

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

**Tuesday, July 8, 2025
Ladysmith Seniors Centre
630 2nd Avenue**

Pages

1. CALL TO ORDER

Call to Order 6:30 p.m. in Open Session, in order to retire immediately into Closed Session.

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

2. CLOSED SESSION

Recommendation

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

- (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

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

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

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

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

4. AGENDA APPROVAL

Recommendation

That Council approve the agenda for this Regular Meeting of Council for July 8, 2025.

5. RISE AND REPORT- Items from Closed Session

Items from the Closed Meeting of Council held June 17, 2025

- **CE 2025-045**

That Council appoint Julika Pape, Anthony Price, John Scott, Tonya Soules, Keona Wiley, Stefan Crucil and Robert Reddekopp, to the Community Planning Advisory Committee for two-year terms ending June 30, 2027.

- **CE 2025-046**

That Council appoint Bruce Mason, Jacqueline Huard, Jane Nettleton and Dave Mack, to the Parks, Recreation and Culture Advisory Committee for two-year terms ending June 30, 2027.

- **CE 2025-047**

That Council rise and report on resolution CE 2025-045 and CE 2025-046 once applicants have been notified.

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held June 17, 2025

5

Recommendation

That Council approve the minutes of the Regular Meeting of Council held June 17, 2025.

7. COMMITTEE MINUTES

7.1 Parks, Recreation & Culture Advisory Committee - June 18, 2025

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Recommendation

That Council receive the minutes of the Parks, Recreation & Culture Advisory Committee meeting held June 18, 2025.

Recommendation

That Council approve the following recommendation from the Parks, Recreation & Culture Advisory Committee:

1. That the proposal for an emergency access through Brown Drive Park, be referred back to the Committee with the following additional information:

- a) Further information on the viability of the Alternative Emergency Access route over adjacent lands;
- b) A presentation from the Engineering and Fire Departments on preferred standards for the proposed access through Brown Drive Park;

and

2. That any access developed through the Brown Drive Park have a limited “one-lane” footprint, with minimal turnarounds and similar features intended primarily for vehicle use.

8. REPORTS

8.1 Adjustment to Water Billing Account – 2024 Q4, 2025 Q1

15

Recommendation

That Council provide a bill adjustment due to a water leak for Account No. 000-1030220-000 in the amount of \$6,308.31

9. BYLAWS - OFFICIAL COMMUNITY PLAN AND ZONING

9.1 Zoning Bylaw Amendment to Allow Bed and Breakfast Use in Single Dwelling Residential Zones

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Recommendation

That Council:

1. Give first and second readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2025, No. 2213”;
2. Direct staff to refer “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2025, No. 2213” to the Ministry of Transportation and Transit, following third reading and prior to adoption of the bylaw, pursuant to section 52 of the *Transportation Act*; and
3. Direct staff to proceed with scheduling and notification of a public hearing for “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2025, No. 2213” pursuant to section 464(1) of the *Local Government Act*.

10. BYLAWS

10.1 Bylaw Status Sheet

25

11. NEW BUSINESS

11.1 Royal Canadian Legion Centennial Banners

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Recommendation

That Council authorize the installation of the Royal Canadian Legion Centennial Banners from October to mid-November 2026, and direct Town staff to complete both the installation and removal in support of the Ladysmith Branch 171 “We Remember” project.

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, June 17, 2025

5:30 P.M.

Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Mayor Deena Beeston
Councillor Ray Gourlay
Councillor Amanda Jacobson
Councillor Tricia McKay

Councillor Duck Paterson
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Jake Belobaba
Tim Tanton

Julia Dewijn
Vidhi Kyada
Nick Pescod
Hayley Young

1. CALL TO ORDER

Mayor Beeston called this Meeting of Council to order at 5:30 p.m., in order to retire immediately into Closed Session.

2. CLOSED SESSION

CS 2025-154

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:

- (a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (g) Litigation or potential litigation affecting the municipality;
- (i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- (k) Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and

that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Motion Carried

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

Mayor Beeston 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 2025-155

That Council approve the agenda for this Regular Meeting of Council for June 17, 2025.

Motion Carried

5. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 6:50 p.m. with report on the following:

CE 2025-048

That Council confirm that a referendum to borrow funds for the development of Town owned property on Buller Street not be held before the next General Local Election, October 17, 2026.

