December 31, 2017, are hereby approved;
- (2) All lawful acts, contracts, proceedings, appointments and payments of money by the directors of the Company since the last annual reference date of the Company, and which have previously been disclosed to the shareholders, are hereby adopted, ratified and confirmed;
- (3) The number of directors of the Company is hereby fixed at five;
- (4) 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:
GUILLERMO FERRERO
BRUCE LAXDAL
JAN CHRISTENSON
ALAN NEWELL
RICHARD WIEFELSPUET
- (5) Grant Thornton LLP 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
- (6) July 31, 2018 is selected as the annual reference date for the Company for its current annual reference period.

This resolution shall be deemed to be effective as at July 31, 2018.

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 on topics which are not normally dealt with by Town staff as a matter of routine.
- 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.

ADJOURNMENT

**MINUTES OF A REGULAR MEETING OF COUNCIL
MONDAY, DECEMBER 3, 2018
CALL TO ORDER 6:32 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone	Councillor Amanda Jacobson
Councillor Robert Johnson	Councillor Tricia McKay
Councillor Duck Paterson	Councillor Marsh Stevens
Councillor Jeff Virtanen	

STAFF PRESENT:

Guillermo Ferrero	Felicity Adams	Erin Anderson
Kim Fowler	Geoff Goodall	Clayton Postings
Joanna Winter	Sue Bouma	

CALL TO ORDER

Mayor Stone called this Regular Meeting of Council to order at 6:32 p.m.

CLOSED SESSION

CS 2018-468

Moved and seconded:
That, in accordance with section 90(1) of the Community Charter, Council retire into closed session at 6:33 p.m. in order to consider items related to the following:

- Property Acquisition – section 90 (1) (e): the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality ;

Motion carried.

RISE AND REPORT

Council rose from Closed Session at 6:57 p.m. without report.

REGULAR OPEN MEETING

Mayor Stone called this Meeting of Council to order at 7:03 p.m., recognizing the traditional territory of the Stz'uminus People.

Mayor Stone thanked and commended all volunteers for producing one of the most successful Light-up celebrations to date.



AGENDA APPROVAL
CS 2018-469

Moved and seconded:
That Council approve the agenda for this Regular Meeting of Council for December 3, 2018.
Motion carried.

MINUTES
CS 2018-470

Moved and seconded:
That Council approve the minutes of the Regular Meeting of Council held November 19, 2018.
Motion carried.

DELEGATION

Helen Koning, Koning Consulting – Local Government Consultant Commission and Committee Review Report and Recommendations

Helen Koning of Koning Consulting made a presentation to Council regarding her review of the Town’s commissions and committees, a project that had stemmed from Council’s strategic priority of communications and engagement. She discussed the methodology she used to research each of the committees, reviewed best practices, provided highlights of the survey of volunteers, staff and Council members, and discussed how she analyzed each committee and commission. She then made recommendations for each of the Town’s committees and commissions.

Ms. Koning responded to Council’s questions. Council thanked Ms. Koning for her comprehensive and enlightening report.

CS 2018-471

Moved and seconded:
That Council move item 10.1., “Commission and Committee Review and Recommendations – Next Steps” to immediately follow the presentation by Ms. Koning.
Motion carried.

REPORTS

Commissions & Committee Review and Recommendations - Next Steps

CS 2018-472

Moved and seconded:
1. That Council, having received the consultant’s report and recommendations on the Town of Ladysmith Commission and Committee Review, direct staff to implement the following recommendations specific to existing Committees and Commissions:

Advisory Planning Commission	Develop Terms of Reference for a Community Planning Committee that includes: <ul style="list-style-type: none"> • A mandate to consider heritage matters
------------------------------	---

	<p>when reviewing land use applications</p> <ul style="list-style-type: none"> • A mandate to include an advisory design function • Appropriate membership to address these matters
Parks, Recreation and Culture Advisory Committee	Revise the Terms of Reference to include oversight of the Invasive Species Strategy and to include youth in the membership.
Invasive Species Advisory Committee	Disband this committee
Protective Services Committee	Create Terms of Reference for this Committee after consulting with committee members and other local governments
Liquid Waste Management Committee	Draft Terms of reference for a Liquid Waste Management Plan Monitoring Committee to replace the Liquid Waste Management Committee
Economic Development Commission	Repeal the establishing bylaw for the Economic Development Commission to disband the commission
Heritage Revitalization Advisory Commission	Repeal the establishing bylaw for the Heritage Revitalization Advisory Commission to disband the commission
Environment Commission	Repeal the establishing bylaw for the Environment Commission to disband the commission

Motion carried.

Moved and seconded:

CS 2018-473

That Council:

1. Refer identification of opportunities for new Task Forces or Ad Hoc Committees to the January 2019 meeting of the Municipal Services Committee.
2. Refer discussion of appointments to external organizations to the January 2019 meeting of the Municipal Services Committee.

Motion carried.

Moved and seconded:

CS 2018-474

That Council direct staff to review the Service Agreement with the

Ladysmith and District Historical Society and recommend appropriate amendments to permit the Society to undertake initiatives referred by Council.

Motion carried.

Moved and seconded:

CS 2018-475

That Council direct staff to review the Agreement with the Ladysmith and District Chamber of Commerce and recommend appropriate amendments to permit the Chamber of Commerce to undertake heritage tourism promotion initiatives in addition to overall tourism marketing on behalf of the Town.

Motion carried.

Moved and seconded:

CS 2018-476

That Council direct staff to develop a communications plan to support implementation of the recommendations of the Commission and Committee review.

Motion carried.

Moved and seconded:

CS 2018-477

That Council schedule a volunteer appreciation session for current and new appointees to Town of Ladysmith Commissions and Committees after new committees are established.

Motion carried.

Moved and seconded:

CS 2018-478

That Council refer discussions regarding an annual community volunteer appreciation and recognition night to the January 2019 meeting of the Municipal Services Committee.

Motion carried.

DEVELOPMENT APPLICATIONS

Coach House Intensive Residential Development Permit Application 3060-18-16 (Paulina Chung, 1106859 BC Ltd)
Subject Property: Lot 14, Block 12, District Lot 56, Oyster District, Plan 703 (12 White Street.)

Moved and seconded:

CS 2018-479

That Council:

1. Issue DP 3060-18-16 to permit the issuance of a building permit for the construction of a two storey coach house on Lot 14, Block 12, District Lot 56, Oyster District, Plan 703 (12 White Street).
2. Authorize the Mayor and Corporate Officer to sign DP 3060-18-16.
3. Direct staff to remove Development Permit (DP) 3060-17-19

from the Certificate of Title on Lot 14, Block 12, District Lot 56, Oyster District, Plan 703 (12 White Street) as this permit is replaced with DP 3060-18-16.

Motion carried.

BYLAWS – OFFICIAL COMMUNITY PLAN AND ZONING

CS 2018-480

Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.20) 2018, No. 1978 (Licenced Cannabis Cultivation, Processing and Research)

Moved and seconded:

That Council adopt “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.20) 2018, No. 1978”.

Motion carried.

CS 2018-481

Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.22) 2018, No. 1985

Moved and seconded:

That Council:

1. Proceed with first and second reading of Bylaw 1985 cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.22) 2018, No. 1985”;
2. Waive the holding of the public hearing for Bylaw 1985 pursuant to s.464(2) of the *Local Government Act*; and
3. Direct staff to proceed with notification of the waiver of public hearing as required by the *Local Government Act*.

Motion carried.

COMMITTEE REPORTS

CS 2018-482

Recommendations from the Parks, Recreation and Culture Advisory Committee

Moved and seconded:

That Council authorize the Town to enter into a Memorandum of Understanding with the Boys and Girls Clubs of Central Vancouver Island.

Motion carried.

CS 2018-483

Moved and seconded:

That Council define the terms and formalize a process to select a candidate for Ladysmith’s First Poet Laureate.

Motion carried.

CS 2018-484

Lot 108 Sports Complex

Moved and seconded:

That Council refer the recommendation from the Parks, Recreation and Culture Advisory Committee to develop a plan for the enhancement and completion of the Lot 108 sports complex to the

2019 budget deliberations.
Motion carried.

Recommendations from the Heritage Revitalization Advisory Commission

CS 2018-485

Moved and seconded:

That Council send a letter recognizing the success of the Ladysmith and District Historical Society in regards to the publication of an article on the Great War in the BC History magazine, and the publication of an article on a series of heritage videos (Lives and Legends) in the BC Museums Association's Roundup magazine.

Motion carried.

Councillor Johnson declared a conflict of interest with the following agenda item due to his role on the board of the Ladysmith and District Historical Society and excused himself from the meeting.

CS 2018-486

Moved and seconded:

That Council authorize the Ladysmith and District Historical Society to take on the project of updating the metal collage on the Commission's behalf with a budget of up to \$3000.

Motion carried.

Councillor Johnson returned to the meeting.

BYLAWS

Council Remuneration Bylaw 2018, No. 1986

CS 2018-487

Moved and seconded:

That Council receive for information the correspondence from Steve Arnett, dated November 19, 2018, regarding Council remuneration.

Motion carried.

CS 2018-488

Moved and seconded:

That Council adopt "Council Remuneration Bylaw 2018, No. 1986".

Motion carried.

CS 2018-489

2019 Revenue Anticipation Borrowing Bylaw 2018, No. 1987

Moved and seconded:

That Council give first, second and third readings to "2019 Revenue Anticipation Borrowing Bylaw 2018, No. 1987".

Motion carried.

Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw (No. 21) 2018, No. 1988

Moved and seconded:

CS 2018-490

That Council give first, second and third readings to "Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw (No. 21) 2018, No. 1988".

Motion carried.

CORRESPONDENCE

Stan Skelton

Dangerous Traffic Situation at the Corner of 3rd Avenue and High Street

Moved and seconded:

CS 2018-491

That Council refer to staff for review the concerns expressed by Stan Skelton in his correspondence dated November 19, 2018, regarding potential traffic safety issues at the corner of 3rd Avenue and High Street.

Motion carried.

Councillor Stevens declared a conflict of interest with the following agenda item due to his role on the board of the Ladysmith Resources Centre Association and excused himself from the meeting.

Guido Weisz, Chair of the Building Committee for Ladysmith Resources Centre Association

Request to Amend "Town of Ladysmith Not-for-Profit Rental Housing Development Cost Charges Reduction Bylaw, 2012, No. 1804"

Moved and seconded:

CS 2018-492

That Council refer to staff for review the request by Guido Weisz, Chair of the Building Committee for the Ladysmith Resources Centre Association, dated November 21, 2018, to amend the "Town of Ladysmith Not-for-Profit Rental Housing Development Cost Charges Reduction Bylaw, 2012, No. 1804".

Motion carried.

Councillor Stevens returned to the meeting.

NEW BUSINESS

Installation of Bollards along 1st Avenue in the Downtown Core

Moved and seconded:

That Council:

CS 2018-493

1. Direct staff to review present plans for the installation of some 160 bollards along 1st Avenue in the downtown core

2. Direct staff to report back by the end of February 2019 with three options for consideration, including complete costing, timeframe for installation and a safety factor that will protect downtown shoppers and buildings; and
3. Authorize the expenditure of up to \$3,000 for this review.

Amendment

Moved and seconded:

CS 2018-494

That resolution CS 2018-493 be amended with the addition of the following:

That Council:

4. Direct staff to provide information as available on the number of vehicles jumping the curb on 1st Avenue in the last four years, including the location of these incidents.

Amendment carried.

OPPOSED: Mayor Stone and Councillors McKay and Johnson

Amendment

Moved and seconded:

CS 2018-495

That item 3 of resolution CS 2018-493 be amended to read as follows:

That Council:

3. Direct staff to bring back a quote for Council's review regarding options to bollards.

Amendment carried.

Opposed: Mayor Stone and Councillors McKay and Stevens

Moved and seconded:

CS 2018-496

That Council consider separately each item from Councillor Johnson's motion regarding the installation of bollards along 1st Avenue in the downtown core.

Motion carried.

OPPOSED: Councillors McKay and Paterson

Moved and seconded:

CS 2018-497

That Council direct staff to review present plans for the installation of some 160 bollards along 1st Avenue in the downtown core.

Motion carried.

OPPOSED: Councillor McKay

Moved and seconded:

CS 2018-498

That Council direct staff to report back by the end of February 2019 with three options for consideration, including complete costing, timeframe for installation and a safety factor that will protect

downtown shoppers and buildings.

Motion defeated

OPPOSED: Mayor Stone and Councillors McKay, , Jacobson, Stevens, Paterson and Virtanen

CS 2018-499

Moved and seconded:

That Council direct staff to bring back a quote for Council's review regarding options to bollards.

Motion defeated unanimously

UNFINISHED BUSINESS

DL 2016 Holdings Corporation Annual General Meeting (verbal report)

K. Fowler, Project Manager of the Waterfront Area Plan Implementation provided the new members of Council with background information about the DL 2016 Holdings Corporation. She explained to Council that the corporation has a licence agreement with the Ladysmith Maritime Society to operate a marina on District Lot 2016, and that in accordance with the Articles of Incorporation, two representatives of the Ladysmith Maritime Society are required to serve as directors on the DL 2016 board. She noted that both of these positions were currently vacant, and that these vacancies had hindered holding the required annual general meeting. The Ladysmith Maritime Society representatives must be senior employees, managers or directors of the Society.

Ms. Fowler recommended that Council choose to appoint the Executive Director and the Treasurer of the Ladysmith Maritime Society to the DL 2016 board so that an annual general meeting could be held, or, alternatively, to invite the president of the Ladysmith Maritime Society to the next meeting of Council to discuss membership.

CS 2018-500

Moved and seconded:

That Council appoint the Alan Newell and Richard Wiefelspuet to serve as Directors on the Board of DL 2016 Holdings Corporation representing the Ladysmith Maritime Society, in accordance with the articles of the corporation.

Motion withdrawn

CLOSED MEETING

CS 2018-501

Moved and seconded:

That this meeting of Council recess at 9:48 p.m., and that Council retire into closed session.

Motion carried

RISE AND REPORT

Council rose at 10:13 p.m. with report on the appointment of Alan Newell and Richard Wiefelspuett to the Board of Directors of DL 2016 Holdings corporation, representing the Ladysmith Maritime Society..

QUESTION PERIOD

There were no questions from the public.

ADJOURNMENT

CS 2018-502

Moved and seconded:
That this Regular Meeting of Council adjourn at 10:14 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Corporate Officer (J. Winter)

Subject to Adoption

**MINUTES OF A SPECIAL MEETING & WORKSHOP OF COUNCIL
MONDAY, DECEMBER 10, 2018
CALL TO ORDER 7:01 P.M.
COUNCIL CHAMBERS, CITY HALL**

COUNCIL MEMBERS PRESENT:

Mayor Aaron Stone
Councillor Robert Johnson
Councillor Duck Paterson
Councillor Jeff Virtanen
Councillor Amanda Jacobson (entered at 7:03 p.m.)
Councillor Tricia McKay
Councillor Marsh Stevens

STAFF PRESENT:

Guillermo Ferrero
Geoff Goodall
Felicity Adams
Erin Anderson

CALL TO ORDER

Mayor Stone called this Special Meeting of Council to order at 7:01 p.m.

AGENDA APPROVAL

CS 2018-503

Moved and seconded:
That Council approve the agenda for this Special Meeting and Workshop of Council for Monday, December 10, 2018.
Motion carried.

PRESENTATION AND DISCUSSION

Development Cost Charges Review 2018 - Workshop # 4

Staff presented Council with an overview of the Development Cost Charges program and the considerations involved when setting the Development Cost Charges rate. The presentation highlighted specific items for Council to consider, previous Council directions, proposed modifications to the program, and the consultation plan and bylaw approval process.

Staff responded to questions from Council.

CS 2018-504

Moved and seconded:
That Council direct staff to proceed with consultation on the proposed DCC program with a single family dwelling development cost charge of approximately \$17,572.
Motion carried.



ADJOURNMENT

CS 2018-505

Moved and seconded:
That this Special Meeting of Council adjourn at 8:33 p.m.
Motion carried.

