

**INAUGURAL MEETING
OF THE TOWN OF LADYSMITH
COUNCIL AGENDA
7:00 P.M.**

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

Pages

1. CALL TO ORDER OF INAUGURAL MEETING AND ACKNOWLEDGEMENT

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

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

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

2. OATH OF OFFICE

The Corporate Officer will administer the Oath of Office to Mayor-Elect Beeston.

3. MAYOR'S INAUGURAL ADDRESS

4. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Inaugural Meeting of Council for March 18, 2025.

5. APPOINTMENTS

5.1 Cowichan Valley Regional District Director

A Council resolution is required for this appointment.

Recommendation

That Council appoint Mayor Beeston as the Town of Ladysmith Director on the Cowichan Valley Regional District Board for the 2025 term.

5.2 Signing Authorities 2025-2026

A Council resolution is required.

Recommendation

That Council appoint the following members of Council for payment signing authority at Ladysmith & District Credit Union and Municipal Finance Authority:

- Mayor Deena Beeston
- Councillor Ray Gourlay
- Councillor Tricia McKay
- Councillor Duck Paterson

6. DELEGATIONS

6.1 Judy Stafford, Executive Director, Cowichan Green Community

2024 Year in Review video presentation and introduction of the new Executive Director Vanessa Daether.

7. MINUTES

7.1 Minutes of the Regular Meeting of Council held March 4, 2025

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Recommendation

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

8. COMMITTEE MINUTES

8.1 Committee of the Whole - March 11, 2025

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Recommendation

That Council:

- a. Give first and second readings to “Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2025, No. 2205”; and
- b. Undertake consultation and a public hearing pursuant to the Local Government Act.

Recommendation

That Council direct staff to prepare a bylaw to amend “Dog Licencing, Control and Pound Bylaw 1996, No. 1155”, to ensure its compliance with

the “British Columbia Guide Dog and Service Dog Act” [SBC 2015].

Recommendation

That Council direct staff to send a letter to the Royal Canadian Marine Search and Rescue (RCMSAR) Branch 29 in Ladysmith, recognizing their outstanding contributions to marine safety and emergency response, and congratulating them on receiving the Emergency Management Exemplary Service Award.

Recommendation

That Council direct staff to investigate potential hazards in buildings brought forward to the Committee by Councillor Paterson and return to Council with recommendations for next steps.

9. REPORTS

9.1 Official Results of the 2025 Town of Ladysmith By-Election for the Office of Mayor

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Recommendation

That Council receive the report from the Chief Election Officer dated March 18, 2025, regarding the Official Results of the 2025 Town of Ladysmith By-Election for the Office of Mayor held March 1, 2025.

10. BYLAWS

10.1 Bylaw Status Sheet

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11. NEW BUSINESS

12. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be related to items on the agenda.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.

- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

13. ADJOURNMENT



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, March 4, 2025

6:30 P.M.

Ladysmith Seniors Centre

630 2nd Avenue

Council Members Present:

Acting Mayor Tricia McKay
Councillor Ray Gourlay
Councillor Amanda Jacobson

Councillor Duck Paterson
Councillor Jeff Virtanen

Council Members Absent:

Councillor Marsh Stevens

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba
Tim Tanton

Sue Bouma
Nick Pescod
Mark Van Vliet
Hayley Young

1. CALL TO ORDER

Acting Mayor McKay called this Meeting of Council to order at 6:30 p.m., in order to retire immediately into Closed Session.

2. CLOSED SESSION

CS 2025-055

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

- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Motion Carried

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

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

4. AGENDA APPROVAL

CS 2025-056

That Council approve the agenda for this Regular Meeting of Council for March 4, 2025 as amended to include Item 11.2 "Letter to the Premier Regarding the Recent US Tariffs and the Forest Industry."

Motion Carried

5. MINUTES

5.1 Minutes of the Regular Meeting of Council held February 18, 2025

Councillor Virtanen thanked Acting Mayor McKay for taking on additional committee appointments, as noted in the February 18, 2025 minutes.

