

**THE COMMITTEE OF THE WHOLE  
AGENDA  
6:30 P.M.**

**Tuesday, May 13, 2025  
Ladysmith Seniors Centre  
630 2nd Avenue  
Pages**

**1. CALL TO ORDER AND ACKNOWLEDGEMENT**

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

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

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

**2. AGENDA APPROVAL**

Recommendation

That the agenda for this May 13, 2025 Committee of the Whole meeting be approved.

**3. MINUTES**

**3.1 Minutes of the Committee of the Whole Meeting held March 11, 2025**

**4**

Recommendation

That the minutes of the Committee of the Whole meeting held March 11, 2025 be approved.

## **4. PRESENTATIONS**

### **4.1 Ladysmith RCMP Annual Mayor's Report and Detachment Annual Performance Plan**

7

Staff Sergeant Trevor Busch, Ladysmith RCMP, will speak to the RCMP Annual Mayor's Report for April 1, 2024 to March 31, 2025 and the Ladysmith Detachment Annual Performance Plan 2025-2026.

#### Recommendation

That the Committee receive the RCMP Annual Mayor's Report for April 1, 2024 to March 31, 2025.

#### Recommendation

That the Committee recommend that Council approve the Ladysmith RCMP Detachment Annual Performance Plan for 2025-2026.

## **5. REPORTS**

### **5.1 Building Inspector's Report for January to April 30, 2025**

11

#### Recommendation

That the Committee receive the Building Inspector's Report for the months January to April 2025.

### **5.2 Ladysmith Fire/Rescue Reports for January to April 2025**

12

#### Recommendation

That the Committee receive the Ladysmith Fire/Rescue Reports for the months January to April 2025.

### **5.3 Coastal Animal Control Services Reports for January to March 2025**

20

#### Recommendation

That the Committee receive the Coastal Animal Control Services Reports for the months January to March 2025.

### **5.4 2025 Q1 (Jan-Mar) Financial Update**

23

#### Recommendation

That the Committee receive the staff report dated May 13, 2025, regarding the 2025 Q1 (Jan to March) Financial Update from the Director of Financial Services.

## **5.5 Parklet Fees and Charges**

34

### Recommendation

That the Committee recommend that Council:

1. Consider reinstating fees for parklets and patios on Town streets as selected by the Committee from options provided in the report dated May 13, 2025; and
2. Direct staff to amend "Streets and Traffic Bylaw 1998, No.1309" based on item 1.

## **5.6 2023-2026 Strategic Priorities Update**

38

### Recommendation

That the Committee receive the 2023-2026 Strategic Priorities Update dated May 13, 2025.

## **6. COUNCIL SUBMISSIONS**

### **6.1 TOL Campsite Discussion - Mayor Beeston**

### **6.2 Cemetery Columbarium - Councillor Gourlay**

### Recommendation

That the Committee recommend that Council direct staff to prepare a report for a future meeting of Council that:

1. Presents options for increasing cemetery plot fees for non-residents; and
2. Assesses the feasibility of installing a columbarium niche structure for the interment of urns.

## **7. NEW BUSINESS**

## **8. ADJOURNMENT**



## 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

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## **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

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Chair (Councillor J. Virtanen)

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Corporate Officer (S. Bouma)



Royal Canadian  
Mounted Police

Gendarmerie Royale  
du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Ladysmith RCMP Detachment  
320 6<sup>th</sup> Avenue  
Ladysmith, BC V9G 1A2

Mayor Deena BEESTON  
Town of Ladysmith  
410 Esplanade  
Ladysmith, BC V9G 1A2

Date

May 6<sup>th</sup>, 2025

**Annual Mayor's Report – April 1<sup>st</sup>, 2024 – March 31<sup>st</sup>, 2025** with a comparison to the same time frame of 2023-2024. Ladysmith Municipal and Provincial areas combined.

TOTALS BY FISCAL YEAR	2024-2025	2023-2024	% Change
	1130	1222	-8%
ASSAULTS:			
Common <b>1430-0</b>	104	132	-21%
Assault w/ Weapon or CBH <b>1420-0</b>	25	23	9%
Aggravated <b>1410-0</b>	2	1	100%
Criminal Harrassment <b>1625-0</b>	11	13	-15%
Utter Threats Against Person <b>1627-0</b>	77	76	1%
TOTAL	219	245	-11%

SEXUAL ASSAULTS	2024-2025	2023-2024	% Change
Sexual Assault <b>1330-0</b>	7	13	-46%
Sex Assault w Weapon or CBH <b>1320-0</b>	0	0	0%
Sexual Interference <b>1345-0</b>	4	9	-56%
Aggravated Sexual Assault <b>1310-0</b>	0	0	0%
Sexual Exploitation <b>1355-0</b>	0	0	0%



<b>TOTAL</b>	<b>11</b>	<b>22</b>	<b>-50%</b>
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<b>MISSING PERSONS</b>	<b>2024-2025</b>	<b>2023-2024</b>	<b>% Change</b>
<b>8190-3 &amp; 8190-33</b>			
<b>TOTAL</b>	<b>22</b>	<b>27</b>	<b>-19%</b>

<b>MENTAL HEALTH ACT</b>	<b>2024-2025</b>	<b>2023-2024</b>	<b>% Change</b>
<b>7300-Z34</b>			
<b>TOTAL</b>	<b>126</b>	<b>152</b>	<b>-17%</b>

<b>MISCHEIF</b>	<b>2024-2025</b>	<b>2023-2024</b>	<b>% Change</b>
Under \$5000 <b>2170-4</b>	100	126	-21%
Over \$5000 <b>2170-3</b>	2	2	0%
Loss of Enjoyment of Property <b>2170-5</b>	105	109	-4%
By-Law Noise <b>8100-20</b>	35	22	59%
False Alarm <b>8190-9</b>	161	172	-6%
False/Abandoned 9-1-1 <b>8190-80</b>	80	71	13%
<b>TOTAL</b>	<b>483</b>	<b>502</b>	<b>-4%</b>

<b>BREAK AND ENTER</b>	<b>2024-2025</b>	<b>2023-2024</b>	<b>% Change</b>
Break & Enter Business <b>2120-1</b>	11	18	-39%
Break & Enter Residence <b>2120-2</b>	16	19	-16%
<b>TOTAL</b>	<b>27</b>	<b>37</b>	<b>-27%</b>



THEFT	2024-2025	2023-2024	% Change
Theft of Vehicle <b>2131   2141   2135</b>	27	37	-27%
Theft from Vehicle Over \$5000 <b>2032-0</b>	0	0	0%
Theft from Vehicle Under \$5000 <b>2142-0</b>	70	50	40%
Theft Over \$5000 <b>2130   2133</b>	6	15	-60%
Theft Under \$5000 <b>2140   2143</b>	126	112	13%
Possession of Stolen Property <b>2150   2153   2156</b>	13	23	-43%
<b>TOTAL</b>	<b>242</b>	<b>237</b>	<b>2%</b>

Sincerely,



S/Sgt. BUSCH  
Detachment Commander  
Ladysmith RCMP



## Ladysmith RCMP Detachment

### Annual Performance Plan 2025-2026

**Enhance Road Safety:** Pro-actively increasing enforcement and education to reduce collisions on the roadways and improve public safety for motorists and pedestrians.

- Impaired driving enforcement
- Violation tickets and warnings
- School zone enforcement
- Distracted driving campaigns
- Check stops
- Targeted speed enforcement campaigns
- Partnership with ICBC for special projects (ie school presentation, car seats fitting, pedestrian safety talks)

**Police / Community Relations – Police Visibility:** Working with partner agencies to support restorative justice, and increase police visibility/approachability/trust through foot patrols and community engagement.

- Restorative Justice referrals
- Foot patrols
- Attend local community and school events

**Relationship building with Indigenous Communities, Reconciliation, Accountability and Governance:** Working within the Community Tripartite Agreement and agreed Letter of Expectations, the RCMP will work to help improve public safety and build sustainable relationships with Indigenous communities.

- Attend local community and school events
- Communication with leadership
- Pro-active patrols of Stz'uminus Nation and Penelakut Tribes

**Employee and Member Wellness/Training:** Promote a healthy and thriving workplace where staff can grow in their careers.

- Quarterly check in with members and staff
- Wellness activities
- 100% compliance with mandatory RCMP training
- Employee development and supervisor training
- Presentations from outside agencies

**Accountability, Leadership and Governance:** Provide open, transparent communication to local leadership and community in order to build confidence and trust in the RCMP.