CERTIFIED CORRECT:

Mayor (A. Stone)

Deputy Corporate Officer (E. Anderson)

Subject to Adoption

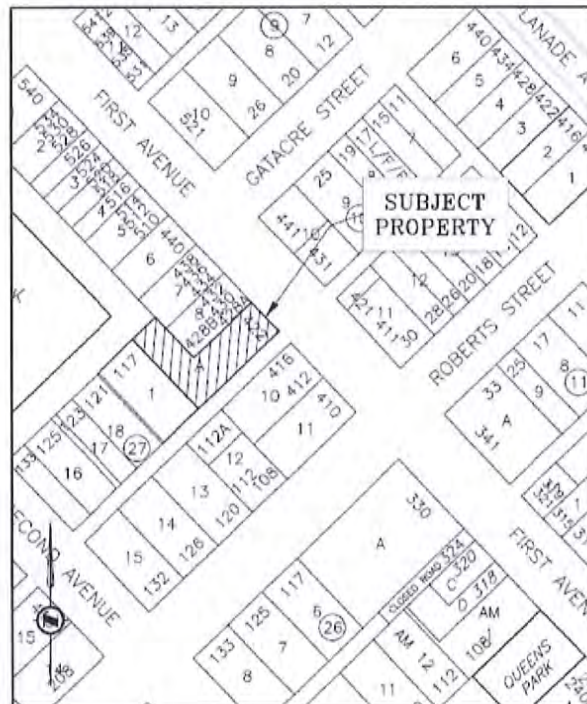
STAFF REPORT TO COUNCIL

From: Lisa Brinkman, Senior Planner
 Meeting Date: December 17, 2018
 File No: 3360-18-13
 RE: Zoning Amendment Application – 422 First Ave. (M. Roethe)
 Subject Property: Lot A, District Lot 56, Oyster District, Plan VIP67911

RECOMMENDATION:

That Council:

1. Consider the application (3360-18-13) to amend:
 - (a) The Official Community Plan by amending the permitted floor space ratio for the property at 422 First Avenue from 1.0 to 2.0 to allow for the restoration of the Traveller's Hotel for 20 hotel rooms.
 - (b) The Zoning Bylaw for the property at 422 First Avenue by amending:
 - i) the permitted floor space ratio from 1.0 to 2.0; ii) the permitted average building height from 12 metres to 16.5 metres; and iii) the required onsite parking from 24 on-site spaces to 9 on-site spaces.
2. Having given consideration to s.475 of the Local Government Act (consultation during OCP development) direct staff to:
 - (a) Refer the OCP amendment application 3360-18-13 to the Stz'uminus First Nation, pursuant to the Town's Memorandum of Understanding; and
 - (b) Refer application 3360-18-13 to a joint meeting of the Advisory Planning Commission, Advisory Design Panel, and Heritage Revitalization Advisory Commission in January 2019.
3. Support in principle:
 - (a) The proposed restoration to the Traveller's Hotel building (3360-18-13) subject to the applicant providing a professionally prepared conservation plan to document the details of the character defining elements and to outline how these elements will be protected or restored during development; and that this plan form part of a Heritage



- Alteration Agreement between the applicant and the Town
- (b) An encroachment for front façade mouldings over the sidewalk of First Avenue and an encroachment of side façade window sills over the lane to the south; and that encroachment agreement details be presented at the time of Development Permit application (422 First Ave).
4. Direct staff to:
- (a) Work with the applicant regarding land use matters (i.e. on-site parking variance and request for use of one parking space on First Ave);
 - (b) Report the results of the applicant's Neighbourhood Information Meeting;
 - (c) Commence the preparation of the Official Community Plan (OCP) amendment bylaw, Zoning Bylaw amendment bylaw and the Heritage Revitalization Agreement Bylaw. for application 3360-18-13 (422 First Ave.).

PURPOSE:

The purpose of this staff report is to introduce an application to amend the Official Community Plan (OCP) and Zoning Bylaw for the property at 422 First Avenue and to seek direction from Council regarding consultation and next steps.

PREVIOUS COUNCIL DIRECTION

The Traveller's Hotel building was added to the Ladysmith Community Heritage Register in 2006.

INTRODUCTION/BACKGROUND:

An application has been received from M. Roethe for specific amendments to the Official Community Plan (OCP) and Zoning Bylaw to allow for the restoration of the Traveller's Hotel at 422 First Avenue. A project summary from the applicant is attached to this staff report in Schedule A and the proposed building concept is shown in Figures 1 to 4 attached to this report.

The subject property is 909.8m² (9,793ft²) in size and contains the vacant Traveller's hotel building and a parking area with 11 parking spaces. The applicant intends to restore the building for a restaurant and hotel lobby to be located on the first floor, and hotel accommodation units to be located on the upper floors. To ensure the project is viable the applicant wishes to add a partial fourth floor to the building to allow for a total of 20 hotel accommodation units. The project would require the applicant to install a new foundation for the building and to extend the length of the building at the rear. The applicant intends to retain the front façade during construction while



Photo 1: Front façade of vacant Traveller's hotel showing character defining elements.

the remainder of the structure will be of new construction. If the OCP and Zoning amendments are supported a Downtown Development Permit application would be required prior to development.

The applicant is proposing the following amendments to the OCP and Zoning Bylaw:

- To amend the permitted floor space ratio, in the Official Community Plan and Zoning Bylaw, from 1.0 to 2.0. Floor space ratio (FSR) is the ratio of the buildings total floor area in relation to the area of the parcel of land. This ratio is determined by dividing the total, or gross, floor area of the building by the area of the parcel of land.
- To amend the permitted building height in the Downtown Commercial Zone (C-2) from 12 metres (3 storey building) to an average building height of 16.5 metres to allow for a partial fourth floor with a stair tower.
- To vary the required onsite parking from 24 spaces to 9 spaces.

Table 1: 422 First Avenue Application Summary (3360-18-13)

<i>Official Community Plan</i>	<i>Current</i>	<i>Proposed</i>
Designation	Downtown Core	Downtown Core
Development Permit Area	Downtown (DPA 2)	Downtown (DPA 2)
Floor Space Ratio	1.0	2.0

<i>Zoning Bylaw</i>	<i>Current</i>	<i>Proposed</i>
Zone	Downtown Commercial (C-2)	Downtown Commercial (C-2)
Floor Space Ratio	1.0	2.0 Total floor area of 1,769m ² (19,041ft ²)
Height	12 metres (three storeys)	16.5 metres average from finished grade (four storeys)
Parking	24 on-site parking spaces required	9 on-site parking spaces proposed

Official Community Plan (OCP) Review

The subject property is designated in the OCP as ‘Downtown Core’ which is intended as the Town’s primary business and public activity centre. The OCP states that the maximum permitted floor space ratio (FSR) for commercial uses in the Downtown Core is 1.0. In fact the Traveller’s building as it is currently constructed is an FSR of 1.4. The building currently has a total floor area of 1,280m² (13,782ft²) and is 12.38 metres in height. The applicant is proposing a total floor area of 1,769m² (19,041ft²), which is a FSR of 2.0.

The following proposed changes to the building will contribute to the greater FSR of 2.0:

- Adding a partial fourth floor with 380m² (4,086ft²) of interior space;
- Extending the length of the building at the rear by 3.4 metres (11ft); and
- Reconstructing the north side wall along the property line such that it no longer contains an indent.

The property falls within the Downtown Development Permit Area (DPA 2). Building and façade improvements in the downtown should contribute to, and enhance, the historic, cultural and architectural value of the Downtown. Where buildings are proposed to be altered to remove

historic material and elements the DPA 2 guidelines support restoring character defining elements to Downtown buildings. The DPA 2 guidelines are intended to enhance Ladysmith's distinctive character and preserve its heritage.

The building's character defining elements, identified in the *Community Heritage Register*, are listed in Table 2 with comments regarding how the proposed restoration responds to these heritage features. The applicant has agreed to provide a professionally prepared conservation plan which will more thoroughly document the character defining elements and will provide details regarding how these elements will be protected or restored during development. It is recommended that this plan form part of a Heritage Revitalization Agreement between the Town and the applicant to ensure heritage features are protected during development. Heritage Revitalization Agreements are in the form of a bylaw which is a tool offered by the *Local Government Act* to allow for redevelopment of heritage buildings while protecting important heritage features.

Note that where cornice and window details extend beyond the building face an encroachment agreement with the Town can be utilized to authorize these protrusions.

Table 2: Traveller's Character Defining Elements

Traveller's Hotel Building Character Defining Elements (Community Heritage Register)	Traveller's Hotel Restoration Plans
<p><i>All of the elements are of an Edwardian-era commercial building as expressed in the simple form and massing, flat roof, multi-coloured articulated brick façade, large storefront windows, brick columns flanking the central entry, casement windows with leaded glass transoms on front façade, and ornate upper and lower pressed-metal cornices that extend the full width of the building.</i></p>	<p>The applicant proposes to retain a simple building form with a flat roof.</p> <p>A brick façade is proposed on four sides. Original bricks will be retained where possible and re-installed.</p> <p>Modern storefront windows and doors are proposed for the front facade, replacing the existing casement windows and existing doors.</p> <p>The front façade will remain mostly intact. The front façade will be supported with steel beams from the rear and front during restoration, and will be worked on from scaffolding.</p> <p>Three ornate metal cornice features are proposed to be replicated and installed along the full width of the front façade.</p> <p>The six 2nd and 3rd storey front facade windows are proposed to be replaced with glass doors and juliet balconies.</p>
<p><i>The height of the building, especially in relation to adjacent buildings.</i></p>	<p>The proposed fourth storey is designed to be setback 2.7 metres (9ft) from the front face of the building and setback 1.5 metres (5ft) from the building's south side (along the lane).</p> <p>A brick parapet, 1.3 metres (4ft) in height is proposed along the top of the front and side wall face to be a railing for the outdoor decks on the fourth storey.</p>

	Mechanical equipment and a small roof top herb garden are proposed on the roof of the fourth storey, and would be accessed via the stair tower. The stair tower is proposed to be setback 15 metres (48ft) from the front face of the building and is approximately 90m ² (973ft ²) in size.
<i>The location of the building within a grouping of historic buildings on the main thoroughfare of the downtown core.</i>	The images in Figure 1 and 2 show the proposed building in relation to adjacent buildings.
<i>The use of the ground floor for commercial purposes.</i>	The uses on the ground floor are proposed to be restaurant and hotel lobby.
<i>The sign at the roofline with the name of the hotel.</i>	The Traveller's sign and cornice detail are proposed to be protected and re-installed on the parapet along the front building wall, as shown in Figure 1 attached to this report.
<i>The brick swastika symbols on the front façade.</i>	The brick swastika symbols on the front façade will remain visible; with a metal cornice feature just above the band of brick swastika's.
<i>The blue and white sidewalk tiles at the front entry that spell out the building's name.</i>	These tiles will be removed during construction and re-installed during building completion.

Zoning Bylaw Review

The subject property is zoned 'Downtown Commercial (C-2)'. The proposed restaurant and hotel uses are permitted in the C-2 zone. The applicant is requesting that the FSR in the C-2 zone be amended from 1.0 to 2.0 as discussed in the OCP review section of this report.

The maximum permitted building height in the C-2 zone is 12 metres. The applicant is proposing that the average height of the Traveller's building be 16.5 metres (54 ft). It is a sloping site thus the building height from different aspects is provided below:

- 16 metres (52ft) from the First Ave. sidewalk to the roof of the fourth storey;
- 18.5 metres (60ft) from the First Ave. sidewalk to the roof of the stair tower which provides access to a rooftop garden.
- The rear building elevation is proposed to be 11 metres (36 ft) from finished grade.
- The average height of the building to the roof of the fourth storey is proposed to be 14 metres.
- The average height of the building to the roof of the stair tower is proposed to be 16.5 metres.

The Zoning Bylaw requires 24 on-site parking spaces for a 20 room hotel with 190m² of dining area. Nine on-site parking spaces are proposed at the rear of the property, thus the applicant is requesting a parking variance of 15 spaces. See proposed site plan in Figure 4 attached to this report. A new garbage/recycling storage structure, 22m² (242ft²) in size, is proposed at the rear of the property.

For this development the Zoning Bylaw also requires two parking spaces for persons with disabilities, a loading space, a bike rack on-site for three bikes and storage in the building for two

bikes. The Development Permit process allows parking requirements to be reduced or altered where strict compliance with the regulations would undermine the character of the downtown area. The Zoning Bylaw also states that in the downtown area an owner has the option to pay \$4000 per parking space, for 50% of the total required spaces, in lieu of providing parking spaces. If collected these funds are to be used to improve off-site public parking facilities in the downtown.

The nine parking spaces shown in the site plan are adjacent to the Town's public parking area which contains 22 public parking spaces (see downtown parking map attached). The applicant is also requesting that one parking space on First Avenue be dedicated to the Hotel for drop-off and loading.

It is recommended that parking matters be considered again following the community consultation for the development. It is also recommended to refer the OCP and Zoning Bylaw amendment requests to a joint meeting of the Advisory Planning Commission, Advisory Design Panel, and Heritage Revitalization Advisory Commission in January 2019.

ALTERNATIVES:

Council can choose to not proceed with rezoning application 3360-18-13.

FINANCIAL IMPLICATIONS:

None

LEGAL IMPLICATIONS:

If the application proceeds a public hearing will be required for the OCP amending bylaw, Zoning amending bylaw, and the Heritage Revitalization Agreement bylaw (with Traveller's building conservation plan).

The subject property is located within 800 metres of a controlled access highway, thus must be referred to the Ministry of Transportation & Infrastructure for approval following third reading of a zoning amendment bylaw.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The applicant hosted a neighbourhood information meeting on December 6, 2018. The results of this meeting will be reported at a future Council meeting.

It is recommended to refer application 3360-18-13 to a joint meeting of the Advisory Planning Commission, Advisory Design Panel, and Heritage Revitalization Advisory Commission in January 2019. Also, if the application proceeds a public hearing will be required.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The proposed development has been referred to the Infrastructure Services Department for review.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|--|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input checked="" type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- Employment & Tax Diversity
- Watershed Protection & Water Management
- Communications & Engagement

- Natural & Built Infrastructure
- Partnerships
- Not Applicable

SUMMARY:

An application has been received to amend the OCP and Zoning Bylaw for the property at 422 First Avenue. Recommendations are provided for next steps in the application process.



Lisa Brinkman, Senior Planner

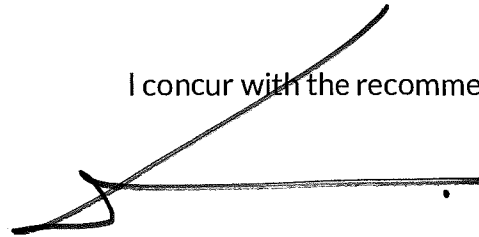
December 11, 2018

Director Approval:



Felicity Adams, Director of Development Services

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

- Figure 1 and 2: Proposed Front and Side Façade of Traveller's Hotel
- Figure 3: 3-D Perspectives of Proposed Traveller's Hotel
- Figure 4: Site Plan of Proposed Traveller's Hotel Development
- Downtown Parking Map
- Traveller's Hotel Restoration: Applicant's Summary