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held June 3, 2025

CS 2025-156

That Council approve the minutes of the Regular Meeting of Council held June 3, 2025.

Motion Carried

7. DEVELOPMENT APPLICATIONS

7.1 Development Variance Permit – 316 Mylene Crescent

CS 2025-157

That Council issue Development Variance Permit 3090-25-06 to vary section 10.2.5 (b) of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" to increase the maximum height of the proposed accessory building from 3.5 metres to 4.4 metres for the construction of a garage at 316 Mylene

Crescent (Lot 4, District Lot 43, Oyster District, Plan 23917, Except part in VIP69091, PID: 002-927-161).

Motion Carried

7.2 Business and Liquor Licence Referral - 611 Oyster Bay Drive

CS 2025-158

That Council:

1. Consider business licence application 1936, pursuant to section 11.1 of "Business License Bylaw 2003, No. 1513";
2. Opt out of the local government comment process for a liquor license for the proposed location and direct staff to notify the Liquor and Cannabis Regulation Branch that the Town does not wish to comment on the application; and
3. Authorize the business license inspector to approve the business licence, without conditions under 11.2 of "Business License Bylaw 2003 No. 1513".

Motion Carried

8. REPORTS

8.1 Town of Ladysmith 2024 Annual Municipal Report

CS 2025-159

That Council approve the Town of Ladysmith 2024 Annual Municipal Report.

Motion Carried

8.2 Town of Ladysmith 2024 Statement of Financial Information

CS 2025-160

That Council approve the Town of Ladysmith Statement of Financial Information for the fiscal year ended December 31, 2024.

Motion Carried

8.3 Strategic Priorities Fund Application

CS 2025-161

That Council direct staff to:

1. Submit an application to the UBCM Strategic Priorities Fund Capital Infrastructure Stream for the sewer, water, stormwater and road infrastructure required to service the Waterfront Area Plan;
2. Incorporate project administration and oversight into existing workplans; and

3. If necessary, prepare any budgets or financial plan amendments to fund potential cost overruns for Council approval.

Motion Carried

8.4 Marina Hydro Service Realignment Project

CS 2025-162

That Council approve the change order for MKM Projects in the amount of \$251,200 to realign the marina hydro servicing at the Machine Shop, and amend the 2025-2029 Financial Plan to include a Marina Hydro Servicing project in the amount of \$251,200 with the funding to come from the Heart of the Hub (Machine Shop – Phase 2) project in the amount of \$90,000 and the remaining \$161,200 to come from Appropriated Equity.

Motion Carried

8.5 Heart of the Hub Phase 2 (Machine Shop) Sewer Connection Project Update

CS 2025-163

That Council approve the change order in the amount of \$25,113 to MKM Projects Ltd. to fund the Heart of the Hub (Machine Shop) sewer connection, with the additional funds to come from the sewer parcel tax and sewer reserves and amend the 2025-2029 Financial Plan accordingly.

Motion Carried

8.6 2025 Call for Poetry – Mayor Kathleen ‘Kay’ Grouhel

CS 2025-164

That Council approve the recommendation from the Public Art Committee for the 2025 Call for Poetry in recognition of Mayor Kathleen ‘Kay’ Grouhel, and direct staff to proceed with ordering and installing the kiosks, signage, and planters to complete the Kay Grouhel recognition project.

Motion Carried

8.7 School District 68 Agreement Renewal and Letter of Intent

CS 2025-165

That Council:

1. Approve the renewal of the lease agreement with the Board of Education School District No. 68 (Nanaimo – Ladysmith) for the use to operate the Frank Jameson Community Centre on district land for a period of five (5) years, with an option to renew; and

2. Authorize the Mayor and the Corporate Officer to sign the addendum agreement.

Motion Carried

9. BYLAWS

9.1 Bylaw Status Sheet

10. NEW BUSINESS

10.1 Council Participation in Special Events Handbook Discussion

Recommendation moved:

That Council not attend the Special Events Handbook overview discussion to be held with Community Stakeholders.

Consideration deferred. See Resolution CS 2025-166.

