

**A PUBLIC HEARING AND REGULAR MEETING
OF THE TOWN OF LADYSMITH
COUNCIL AGENDA
6:00 P.M.**

Tuesday, July 22, 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 Council approve the agenda for this Public Hearing and Regular Meeting of Council for July 22, 2025.

3. PUBLIC HEARING

“Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2025, No. 2213”

Subject Properties: Designated single-family dwellings within the R-1-A and C-1 zones within the Town of Ladysmith.

3.1 Outline of the Public Hearing Process - Mayor Beeston

**3.2 Introduction of Bylaw and Statutory Requirements - Planner,
Development Services**

3.3 Submissions

3.4 Call for Submissions to Council (Three Times) - Mayor Beeston

3.5 Declaration that the Public Hearing for Bylaw No. 2213 is Closed - Mayor Beeston

4. BYLAWS - OFFICIAL COMMUNITY PLAN AND ZONING (SUBJECT OF THE PUBLIC HEARING)

4.1 "Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2025, No. 2213" 5

Recommendation

That Council give third reading to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2025, No. 2213".

5. MINUTES

5.1 Minutes of the Regular Meeting of Council held July 8, 2025 6

Recommendation

That Council approve the minutes of the Regular Meeting of Council held July 8, 2025.

6. COMMITTEE MINUTES

6.1 Committee of the Whole - July 15, 2025 11

Recommendation

That Council direct staff to establish a local government bylaw dispute adjudication system under the *Local Government Bylaw Notice Enforcement Act*.

Recommendation

That Council direct staff to prepare the following amendments to "Council Procedure Bylaw 2009, No. 1666":

- a. Implement various housekeeping amendments;
- b. Expand meeting conduct expectations to include attendees;
- c. Grant all Council members who voted on the prevailing side the right to bring a previously voted-on matter back for reconsideration within 30 days;
- d. Provide additional grounds for denying delegation requests; and
- e. Update language pertaining to legal matters.

Recommendation

That Council direct staff to amend “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964” to set the required minimum number of qualified nominators for a member of Council at ten, in accordance with section 86 (2)(a) of the *Local Government Act*.

Recommendation

That Council direct staff to contact federal and provincial ministries with jurisdiction over the waters surrounding Ladysmith and encourage those ministries to work with the Royal Canadian Marine Search and Rescue regarding funding.

Recommendation

That Council direct staff to contact the local Island Health facility manager to discuss the community garden proposal and determine whether there is support to move the idea forward.

7. REPORTS

7.1 Special Occasion Licence Policy

18

Recommendation

That Council modify the Special Occasion Licence Policy to include the Holland Creek Fields as an additional permitted location within the hours of 11:00 am to 8:00 pm.

8. BYLAWS

8.1 Bylaw Status Sheet

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9. CORRESPONDENCE

9.1 Rotary Clubs of Ladysmith and Chemainus 15th Annual Charity Golf Tournament

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Recommendation

That Council allocate \$350.00 to sponsor a hole at the 15th Annual Rotary Charity Golf Tournament on September 20, 2025 as requested in the correspondence received July 7, 2025, with the funding to come from Council public relations budget.

10. NEW BUSINESS

11. QUESTION PERIOD

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be related to items on the agenda.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

12. ADJOURNMENT

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 8 day of July, 2025

READ A SECOND TIME on the 8 day of July, 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)



MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, July 8, 2025

6:30 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

Chris Geiger
Julia Dewijn
Hayley Young

1. CALL TO ORDER

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

2. CLOSED SESSION

CS 2025-173

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.

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 2025-174

That Council approve the agenda for the Regular Meeting of Council for July 8, 2025, as amended to:

- Split the recommendations in item 7.1 into separate items 7.1.1, 7.1.2, and 7.1.3;
- Amend 7.1.2 by replacing the word “approve” with “defeat”; and
- Add recommendation 7.1.3, if necessary, as follows: "That Council direct staff to advise the owner of the Malone Road development to provide documentation to staff for Council's consideration, that all other options for the emergency access road over adjacent lands have been exhausted."