CS 2025-057

That Council approve the minutes of the Regular Meeting of Council held February 18, 2025.

Motion Carried

6. PROCLAMATIONS

6.1 World Down Syndrome Day - March 21, 2025

Acting Mayor McKay proclaimed March 21, 2025 as World Down Syndrome Day in Ladysmith.

7. COMMITTEE MINUTES

7.1 Parks, Recreation & Culture Advisory Committee - February 19, 2025

CS 2025-058

That Council receive the minutes of the Parks, Recreation & Culture Advisory Committee meeting held February 19, 2025.

Motion Carried

7.2 Public Arts Committee - February 20, 2025

CS 2025-059

That Council receive the minutes of the Public Arts Committee meeting held February 20, 2025.

Motion Carried

8. REPORTS

8.1 License of Occupation and Temporary Use Permit 117 Gatacre

CS 2025-060

That Council:

1. Approve Temporary Use Permit 3340-25-01 for Lot 1, Plan VIP64257, District Lot 56, Oyster Land District (117 Gatacre) to allow a construction staging and laydown area to support the construction at 440 1st Avenue; and
2. Authorize staff to finalize and execute the draft license of occupation, attached as Attachment C to the March 4, 2025 report to Council, to allow the use of 117 Gatacre by the developer of 440 1st Avenue for a period of up to 24 months at a rate of \$1,087/month.

Motion Carried

8.2 2025 Community Banner Selection

CS 2025-061

That Council:

1. Approve the recommendations of the Public Art Committee for the 2025 Community Public Art Banner Program to produce banners based on the following submissions:
 - a. By The Sea Concept 1, Side 1 – Natasha Bartlett;
 - b. Along The Trail Concept 1, Side 2 – Natasha Bartlett; and
2. Direct staff to proceed with ordering and installing the approved banners.

Motion Carried

9. BYLAWS

9.1 Bylaws for Adoption

9.1.1 “Financial Plan Bylaw 2025, No. 2206”

CS 2025-062

That Council adopt "Financial Plan Bylaw 2025, No. 2206".

Motion Carried

9.2 Bylaw Status Sheet

10. CORRESPONDENCE

10.1 Ladysmith Chamber Statement on Ludlow Road Roundabout

10.2 Forrest Field Enhancement Society Donor Recognition

CS 2025-063

That Council approve the request by the Forrest Field Enhancement Society to:

1. Raise funds for the implementation of the Lot 108 Park Plan; and
2. Construct and install a permanent metal structure to recognize donors of the project.

Motion Carried

11. COUNCIL SUBMISSIONS

11.1 Councillor Stevens' Request to Remove Signature from the Council Code of Conduct

11.2 Letter to the Premier Regarding the Recent US Tariffs and the Forest Industry

CS 2025-064

That Council direct staff to draft a letter for the Mayor's signature to Premier Eby and Minister Parmar, urging them to act swiftly on their mandate to assist industries affected by the recent US tariffs to find overseas markets.

Motion Carried

Acting Mayor McKay acknowledged that this was her final meeting as Acting Mayor for Ladysmith and expressed gratitude for the opportunity to serve in the role. She thanked the public, her friends, and her family for their support, and reflected on the complexities of municipal governance. Emphasizing her continued commitment to responsible leadership, she highlighted its role in building a strong community and a bright future. Acting Mayor McKay also extended appreciation to CAO Allison McCarrick and senior staff for their dedication in navigating complex challenges. She concluded by thanking Council for their collaboration and reaffirmed her confidence in their shared commitment to making strategic and progressive decisions that will benefit Ladysmith in the years to come.

On behalf of Council, Councillor Paterson commended Acting Mayor McKay for her outstanding leadership over the past six months and thanked her for her dedication and hard work.

12. QUESTION PERIOD

There were no questions submitted by the public.

13. RISE AND REPORT- Items from Closed Session

Council reconvened the meeting at 7:51 p.m. without report.