CS 2025-166

MOTION TO TABLE

That Council defer consideration of the recommendation "that Council not attend the Special Events Handbook overview discussion to be held with Community Stakeholders" to a future meeting.

Motion Carried

OPPOSED: Councillors McKay, Jacobson and Stevens.

10.2 Proposed Addition to Council Procedure Bylaw

CS 2025-167

That Council add the following clause as Section 26.4 to Bylaw 1666 (Council Procedure Bylaw):

"In the case of either a Notice of Legal Action or an Active Legal Action in which the Town is a litigant, no member of Council shall interact in any manner with the opposing party(ies), their legal counsel, representatives or proxies regarding said legal action. Further, no member of Council shall discuss nor reveal details of such Notice of Legal Action or Active Legal Action to any a third party outside of Council or Exempt Leadership Staff of the Town."

Motion Carried

OPPOSED: Councillor Virtanen.

11. UNFINISHED BUSINESS

11.1 1130 Rocky Creek Road – Covenant Amendment

CS 2025-168

That Council:

1. Receive the response from the Ministry of Transportation and Transit regarding the modification of Covenant CB215820; and
2. Authorize staff to execute and register the covenant modification agreement for Covenant CB215820.

Motion Carried

OPPOSED: Councillor Gourlay.

11.2 Motion to Rescind Resolution CS 2025-151

CS 2025-169

That Council rescind the following resolution passed at the June 3, 2025 Council Meeting: "CS 2025-151 That Council acknowledge and accept an increase in the Town's liability for any mishaps in 2025 and allow events to be held with a Traffic Control plan designed and implemented by non-accredited volunteers and override the authority of the Corporate Officer to require the Applicant to provide a traffic control plan certified by a professional transportation engineer as shown in s.14 of the Special Event Bylaw 2024 No. 2196."

Motion Carried

OPPOSED: Councillor Virtanen.

11.3 2025 Event Traffic Management Funding

CS 2025-170

That Council allocate up to \$50,000 from the Corporate Services legal budget to contract with a traffic management company to design and implement traffic management for the following events in 2025:

- Ladysmith Show 'n Shine - August 2025
- Ladysmith & District Art Council – Arts on the Avenue – August 2025
- Ladysmith Celebration's Society – August 2025
- Ladysmith Festival of Lights – November 2025
- Ladysmith Pride Society – June 2025

Motion Carried

OPPOSED: Councillor Virtanen.

11.4 Motion to Rescind Resolution CS 2025-152

CS 2025-171

That Council rescind the following resolution passed at the June 3, 2025 Council Meeting: "CS 2025-152 That Council receive the letter from Minister Ravi Kahlon regarding Small-Scale Multi-Unit Housing."

Motion Defeated

OPPOSED: All members of Council.

12. QUESTION PERIOD

A member of the public sought clarification on an item in the Statement of Financial Information. The individual also inquired about the marina power servicing, expressed disagreement with the poem selected to honour Kay Grouhel and asked whether Council would reconsider the 2025 Call for Poetry winner, and requested confirmation regarding the rise and report.

13. ADJOURNMENT

CS 2025-172

That this Regular Meeting of Council be adjourned at 8:05 p.m.

Motion Carried

CERTIFIED CORRECT

Mayor (D. Beeston)

Deputy Corporate Officer
(E. Anderson)

Minutes of the Parks, Recreation & Culture Advisory Committee
Wednesday, June 18, 2025 at 7:00pm
Frank Jameson Community Centre

COMMITTEE MEMBERS PRESENT:

Colleen Butcher
 Gordon Filewych
 Jacqueline Huard
 Mitchel Lowe
 Bruce Mason

Terri Merritt-Worden
 Jane Nettleton
 Kim Nakahara, Chair
 Councillor Jeff Virtanen

STAFF PRESENT:

Chris Barfoot, Lead
 Kim Cheang, Minute Taker
 Andrew Wilson
 Jake Belobaba

REGRETS:

Pamela Walker

**CALL TO ORDER AND
ACKNOWLEDGEMENT**

The Chair called the meeting to order at 7:01pm and acknowledged with gratitude that the meeting was taking place on the unceded territory of the Stz'uminus First Nation.

AGENDA

2025-07:

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

Motion Carried.