Figure 1: Proposed Front Façade of Traveller's Hotel - 422 First Avenue



Figure 2: Proposed Front and Side Façade of Traveller's Hotel - 422 First Avenue



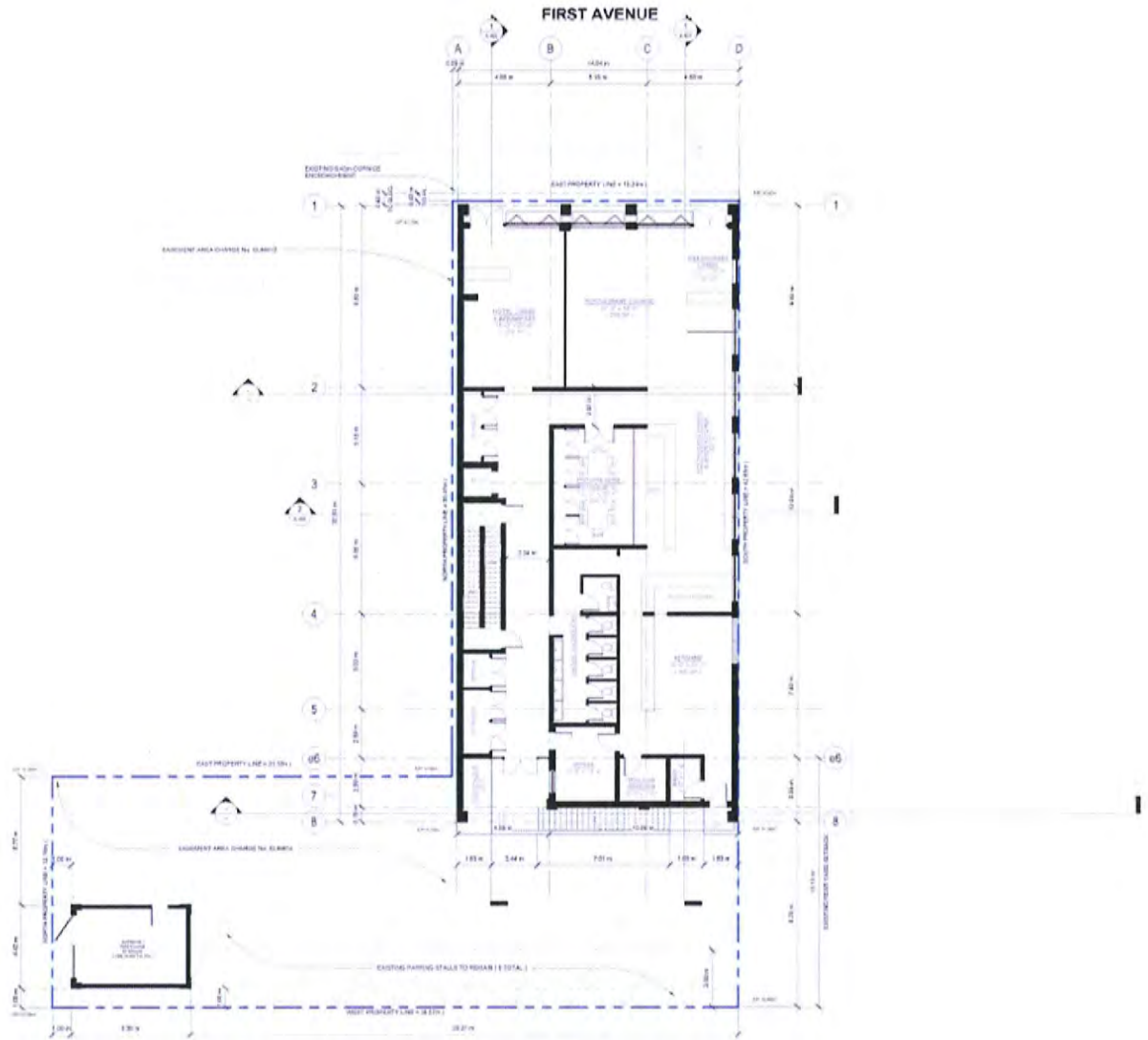
2 3D PERSPECTIVE - LANE BIRDSEYE (LOOKING NORTH)

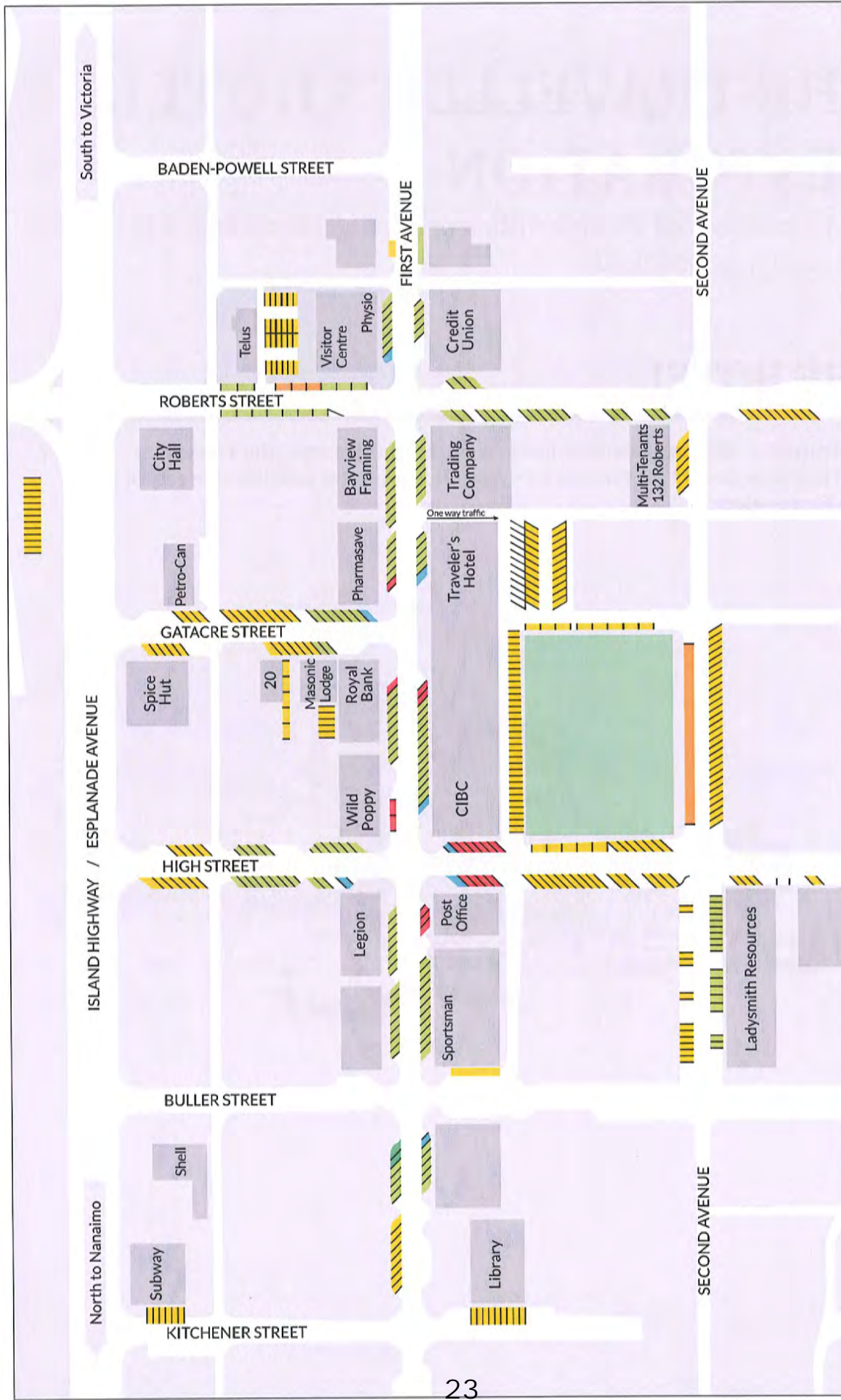


1 3D PERSPECTIVE-FIRST AVE STREETSCAPE(LOOKING W)

Figure 3: 3-D perspectives of proposed Traveller's Hotel – 422 First Avenue

Figure 4: Proposed Site Plan for 422 First Avenue





LEGEND

- 24 Hour Parking
- 2 Hour Parking
- 15 Minute Parking
- Handicap Parking
- RV/Bus Parking
- EV Charging
- Building
- Road



www.ladysmith.ca
 GET CONNECTED

CONTACT US 250.245.6400 / info@ladysmith.ca
 410 Esplanade MAIL PO Box 220 . Ladysmith . BC . V9G 1A2

THE TRAVELLER'S HOTEL RESTORATION

*A list for requested documentation of existing encroachments,
and zoning amendments*

THE HOTEL

Constructed in 1913 as a boarding house in the Edwardian style, the Traveller's Hotel has been derelict for the past 20+ years, this project is positioned to return it to its former glory.



Summary

The below-mentioned list is not exhaustive but covers the important aspects to both the exterior and interior of the building that we need approved before we can start commissioning major construction and our applications for the Development Permit and building permits.

These proposal drawings and current remediation/abatement have already constituted a significant investment over the purchasing price of the building.

The hotel will require a multi-million-dollar investment to see it brought up to code and achieve a financially feasible status and these amendments and encroachments are vital to the viability of the project.

1. Amendment to Zoning Bylaw 11.2.2.C (FSR ratio)
2. Amendment to Zoning Bylaw 8.2.1B (Parking requirements)
3. Amendment to Zoning Bylaw 11.2.5.A (Height restriction)
4. Approval of existing encroachment of east and south walls

Current Needs



The hotel has been vacant for the past 20+ years and has been subject to squatters, vandalism, and looting over that time as most empty buildings are. There has been some structural support done by the town of Ladysmith 15 years ago to address some immediate issues. Our requests listed in this application are in support of the assessment by our Engineers, Architects and Masonry specialists and are in general consensus as to the following:

General Restoration – reasons for justification for change to basic access/use

- Extensive mold/rot in current wooden structures/stairs – need to be replaced
- Broken windows – need to be replaced (but replicated)
- Pest control (bats/mice/rats) – current waste/contamination throughout entire building
- Metal structure damage (moldings, exterior façade) – need to be repaired or replaced
- Soil contamination (see hazmat report)
- Asbestos, Lead paint, Mercury, linoleum (see hazmat appendix)
- Lack of roof access – need to provide proper and safe access
- No useable electrical wiring/lighting – need to be completely replaced
- No usable plumbing/water access – need to be completely replaced
- No usable gas supply – need to be completely replaced
- Re-roofing – need to be completely replaced

- Repairs to exterior masonry, mortar and structural integrity (sagging/bowing)
- Foundation work and repair due settlement and general neglect – need to be completely replaced in order to meet current code.

Proposed Safety Upgrades- improvements/required items by building code

- Seismic upgrades to current foundations/walls/floors and roof as to be determined by qualified structural engineer
- All replacement windows to have Safety glazing
- New Exit Stairs/Egress from building
- Proper Fire Separations to all relevant assemblies
- Fire suppression system/detection system
- Elevators
- Wheelchair/Washroom Access for persons with disabilities
- Emergency lighting
- CCTV/security system

Proposed Modernization Upgrades- energy efficiency, modern conveniences

- Air-conditioning/heating
- HVAC system
- Energy Efficient Double glazed windows
- Rooftop herb and vegetable garden
- Living wall vegetation
- Elevators
- Modern restaurant and kitchen (refrigeration, beverage taps, appliances, grease traps, ventilation)
- Water conserving plumbing system
- Grey/rain water retention system
- Gas fireplaces in guest rooms
- En-suite bathrooms

- Modern energy conserving insulation and air tight building envelope
- Energy conserving lighting (LED)
- Recycling and waste sorting facilities
- Electrical systems, internet, television, telephone
- Free parking

Conservation of The Building



Construction of The Travellers Hotel – bottom right

Our desire is to preserve (where economically feasible) the maximum possible amount of existing significant architectural components that serve as examples of the Edwardian period. In some instances, this will require extensive restoration and/or replication to achieve a period effect. Our interest in The Traveller's Hotel and restoring it is greatly based around marketing it as a historic hotel within a historic downtown. We are also planning to use as much material from local residents' personal records, the town archives and any other records we can locate on the building.

In order to realize this goal of restoration we have met with numerous contractors specializing in masonry rehabilitation and conservation, as well as those able to preserve and replicate design items of that period (in moulding, lead paned windows etc.) We are fully aware of the significant increase in construction costs of bring a building like this into the 21st century as opposed to the economies of construction of a brand-new building.

The interior has largely been stripped of usable materials during its vacancy, and the Hazardous materials remediation also removed a great deal. Cost saving methods of construction at the time the Traveller's was erected also limited the number of heritage value materials that most people assume the building contains. Items not found in any great amount or at all within are:

- Large heavy timber beams
- Antique flooring
- Interior mouldings, wall panelling, ceiling treatments and trim
- Antique fixtures or equipment
- Historical furnishings/appliances

Certain items that have been or will be repurposed are as follows (non-exhaustive):

- Former bar top has been donated to the local Legion Hall
- Fridge doors have been salvaged for potential use as furniture
- Masonry where possible will be completely retained and restored (some reproduction will be required for damaged areas)
- Large floor joists/ beams will be repurposed for table tops and possibly park benches to be donated to city (material amount dependant on mold/rot of obscured materials)
- Refurbishment of cast iron radiators
- Restoration of exterior signs and mouldings
- Replication of current lead paned windows (safety requires replacement to safety glass/removal of lead etc.)
- The existing front façade will remain largely unchanged and will be complimented with period correct mouldings and decorative items to create a luxurious and distinct image that was not budgeted for at the original construction

Proposed Items for Review



The items currently being requested are as follows:

FSR Increase

- Increase the allowable Floor Space Ratio (FSR) from 1.0 to 2.0., While we recognise that the current allowable FSR is 1.0 (Zoning Bylaw 11.2.2.C) we must note that the existing building is already at an FSR of 1.4. In order our project to be economically feasible, however, we are looking for an increase to a 2.0. This will be represented in a proposed 11'-0" increase to the length of the building, the addition of a 4th floor and the addition of a roof structure necessary to access the roof-top herb garden. The need for this increase is required for multiple reasons:
 - The addition of already noted safety upgrades and construction such as insulation, elevators, wheelchair access, fire exits and egress/suppression, seismic and HVAC will have greatly shrunk the interior usable floorspace.
 - Modernisation to the guest accommodation such as en-suite bathrooms and windows for all guest bedrooms as well as increasing

of guest suite size to a modern standard (original guest room count was at 30+ rooms, our design will only achieve 20)

- The budgeting we have run for the operational expenditures and forecasted revenue per available room night (RevPAR) and restaurant revenue per available seat hour (RevPASH) required creates a base minimum for the size of the hotel
- The forecasted full-time jobs provided by the hotel (20+) also requires a minimum amount of rooms to furnish this level of employment (maids, cooks, receptionists, managers etc)

Simplification of Floor Plan

- Straightening and removal of the jog in the north facing wall, our research has not yielded any results into why this was done, however we have surmised that this was done at the time to accommodate a neighbouring building that no longer exists, as well as providing natural ventilation and daylight to access north facing rooms by way of windows currently offset from the property line.

Increase in Height

- Addition of a 4th floor will increase the existing height from 1st avenue sidewalk height of 14.41m (average grade 12.38m, where there is currently permitted 12m) to a proposed relaxation of 15.96m from the sidewalk (average grade 13.93m). The additional floor is to provide ample space to achieve the necessary room count of 20. This additional structure will be finished in materials that match the current building and is aimed to mimic the overall look of the hotel so as to appear original in its construction and is set back on 2 sides. A service structure will be included (elevator/mechanical room for a highest point of 18.4m from the sidewalk (average grade 16.37m).

Further we have contracted surveyors and architects to create sight line assessments and shadow mock ups, working with the current setback on both the front and side of the structure, to assure that minimum impact to

visibility from the street has been achieved. Views from the rear will not be further obstructed or limited from their current premium views as some of the original height in the building was accounted in the sloped roof design that will now be incorporated within the new floor.

Every effort has been made to create a subtle addition, adhere to the style guide as provided by the city and create an aesthetic that is in harmony with the town's strategic vision

- The refurbishment of the roof will allow a roof garden, and also obscure all the proposed elevator house, exhaust ducting and extraction units that will be required by hotel equipment.

Parking

- Parking lot usage (Zoning Bylaw 8.2.1B – Table 8.1), currently the town zoning bylaw for hotels requires an allotment of 1 required parking space per unit of hotel accommodation + 2.15 per 100 square meters of dining space, resulting in a total of 20 parking spaces for tourist accommodation + 5 spaces required for the proposed 190 square meters of dining space – resulting in 25 total spaces required. Currently over half of the public parking lot including the laneway is on private property of The Traveller's Hotel. While residents have become accustomed to this large space of free parking any attempt to adhere to the zoning bylaw would facilitate the removal of the laneway and these 12 free parking spots.

Our proposal is aimed towards a harmonious sharing of the existing arrangement of parking spaces which will benefit all involved. An amendment to the bylaw would allow us to avoid any sort of parking structure which would be unsightly and financially unviable. We would propose keeping the parking spaces intact, deleting only 2 stalls as we are required to include a structure for garage / recycling refuge, and free for everyone's use as our needs are mainly for overnight/evening parking, and the towns needs are mainly daytime.

A simple addition of a sign and amendment for spots on our property, limiting their non-hotel use to daytime hours and the reservation of the left most spot of street parking in front of the hotel for exclusive hotel use (see appendix). This would be for hotel drop off, loading and ease of use for the elderly or young families/expectant mothers that may not have the use of government handicapped spots. This agreement would in fact technically see an increase of parking spaces that the town provides officially, as well as ensuring a positive welcoming experience to future hotel goers.



Above photo highlighting front requested spot

Encroachments

- Existing encroachments of the building that have existed since the early 1900's construction of the building have never been officially documented and we wanted to codify and record them at this time. The front facade and detailed mouldings encroach over the property line onto the public sidewalk by 0.43m (see appendix), also the brick detailing of window sills existing on the south laneway wall encroach 0.07m over the property line onto the existing vehicular laneway.