14. ADJOURNMENT

CS 2025-065

By unanimous consent, Council adjourned the meeting at 7:51 p.m.

Motion Carried

CERTIFIED CORRECT

Acting Mayor (T. McKay)

Corporate Officer (S. Bouma)

Committee of the Whole Recommendations to Council March 11, 2025

At its March 11, 2025 meeting, the Committee of the Whole recommended:

1. That Council:
 - a. Give first and second readings to “Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2025, No. 2205”; and
 - b. Undertake consultation and a public hearing pursuant to the Local Government Act.
2. That Council direct staff to prepare a bylaw to amend “Dog Licencing, Control and Pound Bylaw 1996, No. 1155”, to ensure its compliance with the “*British Columbia Guide Dog and Service Dog Act*” [SBC 2015].
3. That Council direct staff to send a letter to the Royal Canadian Marine Search and Rescue (RCMSAR) Branch 29 in Ladysmith, recognizing their outstanding contributions to marine safety and emergency response, and congratulating them on receiving the Emergency Management Exemplary Service Award.
4. That Council direct staff to investigate potential hazards in buildings brought forward to the Committee by Councillor Paterson and return to Council with recommendations for next steps.



COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, March 11, 2025
6:30 P.M.
Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Councillor Jeff Virtanen, Chair
Councillor Ray Gourlay

Acting Mayor Tricia McKay
Councillor Duck Paterson

Council Members Absent:

Councillor Amanda Jacobson

Councillor Marsh Stevens

Staff Present:

Allison McCarrick
Chris Barfoot
Jake Belobaba
Chris Geiger

Sue Bouma
Nick Pescod
Hayley Young

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Councillor Virtanen, Chair, called this Committee of the Whole meeting to order at 6:30 p.m., and acknowledged with gratitude that it was being held on the unceded territory of the Stz'uminus First Nation.

2. AGENDA APPROVAL

CW 2025-013

That the agenda for this March 11, 2025 Committee of the Whole meeting be approved.

Motion Carried

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held January 28, 2025

CW 2025-014

That the minutes of the Committee of the Whole meeting held January 28, 2025 be approved.

Motion Carried

4. REPORTS

4.1 Short-term Rental Regulation

CW 2025-015

That the Committee recommend that Council:

1. Give first and second readings to “Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2025, No. 2205”; and
2. Undertake consultation and a public hearing pursuant to the *Local Government Act*.

Motion Carried

4.2 Amendment to “Dog Licencing, Control & Pound Bylaw 1996, No. 1155”

CW 2025-016

That the Committee recommend that Council direct staff to prepare a bylaw to amend “Dog Licencing, Control and Pound Bylaw 1996, No. 1155”, to ensure its compliance with the “*British Columbia Guide Dog and Service Dog Act*” [SBC 2015].

Motion Carried

4.3 Protective Services Annual Report 2024

CW 2025-017

That the Committee receive the report dated March 11, 2025 from the Manager of Protective Services regarding the 2024 activities of the Protective Services Department.

Motion Carried

CW 2025-018

That the Committee recommend that Council direct staff to send a letter to the Royal Canadian Marine Search and Rescue (RCMSAR) Branch 29 in Ladysmith, recognizing their outstanding contributions to marine safety and emergency response, and congratulating them on receiving the Emergency Management Exemplary Service Award.

Motion Carried

5. COUNCIL SUBMISSIONS

5.1 Condition of Some Older Buildings in the Downtown Core

Councillor Paterson addressed the issue of downtown buildings in disrepair, expressing concerns regarding public safety and the negative impact of their unsightly condition on the town's reputation.

CW 2025-019

That the Committee recommend that Council direct staff to investigate potential hazards in buildings brought forward to the Committee by Councillor Paterson and return to Council with recommendations for next steps.

Motion Carried

6. ADJOURNMENT

CW 2025-020

That this Committee of the Whole Meeting be adjourned at 7:19 p.m.