MINUTES

2025-08:

That the Parks, Recreation & Culture Advisory Committee approve the minutes of the April 16, 2025 meeting as presented.

Motion Carried

NEW BUSINESS

Emergency Access Lane through Brown Drive Park

- Staff A. Wilson, Planner, Development Services, provided an overview of the report previously submitted to Council on May 20, 2025.
- Staff J. Belobaba, Director of Development Services, provided an update on discussions between the Town and Mosaic regarding a potential alternative route that would not impact or go through the park.
- S. Mack of Townsite Planning delivered a presentation on the proposed emergency access lane through Brown Drive Park.

2025-09:

Parks, Recreation & Culture Advisory Committee Recommendations to Council
July 8, 2025

At its June 18, 2025 meeting the Parks, Recreation & Culture Advisory Committee recommended:

1. That the proposal for an emergency access through Brown Drive Park, be referred back to the Committee with the following additional information:

- a) Further information on the viability of the Alternative Emergency Access route over adjacent lands;
 - b) A presentation from the Engineering and Fire Departments on preferred standards for the proposed access through Brown Drive Park; and
2. That any access developed through the Brown Drive Park have a limited “one-lane” footprint, with minimal turnarounds and similar features intended primarily for vehicle use.

Motion Carried

NEXT MEETING

7:00pm on Wednesday, September 17, 2025 at FJCC.

ADJOURNMENT

2025-10:

That the Parks, Recreation & Culture Advisory Committee adjourn this meeting at 8:43pm.

Motion Carried

Parks, Recreation & Culture Advisory Committee Recommendations to Council
July 8, 2025

At its June 18, 2025 meeting the Parks, Recreation & Culture Advisory Committee recommended:

1. That the proposal for an emergency access through Brown Drive Park, be referred back to the Committee with the following additional information:
 - a) Further information on the viability of the Alternative Emergency Access route over adjacent lands;
 - b) A presentation from the Engineering and Fire Departments on preferred standards for the proposed access through Brown Drive Park; and
2. That any access developed through the Brown Drive Park have a limited “one-lane” footprint, with minimal turnarounds and similar features intended primarily for vehicle use.

STAFF REPORT TO COUNCIL

Report Prepared By: Kristine Hawkins, Revenue Accountant
Report Approved by: Erin Anderson, Director of Financial Services
Meeting Date: July 8, 2025
File No: 1820-01
RE: Adjustment to Water Billing Account – 2024 Q4, 2025 Q1

RECOMMENDATION:

That Council provide a bill adjustment due to a water leak for Account No. 000-1030220-000 in the amount of \$6,308.31

EXECUTIVE SUMMARY:

The purpose of this staff report is to present to Council a request for a water bill adjustment which is outside the scope of the Director of Finance's authorization to approve. This request is for an adjustment greater than \$3,000.

PREVIOUS COUNCIL DIRECTION:

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

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

INTRODUCTION/BACKGROUND:

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

Property owners are to repair the leak on their property within 45 days of the high consumption notification. The notification could be in the form of a notice placed at the property during the meter reading, a letter sent from the Town or the utility bill itself. Property owners can apply for one leak adjustment within a ten-year period.

Account No. 000-1030220-000 was notified by Town staff on December 23, 2024 of a higher than usual meter reading. A subsequent investigation revealed a break in the service line to the residence. The homeowner states the leak was repaired by January 31, 2025 —39 days after notification— which falls within the allowable timeframe. However, the contractor invoice indicates the repair was completed on March 10, 2025

(77 days), exceeding the permitted period. It is noted, however, that Council has previously waived this time requirement for similar applications. If approved in full, the adjustment would be \$6,308.31.

ALTERNATIVES:

Council can choose to:

1. Not provide an adjustment to the water billing account.
That Council not provide an adjustment to water billing account No. 000-1030220-000 for the fourth quarter of 2024 and the first quarter of 2025.
2. Provide partial adjustment.
That Council provide an adjustment to water billing account No. 000-1030220-000 for the fourth quarter of 2024 and the first quarter of 2025 in the amount of \$_____.
3. Increase the threshold amount delegated to staff.
That Council direct staff to amend the Waterworks Regulation Bylaw 1999, No. 1298 to increase the Director of Financial Services' authority to adjust a billing account to a maximum of \$_____.