- Consult with local governments and first nations – Community Survey
- Week in review emails from detachment commander
- Present quarterly reports/stats to mayors/chiefs/councils
- Media updates to community
- Participate in RCMP Recruitment



TOWN OF LADYSMITH  
Quarterly Building Permit Summary - YTD APRIL 2025

1 Building Permit could = more than 1 dwelling unit  
(e.g. SFD + Suite is 1 permit but 2 dwelling units)

	Commercial		Industrial		Institutional		Residential (NEW)		Residential Reno, Add, Suite, CH		Dwelling Units	Total Permits	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2025
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
APR	1	\$1,500	0	\$0	0	\$0	3	\$3,050,000	8	\$549,000	10	12	\$41,390	\$3,600,500	\$6,415,690

Year to Date

JAN	2	\$317,000	0	\$0	0	\$0	0	\$0	4	\$778,200	-9	6	\$12,287	\$1,095,200	\$1,095,200
FEB	1	\$120,000	0	\$0	0	\$0	1	\$500,000	1	\$39,900	2	3	\$7,475	\$659,900	\$1,755,100
MAR	0	\$0	0	\$0	0	\$0	2	\$972,890	5	\$87,200	2	7	\$12,338	\$1,060,090	\$2,815,190
APR	1	\$1,500	0	\$0	0	\$0	3	\$3,050,000	8	\$549,000	10	12	\$41,390	\$3,600,500	\$6,415,690
MAY															
JUN															
JUL															
AUG															
SEP															
OCT															
NOV															
DEC															
TOTAL	3	\$438,500	0	\$0	0	\$0	6	\$4,522,890	18	\$1,454,300	5	28	\$73,490	\$6,415,690	

Demos Mth	-1	Demos YTD	-12
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Comparison	#DU	Value	#BP	Value
YTD 2025	5	\$4,522,890	28	\$6,415,690
YTD 2024	31	\$7,095,112	31	\$7,495,887
YTD 2023	12	\$3,523,713	26	\$4,418,053

3 Building Permits = 10 Dwelling Units (DU)  
- 3 Multi-Family Dwellings = 10 DUs  
1 BP for a Duplex (2 units)  
2 BPs for Fourplexes (8 units)

NEW D.U.TYPE	SFD	SFD + Suite	Suite added to existing	Coach House	Multi-Family
THIS MONTH	0	0	0	0	10
YTD	1	2	2	0	10



# *Ladysmith Fire /Rescue*

P.O. Box 760 Ladysmith, B.C. V9G 1A5  
Phone: 250-245-6436 • Fax: 250-245-0917



## FIRE CHIEF'S REPORT

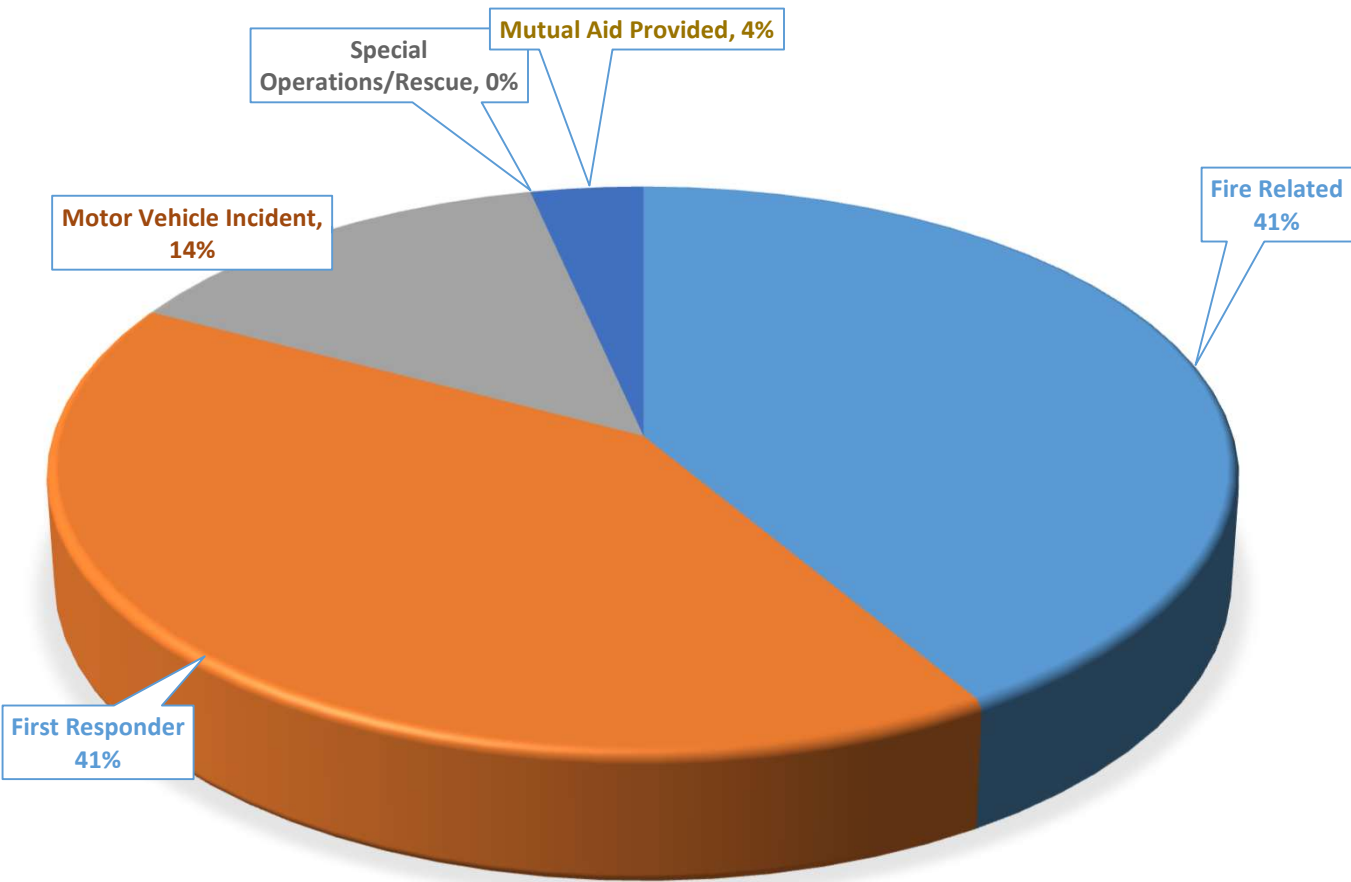
MONTH: **January, 2025**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2024
Fire Related	12	0	0	0	0	0	0	0	0	0	0	0	12	10
Alarms Activated	5												5	2
Burning Complaint / Duty Officer	2												2	5
Outdoor Fire	2												2	0
Structure/Chimney	2												2	2
Vehicle Fire	1												1	1
First Responder	12												12	6
Motor Vehicle Incident	4												4	4
Special Operations/Rescue													0	7
Mutual Aid Provided	1												1	0
<b>MONTH TOTALS</b> (exc.. Practices)	29	0	0	0	0	0	0	0	0	0	0	0	29	27
Mutual Aid Received	2												2	
Practices (Totals for each Month )	4												4	
Training Hours	253												253	

APPROVED: \_\_\_\_\_

Fire Chief Chris Geiger

JANUARY 2025 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided



# Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5  
Phone: 250-245-6436 • Fax: 250-245-0917



## FIRE CHIEF'S REPORT

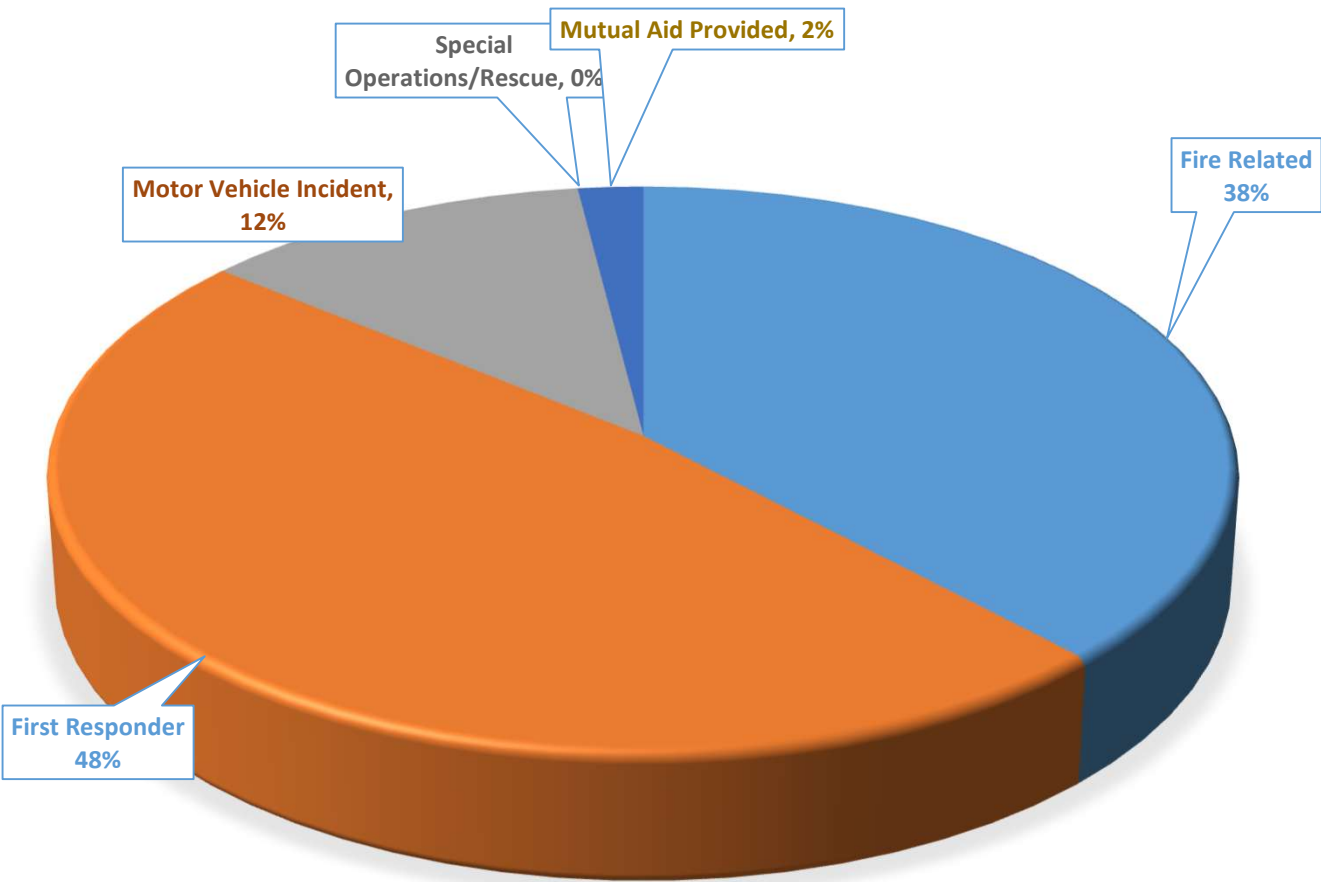
**MONTH: February, 2025**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2024
Fire Related	12	7	0	0	0	0	0	0	0	0	0	0	19	21
Alarms Activated	5	2											7	6
Burning Complaint / Duty Officer	2	3											5	10
Outdoor Fire	2												2	1
Structure/Chimney	2	2											4	3
Vehicle Fire	1												1	1
First Responder	12	12											24	9
Motor Vehicle Incident	4	2											6	8
Special Operations/Rescue													0	8
Mutual Aid Provided	1												1	1
<b>MONTH TOTALS</b> (exc.. Practices)	29	21	0	0	0	0	0	0	0	0	0	0	50	47
Mutual Aid Received	2	2											4	
Practices (Totals for each Month )	4	4											8	
Training Hours	253	244											497	