We wish to have the town make an official recognition of the encroachment. Any construction to comply with the current lot dimension would see the original appearance of the hotel changed dramatically

STAFF REPORT TO COUNCIL

From: Lisa Brinkman, Senior Planner
 Meeting Date: December 17, 2018
 File No: 3340-18-02
 RE: **Temporary Use Permit Application – 631 First Avenue - LRCA**
 Subject Property: Parcel B (being a consolidation of Lots 9&10 see CA5603565)
 District Lot 56, Oyster District, Plan 703

RECOMMENDATION:

That Council:

1. Consider issuing Temporary Use Permit 3340-18-02 to allow a cold weather homeless shelter to be open every night from Nov. 1 to Mar. 31, located at 631 First Avenue (Parcel B, being a consolidation of Lots 9&10 see CA5603565, District Lot 56, Oyster District, Plan 703), for three years with one renewal, subject to conditions of the Temporary Use Permit;
2. Authorize the Mayor and Corporate Officer to sign Temporary Use Permit 3340-18-02.

PURPOSE:

The purpose of this staff report is to present a Temporary Use Permit (TUP) to allow a cold weather shelter for the homeless (10 beds) to be located at 631 First Avenue from November 1 to March 31; and to report on consultation.

PREVIOUS COUNCIL DIRECTION

Council Meeting Date and motion #	Council Motion
November 19, 2018 CS-2018-448	That Council: <ol style="list-style-type: none"> 1. Direct staff to proceed with statutory notice for Temporary Use Permit (TUP) application 3340-18-02 from the Ladysmith Resource Centre Association (LRCA) for 631 First Avenue (to replace TUP 3340-16-01); and 2. Require the applicant to host a neighbourhood information meeting regarding TUP application 3340-18-02 and provide a report regarding the public input received at the meeting.



INTRODUCTION/BACKGROUND:

The Ladysmith Resource Centre Association (LRCA) has applied for a TUP application to allow the existing shelter to be open with no restrictions with regards to weather, such that it can be open to the homeless on any night from November 1 to March 31. The shelter hours are currently 6pm to 7am. No further alterations to the interior or exterior of the apartment building would be required. The Temporary Use Permit 3340-18-02 is attached to this staff report and contains the same conditions as the existing TUP 16-01, except that it would be a cold weather shelter, and the shelter hours are 6pm to 7am.

The Official Community Plan provides the following parameter for the issuance of a TUP:

Temporary Use Permits are included in the Plan as an interim (short term) alternative for proposed new land uses that may not warrant a change to the land use designation or zoning of land. Temporary uses are typically of a trial/interim use nature, or are a seasonal/occasional use. Temporary use permits may be issued for new land uses on specific properties which are not otherwise allowed by a land use designation in this Plan or in a land use zone in the Zoning Bylaw. Conditions may be specified by Council respecting any required changes to the property to allow the temporary use, and any restoration to the property following expiration of the permit. A temporary use permit can be issued for a maximum of three years, with one renewal of the permit for up to an additional three years.

The shelter contains 6 beds for men and 4 beds for women; and provides shower and laundry service for patrons. The shelter tends to serve individuals, not children or families. If a youth were to arrive at the shelter the Ministry of Children and Family Development is contacted and there is an established protocol. Clients of the shelter have included individuals with no heat in their home, the working poor and women at risk. Two staff members attend the shelter during operating hours. The LRCA reports that the existing shelter was open for 121 nights during the 2017-2018 season. If the cold weather shelter TUP is approved it could be open for 151 consecutive nights Nov. 1 to Mar. 31. Thus, the shelter would be open for an additional 30 nights compared to last season or a 25% increase. The LRCA states that there are benefits to having the shelter open every night Nov. 1 to Mar. 31. including:

- Offering shelter to an individual on a continuous basis helps to build trust and stability for the individual such that they are in a better position to receive support to improve their situation; and
- The LRCA is better able to retain and train good staff for operating the shelter, as it is difficult to find and retain on-call staff for extreme weather.

ALTERNATIVES:

Council can choose to not proceed with the new TUP application 3340-18-02. The existing extreme weather shelter would continue to operate.

FINANCIAL IMPLICATIONS:

none

LEGAL IMPLICATIONS:

A TUP may be issued by Council by resolution to provide for a temporary use for a maximum three year period with one renewal permitted. The existing TUP 3340-16-01 for the extreme weather shelter was issued on August 15, 2016 and expires August 15, 2019. If the new all-weather shelter TUP 3340-18-02 is issued it will replace the existing TUP 16-01.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The applicant held a neighbourhood information meeting on November 28, 2018 and reports that nine members of the public attended (as well as several Council members).

“All nine of the members of the public who attended spoke in favour of the TUP application. Two ladies who attended, who live in the apartments above the facility, said they have experienced no problems with the facility and enjoyed living in the building.”

Three feedback forms were completed at the meeting and all three express support for the shelter.

The Town of Ladysmith notification steps were:

- A notice sign was posted on the property from November 30 to December 17.
- Notice was placed in the Chronicle on December 6, 2018.
- A letter was sent to tenants in the building on November 30, 2018.
- A letter was sent by mail and hand delivered to property owners/tenants within 60 metres of the property on November 30, 2018.
- A letter was also sent to the Ladysmith Downtown Business Association and the Chamber of Commerce.

At the time of writing this report the Town has received no written comments regarding the proposed TUP 3340-18-02.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

1. The Infrastructure Services Department has no servicing concerns.
2. Ladysmith Police Staff Sergeant Ken Brissard expressed the following:
 - Since the shelter opened at 631 First Avenue the Town and RCMP have had no complaints from businesses or residents in this area.
 - Since August 2016, 18 investigations have occurred at 631 First Ave, 11 were false alarms and 7 were negative. This is a typical number of calls for an apartment building of this size and there is no indication that the existence of the shelter has increased the number of calls in the past year. A typical mental health related call will consume three hours of an Officer's time.
 - Where do the homeless go once released from the shelter at 7am? Are there services available for them?

The LRCA states that shelter residents are given muffins, tea and coffee before leaving the shelter in the morning. Services offered by the LRCA for shelter residents include: a soup kitchen twice per week, free volunteer counselling services, seniors advocacy, food bank services, shower services, a public washroom, transportation to medical appointments, a public computer and public telephone. The LRCA also advises that some shelter residents have jobs and go to work during the day.

3. The Town's Bylaw Enforcement Officer is concerned that the shelter will attract new transient homeless people and is concerned about potential negative impacts to surrounding businesses and residences. She would like to see storage for the belongings of shelter residents, daily clean-up of garbage outside the shelter and programs to serve residents once released from the shelter.

One condition of the TUP is that indoor storage will be provided for shelter patrons/client belongings. Another condition of the TUP is that the shelter operator will clean-up patron/client debris on and immediately adjacent to the land. BC Housing utilizes the services of a property management company to maintain the building which assists with clean-up costs (i.e. graffiti). LRCA programs to serve shelter residents are discussed above.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|---|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input checked="" type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|--|---|
| <input type="checkbox"/> Employment & Tax Diversity | <input type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input type="checkbox"/> Partnerships |
| <input type="checkbox"/> Communications & Engagement | <input checked="" type="checkbox"/> Not Applicable |

SUMMARY:

Council may consider approval of Temporary Use Permit 3340-18-02.

Report prepared by:



Lisa Brinkman, Senior Planner

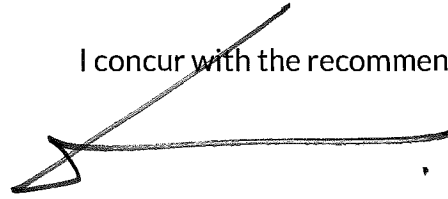
December 11, 2018

Director Approval:



Felicity Adams, Director of Development Services

I concur with the recommendation.

A handwritten signature in black ink, consisting of a long horizontal stroke with a loop at the end and a diagonal stroke crossing it from the top left.

Guillermo Ferrero, City Manager

ATTACHMENTS:
TUP 3340-18-02



TOWN OF LADYSMITH TEMPORARY USE PERMIT

FILE NO: 3340-18-02

DATE: December 17, 2018

Name of Owner(s) of Land (permittee): Provincial Rental Housing Corporation, INC.NO. 52129

Applicant: Christy Wood – Ladysmith Resources Centre Association (LRCA)

Subject Property: Parcel B (being a consolidation of Lots 9&10 see CA5603565) District Lot 56,
Oyster District, Plan 703 (631 First Avenue)

1. This permit is issued subject to compliance with all Town of Ladysmith bylaws that apply to this permit.
2. This permit applies to the lands described below, and any buildings, structures, and other development thereon (hereinafter called the Lands).

Parcel B (being a consolidation of Lots 9 & 10 see CA5603565) District Lot 56, Oyster District, Plan 703 (631 First Avenue)
PID: 029-974-640

3. Pursuant to Division 8 in Part 14 of the *Local Government Act*, this permit authorizes the Provincial Rental Housing Corporation, INC.NO. 52129 to operate a cold weather shelter on the Lands on a temporary basis subject to the following conditions:
 - a) The shelter may be used to provide temporary accommodation for people who are homeless.
 - b) The shelter may be located in the basement of the building at 631 First Avenue, and the entrance of the shelter will be separate from the entrance for the residential units in the building.
 - c) Ten beds may be provided in the shelter from November 1st through to March 31st.
 - d) The shelter hours of operation may be from 6pm to 7am.
 - e) Indoor storage will be provided for the patron/client's personal belongings.
 - f) If an exterior designated smoking area is established, it shall be located away from public sidewalks.
 - g) The applicant and shelter operator(s) will monitor and promote the orderly conduct of patrons/clients immediately outside the premises, paying attention to congregations which may occur, and to discourage patrons from engaging in behaviours that may disturb the peace, quiet and enjoyment of the neighbourhood.
 - h) The applicant and shelter operator(s) will clean up patron/client related debris on and immediately adjacent to the Lands.

4. At the end of the three year term, and as part of a permit renewal application, the owner shall provide a report to the Town stating how the conditions of this permit have been satisfied.
5. This permit is not a building permit or a sign permit.
6. This permit was approved on, **2018** and issued on, **2018**.
7. Pursuant to section 497 of the *Local Government Act*, this permit lapses **three years** from the date of issuance of this permit, unless renewed pursuant to sections 4 and 8 of this permit.
8. This permit may be renewed once only by a Council resolution.

Town of Ladysmith

Corporate Officer

Date Permit Issued

Mayor

Applicant

Applicant

TOWN OF LADYSMITH

BYLAW NO. 1976

A bylaw to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860"

WHEREAS pursuant to the *Local Government Act*, the Municipal Council is empowered to amend the Zoning Bylaw;

AND WHEREAS the Municipal Council considers it advisable to amend "Town of Ladysmith Zoning Bylaw 2014, No. 1860";

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

- (1) Schedule B - Zoning Bylaw Map of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" is hereby amended as follows:
 - (a) By placing "Downtown Commercial (C-2)" on the subject property legally described as Lot 2, Block 30, District Lot 24, Oyster District, Plan 703A (920 First Avenue) as shown in Schedule I attached to and forming part of this Bylaw.

CITATION

- (2) This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No.19) 2018, No.1976".

READ A FIRST TIME on the 17th day of September, 2018

READ A SECOND TIME on the 17th day of September, 2018

PUBLIC HEARING waived pursuant to s.464(2) of the Local Government Act

on the 17th day of September, 2018

READ A THIRD TIME on the 15th day of October, 2018

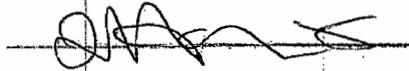
APPROVED BY THE MINISTER OF TRANSPORTATION

on the _____ day of _____

ADOPTED on the _____ day of _____

Approved pursuant to section 52(3)(a) of the *Transportation Act*

this 13th day of December 2018
Ministry of Transportation and Infrastructure

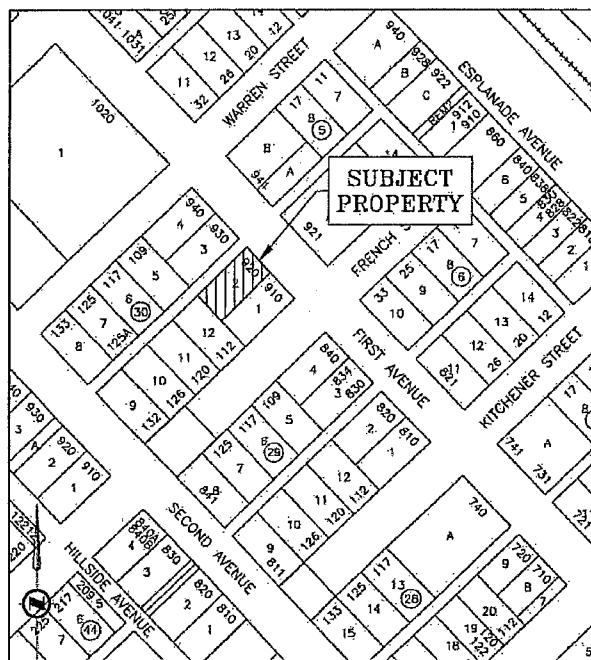


JAMIE LEIGH HOPKINS
A Commissioner for taking affidavits
within the Province of British Columbia
2100 Labieux Road, Nanaimo BC V9T 6E9

Mayor (A. Stone)

Corporate Officer (J. Winter)

Schedule I - Bylaw 1976



STAFF REPORT TO COUNCIL

From: Erin Anderson, Director of Financial Services
 Meeting Date: December 17, 2018
 File No:
 RE: **2019-2023 FINANCIAL PLAN DELIBERATION DATES**

RECOMMENDATION:

That Council authorize the following schedule of meetings to review the 2019 - 2023 Financial Plan:

- Monday, January 7th – preliminary operating budgets;
- Thursday, January 10th – budget workshop- review operating budgets and introduction of the capital budgets;
- Tuesday, January 22nd – budget workshop - review of capital budgets;
- Thursday, January 24th - budget workshop, direction to prepare the water and sewer rate bylaws and early budget approval of capital projects.

PURPOSE:

To establish dates for the discussion of the 2019-2023 Financial Plan.

PREVIOUS COUNCIL DIRECTION:

n/a

INTRODUCTION/BACKGROUND:

Each year a new 5-year financial plan is required to be presented to Council and adopted prior to May 15th. The *Community Charter* provides direction for completing the Financial Plan, which includes the requirement of Council to “undertake a process of public consultation regarding the proposed financial plan before it is adopted”.

Council expressed a desire to begin financial plan discussions earlier. These proposed dates achieve this. The tentative schedule for discussions is:

- Monday, January 7th – preliminary operating budgets;
- Thursday, January 10th – budget workshop- review operating budgets and introduction of the capital budgets;
- Tuesday, January 22nd – budget workshop - review of capital budgets;
- Thursday, January 24th - budget workshop, direction to prepare the water and sewer rate bylaws and early budget approval of capital projects.

Additional dates may be required. The Financial Plan bylaw must be adopted prior to May



15th, 2019. Tax Rates are set once the budget is finalized and the Assessment Roll is received. It should be noted that the impact on individual property taxation is not known at this time. BC Assessment will provide the completed assessment roll towards the end of March.

The development of the Financial Plan starts and ends with Council. Finance summarizes the numbers and presents the budget to Council for discussion.

Changes for 2019

The 2019 draft Financial Plan was developed based on the approved 2018-2022 Financial Plan.

Schedule 'A' of Bylaw 1956

2018 – 2022 Financial Plan

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
REVENUES:					
Revenue From Property Tax Values	7,961,111	8,271,026	8,684,577	9,274,202	9,452,677
Revenue From Grants In Lieu	165,877	169,195	172,578	176,029	179,550
Revenue From Parcel Taxes	2,557,527	2,872,983	3,182,797	3,205,506	3,228,669
Revenue From Fees & Charges	4,361,409	4,486,497	4,537,612	4,628,364	4,720,936
Revenue From Other Sources	11,045,715	6,810,030	1,631,913	842,515	918,046
	26,091,639	22,609,731	18,209,477	18,126,616	18,499,878

There is a \$309,915 increase in property tax value revenues between 2018 and 2019. This is equivalent to a 3.9% tax increase. Much of this increase is due to re-establishing the 10% capital funding levels from the 8% level set in 2017. This change in funding amounts to an increase of \$134,505 or a ~2% municipal tax increase.

The 2019 Financial Plan was also drafted under the assumption that the Water Parcel Tax would increase an additional \$75 from \$384 to \$459 in order to set aside funding for future projects, such as raising the dam, providing the interconnect and other supply improvements.

ALTERNATIVES:

There are few alternatives to this process. Council could add or remove dates set for Financial Plan deliberations, though the bylaws still must be adopted prior to May 15th.