FINANCIAL IMPLICATIONS:

Adjustments to water billing accounts affect the water revenues.

In 2025 to date, there were 25 adjustments due to service connection breaks, irrigation system leaks or unexplained consumption, ranging from \$41.71 to \$4,646.13.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

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

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

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

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

STAFF REPORT TO COUNCIL

Report Prepared By: Julia Dewijn, Planner
Reviewed By: Jake Belobaba RPP, MCIP, Director of Development Services
Meeting Date: July 8, 2025
File No: ZBL 3360-25-05
RE: Zoning Bylaw Amendment to Allow Bed and Breakfast Use in Single Dwelling Residential Zones

RECOMMENDATION:

That Council:

1. Give first and second readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2025, No. 2213”;
2. Direct staff to refer “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2025, No. 2213” to the Ministry of Transportation and Transit, following third reading and prior to adoption of the bylaw, pursuant to section 52 of the *Transportation Act*;
3. Direct staff to proceed with scheduling and notification of a public hearing for “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2025, No. 2213” pursuant to section 464(1) of the *Local Government Act*.

EXECUTIVE SUMMARY:

The purpose of this report is to introduce a proposal to add bed and breakfast as an accessory use to the Single Dwelling Residential – Small Lot A (R-1) and Local Commercial (C-1) Zones for Council consideration. The town-initiated proposal requires a Zoning Bylaw amendment.

PREVIOUS COUNCIL DIRECTION:

| Resolution | Meeting Date | Resolution Details |
|-------------|---------------|--|
| CS 2024-164 | July 16, 2024 | That Council give first, second and third readings to “Town of Ladysmith Zoning Bylaw 2014, No. 1860 Amendment Bylaw No. 2187”. <i>Motion Carried</i> |

INTRODUCTION/BACKGROUND:**Background**

Bed and breakfasts are traditionally run within single-unit dwellings and offer nightly accommodation to paying guests. Although not required under the Bed and Breakfast

(B&B) regulations in the “Town of Ladysmith Zoning Bylaw 2014, No. 1860”, bed and breakfasts often include breakfast service in addition to lodging.

Under the Town’s zoning regulations, bed and breakfasts have different rules than “short-term rentals” that operate where tourist accommodation is a permitted use or under a Temporary Use Permit (TUP). Generally speaking, a short-term rental is the rental of a complete dwelling unit, whereas a bed and breakfast is the rental of a bedroom without kitchen facilities.

Every bed and breakfast that operates within Ladysmith must have a valid business licence, and bed and breakfasts are permitted in most zones that allow single-family dwellings. However, with recent provincial rule changes related to marketing tourism accommodation through online platforms, unlicensed bed and breakfasts in zones that do not allow bed and breakfasts have been unable to obtain business licences and the subsequent provincial registration numbers required to be advertised on online platforms.

On July 16, 2024 Council passed a resolution to adopt Zoning Bylaw amendments to the Bed and Breakfast regulations, which redefined bed and breakfast accommodation rooms as ‘guest rooms’ and disallowed cooking facilities of any kind within guest rooms.

PROPOSAL:

Bylaw No. 2213 is a Zoning Bylaw amendment to allow bed and breakfast as an accessory use in the Single Dwelling Residential – Small Lot A (R-1-A) and Local Commercial (C-1) zones.

ANALYSIS:

For the reasons outlined below, staff are recommending approval of the proposal.

Official Community Plan

Properties zoned R-1-A and C-1 are designated as Neighbourhood Residential under the OCP. The Neighbourhood Residential designation aims to provide many housing choices with a range of residential types, tenures and densities. Some small-scale commercial uses are supported within this designation. Bed and breakfast use is consistent with the intent of the Neighborhood Residential land use designation.

The Official Community Plan (OCP) does not contain specific policies on bed and breakfasts. However, Table 1 outlines one policy relating to short-term rentals and its impact on long-term rental housing supply, as well as staff’s comments on how this policy relates to B&B use.