Motion Carried

5. RISE AND REPORT- Items from Closed Session

Council rose from Closed Session at 6:33 p.m. with report on the following:

- **CE 2025-053**

That Council appoint Hayley Young as an additional Deputy Corporate Officer.

The following items from the Closed Meeting of Council held June 17, 2025 were reported:

- **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 resolutions 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

CS 2025-175

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

Motion Carried

Mayor Beeston relinquished the Chair to Councillor Virtanen, Council representative to the Parks, Recreation & Culture Advisory Committee, for consideration of item 7.1.

7. COMMITTEE MINUTES

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

7.1.1 CS 2025-176

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

Motion Carried

7.1.2 CS 2025-177

That Council defeat 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.

Motion Carried

7.1.3 CS 2025-178

That Council direct staff to advise the owner of the Malone Road development to provide documentation to staff for Council’s consideration, that all other options for the emergency access road over adjacent lands have been exhausted.

Motion Carried

Following consideration of item 7.1, Mayor Beeston resumed the Chair.

8. REPORTS

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

CS 2025-179

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

Motion Defeated

OPPOSED: Councillors Gourlay, Jacobson, McKay, Paterson and Stevens.

CS 2025-180

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 \$3,000.

Motion Carried

OPPOSED: Councillor Virtanen.

The Mayor expressed concern that the recommendation appeared unbalanced, stating for the record: “I haven’t been involved in this, but the staff report says we’ve done this before for others. So, are we picking winners and losers now?”

9. BYLAWS - OFFICIAL COMMUNITY PLAN AND ZONING

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

CS 2025-181

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*.

Motion Carried

10. BYLAWS

10.1 Bylaw Status Sheet

11. NEW BUSINESS

11.1 Royal Canadian Legion Centennial Banners

CS 2025-182

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.

Motion Carried

12. QUESTION PERIOD

A member of the public inquired who is requiring the secondary exit for the new development off Malone road and when was it decided that a secondary exit was needed.

Another member of the public questioned why the Town, rather than the developer, should be responsible for providing land for a secondary exit from the development, and asked why the developer could not use their own land for that purpose.

13. ADJOURNMENT

CS 2025-183

That this Regular Meeting of Council be adjourned at 7:57 p.m.

Motion Carried

CERTIFIED CORRECT

Mayor (D. Beeston)

Deputy Corporate Officer
(E. Anderson)



COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, July 15, 2025

6:30 P.M.

Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Councillor Ray Gourlay, Chair
Mayor Deena Beeston
Councillor Amanda Jacobson

Councillor Tricia McKay
Councillor Duck Paterson

Council Members Absent:

Councillor Marsh Stevens

Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot

Chris Geiger
Nick Pescod
Hayley Young

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Councillor Gourlay, 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 2025-033

That the agenda for this July 15, 2025 Committee of the Whole meeting be approved.

Motion Carried

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held May 13, 2025

CW 2025-034

That the minutes of the Committee of the Whole meeting held May 13, 2025 be approved.

Motion Carried

4. PRESENTATIONS

4.1 RCMP 1st Quarter 2025 Report

Staff Sergeant Busch presented the RCMP's first-quarter update, noting an overall increase in the number of files compared to the same period last year. He highlighted improvements in proactive policing and community engagement, as well as ongoing efforts in traffic enforcement, mental health-related response, and general public assistance. Some areas continue to require attention, but overall, the detachment is on track with its goals and has received positive feedback from the community.

S/Sgt Busch responded to questions from the Committee, and the Committee expressed their appreciation for the presentation and the work of the Ladysmith RCMP.

4.2 Emergency Evacuation Overview

Chris Geiger, Manager of Protective Services and April Diver, Cowichan Valley Regional District's Manager of Emergency Operations & Planning, provided an overview of evacuation planning for Ladysmith, including the use of pre-identified zones and coordinated regional response efforts. They responded to questions from the Committee.

The Committee expressed appreciation for the presentation and the work done to support community preparedness.

CW 2025-035

That the Committee receive the presentation from the Town's Manager of Protective Services and the Cowichan Valley Regional District's Manager of Emergency Operations & Planning regarding evacuation routes in Ladysmith.