FINANCIAL IMPLICATIONS:

Not applicable to setting the dates.

LEGAL IMPLICATIONS:

A Financial Plan must be adopted prior to May 15th.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public is encouraged to provide input into the budget and attend meetings. All meetings are open to the public.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Each department is responsible for providing budget information.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

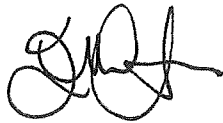
- Complete Community Land Use
- Green Buildings
- Innovative Infrastructure
- Healthy Community
- Not Applicable
- Low Impact Transportation
- Multi-Use Landscapes
- Local Food Systems
- Local, Diverse Economy

ALIGNMENT WITH STRATEGIC PRIORITIES:

- Employment & Tax Diversity
- Watershed Protection & Water Management
- Communications & Engagement
- Natural & Built Infrastructure
- Partnerships
- Not Applicable

SUMMARY:

Each year, a new five-year Financial Plan is drafted and presented to Council for approval. It is recommended that specific dates are schedule to discuss the 2019-2023 Financial Plan.



December 6, 2018

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS:

Appendix A - 2018-2022 Financial Plan and Policy

TOWN OF LADYSMITH

BYLAW NO. 1956

A bylaw establishing the Financial Plan for the years 2018-2022

WHEREAS the *Community Charter* requires Municipal Councils to prepare and adopt, by bylaw, a financial plan;

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

Administration

- (1) Schedule "A" attached hereto and made part of the bylaw is hereby adopted and shall be the Financial Plan for the Town of Ladysmith for the five years ending the 31st of December, 2022.
- (2) Schedule "B" attached hereto and made part of the bylaw is hereby adopted and shall be the statement of objectives and policies for the Town of Ladysmith for the five years ending the 31st of December 2022.

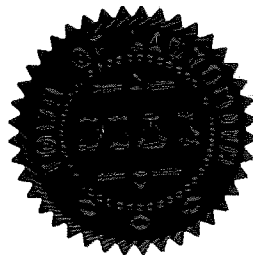
Repeal

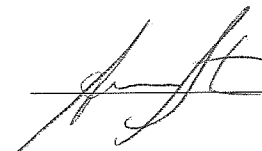
- (3) The "Town of Ladysmith Financial Plan Bylaw 2017, No. 1926" is hereby repealed.

Citation


- (4) This bylaw may be cited for all purposes as "*Town of Ladysmith Financial Plan Bylaw 2018, No. 1956*".

READ A FIRST TIME on the	16 th	day of	April,	2018
READ A SECOND TIME on the	16 th	day of	April,	2018
READ A THIRD TIME on the	16 th	day of	April,	2018
ADOPTED on the	7 th	day of	May,	2018





Mayor (A. Stone)



Corporate Officer (J. Winter)

Schedule 'A' of Bylaw 1956

2018 – 2022 Financial Plan

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
REVENUES:					
Revenue From Property Tax Values	7,961,111	8,271,026	8,684,577	9,274,202	9,452,677
Revenue From Grants In Lieu	165,877	169,195	172,578	176,029	179,550
Revenue From Parcel Taxes	2,557,527	2,872,983	3,182,797	3,205,506	3,228,669
Revenue From Fees & Charges	4,361,409	4,486,497	4,537,612	4,628,364	4,720,936
Revenue From Other Sources	<u>11,045,715</u>	<u>6,810,030</u>	<u>1,631,913</u>	<u>842,515</u>	<u>918,046</u>
	26,091,639	22,609,731	18,209,477	18,126,616	18,499,878
EXPENSES:					
General Operating Expense	11,009,288	10,442,291	10,652,154	10,865,191	11,082,474
Sanitary Sewer Operating Expenses	1,944,203	1,394,299	1,591,647	1,623,473	1,655,940
Water Operating Expenses	1,294,475	1,127,347	1,399,894	1,427,886	1,456,439
Interest Payments	495,201	506,106	889,144	1,124,311	1,087,022
Amortization	<u>3,211,065</u>	<u>3,275,286</u>	<u>3,340,792</u>	<u>3,407,608</u>	<u>3,475,760</u>
Annual Surplus/Deficit	8,137,407	5,864,402	335,846 -	321,853 -	257,757
Add back:					
Amortization	3,211,065	3,275,286	3,340,792	3,407,608	3,475,760
Capital Expenditures					
General Capital	5,984,154	1,934,500	1,443,000	11,744,200	2,959,752
Sanitary Sewer Capital	919,927	430,000	320,000	590,000	280,000
Water Capital	15,014,169	10,546,000	7,215,000	550,000	5,090,000
Proceeds from New Debt	(5,016,472)	(3,660,000)	(4,985,675)	(10,400,000)	(2,250,752)
Principal Payments	835,237	857,942	1,220,909	1,397,361	1,462,889
Transfers from Reserves	(1,465,972)	(625,699)	(978,262)	(328,132)	(3,549,045)
Transfer to (from) Own Funds	<u>(4,922,571)</u>	<u>(343,055)</u>	<u>(558,334)</u>	<u>(467,674)</u>	<u>(774,841)</u>
Financial Plan Balance	-	-	-	-	-

Schedule 'B' of Bylaw No. 1956

**Town of Ladysmith 2018 – 2022 Financial Plan
Statement of Objectives and Policies**

In accordance with Section 165(3.1) of 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 Section 165(7) of 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 2018. 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. These include services such as general administration, fire protection, police services, bylaw enforcement and street lighting.

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 - these are charged on a user-pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objective

- The Town will increase the proportion of revenue that is received from user fees and charges until the fees and charges more closely meet the costs incurred to provide the services.

Policies

- The Town will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Water and Sanitary Sewer Rates will be reviewed to ensure that appropriate user fees are charged, rather than taxation, to lessen the burden on its limited property tax base.
- Borrowing will be considered when a capital project will provide benefits to taxpayers over a long period.
- Pursuant to Council's direction, the Town will build a reserve to fund major capital projects. For 2018, a minimum of 8% prior year's municipal tax levy will be transferred to General Capital projects as well as setting aside a further 5% for asset replacement. For the years 2019-2022, a 10% prior year's municipal tax levy to General Capital projects.

Table 1: Sources of Revenue

<u>Revenue Source</u>	<u>2018</u>	<u>% total</u>
Property Taxes	7,961,111	20.71%
Grants in Lieu	165,877	0.43%
Parcel Taxes	2,557,527	6.65%
User fees & Charges	4,361,409	11.34%
Other Sources	289,635	0.75%
Borrowing	5,016,472	13.05%
Government Grants	10,756,080	27.97%
DCCs & Reserves	1,465,972	3.81%
Own Funds	5,876,825	15.29%

Distribution of Property Tax Rates

Table 2 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

- The amount of taxes to be collected from each of the classes will be reviewed each year.

Policies

- Supplement, where possible, revenues from user fees and charges to help to offset the burden on the entire property tax base.
- Continue to maintain and encourage economic development initiatives designed to attract more light industry, retail and commercial businesses to invest in the community. Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage economic and environmental sustainability opportunities.
- Regularly review and compare the Town's distributions of tax burden relative to other municipalities in British Columbia.

Table 2: Distribution of 2018 Property Tax Rates

Property Class	2018
	% of Total Property Taxation
Residential (1)	73.02%
Utilities (2)	0.35%
Supportive Housing (3)	0.00%
Major Industry (4)	11.84%
Light Industry (5)	0.77%
Business and Other (6)	13.73%
Managed Forest Land (7)	0.00%
Recreation/Non-profit (8)	0.28%
Farmland (9)	0.01%
Total	100%

Permissive Tax Exemptions

The Town provides permissive tax exemptions. The Permissive Tax Exemption Bylaw 2017, No.1935, adopted on October 16, 2017, contains a list of property exempt from taxation for 2018. Some of the eligibility criteria for permissive tax exemptions include the following:

- The tax exemption must demonstrate benefit to the community and residents of the Town by enhancing the quality of life (economically, socially and culturally) within the community.
- The goals, policies and principles of the organization receiving the exemption must not be inconsistent or in conflict with those of the Town.
- The organization receiving the exemption must be a registered non-profit society, as the support of the municipality will not be used for commercial and private gain.
- Permissive tax exemptions will be 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.

Objective

- The Town will continue to provide permissive tax exemptions to some non-profit societies. The Town has also expanded its offering of permissive tax exemptions to include revitalization tax exemptions. It also intends to offer permissive tax exemptions targeted at green development for the purposes of encouraging development that will meet our *Climate Action Charter* commitments.

Policies

- Expand the permissive tax exemption policy to include eligibility requirements for green revitalization tax exemptions.
- Develop a revitalization tax exemption program which details the kinds of green activities that the exemption program will target.

- Integrate the green revitalization tax exemption program into the Town's existing economic initiatives as a means of attracting retail and commercial businesses to further invest in the community.
- Continue the use of the revitalization tax exemption for economic revitalization in order to encourage the commercial and industrial redevelopment of specific areas.

Table 3: Utilization of Reserves, Development Cost Charges and Surplus for 2018

Source	% of Total	Dollar Value
Development Cost Charges - Roads	2%	168,000
Development Cost Charges - Sewer	1%	43,000
Development Cost Charges - Water	1%	102,000
Cemetery Care Fund	0%	1,900
Reserve - Amphitheatre	0%	10,000
Gas Tax Funds	16%	1,142,972
Surplus	80%	5,876,825
Total		\$7,344,697

STAFF REPORT TO COUNCIL

From: Guillermo Ferrero, Chief Administrative Officer
Meeting Date: December 17, 2018
File No: 0230-20 LGMA
RE: **COMMEMORATIVE TREE PLANTING IN RECOGNITION OF THE LOCAL GOVERNMENT PROFESSION**

RECOMMENDATION:

That Council, in recognition of the local government profession:

1. authorize staff to proceed with the purchase of a Sequoia tree to be planted at Transfer Beach; and
2. hold a commemorative tree planting ceremony in recognition of the local government profession and staff's ongoing commitment to the community.

PURPOSE:

To obtain Council's approval to join other local governments across BC and plant a commemorative tree in recognition of local government professionals and their ongoing commitment to serve their communities.

PREVIOUS COUNCIL DIRECTION

This is a new, one-time initiative.

INTRODUCTION/BACKGROUND:

At the 1919 Union of BC Municipalities Conference, a resolution was adopted establishing the Local Government Management Association of BC (then called the "Municipal Officers Association of BC"). For the past 100 years, the LGMA has worked to support the learning, leadership, and growth of local government professionals across the province.

To mark its 100th anniversary, the LGMA is encouraging all local governments in BC to plant a tree in celebration of a century of dedication, hard work, and innovation by local government professionals during Local Government Awareness Week, May 19-25, 2019. The LGMA has partnered with BC Hydro's Community Regreening Program and will offer every local government in BC up to \$50 to purchase a tree of their choice in their climate zone. Local governments can choose one of two options:

1. Purchase a tree from existing suppliers and have the LGMA provide a reimbursement of up to \$50; or

2. Select their preferred tree and place an order through LGMA for a cost of up to \$50. LGMA will arrange shipment of the tree to their community.

Selected trees will need to meet BC Hydro's requirements for [planting near powerlines](#). As well, a small, metal, weather-resistant commemorative plaque will be provided by the LGMA to be mounted near the tree. Plaques are made of a substrate coated in an aluminum composite and will be able to live outside in a variety of weather conditions.

ALTERNATIVES:

Council may choose not to proceed with the commemorative tree planting.

FINANCIAL IMPLICATIONS:

Infrastructure Services staff will plant and maintain the tree. The estimated cost to purchase the tree will be \$250 and maintenance will be added to their regular schedule. LGMA will reimburse \$50 to the Town.

LEGAL IMPLICATIONS:

N/A.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

If Council proceeds with this program, Infrastructure Services staff would plant a Sequoia tree at Transfer Beach.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

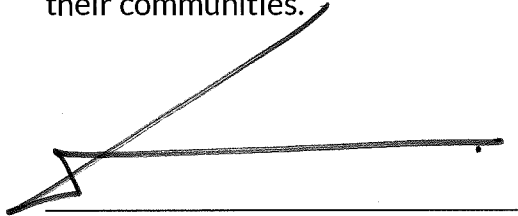
- | | |
|--|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input checked="" type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|--|---|
| <input type="checkbox"/> Employment & Tax Diversity | <input type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input type="checkbox"/> Partnerships |
| <input checked="" type="checkbox"/> Communications & Engagement | <input type="checkbox"/> Not Applicable |

SUMMARY:

To mark its 100th anniversary, the LGMA is encouraging all local governments in BC to plant a tree in celebration of a century of dedication, hard work, and innovation by local government professionals during Local Government Awareness Week, May 19-25, 2019. Town staff suggest planting a Sequoia tree at Transfer Beach. This initiative is a unique way to recognize the impact that local government and the people who work within it, have on their communities.

A handwritten signature in black ink, appearing to read 'Guillermo Ferrero', written over a horizontal line.

Guillermo Ferrero
Chief Administrative Officer

December 10, 2018

TOWN OF LADYSMITH

BYLAW NO. 1987

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

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

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

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

AND WHEREAS the total amount of liability that Council may incur is six million and two hundred thousand dollars (\$6,200,000);

AND WHEREAS there are no liabilities outstanding under Section 177;

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

1. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the Town of Ladysmith an amount or amounts not exceeding the sum of six million and two hundred thousand dollars (\$6,200,000).
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the authorized Signing Officers.
3. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

CITATION

4. This bylaw may be cited as "2019 Revenue Anticipation Borrowing Bylaw 2018, No. 1987."

READ A FIRST TIME on the 3rd day of December , 2018

READ A SECOND TIME on the 3rd day of December , 2018

READ A THIRD TIME on the 3rd day of December , 2018

ADOPTED on the day of , 2018

Mayor
(A. Stone)

Corporate Officer
(J. Winter)

**TOWN OF LADYSMITH
BYLAW NO. 1988**

A bylaw to amend "Building and Plumbing Bylaw 1994, No. 1119"

WHEREAS the *Community Charter* empowers the Municipal Council to amend the Building and Plumbing Bylaw;

AND WHEREAS the Town of Ladysmith has adopted and wishes to amend the "Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119";

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

1. "Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119", as amended, is hereby further amended by deleting Schedule J and replacing it with the following Schedule J:

BUILDING PERMITS	
<u>Building Valuation:</u> For single and two family dwellings, factory built homes, mobile homes and moved buildings, and buildings accessory thereto, the value of construction used to determine the permit fee shall be calculated based on the values as specified in the table or the value of construction stated on the building permit application whichever is higher. All other building types, based on the Architect's Estimate of the value of construction or verified by a valuation service such as Marshall Swift.	
1. Main Floor	\$120/sq.ft.
2. Additional Floor(s).....	\$70/sq.ft.
3. Garage.....	\$35/sq.ft.
4. Carport.....	\$20/sq.ft.
5. Sundeck.....	\$20/sq.ft.
6. Basement.....	\$40/sq.ft.
7. Secondary Suite	\$25/sq.ft.
<u>Building Permit Fees and Inspection Charges:</u>	
All except Mobile Home/Manufactured Home: Percent of building valuation calculated above:	1.10%
Minimum Building Permit Fee	\$100
Mobile Home/Manufactured Home Flat Rate:	\$300
Driveway Access Permit Fee	\$50
<u>Plumbing Permit Fee:</u> Minimum # of fixtures – 1 or 2	\$24
3 or more fixtures	\$12/fixture
Water Service Inspection Fee.....	\$50
Sanitary Sewer Inspection Fee	\$50
Storm Drain Inspection Fee	\$50
<u>Permit Fee to Wreck or Demolish a Building</u>	
- building floor area of 186.0 sq.m. (2,000 sq.ft.) or less	\$100
- building floor area larger than 186 sq.m.	\$250
<u>Double Fee:</u> If any work for which a permit is required is commenced before a permit has been obtained, the fee payable shall be doubled.	
<u>Re-Inspection Fee:</u> For building or plumbing inspection required as a result of a call back where work was incomplete or improperly done	
	\$50
Permit Fee to Move a Building (within the municipality).....	\$300
For building inspections prior to a move:	
- building floor area of 93.0 sq.m. or less.....	\$50
- building floor area or larger than 93.0 sq.m. (1000 sq.ft.)	\$100
Note: This fee is in addition to permit fee required for the moved building and the construction undertaken at the new site.	
Permit Fee to Move a Mobile Home Located Within Ladysmith to Another Site Within Ladysmith	\$100
<u>Other Fees:</u>	
File review fees.....	\$50/hr
Survey certificate, file review	\$50
Mobile home parks.....	\$50/site
Sprinkler systems – First head	\$30
Sprinkler systems – 2-50 head	\$1.00 per head
Sprinkler systems – Each additional head.....	\$0.30 per head
Damage deposit (non-interest bearing)	\$1500
Building Envelope Remediation Administration Fee.....	\$250
<u>Fee Reduction for Registered Professional</u>	5%

2. **CITATION**
This Bylaw may be cited for all purposes as "Town of Ladysmith Building and Plumbing Bylaw 1994, No. 1119, Amendment Bylaw (No. 21) 2018, No. 1988".