Table 1. OCP Policy Analysis

| OCP Policy Analysis | |
|--|--|
| Policy | Staff Comments |
| 3.14. Monitor the impact of short-term rental accommodation on long-term rental housing supply. Consider the short-term rental | Bed and breakfast use does not remove long-term rental housing from market supply because B&B use is not permitted where a legal secondary suite already exists on a |

| | |
|--|--|
| recommendations of CVRD's Workforce Housing Strategy (2022) once complete. | property. Further to this, bed and breakfast guest rooms are not permitted to include kitchens (or kitchenettes), which would otherwise be required in secondary suites. |
|--|--|

Zoning Bylaw

Bed and breakfasts are allowed in designated residential zones, but they must meet the Bed and Breakfast Zoning Bylaw regulations. These regulations state that B&Bs must be located on a property with a 'Single Unit Dwelling', and that B&Bs are prohibited where a caretaker dwelling, coach house dwelling, two-unit dwelling (duplex), or multi-unit dwelling is located.

Table 1 summarizes which zones permit or do not permit single unit dwellings and bed and breakfasts as uses:

Table 2. Summary of Zones allowing single unit dwellings and B&B use.

| Residential Zones | Single Unit Dwellings Permitted (Y/N) | Bed and Breakfast Use Permitted (Y/N) | Amendment Proposed to allow B&B |
|---|--|--|--|
| Rural Residential (RU-1) | Yes | Yes | Already permitted |
| Single Dwelling Residential (R-1) | Yes | Yes | Already permitted |
| Single Dwelling Residential – Small Lot A (R-1-A) | Yes | No | Yes |
| Old Town Residential (R-2) | Yes | Yes | Already permitted |
| Oyster Cove Residential (R-2-B) | Yes | Yes | Already permitted |
| Medium Density Residential (R-3) | Yes (if lawfully constructed prior to June 15, 2021) | No | No |
| Low Density Residential (R-3-A) | No | No | No |
| Manufactured Home Park (MHP-1) | No | No | No |
| Multi-Family Mixed Use (R-4) | No | No | No |
| Commercial Zone | | | |
| Local Commercial (C-1) | Yes | No | Yes |

As B&Bs are permitted under the bed and breakfast regulations to be operated in single unit dwellings, staff consider it appropriate to permit bed and breakfast accessory use in the R-1-A and C-1 zones, where single unit dwellings are permitted principal uses.

It is believed that B&Bs were not originally permitted in the R-1-A zone due to a smaller minimum lot size (before the small-scale multi-unit housing Zoning Bylaw amendments, the R-1-A minimum lot size was 460m², whereas the R-1 minimum lot size was, and remains at, 668m²). However, the B&B and parking regulations in the Zoning Bylaw would allow B&Bs to be accommodated within small-lot zones with no undue impacts.

Additionally, the provincially legislated small-scale, multi-unit housing changes have triggered allowances for additional residential density, and staff note that this may be perceived as promoting increased intensity of use in residential areas.

This proposal would allow B&B accessory use in Local Commercial (C-1) because single unit dwellings are permitted in this zone and no adverse impacts are anticipated.

The Comprehensive Development (CD) zones and the Medium Density Residential (R-3) zone are not included in this proposed Zoning Bylaw amendment due to the site-specific nature of the CD zones and the promotion of higher density residential uses within the R-3 zone.

Parking

Some properties zoned R-1-A (small lot zone) may have more limited area to accommodate off-street vehicle parking required for B&Bs. The Zoning Bylaw requires that one off-street parking space is provided per guest room located in a B&B in addition to the one parking space required for a single unit dwelling. As a result, there may be limitations on the number of guest rooms a R-1-A-zoned property can support should there be inadequate space for the required number of parking spaces, and the number of Development Variance Permit applications for guest parking may increase.

Economic Impact

Allowing additional B&Bs within the Town of Ladysmith provides more accommodation opportunities in the Town for tourists, visitors, and or workers who may contribute to the local economy throughout their stay. As such, it is reasonable to anticipate that allowing B&B use in the R-1-A and C-1 zones could further stimulate the Town's economy by increasing visits to local shops and services.

Based on the analysis presented above, staff recommend that Council give the proposed Zoning Bylaw amendment first and second readings, and direct staff to schedule a public hearing.