APPROVED: \_\_\_\_\_

Fire Chief Chris Geiger

FEBRUARY 2025 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided





# Ladysmith Fire /Rescue

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Phone: 250-245-6436 • Fax: 250-245-0917



## FIRE CHIEF'S REPORT

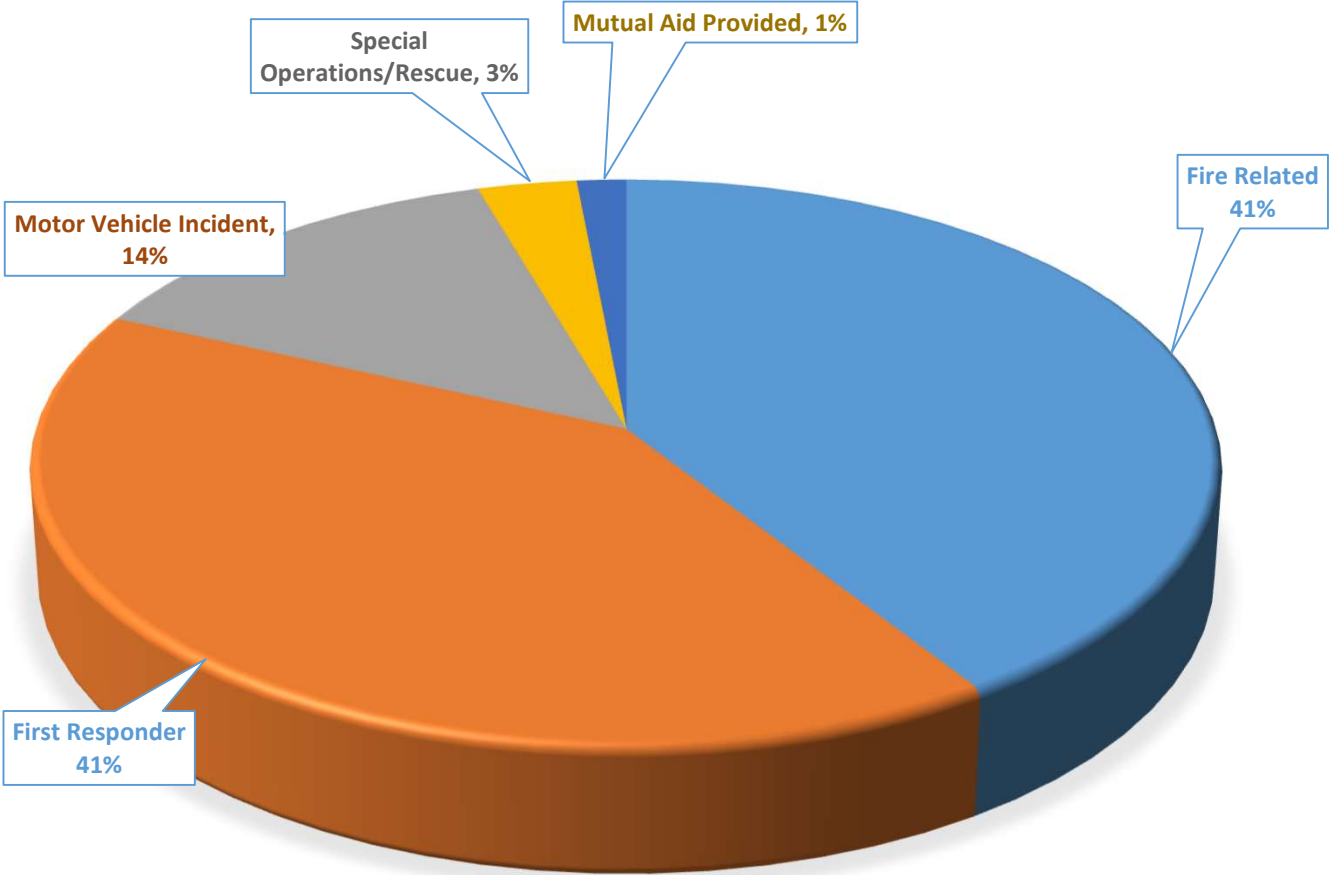
MONTH: **March, 2025**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2024
Fire Related	12	7	8	0	0	0	0	0	0	0	0	0	27	36
Alarms Activated	5	2	4										11	12
Burning Complaint / Duty Officer	2	3	2										7	14
Outdoor Fire	2		1										3	2
Structure/Chimney	2	2	1										5	6
Vehicle Fire	1												1	2
First Responder	12	12	3										27	18
Motor Vehicle Incident	4	2	3										9	12
Special Operations/Rescue			2										2	12
Mutual Aid Provided	1												1	1
<b>MONTH TOTALS</b> (exc.. Practices)	29	21	16	0	0	0	0	0	0	0	0	0	66	79
Mutual Aid Received	2	2											4	
Practices (Totals for each Month )	4	4	4										12	
Training Hours	253	244	403										900	

APPROVED: \_\_\_\_\_

Fire Chief Chris Geiger

MARCH 2025 YTD TOTALS



■ Fire Related   ■ First Responder   ■ Motor Vehicle Incident   ■ Special Operations/Rescue   ■ Mutual Aid Provided



# Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5  
Phone: 250-245-6436 • Fax: 250-245-0917