Motion Carried

5. REPORTS

5.1 Bylaw Dispute Adjudication Registry System

CW 2025-036

That the Committee recommend that Council direct staff to establish a local government bylaw dispute adjudication system under the *Local Government Bylaw Notice Enforcement Act*.

Motion Carried

5.2 Proposed Amendments to “Council Procedure Bylaw 2009, No. 1666”

CW 2025-037

By unanimous consent, the Committee agreed to consider separately the proposed amendments to “Council Procedure Bylaw 2009, No. 1666” as identified in the staff report dated July 15, 2025, specifically including:

- Various housekeeping amendments;
- Adjusting the start time of all Regular Council Meetings to 6:00 p.m.;
- Expanding meeting conduct expectations to include attendees;
- Granting all Council members the right to bring a previously voted-on matter back for reconsideration within 30 days;
- Providing additional grounds for denying delegation requests;
- Updating language pertaining to legal matters; and
- Moving Question Period from the end of the agenda to the beginning.

CW 2025-038

That the Committee recommend that Council direct staff to prepare amendments to “Council Procedure Bylaw 2009, No. 1666” as identified in the staff report dated July 15, 2025, specifically to implement various housekeeping amendments.

Motion Carried

CW 2025-039

That the Committee recommend that Council direct staff to prepare amendments to “Council Procedure Bylaw 2009, No. 1666” as identified in the staff report dated July 15, 2025, specifically to adjust the start time of all Regular Council Meetings to 6:00 p.m.

Motion Defeated

OPPOSED: All members of the Committee.

CW 2025-040

That the Committee recommend that Council direct staff to prepare amendments to "Council Procedure Bylaw 2009, No. 1666" as identified in the staff report dated July 15, 2025, specifically to expand meeting conduct expectations to include attendees.

Motion Carried

CW 2025-041

That the Committee recommend that Council direct staff to prepare amendments to "Council Procedure Bylaw 2009, No. 1666" as identified in the staff report dated July 15, 2025, specifically to grant all Council members the right to bring a previously voted-on matter back for reconsideration within 30 days.

CW 2025-042**MOTION TO TABLE**

That the Committee table the following recommendation and direct staff to report back with additional information:

"That the Committee recommend that Council direct staff to prepare amendments to Council Procedure Bylaw 2009, No. 1666, as identified in the staff report dated July 15, 2025, specifically to grant all Council members the right to bring a previously voted-on matter back for reconsideration within 30 days."

Motion Defeated

OPPOSED: Mayor Beeston, Councillors Gourlay, McKay and Jacobson.

CW 2025-043**AMENDMENT**

That the Committee amend the motion to specify that only Council members who voted on the prevailing side may bring a previously voted-on matter back for reconsideration within 30 days.

Amendment Carried

OPPOSED: Councillor Jacobson and Paterson.

Resolution CW 2025-041, as amended reads:

That the Committee recommend that Council direct staff to prepare amendments to “Council Procedure Bylaw 2009, No. 1666” as identified in the staff report dated July 15, 2025, specifically to grant all Council members who voted on the prevailing side the right to bring a previously voted-on matter back for reconsideration within 30 days.

Main Motion, as Amended, Carried

OPPOSED: Councillor Paterson.

CW 2025-044

That the Committee recommend that Council direct staff to prepare amendments to “Council Procedure Bylaw 2009, No. 1666” as identified in the staff report dated July 15, 2025, specifically to provide additional grounds for denying delegation requests.

Motion Carried

CW 2025-045

That the Committee recommend that Council direct staff to prepare amendments to “Council Procedure Bylaw 2009, No. 1666” as identified in the staff report dated July 15, 2025, specifically to update language pertaining to legal matters.

Motion Carried

CW 2025-046

That the Committee recommend that Council direct staff to prepare amendments to “Council Procedure Bylaw 2009, No. 1666” as identified in the staff report dated July 15, 2025, specifically to move Question Period from the end of the agenda to the beginning.

Motion Defeated

OPPOSED: Councillors Gourlay, McKay and Jacobson.