ALTERNATIVES:

Council can choose to:

1. Defeat the proposed bylaw.
2. Elect not to hold a public hearing in accordance with section 464(2) of the *Local Government Act* and direct that staff publish notice of the application in accordance with section 467 of the *Local Government Act*.
3. Defer consideration of the application and refer the proposal to a subsequent meeting of Council.
4. Amend the proposed bylaw and give the bylaw first and second readings as amended.
5. Refer the application back to staff for further review, as specified by Council.
6. Refer the application back to the Community Planning Advisory Committee for additional comment.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

Standard requirements for Council consideration and referrals established under provincial legislation have been accounted for in staff's review of the application and in the recommendations of this report. At this time, there are no special legal considerations for this proposal.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

If Council endorses the proposed bylaw amendments a public hearing is required pursuant to section 464(1) of the *Local Government Act*, and newspaper and mail notification must be carried out pursuant to section 466(1) of the *Local Government Act*.

Council can elect not to have a public hearing under 464(2) of the *Local Government Act* because an OCP amendment is not required to approve the proposed rezoning. However, staff recommend holding a public hearing as policies supporting the proposed amendments are not explicit and due to notification requirements, there are no time savings achieved by not holding a hearing.

INTERGOVERNMENTAL REFERRALS:

The application must be referred to the Ministry of Transportation and Transit as required under Section 52 of the *Transportation Act*, since many of the properties subject to the rezoning are located within 800 metres of the Trans-Canada Highway.

No further intergovernmental referrals were sent, as the proposed Zoning Bylaw amendment is not anticipated to impact other government agencies.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The application was circulated to the Building, Engineering, and Fire departments for review and comment. None of the referred departments expressed concern over the proposal.

COMMUNITY PLANNING ADVISORY COMMITTEE (CPAC) REVIEW:

A CPAC review of this application is not required under the CPAC Terms of Reference, as the proposed Zoning Bylaw amendment is a town-initiated proposal.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendations.

Allison McCarrick , Chief Administrative Officer

ATTACHMENTS:

- A. Draft Bylaw No. 2213
- B. R-1-A and C-1 Zone Areas Map

ATTACHMENT A

TOWN OF LADYSMITH

BYLAW NO. 2213

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

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

1. Schedule A – Zoning Bylaw Text is amended by adding "Bed and Breakfast subject to Part 6, Section 6.7" as a permitted Accessory Use to the Single Dwelling Residential – Small Lot A Zone (R-1-A) and Local Commercial (C-1).