## FIRE CHIEF'S REPORT

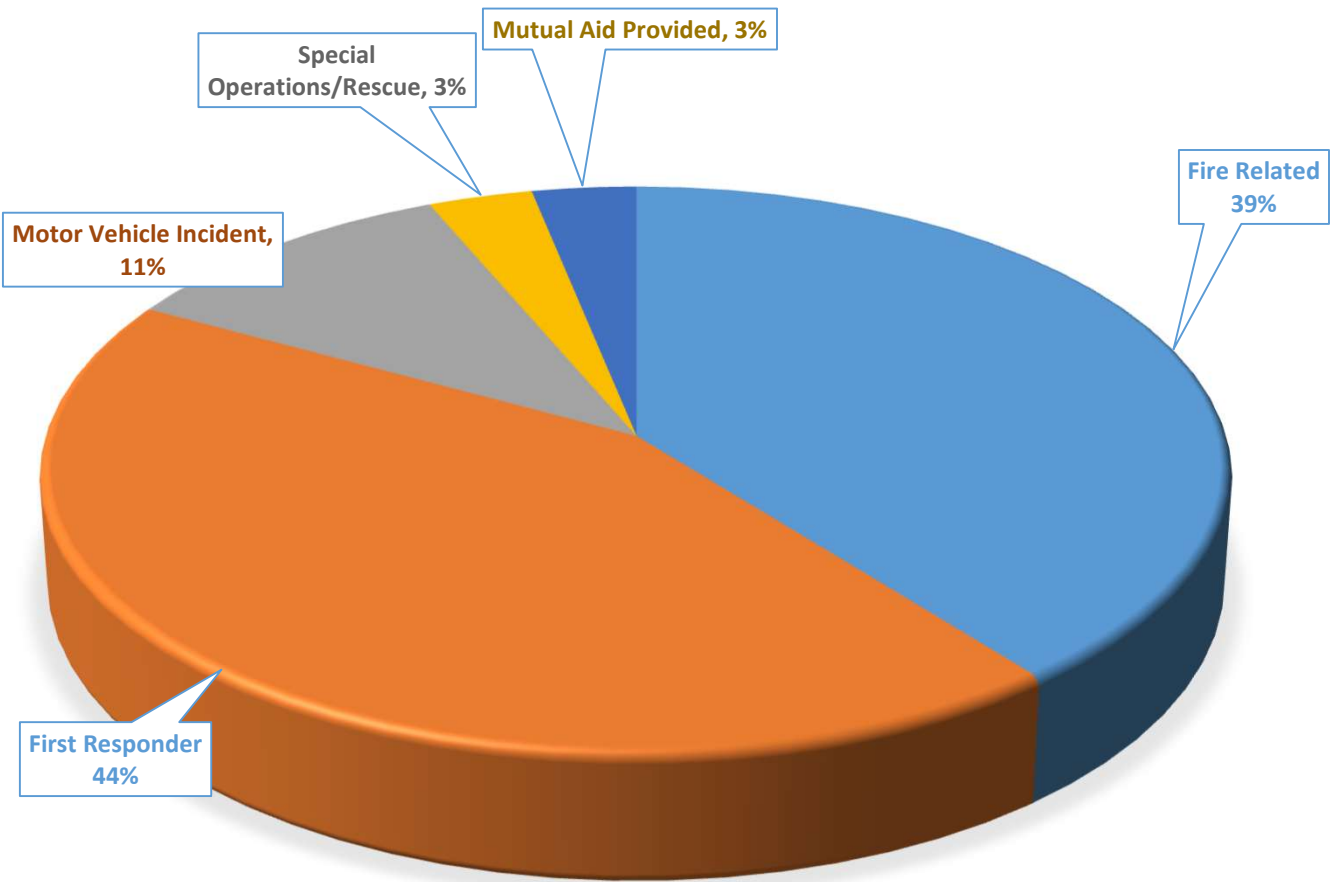
MONTH: **April, 2025**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2024
Fire Related	12	7	8	10	0	0	0	0	0	0	0	0	37	46
Alarms Activated	5	2	4	6									17	15
Burning Complaint / Duty Officer	2	3	2	4									11	18
Outdoor Fire	2		1										3	4
Structure/Chimney	2	2	1										5	7
Vehicle Fire	1												1	2
First Responder	12	12	3	14									41	27
Motor Vehicle Incident	4	2	3	1									10	14
Special Operations/Rescue			2	1									3	16
Mutual Aid Provided	1			2									3	3
<b>MONTH TOTALS</b> (exc.. Practices)	29	21	16	28	0	0	0	0	0	0	0	0	94	106
Mutual Aid Received	2	2											4	
Practices (Totals for each Month )	4	4	4	5									17	
Training Hours	253	244	403	589									1489	

APPROVED: \_\_\_\_\_

Fire Chief Chris Geiger

APRIL 2025 YTD TOTALS



■ Fire Related   ■ First Responder   ■ Motor Vehicle Incident   ■ Special Operations/Rescue   ■ Mutual Aid Provided

# CACS Summary of Service Calls

*Total calls by type:* **1**  
Aggressive 1

*01-Jan-25 to 31-Jan-25*

Issue	Call #	Received	Type	Completed
<b>Ladysmith</b>			<b>1 calls</b>	
Aggressive			<b>1</b>	
	2294	02-Jan-25	Dog	
<b>Total:</b>			<b>1 calls</b>	

# CACS Summary of Service Calls

<i>Total calls by type:</i>	<b>3</b>
At large	2
Noisy	1

***01-Feb-25 to 28-Feb-25***

Issue	Call #	Received	Type	Completed
<b><i>Ladysmith</i></b>			<b>3 calls</b>	
At large			<b>2</b>	
	2297	24-Feb-25	Dog	28-Feb-25
	2296	20-Feb-25	Dog	26-Feb-25
Noisy			<b>1</b>	
	2295	20-Feb-25	Dog	
<b><i>Total:</i></b>			<b>3 calls</b>	

# CACS Summary of Service Calls

*Total calls by type:* 3  
 At large 1  
 Confined 1  
 Nolsy 1

*01-Mar-25 to 31-Mar-25*

Issue	Call #	Received	Type	Completed
<b>Ladysmith</b>			<b>3 calls</b>	
At large		<b>1</b>		
	2300	24-Mar-25	Dog	02-Apr-25
Confined		<b>1</b>		
	2298	08-Mar-25	Dog	08-Mar-25
Noisy		<b>1</b>		
	2299	17-Mar-25	Dog	21-Mar-25
<b>Total:</b>			<b>3 calls</b>	



## INFORMATION REPORT TO COMMITTEE OF THE WHOLE

**Report Prepared By:** Erin Anderson, Director of Financial Services  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** May 13, 2025  
**File No:** 0640-20  
**RE:** 2025 Q1 (Jan-Mar) Financial Update

### **RECOMMENDATION:**

That the Committee receive the staff report dated May 13, 2025, regarding the 2025 Q1 (Jan to March) Financial Update from the Director of Financial Services.

### **EXECUTIVE SUMMARY:**

This is the first quarterly update since the 2025-2029 Financial Plan was adopted. Position vacancies, though less frequent than in the past, continue to contribute towards an overall surplus projected at year-end.

### **PREVIOUS DIRECTION:**

N/A

### **INTRODUCTION/BACKGROUND:**

This is the first quarterly financial report to the Committee for 2025.

General Revenues – Taxes & Other Revenues	<b>Projected to be on budget</b>
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This report is as of March 31<sup>st</sup>. At that time, the property taxes had not been levied. The 2025 property tax bylaws were just adopted on May 6<sup>th</sup> and the property tax notices are about to be mailed. The due date for all taxes is July 2, 2025, after which a 2% penalty will be applied to the outstanding current balance. A further 8% penalty will be applied to current taxes outstanding as of September 9<sup>th</sup>, 2025. The Province sets the interest rate that is charged on arrears and delinquent taxes. It is currently set at 7.95%<sup>1</sup>.

With the reduction in the Bank of Canada interest rates, the Town is already experiencing a decline in interest earned on investment. The Town's Return on Investment for this quarter is \$328,239 (2024 - was \$457,723). This amount is 22% of budget for the quarter. Should the Bank of Canada cut the interest rate further in 2025, the budget projections will not be met.

<sup>1</sup> <https://www2.gov.bc.ca/gov/content/governments/local-governments/finance/requisition-taxation/arrears-or-delinquent-taxes-due-to-local-governments>

**General Government****Projected to be \$914k under budget at yearend**

Net General Government amounts are much higher this year at \$832,505 (2024 - \$410,810). Some of this is due to the Climate Action Program funding of \$290,317 received in 2024. As this lump sum payment received last year was for a 3-year span, staff do not know what impact the Province's carbon tax changes will have on future funding, if any.

Most of the election costs were expensed in this quarter. The by-election cost approximately \$35,293, which amounts to \$29,130 in 2025 plus an additional \$6,100 in the last quarter of 2024.

Legal costs are lower for this quarter compared to 2024 at \$15,349 (2024 Q1 - \$33,948). Should this trend continue, there will be an expected surplus at the end of the year. There is also an expected surplus (\$9,000) in Council training as fewer members of Council are going to the events as set out and budgeted by policy.

Included in the budget are funds for contingency and un-executed debt payments. It is unknown at this time if these funds will be expended for their specific purpose in 2025.

**Fire/Rescue****Projected to be on budget at yearend**

Net Fire/Rescue expenses were \$208,531 this quarter (2024 – Q1 \$182,835).

Council passed in the 2025 budget an increase to the paid-on-call compensation for the Fire Department. This is the first report since the pay increase went into effect. The paid-on-call compensation for the first quarter was \$114,249 (2024 – Q1 \$85,180).

**Bylaw****Projected to be \$4k under budget at yearend**

Net Bylaw expenses are \$28,267 for the first quarter (2024 – Q1 \$16,454). The 2025 number reflects the fulltime bylaw officer.

Dog licence revenue is slightly more in the quarter at \$21,978 (2024 – Q1 \$20,042) and is expected to exceed budget projections by \$3k by year-end.

**Policing****Projected to be \$28k under budget at yearend**

At the time of this report, the Town had not received the Jan – Mar invoice for the RCMP costs, which is not unusual due to the upper levels of government using March 31<sup>st</sup> as their fiscal year-end. It is assumed that the per-member costs remain consistent with the budget.

Ladysmith, along with other municipalities in the South Island region, was forced by the Province to take on E-comm costs. This was included in the budget and the Town just recently received the first bill for 2 months totalling \$36,430. This is just a preliminary amount; full costs are still unknown. Due to the difference in the fiscal years, there is expected to be a \$32k surplus in E-comm funding at December 31.

<i>Public Works &amp; Engineering</i>	<b>Revenues projected to be on budget Expenses projected to be \$63k less than budget</b>
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This quarter, spending was \$404,294, which is down from this time last year (2024 - \$427,470). Most of this reduction can be attributed to less expenses in Snow and Ice removal.

Staff are gearing up for the upcoming seasonal work by securing contracts such as paving, line painting and sidewalk maintenance. Additionally, some of the Public Works staff are starting to work on capital projects or cost-recovery work, which will result in a savings in operational wages at yearend.