Motion Carried

CERTIFIED CORRECT

Chair (Councillor J. Virtanen)

Corporate Officer (S. Bouma)

INFORMATION REPORT TO COUNCIL

Report Prepared By: Donna Smith, Chief Election Officer
Reviewed By: Sue Bouma, Manager of Corporate Services
 Allison McCarrick, CAO
Meeting Date: March 18, 2025
File No: **4200-20 (2025 By-Election)**
Re: **Official Results of the 2025 Town of Ladysmith By-Election for the Office of Mayor**

RECOMMENDATION:

That Council receive the report from the Chief Election Officer dated March 18, 2025, regarding the Official Results of the 2025 Town of Ladysmith By-Election for the Office of Mayor held March 1, 2025.

EXECUTIVE SUMMARY:

This report fulfills the statutory obligation to provide Council with the official results of the 2025 By-Election held March 1, 2025.

PREVIOUS COUNCIL DIRECTION:

Resolution	Resolution Details
CS 2024-299	That Council appoint the following individuals as officers for the Town of Ladysmith 2025 By-Election: <ul style="list-style-type: none"> • Donna Smith, Consultant, as Chief Election Officer; • Sue Bouma, Manager of Corporate Services, as Deputy Chief Election Officer; • Sydney Ianson, Corporate Services Administrative Assistant, as Deputy Chief Election Officer; and • Hayley Young, Corporate Services Administrative Coordinator, as Deputy Chief Election Officer.

DISCUSSION:

Section 158 of the *Local Government Act* states that the Chief Election Officer is required to submit a report to Council within 30 days of the declaration of official results. The report must include a compilation of the ballot accounts.

The official results of the 2025 By-Election for the office of Mayor were determined on March 3, 2025, and the declaration (Attachment A) was shared to the Town’s website, notice board and social media on the same date. The ballot account reconciliation (Attachment B) references five ballots unaccounted for, and I can confirm that they are unreturned mail ballots.



The Town's current signage consists of three sandwich board signs which have not been replaced in several years, one of which is now unusable.

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

- A. Official Results.
- B. Ballot Account Reconciliation.



Town of Ladysmith Local By-Election 2025

NOTICE

250.245.6400

vote@ladysmith.ca

www.ladysmith.ca/election

DECLARATION OF OFFICIAL BY-ELECTION RESULTS

I, Donna Smith, Chief Election Officer, do hereby declare elected **Deena Beeston**, who received the highest number of valid votes for the Office of Mayor in the By-Election held March 1, 2025.

Total Ballots Cast: 1740
Voter Turnout: 22.93%

Dated at Ladysmith, BC
this 3rd day of March, 2025.

Donna Smith
Chief Election Officer



ATTACHMENT B

BALLOT ACCOUNT RECONCILIATION

Town of Ladysmith
2025 By-Election
March 1, 2025

Frank Jameson Community Centre
(includes Test Ballots, Mail-In Ballots, Advance Voting February 19 & 26
at Town of Ladysmith Council Chamber)

Form 13-6, LGA s.141

(1) Number of ballots received for use		<u>5100</u>
(2) Ballots without objection	<u>1735</u>	
(3) Ballots accepted subject to objection under LGA s.140	<u>0</u>	
(4) Ballots rejected without objection (including blanks)	<u>5</u>	
(5) Ballots rejected subject to objection under LGA s.140	<u>0</u>	
(6) Spoiled ballots that were replaced under LGA s.128	<u>2</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)	<u>1742</u>	
(8) Mail-in ballots received after close of polls	<u>0</u>	
(9) Test ballots used	<u>100</u>	
(10) Total number of ballots used (7+8+9)	<u>1842</u>	
(11) Unused ballots	<u>3253</u>	
(12) Number of ballots not accounted for	<u>5</u>	
(13) TOTAL (10+11+12) No. 1 & No. 13 must agree		<u>5100</u>

Donna Smith, Chief Election Officer

March 3, 2025

BYLAW STATUS SHEET March 18, 2025

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