Citation

2. This bylaw may be cited for all purposes as "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2025, No. 2213".

READ A FIRST TIME on the ____ day of ____, 2025

READ A SECOND TIME on the ____ day of ____, 2025

PUBLIC HEARING held on the ____ day of ____, 2025

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

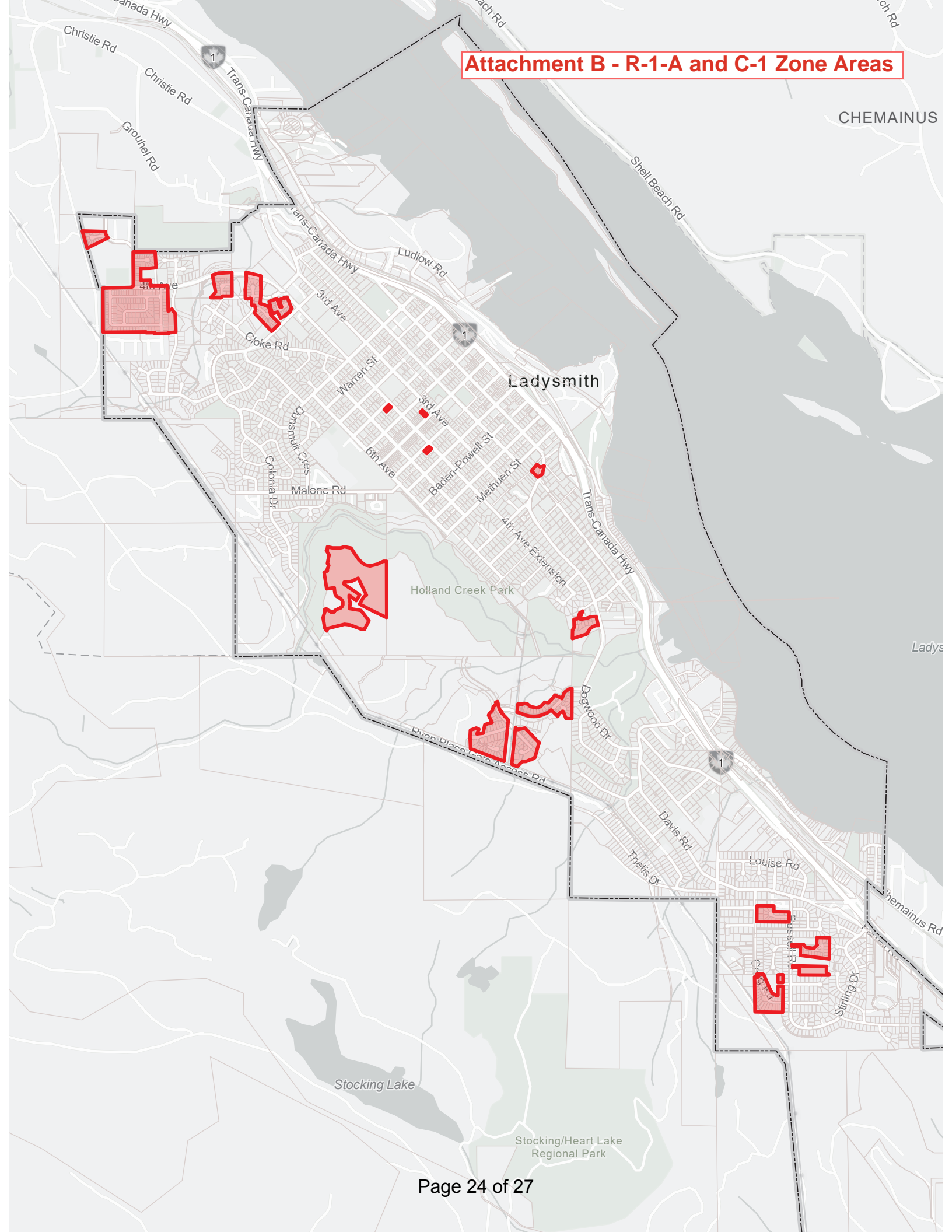
APPROVED BY MINISTRY OF TRANSPORTATION AND TRANSIT on the ____ day of ____, 2025

ADOPTED on the ____ day of ____, 2025

Mayor (D. Beeston)

Corporate Officer (S. Bouma)

Attachment B - R-1-A and C-1 Zone Areas



BYLAW STATUS SHEET
July 8, 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. Waiting on the applicant to meet the conditions of approval and provide the Town with documentation. Covenant can be completed once Town receives consolidated parcel confirmation. |
| 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. Waiting on the applicant to meet the conditions of approval and provide the Town with documentation. Covenant can be completed once Town receives consolidated parcel confirmation. |
| 2173 | "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw, No. 2173". To allow storage capabilities at 10910 Westdowne Road. | First and second readings, December 17, 2024. Public Hearing and third reading January 21, 2025. Waiting on the applicant to provide a Stormwater Management Plan and stormwater covenant retainer. MOTI requires a commercial access permit and driveway access improvements. |

From: Darlene Paulson **Redacted**
Sent: Thursday, June 19, 2025 9:31:33 AM
To: Deena Beeston <dbeeston@ladysmith.ca>
Subject: Town banners

Good day.

On July 2026 the Royal Canadian Legion will be celebrating 100 years . Ladysmith Legion was founded in 1946 serving our veterans and community for 80 years. Branch 171 would like to celebrate our veterans in 2026 with town banners . The Executive at Branch 171 would like to ask our town if this would be permitted and could we get the support of our Town to put them up and take them down. We would like to advertise this in the next few months so members of our community have time to find and send in photos off their loved ones. We have had many requests in the last few years on this project from community members, and we thought 2026 we be the perfect time.

Thank you
Darlene Paulson
Branch 171
Redacted
President



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julia@flyingcoloursintl.com

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- Provide photographs of veterans (digital files or printed copies)

What You'll Receive:

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- Individual veteran banners printed on your choice of vinyl, blackout mesh, or fabric.

Additional Services Available:

- Banner hardware
- Professional installation (available in select areas)



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information.