<i>Solid Waste</i>	<b>Revenues projected to be \$9k less than budget Expenses projected to be on budget</b>
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In late 2024, an agreement was signed with the Town's solid waste contractor to extend the collection contract for one year. The reduced contract length resulted in a significant cost increase in 2025 and the budget was adjusted accordingly. During this time period, \$72,367 was spent for collection versus the \$48,213 spent last year for the same period. The budget for the tipping fees was also increased in 2025, though the fees charged to date are not as great as expected, resulting in a savings. Additionally, the Recycle BC rebate increased for 2025, though this new funding amount has not been received yet.

<i>Cemetery Operations</i>	<b>Revenues projected to be \$3k less than budget Expenses projected to be on budget</b>
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Cemetery revenue is \$3k less than the same time last year and is not projected to meet the budget target. The expenses are expected to be on budget.

<i>Development Services</i>	<b>Projected to receive \$104k more in revenue Expenses projected to be \$52k less than budget</b>
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Subdivision fees for a development on Rocky Creek Road were received in this quarter, resulting in the subdivision fees target budget being met (2025 - \$112,884; 2024 - \$2,638). Building Permit revenue is also greater in this period than last year due to a development on 1<sup>st</sup> Avenue (2025 - \$93,788; 2024 - \$57,176).

Expenses are similar to last year (2025 - \$217,223; 2024 - \$218,699). It is expected that expenses will be under budget at the end of the year due to a vacancy. This vacancy was for a temporary position that was funded with surplus.

<i>Parks</i>	<b>Expenses projected to be \$5k over than budget</b>
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The Parks department is preparing for the upcoming seasonal work. Additional staffing is lined up to complete the scheduled work. The use of equipment charged is anticipated to be greater than budget at the end of the year, resulting in an anticipated deficit in this area of approximately \$5k.

<i>Recreation &amp; Culture Services</i>	<b>Projected to receive \$92k more in revenue Expenses projected to be 49k less than budget</b>
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Revenues at FJCC are trending higher than in previous years which is expected to result in a surplus at the end of the year. In aquatics, there is a corresponding increase in expenses as additional lifeguards must be scheduled to manage and ensure the safety of the increased patronage. This area is expected to exceed budgeted expenses, though it will be offset with additional revenues. Revenues are also higher in the fitness area. This increase, as well as a position vacancy for part of this quarter, will result in a surplus at the end of the year. Recreation program revenue is similar to last year and is not expected to meet budget projections, though expenses will be lower as well.

As the majority of the expenses are funded through regional recreation taxation, any surplus generated in this area is reserved separately.

<i>Facility Maintenance</i>	<b>Expenses projected to be 33k less than budget</b>
-----------------------------	--

The expenses for Facility maintenance are greater than last year, though it is expected to come in under budget. Insurance costs for the buildings were higher than budget estimates. Some of the energy costs are lower than budgeted, resulting in an expected surplus at the end of the year assuming the temperatures are similar to 2024 for the remaining portion of the year.

<i>Expenses –Sewer &amp; Water Services</i>	<b>Projected to receive \$4k more in revenues Expenses projected to be \$607k under budget</b>
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The first quarterly utility bills were mailed in early April and are due May 29<sup>th</sup>, 2025.

Water consumption for the first quarter was greater than in 2024 during the same time, though consistent with prior year consumption amounts (2025 - \$406,957; 2024 - \$377,644). It is expected that the revenues will meet budget projections at year end, though there are many other external factors that may impact the water revenues. Sewer revenues are on budget (2025 - \$495,997; 2024 - \$470,914).

Employment costs are less than budgeted for this quarter as there is a vacancy in this area. Treatment chemicals continue to vary in price, quantity and supplier. At this time, there is an expected \$40,000 savings, though it is dependent on water consumption (affecting the cost of water treatment chemicals), storm events (influencing expenses for waste-water treatment chemicals) and the potential application of tariffs.

There continues to be various vacancies in the utility department which adds \$139,000 to the surplus. Additionally, there is \$433,000 saved from the unexecuted water borrowing. Net expenses for the quarter are \$1,217,988 (2024 - \$1,205,088).

<b>Totals (net)</b>				
	<b>Jan – Mar 2025</b>	<b>Jan – Mar 2024</b>	<b>Projected to year-end</b>	<b>2025 Budget (net)</b>
Taxes & Other Revenue	(282,366)	(428,843)	(15,916,198)	(15,915,666)
General Government				
Services	832,505	410,810	3,293,963	4,208,559
Fire/Rescue	208,531	<b>182,835</b>	850,297	850,936
Bylaw	28,267	<b>16,454</b>	160,302	163,823
Policing	65,182	<b>42,890</b>	1,402,694	1,431,196
Public Works	414,772	427,470	2,074,310	2,136,869
Solid Waste Services	(58,045)	<b>(81,482)</b>	9,405	-
Cemetery Services	15	<b>(13,082)</b>	(5,096)	(8,101)
Development Services	(79,510)	(119,339)	410,883	567,544
Parks	153,341	<b>149,256</b>	869,305	864,226
Recreation & Culture				
Services	141,837	<b>244,554</b>	(1,140,983)	(999,225)
Facility Maintenance	524,768	<b>494,190</b>	1,839,081	1,872,561
Sewer Services	116,985	<b>122,422</b>	186,055	385,551
Water Services	198,409	<b>234,108</b>	527,410	939,456
Transfer to				
Capital/Reserve	-	290,323	3,501,483	3,502,271
<b>Grand Total</b>	<b>2,264,692</b>	<b>1,972,568</b>	<b>(1,937,089)</b>	<b>-</b>

This report keeps Council informed of the financial state of the organization and is a snapshot of the Town's finances for a point in time. Payments and deposits continue to be received, which will change the financial figures. These statements are not audited.

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENTS:**

- A. Consolidated Statement of Operations March 31, 2025
- B. Consolidated Statement of Financial Position – as of March 31, 2025
- C. Listing of Vendor Payments over \$25,000 January 1 – March 31, 2025
- D. January – March 2025 Capital

**ATTACHMENT A**

**TOWN OF LADYSMITH  
CONSOLIDATED STATEMENT OF OPERATIONS  
AS AT March 31, 2025**

	<b>Actuals 2025</b>	<b>Budget 2025</b>	<b>% of Budget</b>
Revenue			
Taxes:			
Municipal purposes taxation	-	8,713,484	0%
Policing taxation	-	1,993,412	0%
Parcel taxes	- 819	3,308,411	0%
Grants in Lieu	-	196,008	0%
Sale of Services:			
General - other	811	23,941	3%
Recreation	192,116	562,375	34%
Protective Services	-	136,500	0%
Cemetery	10,670	42,000	25%
Solid Waste	166,567	780,220	21%
Sewer	486,888	1,934,518	25%
Water	381,089	1,714,287	22%
Investment Income	250,244	1,506,548	17%
Licence, Permits, Rentals & Penalties	465,620	906,746	51%
Grants	120,702	20,471,340	1%
Donations and contributed property	18,507	5,773,967	0%
Development Cost Charges utilized	-	2,545,833	0%
Gas tax funds utilized	-	1,890,786	0%
	<u>2,092,394</u>	<u>52,500,376</u>	4%
Expenses: (excluding amortization)			
General government services	749,951	3,946,304	19%
Protective services	226,287	3,195,890	7%
Transportation services	413,118	2,507,068	16%
Garbage services	86,916	787,612	11%
Cemetery services	8,764	38,899	23%
Development services	186,066	1,356,755	14%
Recreation and cultural services	766,025	3,808,625	20%
Parks operation services	136,887	1,203,810	11%
Sewer	394,794	3,615,137	11%
Water	428,691	3,886,415	11%
Operating Expenses	<u>3,397,501</u>	<u>24,346,515</u>	14%
General Capital Projects	207,749	28,964,471	1%
Water Capital Projects	57,316	25,084,414	0%
Sewer Capital Projects	4,555	2,889,648	0%
Proceeds from New debt (capital financing)	-	- 19,056,099	0%
Principal Payments	545,613	1,295,700	42%
Internal Funding	- 68,102	- 11,024,273	1%
	<u>- 2,052,237</u>	<u>-</u>	
BALANCE	-	-	

Attachment B

**TOWN OF LADYSMITH  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
AS AT March 31, 2025**

	2025
Financial Assets	
Cash and short term deposits	55,009,259
Accounts receivable:	
Property Taxes	942,972
User Fees	879,436
Other	161,907
	<hr/> 56,993,574 <hr/>
Liabilities	
Accounts payable and accrued liabilities	929,398
Taxes payable to other agencies	(152,149)
Post-employment benefits	357,400
Deferred revenue	7,708,818
Refundable deposits and other	1,795,510
Restricted reserves - other	564,402
Development cost charge reserve	10,031,652
Federal gas tax reserve	2,080,742
Obligations under capital lease	-
Equipment Financing	2,623,898
Short term debt (financing)	-
Debenture debt	12,306,661
Asset - retirement obligations	3,100,092
	<hr/> 41,346,424 <hr/>
Net Financial Assets	15,647,150
Non-Financial Assets	
Tangible Capital Assets	119,097,968
Capital Projects in Current Year	269,620
Prepays	24,225
Inventory	86,014
	<hr/> 119,477,828 <hr/>
Accumulated Surplus	<hr/> 135,124,978 <hr/>