READ A FIRST TIME on the 3rd day of December, 2018

READ A SECOND TIME on the 3rd day of December, 2018

READ A THIRD TIME on the 3rd day of December, 2018

ADOPTED on the day of

Mayor (A. Stone)

Corporate Officer (J. Winter)



December 3, 2018

TOWN OF LADYSMITH
MAYOR AND TOWN COUNCIL

For Consideration on behalf of LADYSMITH COP (COMMUNITY POLICING)

Please accept this letter as a formal request for assistance regarding Maintenance required for the Ladysmith Citizens on Patrol van.

We are experiencing braking issues and the van is not running very smoothly.

We respectfully request that the Public Works mechanic do an inspection on the vehicle and then do the necessary work to bring it up to a safe standard.

If you have any questions, please don't hesitate to contact me directly.

Respectfully submitted

George Newton

Coordinator

250-802-2348



2019 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

RECEIVED
NOV 19 2018
CITY MANAGER'S OFFICE
TOWN OF LADYSMITH

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 7, 2019**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy submitted as a **word document** by email to avicc@ubcm.ca; AND
2. One copy of the resolution by regular mail to:
AVICC, 525 Government Street, Victoria, BC V8V 0A8

Guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions.
- Separate **background information explaining the resolution must** accompany each resolution submitted. This information will be shared on the AVICC website.
- Sponsors should be prepared to introduce their resolutions on the Convention floor.
- The resolution should not contain more than two "whereas" clauses.
- Each whereas clause must only have **one sentence**.
- Local government staff should check the accuracy of legislative references, and be able to answer questions from AVICC/UBCM about each resolution. Contact AVICC/UBCM for assistance in drafting the resolution.

LATE RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 10th**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late Resolutions require a special motion to admit for debate.
- d. Late resolutions are considered **after** all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble and an enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- a) What is the problem?
- b) What is causing the problem?
- c) What is the best way to solve the problem?

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by AVICC and/or UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

3. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

4. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully. Submit background information in one of the following formats:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to the council or board along with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

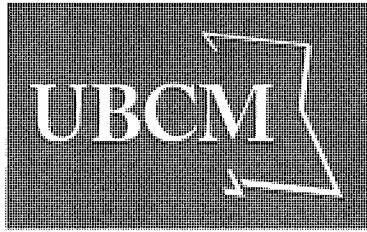
Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

5. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

6. For resolutions to be debated at UBCM, focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.



Sample Resolution

CURTAIL JUMPING OVER DOGS
[SHORT TITLE]

City of Green Forest
[Sponsor]

WHEREAS the quick brown fox jumped over the lazy dog;

Semicolon precedes
"WHEREAS" clause.

AND WHEREAS the lazy dog does not enjoy games of leapfrog:

Colon precedes
"THEREFORE" clause.

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

*Your resolution should follow the structure of this sample resolution.
Draft your resolution to be as readable as possible within these guidelines.*



2019 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the Convention. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between Conventions. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2019 Nominating Committee is Past President Mary Marcotte.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received By FEBRUARY 7, 2019**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

5. FURTHER INFORMATION

All enquiries should be directed to:

Past President Mary Marcotte, Chair, 2019 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8
Phone: (250) 356-5122
email: avicc@ubcm.ca

NOMINATIONS FOR THE 2019-20 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Current Local Gov't Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to avicc@ubcm.ca by **Thursday, February 7, 2019**.

- Photo in digital format
- Biographical information of approximately 300 words

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Mary Marcotte, Chair, Nominating Committee,
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

"The Executive shall manage or supervise the management of the Society"

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria's Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings by teleconference occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.

STAFF REPORT TO COUNCIL

From: Guillermo Ferrero, CAO
Meeting Date: December 17, 2018
File No:

RE: DL 2016 HOLDINGS CORPORATION: ANNUAL GENERAL MEETING

RECOMMENDATION(S)

That Council, as the sole shareholder of the Company entitled to vote at an annual general meeting, resolve that:

- (1) The financial statements of the Company for the period ended December 31, 2017, are hereby approved;
- (2) All lawful acts, contracts, proceedings, appointments and payments of money by the directors of the Company since the last annual reference date of the Company, and which have previously been disclosed to the shareholders, are hereby adopted, ratified and confirmed;
- (3) The number of directors of the Company is hereby fixed at five;
- (4) 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:
GUILLERMO FERRERO
BRUCE LAXDAL
JAN CHRISTENSON
ALAN NEWELL
RICHARD WIEFELSPUET
- (5) Grant Thornton LLP 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
- (6) July 31, 2018 is selected as the annual reference date for the Company for its current annual reference period.

This resolution shall be deemed to be effective as at July 31, 2018.

PURPOSE

The purpose of this staff report is to confirm that an Annual General Meeting of DL 2016 Holdings Corporation has been held in order to adopt the financial statements and confirm the Corporation's directors.



PREVIOUS COUNCIL DIRECTION/RESOLUTIONS

n/a

INTRODUCTION/BACKGROUND

DL 2016 Holdings Corporation is a wholly-owned subsidiary of the Town of Ladysmith. It was created in order to facilitate a financial partnership with the Ladysmith Maritime Society for potential future development of the Ladysmith Community Marina.

As the Corporation is duly registered in British Columbia, Council is required to hold an annual general meeting, adopt annual financial statements, and confirm the appointment of directors on the corporation in accordance with the *BC Business Corporations Act*.

By passing the above recommended resolution, Council is deemed to have conducted the corporation's AGM.

SCOPE OF WORK

Once Council has adopted the financial statements and confirmed appointment of the directors, the Town's legal counsel will file the appropriate paperwork with the province of BC.

ALTERNATIVES

In order to maintain the status DL 2016 Holdings Corporation as an active corporation, Council is required to hold its annual general meeting and pass the recommended resolution.

FINANCIAL IMPLICATIONS

The annual cost to the Town of maintaining DL 2016 Holdings Corp. is approximately \$1,000.

LEGAL IMPLICATIONS

The Corporation is required to file an annual report, in order to remain in good standing under the *BC Corporations Act*. Audited financial statements have not been completed for the corporation; the required income tax return (attached) summarizes the financial statements.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS

N/A

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

N/A

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

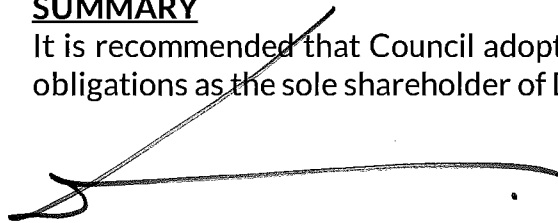
N/A

ALIGNMENT WITH STRATEGIC PRIORITIES

N/A

SUMMARY

It is recommended that Council adopt the proposed resolution as part of its annual filing obligations as the sole shareholder of DL 2016 Holdings Corporation.



Guillermo Ferrero, CAO

ATTACHMENT(S)

2017 Corporate Income Tax Return for DL 2016 Holdings Corporation (Financial Statement)

DL 2016 Holdings Corporation
Balance Sheet
As At December 31, 2017

	Current	Prior	Variance	%Var
CURRENT ASSETS				
Cash and short term deposits	\$ <u>902.95</u>	\$ 858.70	\$ 44.25	5.15
Total Current	<u>902.95</u>	<u>858.70</u>	<u>44.25</u>	<u>5.15</u>
LONG TERM ASSETS				
Total Assets	\$ <u>902.95</u>	\$ <u>858.70</u>	\$ <u>44.25</u>	<u>5.15</u>
CURRENT LIABILITIES				
LONG TERM LIABILITIES				
Due to (from) individ shareholder 1 - lo	<u>6,454.50</u>	<u>5,414.07</u>	<u>1,040.43</u>	<u>19.22</u>
Total Long Term	<u>6,454.50</u>	<u>5,414.07</u>	<u>1,040.43</u>	<u>19.22</u>
Total Liabilities	<u>6,454.50</u>	<u>5,414.07</u>	<u>1,040.43</u>	<u>19.22</u>
EQUITY				
Common shares Class #1	<u>10.00</u>	<u>10.00</u>	<u>0.00</u>	<u>0.00</u>
Total share capital	<u>10.00</u>	<u>10.00</u>	<u>0.00</u>	<u>0.00</u>
Retained earnings (Deficit) - beginning	<u>(4,565.37)</u>	<u>(3,679.77)</u>	<u>(885.60)</u>	<u>24.07</u>
Net income (Loss)	<u>(996.18)</u>	<u>(885.60)</u>	<u>(110.58)</u>	<u>12.49</u>
Retained earnings (Deficit) - end	<u>(5,561.55)</u>	<u>(4,565.37)</u>	<u>(996.18)</u>	<u>21.82</u>
Total equity	<u>(5,551.55)</u>	<u>(4,555.37)</u>	<u>(996.18)</u>	<u>21.87</u>
Total liabilities & equity	\$ <u>902.95</u>	\$ <u>858.70</u>	\$ <u>44.25</u>	<u>5.15</u>

Draft
For Discussion purposes only

Prepared by	Reviewed by
JMH 5/16/2018	CJL 5/26/2018

5/30/2018
10:37 AM

DL 2016 Holdings Corporation
Income Statement
For the Period Ended December 31, 2017

	Current	%	Prior	%	Variance	%
REVENUE						
Rental revenue	<u>23,725.16</u>	<u>100.00</u>	<u>20,759.22</u>	<u>100.00</u>	<u>2,965.94</u>	<u>14.29</u>
Total Revenue	<u>23,725.16</u>	<u>100.00</u>	<u>20,759.22</u>	<u>100.00</u>	<u>2,965.94</u>	<u>14.29</u>
COST OF GOODS SOLD						
GROSS PROFIT	<u>23,725.16</u>	<u>100.00</u>	<u>20,759.22</u>	<u>100.00</u>	<u>2,965.94</u>	<u>14.29</u>
OPERATING EXPENSES						
Legal fees	515.43	2.17	521.26	2.51	(5.83)	(1.12)
Accounting fees	525.00	2.21	375.00	1.81	150.00	40.00
Rental	<u>23,725.16</u>	<u>100.00</u>	<u>20,759.22</u>	<u>100.00</u>	<u>2,965.94</u>	<u>14.29</u>
Total Operating Expenses	<u>24,765.59</u>	<u>104.39</u>	<u>21,655.48</u>	<u>104.32</u>	<u>3,110.11</u>	<u>14.36</u>
Income (Loss) from Operations	(1,040.43)	(4.39)	(896.26)	(4.32)	(144.17)	16.09
OTHER INCOME / EXPENSES						
Interest income (OI)	<u>44.25</u>	<u>0.19</u>	<u>10.66</u>	<u>0.05</u>	<u>33.59</u>	<u>315.10</u>
NI (Loss) before income taxes	<u>(996.18)</u>	<u>(4.20)</u>	<u>(885.60)</u>	<u>(4.27)</u>	<u>(110.58)</u>	<u>12.49</u>
Net Income (Loss)	<u>\$ (996.18)</u>	<u>(4.20)</u>	<u>\$ (885.60)</u>	<u>(4.27)</u>	<u>\$ (110.58)</u>	<u>12.49</u>

Draft
For Discussion purposes only

Prepared by	Reviewed by
JMH 5/16/2018	CJL 5/26/2018

5/30/2018
10:37 AM

DL 2016 Holdings Corporation

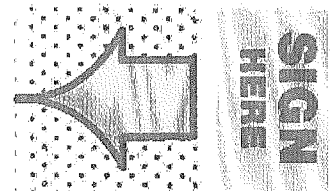
Year End: December 31, 2017

Adj J/E - normal

Date: 1/1/2017 To 12/31/2017

Number	Date	Name	Account No	Debit	Credit
1	12/31/2017	Revenue	3100		23,725.16
1	12/31/2017	Rent-premises	6750	23,725.16	
		To record rent from Ladysmith Maritime Society			
				23,725.16	23,725.16

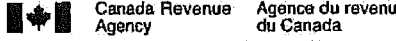
Net Income (Loss) (996.18)



5/28/201
10:19 A

Prepared by	Reviewed by

ADJ100



T2 Corporation Income Tax Return

200

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 or tax services office. You have to file the return within six months after the end of the corporation's tax year.

For more information see cra.gc.ca 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 DL 2016 Holdings Corporation	
Address of head office Has this address changed since the last time we were notified? 010 1 Yes <input type="checkbox"/> 2 No <input checked="" type="checkbox"/> If yes, complete lines 011 to 018.	
011 TOWN OF LADYSMITH	
012 PO BOX 220	
City 015 LADYSMITH	Province, territory, or state 016 BC
Country (other than Canada) 017	Postal or ZIP code 018 V9G 1A2
Mailing address (if different from head office address) Has this address changed since the last time we were notified? 020 1 Yes <input type="checkbox"/> 2 No <input checked="" type="checkbox"/> If yes, complete lines 021 to 028.	
021 c/o GUILLERMO	
022 FERRERO	
023 P.O. BOX 220	
City 025 LADYSMITH	Province, territory, or state 026 BC
Country (other than Canada) 027	Postal or ZIP code 028 V9G 1A2
Location of books and records (if different from head office address) Has this address changed since the last time we were notified? 030 1 Yes <input type="checkbox"/> 2 No <input checked="" type="checkbox"/> If yes, complete lines 031 to 038.	
031	
032	
City 035	Province, territory, or state 036
Country (other than Canada) 037	Postal or ZIP code 038
040 Type of corporation at the end of the tax year (tick one)	
<input type="checkbox"/> 1 Canadian-controlled private corporation (CCPC)	
<input checked="" type="checkbox"/> 2 Other private corporation	
<input type="checkbox"/> 3 Public corporation	
<input type="checkbox"/> 4 Corporation controlled by a public corporation	
<input type="checkbox"/> 5 Other corporation (specify) _____	
If the type of corporation changed during the tax year, provide the effective date of the change 043 <input type="text"/> Year Month Day	
To which tax year does this return apply?	
Tax year start Year Month Day 060 2017-01-01	Tax year-end Year Month Day 061 2017-12-31
Has there been an acquisition of control resulting in the application of subsection 249(4) since the tax year start on line 060? 063 1 Yes <input type="checkbox"/> 2 No <input checked="" type="checkbox"/> If yes, provide the date control was acquired 065 <input type="text"/> Year Month Day	
Is the date on line 061 a deemed tax year-end according to subsection 249(3.1)? 066 1 Yes <input type="checkbox"/> 2 No <input checked="" type="checkbox"/>	
Is the corporation a professional corporation that is a member of a partnership? 067 1 Yes <input type="checkbox"/> 2 No <input checked="" type="checkbox"/>	
Is this the first year of filing after:	
Incorporation? 070 1 Yes <input type="checkbox"/> 2 No <input checked="" type="checkbox"/>	Amalgamation? 071 1 Yes <input type="checkbox"/> 2 No <input checked="" type="checkbox"/>
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 1 Yes <input type="checkbox"/> 2 No <input checked="" type="checkbox"/> If yes, complete and attach Schedule 24.	
Is this the final tax year before amalgamation? 076 1 Yes <input type="checkbox"/> 2 No <input checked="" type="checkbox"/>	
Is this the final return up to dissolution? 078 1 Yes <input type="checkbox"/> 2 No <input checked="" type="checkbox"/>	
If an election was made under section 261, state the functional currency used 079 <input type="text"/>	
Is the corporation a resident of Canada? 080 1 Yes <input checked="" type="checkbox"/> 2 No <input type="checkbox"/> 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 1 Yes <input type="checkbox"/> 2 No <input checked="" type="checkbox"/> If yes, complete and attach Schedule 91.	
If the corporation is exempt from tax under section 149, tick one of the following boxes:	
085 <input type="checkbox"/> 1 Exempt under paragraph 149(1)(e) or (l)	
<input type="checkbox"/> 2 Exempt under paragraph 149(1)(j)	
<input type="checkbox"/> 3 Exempt under paragraph 149(1)(l)	
<input checked="" type="checkbox"/> 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 <i>Income Tax Regulations</i> ?	<input type="checkbox"/>	29
Did the corporation have a total amount over \$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 webpages 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 claiming the small business deduction 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), or f) business limit assigned under subsection 125(3.2); or		
ii) does the corporation have aggregate investment income at line 440?	<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 property that is eligible capital property?	<input type="checkbox"/>	10
Does the corporation have any resource-related deductions?	<input type="checkbox"/>	12
Is the corporation claiming deductible reserves (other than transitional reserves under section 34.2)?	<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 an additional deduction?	<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?	<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
Is the corporation subject to Part II - Tobacco Manufacturers' surtax?	<input type="checkbox"/>	46
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 refund?	<input type="checkbox"/>	T1131
Is the corporation claiming a film or video production services tax credit refund?	<input type="checkbox"/>	T1177
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

Additional information

Did the corporation use the International Financial Reporting Standards (IFRS) when it prepared its financial statements?	270	1 Yes <input type="checkbox"/>	2 No <input checked="" type="checkbox"/>
Is the corporation inactive?	280	1 Yes <input type="checkbox"/>	2 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	1 Yes <input type="checkbox"/>	2 No <input checked="" type="checkbox"/>
Did the corporation emigrate from Canada during the tax year?	292	1 Yes <input type="checkbox"/>	2 No <input checked="" type="checkbox"/>
Do you want to be considered as a quarterly instalment remitter if you are eligible?	293	1 Yes <input type="checkbox"/>	2 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	1 Yes <input type="checkbox"/>	2 No <input type="checkbox"/>

Taxable income

Net income or (loss) for income tax purposes from Schedule 1, financial statements, or GIFL	300	-996	A
Deduct:			
Charitable donations from Schedule 2	311		
Cultural gifts from Schedule 2	313		
Ecological gifts from Schedule 2	314		
Gifts of medicine 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		
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		
Income exempt under paragraph 149(1)(t)	370		
Taxable income for a corporation with exempt income under paragraph 149(1)(t) (line 360 minus line 370)			Z
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.