6. COUNCIL SUBMISSIONS

6.1 Election Bylaw Amendment – Councillor Gourlay

CW 2025-047

That the Committee recommend that Council amend “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964” to set the required minimum number of qualified nominators for a member of Council at ten, in accordance with section 86 (2)(a) of the Local Government Act.

Motion Carried

6.2 Ladysmith Marine Search and Rescue Funding - Councillor Paterson

CW 2025-048

That the Committee recommend that Council direct staff to contact federal and provincial ministries with jurisdiction over the waters surrounding Ladysmith and encourage those ministries to work with the Royal Canadian Marine Search and Rescue regarding funding.

Motion Carried

6.3 Community Garden on Island Health Property - Councillor Paterson

CW 2025-049

That the Committee recommend that Council direct staff to arrange a meeting with Island Health to explore the possibility of using a portion of the landscaped area around the Urgent Care Centre for community gardens.

Motion Defeated

OPPOSED: Mayor Beeston, Councillors Gourlay and McKay.

CW 2025-050

That the Committee recommend that Council direct staff to contact the local Island Health facility manager to discuss the community garden proposal and determine whether there is support to move the idea forward.

Motion Carried

OPPOSED: Councillor Paterson.

7. ADJOURNMENT

CW 2025-051

That this Committee of the Whole Meeting be adjourned at 8:11 p.m.

Motion Carried

CERTIFIED CORRECT

Chair (Councillor R. Gourlay)

Deputy Corporate Officer
(E. Anderson)

Committee of the Whole Recommendations to Council July 22, 2025

At its July 15, 2025 meeting, the Committee of the Whole recommended that Council direct staff to:

1. Establish a local government bylaw dispute adjudication system under the *Local Government Bylaw Notice Enforcement Act*.
2. Prepare the following amendments to “Council Procedure Bylaw 2009, No. 1666”:
 - a) Implement various housekeeping amendments;
 - b) Expand meeting conduct expectations to include attendees;
 - c) Grant all Council members who voted on the prevailing side the right to bring a previously voted-on matter back for reconsideration within 30 days;
 - d) Provide additional grounds for denying delegation requests; and
 - e) Update language pertaining to legal matters.
3. Amend “Town of Ladysmith Election and Assent Voting Bylaw 2018, No. 1964” to set the required minimum number of qualified nominators for a member of Council at ten, in accordance with section 86 (2)(a) of the *Local Government Act*.
4. Contact federal and provincial ministries with jurisdiction over the waters surrounding Ladysmith and encourage those ministries to work with the Royal Canadian Marine Search and Rescue regarding funding.
5. Contact the local Island Health facility manager to discuss the community garden proposal and determine whether there is support to move the idea forward.

STAFF REPORT TO COUNCIL

Report Prepared By: Parks, Recreation & Culture Department
Meeting Date: July 22, 2025
File No:
Re: Special Occasion Licence Policy

RECOMMENDATION:

That Council modify the Special Occasion Licence Policy to include the Holland Creek Fields as an additional permitted location within the hours of 11:00 am to 8:00 pm.

EXECUTIVE SUMMARY:

The purpose of the Special Occasion Licence Policy (SOL) (Attachment A) is to delegate authority to the Director of Parks, Recreation & Culture to approve the sale and consumption of liquor on designated Town properties.

Presently, there is a SOL application for the Holland Creek Fields for an adult baseball tournament the weekend of September 12th to 14th, 2025.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2014-087	2014-03-03	That Council direct staff to amend the Beer Garden and Special Occasion Licence Applications Policy: <ul style="list-style-type: none"> • to delegate to the Director of Parks, Recreation and Culture the authority to approve Special Occasion Licences at the identified facilities for this purpose; • to remove the deadline for submission; and • to add Forrest Field, Transfer Beach Park and Aggie Hall and Fields as permitted areas for Special Occasion Licensed use.
CS 2024-272	2024-11-19	That Council direct staff to bring forward consequential amendments to the "Beer Garden and Special Occasion Licence Applications Policy 09-4320-A", as stated in the staff report dated November 12, 2024, by the Director of Parks, Recreation & Culture. Motion Carried OPPOSED: Councillor Paterson.