Attachment C

Date Range From :01-Jan-2025  
To : 31-Mar-2025

Supplier Code	Name	Total
000027	BC HYDRO	135,123.40
4192165	BC LIFE & CASUALTY COMPANY	51,624.86
6642522	CLEARTECH INDUSTRIES INC	78,913.80
9444445	COLIN BIRCH PROFESSIONAL CORPORATION	34,153.50
7464511	COWICHAN PETROLEUM SALES (2007) LTD	44,040.26
7462500	COWICHAN VALLEY REGIONAL DISTRICT	750,896.26
7297557	CUPE LOCAL 401	25,165.26
4699757	ECORA ENGINEERING & ENVIRONMENTAL LTD	161,253.19
7531214B	FMC HOLDINGS LTD	103,054.39
6168996	HAYME HOLDINGS LTD	33,337.89
3901475	HOLLAND CREEK LIMITED PARTNERSHIP 0963984 BC	57,498.50
000362	ICBC	54,083.00
2734987	ICONIX WATERWORKS LIMITED PARTNERSHIP	38,519.21
2403069	IN THE DIRT CONTRACTING LTD	54,437.38
2483151	KOERS & ASSOCIATES ENGINEERING LTD	87,825.16
003038	LADYSMITH & DISTRICT HISTORICAL SOCIETY	30,743.00
HILD001	LADYSMITH (HILLSIDE DEVELOPMENT) LP	130,900.00
2453079	LADYSMITH RESOURCES CENTRE ASSOCIATION	51,137.91
5218811	LAFARGE ASPHALT TECHNOLOGIES A DIV OF	34,051.70
000150	MINISTER OF FINANCE	37,026.22
003159	MINISTRY OF SMALL BUSINESS AND REVENUE	384,495.95
5944494	MKM PROJECTS LTD	183,923.01
000223	MUNICIPAL FINANCE AUTHORITY	82,217.00
000653	MUNICIPAL INSURANCE ASSOCIATION OF BC	294,993.00
000224	MUNICIPAL PENSION FUND	266,959.44
001419	PACIFIC BLUE CROSS	107,634.43
000255	RECEIVER GENERAL (Payroll only)	553,683.30
001507A	RECEIVER GENERAL FOR CANADA	428,825.00
3611231	RUSHWORTH ELECTRICAL SERVICES INC	30,322.89
5936499	SVN ARCHITECTS & PLANNERS	72,303.00
3327461	US BANK	55,552.61
7584697	VANCOUVER ISLAND REGIONAL LIBRARY	152,148.75
2488101A	WASTE CONNECTIONS OF CANADA INC	68,176.62
000318	WORKSAFE BC	106,079.88
7531077B	WSP CANADA INC.	27,465.38
<b>Total Suppliers Equal and Over</b>		25,000.00
<b>Other Suppliers Under</b>		25,000.00
<b>Total Of Printed Suppliers :</b>		<b>5,718,017.32</b>



For Period Ending 31-Mar-2025

## Attachment D

## CAPITAL

## General

## General Capital Fund

	YTD	COMMITTED	BUDGET
<b>Attachment D</b>			
<b>CAPITAL</b>			
<b>General</b>			
<b>General Capital Fund</b>			
New City Hall	0.00	0.00	15,000,000.00
PW Plotter Printer Replacement	0.00	0.00	10,000.00
City Hall Folding Machine	0.00	0.00	20,000.00
Turnout Gear Dryer	0.00	0.00	22,000.00
Next Generation 911	0.00	0.00	45,000.00
Fire Services Strategic Work Plan	0.00	38,500.00	38,500.00
Decontamination Washer/Extractor	0.00	0.00	20,000.00
Holland Creek Crossing (Traffic)	0.00	0.00	3,200,000.00
Storm Master Plan	0.00	45,710.59	94,860.00
GIS Stage 3 Implementation	2,512.77	26,368.96	39,281.00
Firehall Front Apron Paving	0.00	0.00	30,000.00
Farrell Rd Sidewalk; Stirling-Gales	0.00	0.00	46,050.00
Replace Unit #97 Prius	0.00	0.00	64,621.00
Dogwood Pedestrian Improvement	0.00	0.00	72,079.00
6th Ave Reconstruction Conceptual De	57,280.70	69,556.21	240,235.00
Dogwood Culvert Replacement	0.00	0.00	875,000.00
Symonds Road & Storm Upgrade	0.00	0.00	1,500,000.00
Unit 182 Dodge Ram Replacement	0.00	0.00	70,000.00
Unit 109 Backhoe Replacement	0.00	0.00	230,000.00
BC Hydro DC Charging Station	0.00	0.00	52,500.00
Sidewalk (Colonia) Malone-Mackie (No	0.00	0.00	50,000.00
Sidewalk (Colonia) Malone-Mackie (So	0.00	0.00	50,000.00
4th Ave/Symonds Intersection Improve	0.00	0.00	300,000.00
6th Ave (Roberts-Gatacre)	0.00	0.00	802,400.00
Kay Grouhel Recognition	0.00	0.00	9,080.00
Aggie Field Drainage Improvements	0.00	0.00	110,336.00
Cenotaph Restoration	0.00	51,000.00	65,000.00
Forrest Field - outdoor equipment	0.00	0.00	45,000.00
Mountain Bike Network	0.00	0.00	131,250.00
Golf Course Bridge	0.00	13,448.83	24,300.00
Forrest Field - Phase 2	0.00	0.00	807,072.00
Waterfront Stage 1 Remediation	180.67	199,965.00	300,729.00
OCP Implementation - Mobility Plan	0.00	0.00	170,000.00
DCC & ACC Bylaws	0.00	0.00	200,000.00
Parks Bench/Pavers Program	4,032.74	0.00	0.00
Museum Accessibiity Ramp Replacement	2,139.81	45,895.00	55,000.00
City Hall Meeting Room Alterations	0.00	0.00	75,000.00
Fire Hall - HVAC Boiler Replacement	0.00	0.00	77,500.00
FJCC - Accessibility Improvements	3,647.00	0.00	15,479.00
FJCC - Dry-o-tron Mechanical Eng	0.00	0.00	20,000.00
FJCC Roof Replacement PH1	0.00	4,800.00	696,610.00
High St Ball Field Facilities Repair	3,670.00	15,200.00	25,235.00
PW - Additional Offices	20,010.85	0.00	17,924.00
PW - HVAC & Mech replacement	4,195.64	2,820.00	28,964.00
Brown Dr Park Ph 1	2,617.54	28,341.33	47,178.00
Forrest Field clubhouse design	0.00	0.00	50,000.00
RCMP HVAC Redesign	0.00	0.00	23,821.00
Heart of Hub (Machine Shop Grant)	202,852.29	3,506,622.24	4,056,625.00
VIHA Resilience & Safety	18,841.44	0.00	39,045.00
FJCC Plumbing Upgrades - Phase 1	0.00	0.00	83,000.00
Fitness Cardio Equipment Replacement	0.00	0.00	55,000.00
Splicing Shop Demolition	0.00	0.00	25,000.00
RCMP HVAC Upgrade	0.00	0.00	352,500.00
Gateway Sign Solar Lighting	0.00	0.00	12,000.00
City Hall HRV	520.00	1,310.00	40,000.00
<b>Total General</b>	<b>322,501.45</b>	<b>4,049,538.16</b>	<b>30,531,174.00</b>

## Sewer



For Period Ending 31-Mar-2025

	YTD	COMMITTED	BUDGET
<b>Sewer Capital Fund</b>			
Stage 2 Environmental Study	0.00	0.00	61,409.00
Sandy Beach Lift Station Generator	0.00	0.00	230,745.00
Ludlow Pump Station Upgrade	0.00	34,491.75	707,175.00
Ludlow Lift Station Generator	0.00	0.00	100,000.00
Holland Cr Dev Downstream (offsite i	0.00	0.00	443,000.00
Compost Curing Building	0.00	6,955.00	544,000.00
Rocky Cr Sewer Upgrade (Boundary-Lud	0.00	0.00	750,000.00
Artist Studio Sewer Main Connection	4,555.28	0.00	97,526.00
UV Phase 2 Design	0.00	0.00	100,000.00
WWTP Servers	0.00	0.00	34,547.00
Sandy Beach Inflow & Infiltration	0.00	0.00	59,056.00
Centrifuge Rebuild	0.00	51,771.22	52,000.00
Sandy Beach Lift Station Upgrade	0.00	0.00	75,000.00
SCADA Upgrades	0.00	0.00	76,788.00
WWTP Chlorinator	0.00	0.00	125,000.00
WWTP Improvements	2,019.09	0.00	52,430.00
Sandy Beach Sewer Main Design	0.00	0.00	187,500.00
Gill Rd Lift Station Assessment	0.00	0.00	55,000.00
Gill Rd Lift Station Upgrades	0.00	0.00	29,900.00
Transfer Beach Lift Station Upgrades	0.00	0.00	25,500.00
Sewer Modelling	0.00	0.00	151,402.00
4th Ave Sewer Main Upgrade	0.00	0.00	250,000.00
WWTP Activated Carbon	0.00	0.00	150,000.00
Spirogester Cone Removal	0.00	0.00	50,000.00
<b>Total Sewer</b>	<b>6,574.37</b>	<b>93,217.97</b>	<b>4,407,978.00</b>
<b>Water Capital Fund</b>			
Edgewood Estates Water Meter Replace	0.00	0.00	125,000.00
Chicken Ladder Flood Hardening	0.00	14,026.99	349,688.00
Diamond Meter & Vault Replacement	0.00	13,910.00	125,000.00
Diamond Meter Replacement	0.00	16,050.00	40,000.00
Holland Dam Inspection Report	0.00	0.00	30,227.00
Water Filtration Plant Deficiencies	0.00	0.00	554,887.00
6th Ave & Dead Ends Watermain Repl	0.00	0.00	385,000.00
Holland Dam Storage Upgrade	50,439.96	922,016.38	15,425,057.00
Rocky Creek PRV & Vault Removal	0.00	0.00	50,000.00
Holland Creek Dam Assessment	0.00	0.00	19,986.00
Davis Rd PRV Replacement Design	0.00	0.00	25,000.00
Abandon Twin AC Watermains below The	0.00	0.00	75,000.00
Stocking Lake Dam Design	13,825.25	385,896.84	533,670.00
HC Weir - Mackie	124.50	556,216.80	1,059,166.00
Stocking Supply Main Preliminary Des	4,141.86	73,054.30	78,003.00
HC Weir - Colonia	2,610.00	136,134.23	462,500.00
HC Weir - Upper Intake	0.00	0.00	1,200,000.00
Water Distribution Main - WTP to Col	0.00	0.00	1,000,000.00
Stocking Lake Dam Construction	0.00	0.00	5,000,000.00
<b>Total Water</b>	<b>71,141.57</b>	<b>2,117,305.54</b>	<b>26,538,184.00</b>
<b>Total CAPITAL</b>	<b>400,217.39</b>	<b>6,260,061.67</b>	<b>61,477,336.00</b>