** For a taxation year that ends after 2015.

Small business deduction

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

Income from active business carried on in Canada 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:

Amount C	x	415 ***	D	=	E
					11,250
Reduced business limit (amount C minus amount E) (if negative, enter "0")					425
Business limit the CCPC assigns under subsection 125(3.2) (from line 515 below)					G
Amount F minus amount G					427

Small business deduction

Amount A, B, C, or H, whichever is the least	x	Number of days in the tax year before January 1, 2016	x	17 % =	1
		Number of days in the tax year	365		
Amount A, B, C, or H, whichever is the least	x	Number of days in the tax year after December 31, 2015, and before January 1, 2018	x	17.5 % =	2
		Number of days in the tax year	365		
Amount A, B, C, or H, whichever is the least	x	Number of days in the tax year after December 31, 2017	x	18 % =	3
		Number of days in the tax year	365		
Total of amounts 1, 2 and 3 (enter amount I on line J on page 8)					430

* 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.

Small business deduction (continued)

Specified corporate income and assignment under subsection 125(3.2)

Applicable to tax years that begin after March 21, 2016

Except that, if the tax year of your corporation started before and ends on or after March 22, 2016 and in the tax year of a CCPC, you can make an assignment of business limit to that other CCPC if its tax year started after March 21, 2016.

J1 Name of corporation receiving the income and assigned amount	J Business number of the corporation receiving the assigned amount	K Income paid under clause 125(1)(a)(i)(B) to the corporation identified in column J ³	L Business limit assigned to corporation identified in column J ⁴
	490	500	505
Total		510	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 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 K 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 425.

General tax reduction for Canadian-controlled private corporations

Canadian-controlled private corporations throughout the tax year

Taxable income from page 3 (line 360 or amount Z, whichever applies)	_____	A
Lesser of amounts B9 and H9 from Part 9 of Schedule 27	_____	B
Amount K13 from Part 13 of Schedule 27	_____	C
Personal services business income	432	D
Amount used to calculate the credit union deduction (amount F from Schedule 17)	_____	E
Amount from line 400, 405, 410, or 427 on page 4, whichever is the least	_____	F
Aggregate investment income from line 440 on page 6*	_____	G
Subtotal (add amounts B to G)	_____	H
Amount A minus amount H (if negative, enter "0")	_____	I
General tax reduction for Canadian-controlled private corporations – Amount I multiplied by	13 %	J

Enter amount J 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 page 3 (line 360 or amount Z, whichever applies)	_____	K
Lesser of amounts B9 and H9 from Part 9 of Schedule 27	_____	L
Amount K13 from Part 13 of Schedule 27	_____	M
Personal services business income	434	N
Amount used to calculate the credit union deduction (amount F from Schedule 17)	_____	O
Subtotal (add amounts L to O)	_____	P
Amount K minus amount P (if negative, enter "0")	_____	Q
General tax reduction – Amount Q multiplied by	13 %	R

Enter amount R 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		A
Amount A	x	Number of days in the tax year before January 1, 2016		x	26 2 / 3 % =		1
		Number of days in the tax year	365				
Amount A	x	Number of days in the tax year after December 31, 2015	365	x	30 2 / 3 % =		2
		Number of days in the tax year	365				
		Subtotal (amount 1 plus amount 2)					B
Foreign investment income from Schedule 7					445		C
Amount C	x	Number of days in the tax year before January 1, 2016		x	9 1 / 3 % =		3
		Number of days in the tax year	365				
Amount C	x	Number of days in the tax year after December 31, 2015	365	x	8 % =		4
		Number of days in the tax year	365				
		Subtotal (amount 3 plus amount 4)					D
Foreign non-business income tax credit from line 632 on page 8 minus amount D (if negative, enter "0")							E
Amount B minus amount E (if negative, enter "0")							F
Foreign non-business income tax credit from line 632 on page 8							G
Number of days in the tax year before January 1, 2016	x	35	=				5
Number of days in the tax year		365					
Number of days in the tax year after December 31, 2015	365	x	38 2 / 3 =			38.66667	6
Number of days in the tax year		365					
		Subtotal (amount 5 plus amount 6)				38.6667	H
Amount G	x	100	100	=			I
		H	38.6667				
Taxable income from line 360 on page 3							J
Deduct:							
Amount from line 400, 405, 410, or 427 on page 4, whichever is the least							K
Amount I							L
Foreign business income tax credit from line 636 on page 8	x	4	=				M
		Subtotal (total of amounts K to M)					N
		Subtotal (amount J minus amount N)					O
Amount O	x	Number of days in the tax year before January 1, 2016		x	26 2 / 3 % =		7
		Number of days in the tax year	365				
Amount O	x	Number of days in the tax year after December 31, 2015	365	x	30 2 / 3 % =		8
		Number of days in the tax year	365				
		Subtotal (amount 7 plus amount 8)					P
Part I tax payable minus investment tax credit refund (line 700 minus line 780 from page 9)							Q
Refundable portion of Part I tax – Amount F, P, or Q, whichever is the least						450	R

Refundable dividend tax on hand

Refundable dividend tax on hand at the end of the previous tax year	460		
Deduct:			
Dividend refund for the previous tax year	465		
			▶ <u> </u> A
Add:			
Refundable portion of Part I tax from line 450 on page 6			B
Total Part IV tax payable from Schedule 3			C
Net refundable dividend tax on hand transferred from a predecessor corporation on amalgamation, or from a wound-up subsidiary corporation	480		
Subtotal (add amounts B, C, and line 480)			▶ <u> </u> D
Refundable dividend tax on hand at the end of the tax year -- Amount A plus amount D	485		

Dividend refund

Private and subject corporations at the time taxable dividends were paid in the tax year			
Taxable dividends paid in the tax year from line 460 on page 3 of Schedule 3			
			<u> </u> E
Amount E	x	Number of days in the tax year before January 1, 2016	x 33 1 / 3 % =
		365	<u> </u> 1
Amount E	x	Number of days in the tax year after December 31, 2015	x 38 1 / 3 % =
		365	<u> </u> 2
		Subtotal (amount 1 plus amount 2)	▶ <u> </u> F
Refundable dividend tax on hand at the end of the tax year from line 485 above			G
Dividend refund -- Amount F or G, whichever is less			H
Enter amount H on line 784 on page 9.			

Part I tax

Base amount Part I tax – Taxable income from page 3 (line 360 or amount Z, whichever applies) multiplied by 38 % . . . **550** _____ A

Additional tax on personal services business income (section 123.5)

Taxable income from a personal services business **555** _____ x $\frac{\text{Number of days in the tax year after December 31, 2015}}{\text{Number of days in the tax year}}$ $\frac{365}{365}$ x 5 % = **560** _____ B

Recapture of investment tax credit from Schedule 31 **602** _____ C

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 _____ D

Taxable income from line 360 on page 3 _____ E

Deduct:

Amount from line 400, 405, 410, or 427 on page 4, whichever is the least _____ F

Net amount (amount E minus amount F) _____ **G**

Amount D or G, whichever is less _____ x $\frac{\text{Number of days in the tax year before January 1, 2016}}{\text{Number of days in the tax year}}$ $\frac{365}{365}$ x 6 2 / 3 % = _____ 1

Amount D or G, whichever is less _____ x $\frac{\text{Number of days in the tax year after December 31, 2015}}{\text{Number of days in the tax year}}$ $\frac{365}{365}$ x 10 2 / 3 % = _____ 2

Refundable tax on CCPC's investment income (amount 1 plus amount 2) **604** _____ H

Subtotal (add amounts A, B, C, and H) _____ I

Deduct:

Small business deduction from line 430 on page 4 _____ J

Federal tax abatement **608** _____

Manufacturing and processing profits deduction from Schedule 27 **616** _____

Investment corporation deduction **620** _____

Taxed capital gains **624** _____

Additional deduction – credit unions from Schedule 17 **628** _____

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 J on page 5 **638** _____

General tax reduction from amount R 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 _____ K

Part I tax payable – Amount I minus amount K _____ L

Enter amount L on line 700 on page 9.

Privacy statement

Personal information is collected under the *Income Tax Act* to administer tax, benefits, and related programs. It may also be used for any purpose related to the administration or enforcement of the Act such as audit, compliance and the payment of debts owed to the Crown. It may be shared or verified with other federal, provincial/territorial government institutions to the extent authorized by law. Failure to provide this information may result in interest payable, penalties or other actions. Under the *Privacy Act*, individuals have the right to access their personal information and request correction if there are errors or omissions. Refer to Info Source cra.gc.ca/gncv/tp/nfsrc/nfsrc-eng.html, personal information bank CRA PPU 047.

Summary of tax and credits

Federal tax

Part I tax payable from amount L on page 8	700
Part II surtax payable from Schedule 46	708
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 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 H on page 7	784
Federal capital gains refund from Schedule 18	788
Federal qualifying environmental trust tax credit refund	792
Canadian film or video production tax credit refund (Form T1131)	796
Film or video production services tax credit refund (Form T1177)	797
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

Refund code **894** Overpayment Balance (amount A minus amount B)

Direct deposit request

To have the corporation's refund deposited directly into the corporation's bank account at a financial institution in Canada, or to change banking information you already gave us, complete the information below:

Start Change information **910** Branch number

914 Institution number **918** Account number

If the result is positive, you have a balance unpaid.
If the result is negative, you have an overpayment.
Enter the amount on whichever line applies.
Generally, we do not charge or refund a difference of \$2 or less.

Balance unpaid

For information on how to make your payment, go to cra.gc.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** 1 Yes 2 No

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

Certification

I, **950** FERRERO Last name **951** GUILLERMO 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) Signature of the authorized signing officer of the corporation **956** (250) 245-6400 Telephone number

Is the contact person the same as the authorized signing officer? If no, complete the information below **957** 1 Yes 2 No

958 Cara Light, C.A. Name of other authorized person **959** (250) 746-4406 Telephone number

Language of correspondence – Langue de correspondance

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

SCHEDULE 100

GENERAL INDEX OF FINANCIAL INFORMATION – GIF

Form identifier 100

Name of corporation	Business Number	Tax year-end Year Month Day
DL 2016 Holdings Corporation	85584 7455 RC0001	2017-12-31

Assets – lines 1000 to 2599

1000	903	1599	903	2599	903
-------------	-----	-------------	-----	-------------	-----

Liabilities – lines 2600 to 3499

3261	6,454	3450	6,454	3499	6,454
-------------	-------	-------------	-------	-------------	-------

Shareholder equity – lines 3500 to 3640

3500	10	3600	-5,561	3620	-5,551
3640	903				

Retained earnings – lines 3660 to 3849

3660	-4,565	3680	-996	3849	-5,561
-------------	--------	-------------	------	-------------	--------

PREPARED SOLELY FOR INCOME TAX PURPOSES WITHOUT AUDIT OR REVIEW FROM INFORMATION PROVIDED BY THE TAXPAYER.

SCHEDULE 125

GENERAL INDEX OF FINANCIAL INFORMATION – GIF1

Form identifier 125

Name of corporation	Business Number	Tax year-end Year Month Day
DL 2016 Holdings Corporation	85584 7455 RC0001	2017-12-31

Description
Sequence number 0003 01

Revenue – lines 8000 to 8299

8000	23,725	8089	23,725	8100	44
8299	23,769				

Cost of sales – lines 8300 to 8519

8519	23,725				
-------------	--------	--	--	--	--

Operating expenses – lines 8520 to 9369

8861	515	8862	525	8910	23,725
9367	24,765	9368	24,765	9369	-996

Extraordinary items and taxes – lines 9970 to 9999

9970	-996	9999	-996		
-------------	------	-------------	------	--	--

PREPARED SOLELY FOR INCOME TAX PURPOSES WITHOUT AUDIT OR REVIEW FROM INFORMATION PROVIDED BY THE TAXPAYER.

Corporation Loss Continuity and Application

Corporation's name: DL 2016 Holdings Corporation	Business number: 85584 7455 RC0001	Tax year-end Year Month Day: 2017-12-31
--	--	--

- 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 *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 one completed copy of 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 *Income Tax Act*.

Part 1 – Non-capital losses

Determination of current-year non-capital loss

Net income (loss) for income tax purposes **-996** A

Deduct: (increase a loss)

Net capital losses deducted in the year (enter as a positive amount) a

Taxable dividends deductible under section 112 or subsections 113(1) or 138(6) b

Amount of Part VI.1 tax deductible under paragraph 110(1)(k) c

Amount deductible as prospector's and grubstaker's shares – Paragraph 110(1)(d.2) d

Subtotal (total of amounts a to d) **B**

Subtotal (amount A minus amount B; if positive, enter "0") **-996** C

Deduct: (increase a loss)

Section 110.5 or subparagraph 115(1)(a)(vii) – Addition for foreign tax deductions D

Subtotal (amount C minus amount D) **-996** E

Add: (decrease a loss)

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) F

Current-year non-capital loss (amount E plus amount F; if positive, enter "0") **-996** G

If amount G 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 **10,124** e

Deduct: Non-capital loss expired (note 1) **100** f

Non-capital losses at the beginning of the tax year (amount e minus amount f) **102** **10,124** ▶ **10,124** H

Add:

Non-capital losses transferred on an amalgamation or on the wind-up of a subsidiary (note 2) corporation **105** g

Current-year non-capital loss (from amount G) **110** **996** h

Subtotal (amount g plus amount h) **996** ▶ **996** i

Subtotal (amount H plus amount i) **11,120** J

Note 1: A non-capital loss expires as follows:

- after 10 tax years if it arose in a tax year ending after March 22, 2004, and before 2006; and
- after 20 tax years if it arose in a tax year ending after 2005.

An allowable business investment loss becomes a net capital loss after 10 tax years if it arose in a tax year ending after March 22, 2004.