INTRODUCTION/BACKGROUND:

The Ladysmith Pilots have submitted a Special Event application to the Parks, Recreation & Culture Department to host an adult ball tournament on September 12th to 14th, 2025 at the Holland Creek Fields located adjacent to Dogwood Road. As part of their

application, they have also included a SOL request to operate a beer garden at this location each day of the event from 11:00 am to 9:00 pm, with a proposed liquor capacity of 200 persons (Attachment B). Although the organizers have indicated an end time of 9:00 pm on their application, they understand that this may not be permitted and have confirmed that an 8:00 p.m. end time would be acceptable.

To date, this is the only application the Town has received for this location, however the event organizers are considering holding similar events in the future, depending on the success of the 2025 event.

Under the SOL Policy, the Director of Parks, Recreation & Culture does not have explicit delegation from Council to permit the use of this specific location. As a result, Council approval is required—either through a recommendation from the Department or a request from the sponsoring organization—to permit the SOL. A review of other permitted sites within the SOL Policy showed that the existing fields identified in the policy operate under similar time restrictions, with SOL hours limited to 11:00 a.m. to 8:00 p.m. Staff are recommending that if Holland Creek fields are added to the policy, their permitted hours align with those of the existing locations.

ALTERNATIVES:

Council can choose to:

1. Not modify the SOL policy and consider each application for the Holland Creek fields.
2. Include the Holland Creek fields in the SOL policy, with SOL hours limited to 11:00 am to 9:00 pm.
3. Provide alternate direction to staff.

FINANCIAL IMPLICATIONS:

N/A

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

This is the first event occurring at these fields to include a Special Occasion Licence, which may have impacts on residents living adjacent to the Holland Creek Fields.

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

ATTACHMENTS:

- A. Special Occasion Licence Policy Application – with amendments
- B. Dogwood Bowl Baseball Beer Garden Application (redacted)
- C. Dogwood Bowl Baseball Beer Garden Map

TOPIC:	SPECIAL OCCASION LICENCE APPLICATION POLICY		
POLICY No.:			
APPROVED BY:		RESOLUTION No.:	2014-087
ORIGINAL DATE:	February 17, 2014	AMENDMENT DATE:	November 19, 2024
AMENDED:	2024.11.19 CS 2024-272		

PURPOSE: To provide a consistent policy to establish locations, conditions and operational details on the approval and operation of special occasion licences on Municipal property.

1. Permitted Locations

The Director of Parks, Recreation & Culture has the authority to approve Special Occasion Licences at the following locations:

- Aggie Hall
- Aggie Field
- Downtown
- Forrest Field
- Frank Jameson Community Centre
- Harmony Square
- High Street Field
- Holland Creek Fields
- Transfer Beach Park

2. Application Requirements:

- a) an accompanying letter detailing the event(s) for which the licence is being required;
- b) name of event coordinator and their contact details;
- c) a clear map showing:
 - the location of the licence area
 - number and locations of portable toilets, if applicable
 - number and locations of additional garbage containers, if applicable
 - entrances and exits
 - food service location
 - location of liquor service
 - layout of tables and chairs
 - staffed locations;
- d) the hours of operation;
- e) confirmation that tables, chairs, benches, picnic tables, etc., have been or can be obtained, if necessary;
- f) details of control of entrants and exits to include:
 - number of staff
 - training;
- g) confirmation that staff will be provided to ensure vehicles are parking in a safe and legal manner, if necessary;
- i) security deposit, as identified within the *Special Events Bylaw #2196* and assurance that food is available to patrons;
- j) Copy of the Special Occasion Licence approved by the BC Liquor and Cannabis Regulation Branch.

3. Conditions of Licence:

- a) the area created for the licence meets all requirements as set out through the Liquor and

Cannabis Regulation Branch for special events and special occasion licences.