For Period Ending 31-Mar-2025

YTD

COMMITTED

BUDGET

Surplus (-) / Deficit

400,217.39

6,260,061.67

61,477,336.00

## STAFF REPORT TO COMMITTEE OF THE WHOLE

**Report Prepared By:** Julie Tierney, Executive Liaison  
**Reviewed By:** Allison McCarrick, CAO  
**Meeting Date:** May 13, 2025  
**File No:** 0890-20  
**Re:** Parklet and Patio Fees

### **RECOMMENDATION:**

That the Committee recommend that Council:

1. Consider reinstating fees for parklets and patios on Town streets as selected by the Committee from options provided in the report dated May 13, 2025; and
2. Direct staff to amend "Streets and Traffic Bylaw 1998, No.1309" based on item 1.

### **EXECUTIVE SUMMARY:**

This report has been prepared to provide the Committee with fee options for alternative use of parking stalls in the downtown area.

### **PREVIOUS COUNCIL DIRECTION:**

Number	Date	Resolution
CS 2025-035	2025-02-04	That Council: 1. Deny the Oct 24, 2024 request from the Temperance Hotel for dedicated hotel parking on the public street; 2. Direct staff to remove the overnight parking prohibition from two parking spaces on 1st Avenue adjacent to the Temperance Hotel; and 3. Direct staff to develop a fee structure for the use of Town streets for Council consideration.
CS 2020-206	2020-07-07	That Council give first three readings to "Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw #8, 2020, No. 2042" to clarify regulations for sidewalk patios and "parklets".
CS 2020-191	2020-06-16	That Council allow for a three-year pilot project for parklets and patio spaces in the downtown area, with businesses utilizing parking spaces directly in front of their business.
CS 2020-165	2020-06-02	FINAL RESOLUTION AS AMENDED BY CS 2020-166 That Council direct staff to initiate the following change to bylaws that regulate sidewalk patios, retail displays and parklets: 1. Eliminate the application fee or "rent" for sidewalk patios, retail displays and parklets; and 2. Allow 1-2 dining sets, racks or displays without a permit,

Number	Date	Resolution
		provided they are placed in accordance with Town bylaw regulations and Provincial Health regulations.
CS 2020-169	2020-06-02	That Council direct staff to prepare a report for the next Council meeting with a policy framework for parklet/patio spaces based on a demonstrated desire by local businesses to have such spaces available to them.

### **INTRODUCTION/BACKGROUND:**

Prior to 2020, the Town charged an application fee of \$25 and \$5 per square metre for the use of areas in front of businesses for outdoor patios. In response to the challenges and pressures of the COVID-19 pandemic, Council passed a resolution to eliminate permits and fees for sidewalk patios, retail displays and parklets.

Most local governments charge for the use of private space by businesses. The table below shows a survey of local governments and respective fees, permitted structures and provisions.

Local Government	Application Fee	Annual Licence	Structure & Duration	Stall/Space Provision
Duncan	\$150	\$37/m <sup>2</sup> + CPI (Multi-year Licence)	Patio Annual	Parking stall or sidewalk
Courtenay	\$125	\$5/m <sup>2</sup> plus \$100 per parking stall	Patio Apr 1-Oct 31	Two parking stalls
Comox	\$35	Road Encroachment Agreement: \$50	Parklet Annual	Two parallel parking stalls
Campbell River	\$50	No Licence	Sidewalk Seating	Two parking stalls or sidewalk
Cumberland	\$100	\$11/m <sup>2</sup> Deposit: \$500	Sidewalk seating Mar 1- Oct 31	Two parking stalls or sidewalk
Qualicum	\$10	\$21.50/m <sup>2</sup>	Sidewalk seating Apr 1-Oct 31	Sidewalk fronting business, not permitted in parking stalls
Nanaimo	\$50	\$35/m <sup>2</sup>	Parklet or sidewalk seating	Parking stall or sidewalk
Parksville	Currently under Review			

Council may also wish to consider the fees established as part of the March 4, 2025, Council resolution authorizing a Temporary Use Permit for 28 defined parking stalls at 117 Gatacre to allow for construction staging to support the construction at 440 1<sup>st</sup> Avenue. At the time, staff noted the practice of not charging fees for parking or structures on town-owned parking areas and contacted an appraiser for guidance on a suitable usage fee. Based on the appraiser's advice, Council approved a charge of \$18.84 per m<sup>2</sup> per year for construction staging. Staff note, however, that the area used for construction staging at 117 Gatacre is significantly larger than the area fronting most businesses, which makes the land more valuable and justifies higher rents.

Staff prepared the following fee options for consideration:

Option	Annual Fee per m <sup>2</sup>	Annual Fee per Stall (14.85 m <sup>2</sup> )	Comment
1	\$5.00	\$74.25	Amount charged pre-2020
2	\$6.04	\$89.69	Amount pre-2020 increased by CPI
3	\$10.76	\$159.79	Low range of appraised parking stall
4	\$18.84	\$279.77	Amount chosen for above-noted TUP

### **ALTERNATIVES:**

The Committee can choose to:

1. Not endorse a fee for parklets and patios using public space.
2. Defer consideration to a subsequent meeting of the Committee.
3. Refer the proposal back to staff for further review as specified by the Committee.
4. Propose a rate not provided in this report.

### **FINANCIAL IMPLICATIONS:**

Currently, the Town has only one parklet, comprised of four parking stalls. No fee is charged for this parklet. If Council approves one of the above fee-options, total revenues from sidewalk patios would increase as:

Option	Increase
Status Quo	\$0.00
1	\$297.00
2	\$358.76
3	\$639.16
4	\$1,119.96

### **LEGAL IMPLICATIONS:**

Should Council impose one of the above fees, the existing parklet and any future parklets will be subject to the fee. Section 25(1) of the *Community Charter* prohibits against assistance to business, meaning that the fee cannot be waived for select businesses.

### **CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The Town has received complaints that the existing parklet causes a shortage of parking; adopting a fee for use may satisfy concerns about the use of parking spaces for private businesses.

### **INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A



**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**

## INFORMATION REPORT TO COMMITTEE OF THE WHOLE

**Report Prepared By:** Management  
**Meeting Date:** May 13, 2025  
**File No:** 0640-20  
**Re:** **2023-2026 Strategic Priorities Update**

### **RECOMMENDATION:**

That the Committee receive the 2023-2026 Strategic Priorities Update dated May 13, 2025.

### **EXECUTIVE SUMMARY:**

The Strategic Plan was deliberated and approved by Council in the Spring of 2023. This is the sixth update presented to the Committee.

### **PREVIOUS COUNCIL DIRECTION:**

CW 2025-011	2025-01-28	That the Committee receive the 2023-2026 Strategic Priorities Update dated Jan 28, 2025.
CW 2024-53	2024-09-10	That the Committee receive the 2023-2026 Strategic Priorities Update dated Sep 10, 2024.
CW 2024-31	2024-05-14	That the Committee receive the 2023-2026 Strategic Priorities Update dated May 14, 2024.
CW 2024-07	2024-01-16	That the Committee receive the 2023-2026 Strategic Priorities Update dated Jan 16, 2024.
CW 2023-055	2023-07-11	That the Committee receive the 2023-2026 Strategic Priorities Update dated July 11, 2023.
CS 2023-147	2023-06-06	That Council adopt the 2023-2026 Strategic Plan and direct staff to publish the plan online and in hard copy.

### **DISCUSSION:**

Council has provided direction regarding the strategic priorities of the Town for 2023-2026 and the attached report provides a high-level update of the projects that support those priorities.