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)

Deduct:			
Other adjustments (includes adjustments for an acquisition of control)	150	_____	i
Section 80 – Adjustments for forgiven amounts	140	_____	j
Subsection 111(10) – Adjustments for fuel tax rebate		_____	j.1
Non-capital losses of previous tax years applied in the current tax year	130	_____	k
Enter amount k on line 331 of the T2 Return.			
Current and previous year non-capital losses applied against current-year taxable dividends subject to Part IV tax (note 3)	135	_____	l
		Subtotal (total of amounts i to l)	K
		Non-capital losses before any request for a carryback (amount J minus amount K)	11,120 L
Deduct – Request to carry back non-capital loss to:			
First previous tax year to reduce taxable income	901	_____	m
Second previous tax year to reduce taxable income	902	_____	n
Third previous tax year to reduce taxable income	903	_____	o
First previous tax year to reduce taxable dividends subject to Part IV tax	911	_____	p
Second previous tax year to reduce taxable dividends subject to Part IV tax	912	_____	q
Third previous tax year to reduce taxable dividends subject to Part IV tax	913	_____	r
		Total of requests to carry back non-capital losses to previous tax years (total of amounts m to r)	M
		Closing balance of non-capital losses to be carried forward to future tax years (amount L minus amount M)	180 N
			11,120 N

Note 3: Amount l 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	_____	a
Capital losses transferred on an amalgamation or on the wind-up of a subsidiary corporation	205	_____	b
		Subtotal (amount a plus amount b)	A
Deduct:			
Other adjustments (includes adjustments for an acquisition of control)	250	_____	c
Section 80 – Adjustments for forgiven amounts	240	_____	d
		Subtotal (amount c plus amount d)	B
		Subtotal (amount A minus amount B)	C
Add: Current-year capital loss (from the calculation on Schedule 6, <i>Summary of Dispositions of Capital Property</i>)	210	_____	D
Unused non-capital losses that expired in the tax year (note 4)		_____	e
Allowable business investment losses (ABILs) that expired as non-capital losses at the end of the previous tax year (note 5)		_____	f
Enter amount e or f, whichever is less	215	_____	g
ABILs expired as non-capital losses: line 215 multiplied by 2.000000		_____	220 E
		Subtotal (total of amounts C to E)	F
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 above.			
Note 4: If the loss was incurred in a tax year ending after March 22, 2004, determine the amount of the loss from the 11th previous tax year and enter the part of that loss that was not used in previous years and the current year on line e.			
Note 5: If the ABILs were incurred in a tax year ending after March 22, 2004, enter the amount of the ABILs from the 11th previous tax year. Enter the full amount on line f.			

Part 2 – Capital losses (continued)

Deduct: Capital losses from previous tax years applied against the current-year net capital gain (note 6) **225** G
 Capital losses before any request for a carryback (amount F minus amount G) H

Deduct – Request to carry back capital loss to (note 7):

	Capital gain (100%)	Amount carried back (100%)	
First previous tax year	951		h
Second previous tax year	952		i
Third previous tax year	953		j
		Subtotal (total of amounts h to j)	l
		Closing balance of capital losses to be carried forward to future tax years (amount H minus amount l)	280 J

Note 6: To get the net capital losses required to reduce the taxable capital gain included in the net income (loss) for the current-year tax, 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.

Part 3 – Farm losses

Continuity of farm losses and request for a carryback

Farm losses at the end of the previous tax year a
 Deduct: Farm loss expired (note 8) **300** b
 Farm losses at the beginning of the tax year (amount a minus amount b) **302** A

Add:

Farm losses transferred on an amalgamation or on the wind-up of a subsidiary corporation **305** c
 Current-year farm loss (amount F in Part 1) **310** d
 Subtotal (amount c plus amount d) B
 Subtotal (amount A plus amount B) C

Deduct:

Other adjustments (includes adjustments for an acquisition of control) **350** e
 Section 80 – Adjustments for forgiven amounts **340** f
 Farm losses of previous tax years applied in the current tax year **330** g
 Enter amount g on line 334 of the T2 Return.
 Current and previous year farm losses applied against current-year taxable dividends subject to Part IV tax (note 9) **335** h
 Subtotal (total of amounts e to h) D
 Farm losses before any request for a carryback (amount C minus amount D) E

Deduct – Request to carry back farm loss to:

First previous tax year to reduce taxable income	921		i
Second previous tax year to reduce taxable income	922		j
Third previous tax year to reduce taxable income	923		k
First previous tax year to reduce taxable dividends subject to Part IV tax	931		l
Second previous tax year to reduce taxable dividends subject to Part IV tax	932		m
Third previous tax year to reduce taxable dividends subject to Part IV tax	933		n
		Subtotal (total of amounts i to n)	F
		Closing balance of farm losses to be carried forward to future tax years (amount E minus amount F)	380 G

Note 8: A farm loss expires as follows:

- after 10 tax years if it arose in a tax year ending before 2006; and
- after 20 tax years if it arose in a tax year ending after 2005.

Note 9: Amount h 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	A
Minus the deductible farm loss:		
(amount A above _____ – \$2,500) divided by 2 = _____	a	
Amount a or \$ 15,000 (note 10), whichever is less	2,500	b
	2,500	c
Subtotal (amount b plus amount c)	2,500	B
Current-year restricted farm loss (amount A minus amount B)		C

Continuity of restricted farm losses and request for a carryback

Restricted farm losses at the end of the previous tax year		d
Deduct: Restricted farm loss expired (note 11)	400	e
Restricted farm losses at the beginning of the tax year (amount d minus amount e)	402	D
Add:		
Restricted farm losses transferred on an amalgamation or on the wind-up of a subsidiary corporation	405	f
Current-year restricted farm loss (from amount C)	410	g
Enter amount g on line 233 of Schedule 1, <i>Net Income (Loss) for Income Tax Purposes</i> .		
Subtotal (amount f plus amount g)		E
Subtotal (amount D plus amount E)		F

Deduct:		
Restricted farm losses from previous tax years applied against current farming income	430	h
Enter amount h on line 333 of the T2 return.		
Section 80 – Adjustments for forgiven amounts	440	i
Other adjustments	450	j
Subtotal (total of amounts h to j)		G
Restricted farm losses before any request for a carryback (amount F minus amount G)		H

Deduct – Request to carry back restricted farm loss to:		
First previous tax year to reduce farming income	941	k
Second previous tax year to reduce farming income	942	l
Third previous tax year to reduce farming income	943	m
Subtotal (total of amounts k to m)		I
Closing balance of restricted farm losses to be carried forward to future tax years (amount H minus amount I)	480	J

Note

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

Note 10: For tax years that end before March 21, 2013, use \$6,250 instead of \$15,000.

Note 11: A restricted farm loss expires as follows:

- after 10 tax years if it arose in a tax year ending before 2006; and
- after 20 tax years if it arose in a tax year ending after 2005.

- 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		a	
Deduct: Listed personal property loss expired after 7 tax years	500	b	
Listed personal property losses at the beginning of the tax year (amount a minus amount b) ...	502		A
Add: Current-year listed personal property loss (from Schedule 6)		510	B
		Subtotal (amount A plus amount B)	C
Deduct:			
Listed personal property losses from previous tax years applied against listed personal property gains	530	c	
Enter amount c on line 655 of Schedule 6.			
Other adjustments	550	d	
		Subtotal (amount c plus amount d)	D
Listed personal property losses remaining before any request for a carryback (amount C minus amount D)			E
Deduct - Request to carry back listed personal property loss to:			
First previous tax year to reduce listed personal property gains	961	e	
Second previous tax year to reduce listed personal property gains	962	f	
Third previous tax year to reduce listed personal property gains	963	g	
		Subtotal (total of amounts e to g)	F
Closing balance of listed personal property losses to be carried forward to future tax years (amount E minus amount F)		580	G

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
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

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
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), check 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 – losses that can be carried forward over 20 years

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	996			N/A		996
1st preceding taxation year 2016-12-31	885	N/A		N/A			885
2nd preceding taxation year 2015-12-31	2,071	N/A		N/A			2,071
3rd preceding taxation year 2014-12-31	1,444	N/A		N/A			1,444
4th preceding taxation year 2013-12-31	5,724	N/A		N/A			5,724
5th preceding taxation year 2012-12-31		N/A		N/A			
6th preceding taxation year 2011-12-31		N/A		N/A			
7th preceding taxation year 2010-12-31		N/A		N/A			
8th preceding taxation year 2009-12-31		N/A		N/A			
9th preceding taxation year 2009-07-16		N/A		N/A			
10th preceding taxation year 2007-12-31		N/A		N/A			
11th preceding taxation year 2006-12-31		N/A		N/A			
12th preceding taxation year 2005-12-31		N/A		N/A			
13th preceding taxation year 2004-12-31		N/A		N/A			
14th preceding taxation year 2003-12-31		N/A		N/A			
15th preceding taxation year 2002-12-31		N/A		N/A			
16th preceding taxation year 2001-12-31		N/A		N/A			
17th preceding taxation year 2000-12-31		N/A		N/A			
18th preceding taxation year 1999-12-31		N/A		N/A			
19th preceding taxation year 1998-12-31		N/A		N/A			
20th preceding taxation year 1997-12-31		N/A		N/A			*
Total	10,124	996					11,120

* This balance expires this year and will not be available next year.

SHAREHOLDER INFORMATION

Name of corporation DL 2016 Holdings Corporation	Business Number 85584 7455 RC0001	Tax year end Year Month Day 2017-12-31
--	---	---

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 per shareholder						
	Name of shareholder (after name, indicate in brackets if the shareholder is a corporation, partnership, individual, or trust)	Business Number (If a corporation is not registered, enter "NR")	Social insurance number	Trust number	Percentage common shares	Percentage preferred shares
	100	200	300	350	400	500
1	TOWN OF LADYSMITH	10812 7622 RC0001			100.000	
2						
3						
4						
5						
6						
7						
8						
9						
10						

Corporate Taxpayer Summary

Corporate Information

Corporation's name DL 2016 Holdings Corporation

Taxation Year 2017-01-01 to 2017-12-31

Jurisdiction British Columbia

BC	AB	SK	MB	ON	QC	NB	NS	NO	PE	NL	XO	YT	NT	NU	OC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Corporation is associated N

Corporation is related N

Number of associated corporations: ... _____

Type of corporation Other Private Corporation

Total amount due (refund) federal and provincial*

* The amounts displayed on lines "Total amount due (refund) federal and provincial" are all listed in the help. Press F1 to consult the context-sensitive help.

Summary of federal information

Net income -996

Taxable income

Donations

Calculation of income from an active business carried on in Canada

Dividends paid

Dividends paid - Regular

Dividends paid - Eligible

Balance of the low rate income pool at the end of the previous year

Balance of the low rate income pool at the end of the year

Balance of the general rate income pool at the end of the previous year

Balance of the general rate income pool at the end of the year

Part I tax (base amount)

Summary of federal carryforward/carryback information

Carryforward balances:

Non-capital losses that can be carried forward over 20 years 11,120

Summary of provincial information - provincial income tax payable

	British Columbia	Saskatchewan	Manitoba
% Allocation	<u>100.00</u>		
Attributed taxable income			
Tax payable before deduction			
Deductions and credits			
Tax payable or refundable credit			
Attributed taxable capital	<u>N/A</u>		
Capital tax payable*	<u>N/A</u>		
Instalments and refundable credits	<u>N/A</u>		
Balance due/Refund (-)	<u>N/A</u>		
Credit unions and caisses populaires profits tax (MB-Credit Unions)			
Tax payable	<u>N/A</u>	<u>N/A</u>	
Logging tax payable (FIN542)			
Tax payable		<u>N/A</u>	<u>N/A</u>

* For Manitoba, this includes the Outstanding Balance Excluding Instalments.

Summary – taxable capital

Federal

Corporate name	Taxable capital used to calculate the business limit reduction (T2, line 415)	Taxable capital used to calculate the SR&ED expenditure limit for a CCPC (Schedules 31 and 49)	Taxable capital used to calculate line 233 of the T2 return	Taxable capital used to calculate line 234 of the T2 return
DL 2016 Holdings Corporation				
Total				

Québec

Corporate name	Paid-up capital used to calculate the Québec business limit reduction (CO-771) and to calculate the additional deduction for transportation costs of remote manufacturing SMEs (CO-156.TR)	Paid-up capital used to calculate the tax credit for investment (CO-1029.8.36.IN)	Paid-up capital used to calculate the 1 million deduction (CO-1137.A and CO-1137.E)
Total			

Ontario

Corporate name	Specified capital used to calculate the expenditure limit – Ontario innovation tax credit (Schedule 566)
Total	

Other provinces

Corporate name	Capital used to calculate the Newfoundland and Labrador capital deduction on financial institutions (Schedule 306)
Total	

Five-Year Comparative Summary

	Current year	1st prior year	2nd prior year	3rd prior year	4th prior year
Federal information (T2)					
Taxation year end	2017-12-31	2016-12-31	2015-12-31	2014-12-31	2013-12-31
Net income	-996	-885	-2,071	-1,444	-5,724
Taxable income					
Active business income					
Dividends paid					
Dividends paid – Regular					
Dividends paid – Eligible					
LRIP – end of the previous year					
LRIP – end of the year					
GRIP – end of the previous year					
GRIP – end of the year					
Donations					
Balance due/refund (-)					
Line 996 – Amended tax return	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loss carrybacks requested in prior years to reduce taxable income					
Taxation year end	2017-12-31	2016-12-31	2015-12-31	2014-12-31	2013-12-31
Taxable income before loss carrybacks	N/A	N/A			
Non-capital losses	N/A	N/A			
Net capital losses (50%)	N/A	N/A			
Restricted farm losses	N/A	N/A			
Farm losses	N/A	N/A			
Listed personal property losses (50%)	N/A	N/A			
Total loss carried back to prior years	N/A	N/A			
Adjusted taxable income after loss carrybacks	N/A	N/A			
Losses in the current year carried back to previous years to reduce taxable income (according to Schedule 4)					
Taxation year end	2017-12-31	2016-12-31	2015-12-31	2014-12-31	2013-12-31
Adjusted taxable income before current year loss carrybacks*	N/A				N/A
Non-capital losses	N/A				N/A
Net capital losses (50%)	N/A				N/A
Restricted farm losses	N/A				N/A
Farm losses	N/A				N/A
Listed personal property losses (50%)	N/A				N/A
Total current year losses carried back to prior years	N/A				N/A
Adjusted taxable income after loss carrybacks	N/A				N/A

* The adjusted taxable income before current year loss carryback takes into account loss carrybacks that were made in prior taxation years.

Loss carrybacks requested in prior years to reduce taxable dividends subject to Part IV tax

Taxation year end	2017-12-31	2016-12-31	2015-12-31	2014-12-31	2013-12-31
Adjusted Part IV tax multiplied by the multiplication factor**, before loss carrybacks	N/A	N/A			
Non-capital losses	N/A	N/A			
Farm losses	N/A	N/A			
Total loss carried back to prior years	N/A	N/A			
Adjusted Part IV tax multiplied by the multiplication factor**, after loss carrybacks	N/A	N/A			

Losses in the current year carried back to previous years to reduce taxable dividends subject to Part IV tax (according to Schedule 4)

Taxation year end	2017-12-31	2016-12-31	2015-12-31	2014-12-31	2013-12-31
Adjusted Part IV tax multiplied by the multiplication factor**, before current-year loss carrybacks***	N/A				N/A
Non-capital losses	N/A				N/A
Farm losses	N/A				N/A
Total current year losses carried back to prior years	N/A				N/A
Adjusted Part IV tax multiplied by the multiplication factor**, after loss carrybacks	N/A				N/A

** The multiplication factor is 3 for dividends received before January 1, 2016, and 100 / 38 1/3 for dividends received after December 31, 2015.

*** The adjusted Part IV tax multiplied by the multiplication factor before current-year loss carrybacks takes into account loss carrybacks that were made in prior taxation years. This amount is multiplied by the multiplication factor to help you determine the loss amount that must be used to reduce Part IV tax payable to zero.

Federal taxes

Taxation year end	2017-12-31	2016-12-31	2015-12-31	2014-12-31	2013-12-31
Part I					
Part IV					
Part III.1					
Other*					

* The amounts displayed on lines "Other" are all listed in the help. Press F1 to consult the context-sensitive help.

Credits against part I tax

Taxation year end	2017-12-31	2016-12-31	2015-12-31	2014-12-31	2013-12-31
Small business deduction					
M&P deduction					
Foreign tax credit					
Investment tax credit					
Abatement/other*					

* The amounts displayed on lines "Other" are all listed in the help. Press F1 to consult the context-sensitive help.

Refunds/credits

Taxation year end	2017-12-31	2016-12-31	2015-12-31	2014-12-31	2013-12-31
ITC refund					
Dividend refund					
Instalments					
Other*					

* The amounts displayed on lines "Other" are all listed in the help. Press F1 to consult the context-sensitive help.

British Columbia					
Taxation year end	2017-12-31	2016-12-31	2015-12-31	2014-12-31	2013-12-31
% Allocation	100.00	100.00	100.00	100.00	100.00
Attributed taxable income					
Income tax payable before deduction					
Income tax deductions /credits					
Net income tax payable					
Logging tax payable (FIN542)					
Tax payable					
B.C. general					
Taxable capital					
Capital tax payable					
Instalments and refundable credits					
Capital tax balance due/refund					