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**

### **ATTACHMENT:**

A. 2023-2026 Strategic Priorities Update – May 2025

 In Progress Completed Starting Soon**Priority: Core Infrastructure**

*We will advance projects that address climate change, renew our infrastructure, protect natural and built assets, and accommodate future growth.*

**Strategy:** Ensure the Town's water supply system meets the needs of current and future residents and the demands of climate change.

Major Initiative	Status	Comment
Holland Lake Storage Upgrade	6%	Conceptual design August 2025; detailed design 2026; construction 2027
Holland Creek Intake	3%	Assessment complete; design in 2025; construction 2026
Stocking Lake Supply Main & Power Generation Study	5%	Preliminary design 30% complete; Geotech 15% complete; Power Gen Feasibility 30% complete; construction 2026
Stocking Lake Dam Replacement	6%	Design underway; construction expected in 2026; 50% cost share with CVRD
Colonia Dam Removal	30%	Workplan for removal underway; removal scheduled for Fall 2025
Mackie Dam Removal	30%	Contract in place; removal scheduled for Fall 2025
Roberts Street Watermain Replacement	100%	Completed 2024
High Street Watermain Replacement	100%	Completed 2023

**Strategy:** Maintain an effective and efficient wastewater treatment system that meets the needs of the population and supports the long-term health of Ladysmith Harbour.

Storm Water Master Plan	85%	Awaiting completed plan from consultant
Compost Facility Curing Building	10%	Project on hold pending investigation of options
Sewer Inflow & Infiltration Connection Replacement	Ongoing	Annual budgets identified to correct deficiencies
Stage 2 Wastewater Environmental Study	100%	Completed 2024: Report provided to Ministry of Environment

**Strategy:** Implement an asset management plan to replace and maintain aging infrastructure.

Paving & Sidewalk Projects	6%	6 <sup>th</sup> Avenue Reconstruction: survey complete; traffic counts and predesign underway; construction expected in 2026
	100%	Completed 2023: 4 <sup>th</sup> Avenue Reconstruction Project
		Completed 2023: Colonial / Delcourt Sidewalks & Traffic Calming Project
Implement GIS to Prioritize Infrastructure	100%	Completed 2024: Staff and public facing web map launched
Fire Hall Improvements	100%	Completed 2024: refinished garage bay floor and replaced HVAC boiler
FJCC Improvements	20%	Roof replacement: tender issued; project to be completed August 2025

## 2023-2026 Strategic Priorities Update cont.

■ In Progress ■ Completed ■ Starting Soon

Major Initiative	Status	Comment
Lot 108 Park Improvements	5%	Funding in place for Phase 2: pickleball courts, skills park, perimeter trail
	95%	Fitness equipment and surfacing to be completed
	100%	Completed 2024: Accessible concrete walkway, improved parking & practice pitch
Rutti Park Plan	50%	Park plan options being refined; public engagement planned for May
Brown Drive Park Improvements	50%	Bridge Construction: mid-June during fish window Water Fountain: installed in April 2025
Aggie Sports Field Drainage	20%	Construction expected in 2025
Cenotaph & Garden Restoration	75%	Contract awarded; pavers to be replaced Spring 2025
Skatepark Replacement Project	100%	Feasibility Report in its final review; consultants are currently working on a sponsorship package that will break down the various components & costs
Aggie Hall Improvements	100%	Completed 2024: Refinished floors
City Hall Short-Term Improvements	100%	Completed 2024: Installed new HVAC system and signage
		Completed 2023: New roof, windows, exterior painted and installed new flag poles
Marina Wall Repair	100%	Completed 2024: Removal of the existing concrete block building, log retaining wall and loose material stabilized the exposed slope
Holland Creek Trail Improvements	100%	Completed 2024: Removed deteriorated stairs and added 200-meters accessible section
Aggie Playground Improvements	100%	Completed 2024: Installed an accessible pathway from the sidewalk to gazebo and playground
Town-owned Facility Improvements	100%	Completed 2024: Painted the exterior of the LRCA building
		Completed 2025: Accessibility ramp at museum

### **Priority: Official Community Plan Implementation**

*We will employ strategies and actions that maintain a diverse, vibrant, and affordable community, ensuring we do not pass undue burden onto future generations.*

**Strategy:** Begin to implement the short-term action items in the Official Community Plan to build the community we want over the next quarter century.

Establish Tree Protection and Invasive Species Control Bylaw	5%	
Amend the Subdivision & Development Servicing Bylaw	10%	SSMUH updates complete; Awaiting budget approval for Mobility plan and related updates to Subdivision and Development Servicing Bylaw
Amend the Zoning Bylaws	98%	In accordance with the OCP & SSMUH legislation
Establish Animal Control Bylaw	100%	
Develop Cultural Safety Training & Protocols for Employers	100%	
Support the Provision of Employer Training Education & Support to reduce Barriers	100%	

## 2023-2026 Strategic Priorities Update cont.

In Progress
  Completed
  Starting Soon

Major Initiative	Status	Comment
Establish & Promote Incentive Programs to Support Energy & Water Efficiency in Existing Buildings	100%	
Complete Consequential OCP Policy Changes	5%	Minor zoning changes still required (e.g. reduced minimum lot size for R-1 zone) scheduled for late 2025
	100%	Secondary suites, cash-in-lieu of parking & bicycle parking amendments; reserve bylaw for cash in lieu of parking has been approved & the Community Amenity Contribution Policy repealed
Dedicate Funding to Develop Mobility Plan	5%	Budget approved; RFP for consultants expected to be issued Fall 2025
Updating the DCC & Revitalization Tax Exemption Bylaws to incentivize growth in Priority Growth Areas	5%	Budget approved; RFP for consultants expected to be issued following completion of water/sewer modelling work
Develop an Amenity Cost Charge Bylaw		
Developing a monitoring program for purpose-built rental housing	25%	Staff have almost finished building a new, more efficient and accurate system for tracking and reporting building permit applications; once complete staff will begin incorporating and publishing rental housing information
Amend the Zoning Bylaw to include parking supply ratios and dimensions for van-accessible parking spaces	0%	Scheduled for 2025
Amending the Zoning Bylaw to reduce the minimum lot size for R-1 Zone	0%	Scheduled for 2025

### **Priority: Waterfront Area Plan**

*We will implement our Waterfront Area Plan together with Stz'uminus First Nation, creating opportunities for economic prosperity, environmental restoration, and cultural celebration.*

**Strategy:** Continue the remediation of contaminated areas within Ladysmith Harbour.

Continue Remediation of Contaminated Areas within the Harbour	90%	Additional testing nearly complete; results will determine next steps
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**Strategy:** Implement the Waterfront Area Plan.

Complete Machine Shop Renovation	55%	Interior framing is nearing completion; exterior work expected to be complete June; electrical and mechanical work to commence in May
Transfer Beach Park Improvements	100%	Completed 2024: Installed infrastructure needed to support the newly purchased saddle-span tent
	100%	Completed 2024: Planted native species and included signage incorporating Hul'q'umi'num
	100%	Completed 2023: Accessible walkway installed, food truck pads, outdoor shower and picnic tables installed

 In Progress  Completed  Starting Soon

**Priority: Economy**

*We will promote an environment that facilitates business development and job creation.*

**Strategy:** Pursue opportunities leading to economic development and job creation.

Major Initiative	Status	Comment
Walking Tour App Enhancements	95%	Enhanced walking tour with QR codes hosted on Tourism Ladysmith website will be live soon
Mountain Bike Trail Network	25%	Anticipated to start Summer 2025
Pursue Community improvement grants	Ongoing	14 Funding applications submitted in 2024 3 Funding applications submitted 1Q 2025
Ladysmith Satellite Visitor Pilot	100%	Successful project; plans to continue next year pending funding

**Strategy:** Implement and support projects to maintain a vibrant downtown.

Downtown Improvements Project	100%	Completed 2024: Wayfinding and welcome signs
		Completed 2023: lighting and accessibility improvements
		Completed in 2023: Roberts Street Parking EV charging
Develop Buller Street Property	0%	

**Priority: Leadership**

*We will show leadership in building strong relationships with First Nations, reconciliation, and excellence in good governance.*

Major Initiative	Status	Comment
Advocates to all senior and regional governments to ensure appropriate funding and supports are in place for Ladysmith	Ongoing	Worked with the provincial government to improve safety on highway
		Continue to work with the CVRD to ensure emergency support services for Ladysmith residents
		Work with SD68 to promote facility improvements and new schools in Ladysmith
		Advocated the need for improved medical facilities both locally and regionally with the provincial government
		Advocated with South Island Communities the need for the Province to fund 9-1-1
		Met with the Minister of Tourism, Arts, Culture & Sport to promote Ladysmith
		Met with MLA Higginson to discuss Ladysmith issues
Community to Community Meeting with Stz'uminus First Nation Chief & Council	100%	Completed 2024: Elected officials from both communities met to discuss and exchange ideas of a mutual interest as well as deepen relationships and foster meaningful connections
Diversity, Equity, and Inclusion Policy Statement	100%	Completed 2024: the statement reflects the Town's commitment to maintaining a positive workplace culture
Community Engagement	100%	Completed 2024; Established a Social Media Strategy and updated the Communication Plan
		Completed 2024; Amended the Special Events Bylaw to simplify event planning