- b) the hours of operation to be, pending RCMP review, not more than:
 - For Aggie Field, ~~and~~ Forest Field ~~and~~ Holland Creek Fields between 11:00 a.m. and 8:00 p.m.
 - For Downtown, Harmony Square, and High Street Field between 11:00am and 9:00pm
 - For Transfer Beach Park between 11:00 a.m. - 10:00 p.m.
 - For Aggie Hall and the Frank Jameson Community Center, as set by the Liquor and Cannabis Regulation Branch for Special Occasion Permits or as limited by staffing;
- c) a minimum of two hours closure of the licensed area prior to any other liquor permits being issued in the area (i.e. the area could be defined as the Community Park);
- d) concessions to be allowed to remain open for beyond the closing of a beer garden;
- e) licences not to exceed four days in duration for any one event;
- f) once an application has been approved, no change(s), by the applicant, will be allowed unless Council approval has been obtained;
- g) prior to holding the event, submit to the municipality evidence of public liability insurance
- h) coverage for the value and types of liability insurance as identified within the *Special Events Bylaw No. 2196*
- i) Applicants should obtain from the Insurance Corporation of BC copy(ies) of their Counter Attack Special Event Kit or like promotion.

4. Cancellation of licence

The licence can be immediately revoked by order of the RCMP, if in the opinion of the RCMP, the license is being abused, conditions of the licence are not being met, or it is in the public interest to revoke the licence.

2025 SPECIAL OCCASION PERMIT APPLICATIONSEE BACK FOR FURTHER INFORMATION**APPLICANT INFORMATION – COMPLETED BY PERSON RESPONSIBLE FOR LIQUOR LICENCE**

Applicant Name (s): [REDACTED]

Phone Number: [REDACTED]

Applicant Organization: LDBA

Email: [REDACTED]

Address: 325 gatacre st

City: Ladysmith

Province: BC

Postal Code: V9G 1B5

EVENT INFORMATION

Name of Event: Dogwood bowl baseball beer garden

Location (choose below):

Date of Event: Sept12-14

Hours of Event: 9am to 10pm

NOT CONFIRMED

Hours of Liquor Service: 11am to 9pm

of Participants: 200

+ If location ** - identify specific area:

ENSURE THE APPLICATION CONTAINS:

Behind the bating cage and tool shed. This area is partially fenced already and easier to secure.

☒ Details of control entrances, exits and security☒ Security deposit of \$350.00☒ Food is available to patrons☒ Location of tables, chairs, or other seating in licenced area☒ Host Liquor & Third Party Liability Insurance of not less than \$5million with the Town of Ladysmith listed as additional insured.**OUTDOOR LOCATIONS ONLY (see back for further details):**☒ Site plan of licensed area☒ Confirm that staff will be provided to ensure vehicles are parking designated zones☒ Location & number of portable washrooms☒ Location & number of garbage cans

Signature of Applicant:



Date: June 18/25

These are not to replace the requirement of a Liquor Special Event Permit (SEP) acquired through the Province of British Columbia's Liquor and Cannabis Regulation Branch.

Submit completed application by:

Email: bookings@ladysmith.ca

In-person: Frank Jameson Community Centre 810 – 6th Ave, Ladysmith

For more information 250.245.6424

The information on this form is collected under the general authority of the Community Charter and Freedom of Information & Protection of Privacy Act (FOIPPA) and is protected in accordance with FIOPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or foi@ladysmith.ca.



COMPLETING THE SPECIAL OCCASION LICENCE APPLICATION - QUICK GUIDE

Special Occasion Licence Applications (SOLA's) are guided by a Town Council Policy, which sets the Town's requirements for applying and running a Special Occasion Licence. [The full policy can be found here.](#)

When completing an application, it needs to be **completed by the person who is directly responsible** for the Special Occasion Licence from the Province's Liquor and Cannabis Regulation Branch (LCRB).

SOLA's must be submitted either in conjunction with booking a facility or a special event, they will not be reviewed without a booking being created. SOLA's are only permitted in the following areas, and must operate within the times identified:

LOCATION	LIQUOR SERVICE PERMITTED BETWEEN			
		11AM & 9PM	11AM & 10PM	AS PER LCRB
INDOOR				
Aggie Hall				√
Frank Jameson Community Centre				√
OUTDOOR**				
Aggie Field	√			
Downtown		√		
Forrest Field	√			
Harmony Square		√		
High Street Field		√		
Transfer Beach			√	

**all outdoor locations require a specific location be detailed and must include a site plan

Site Plans are needed for any outdoor locations and needs to include:

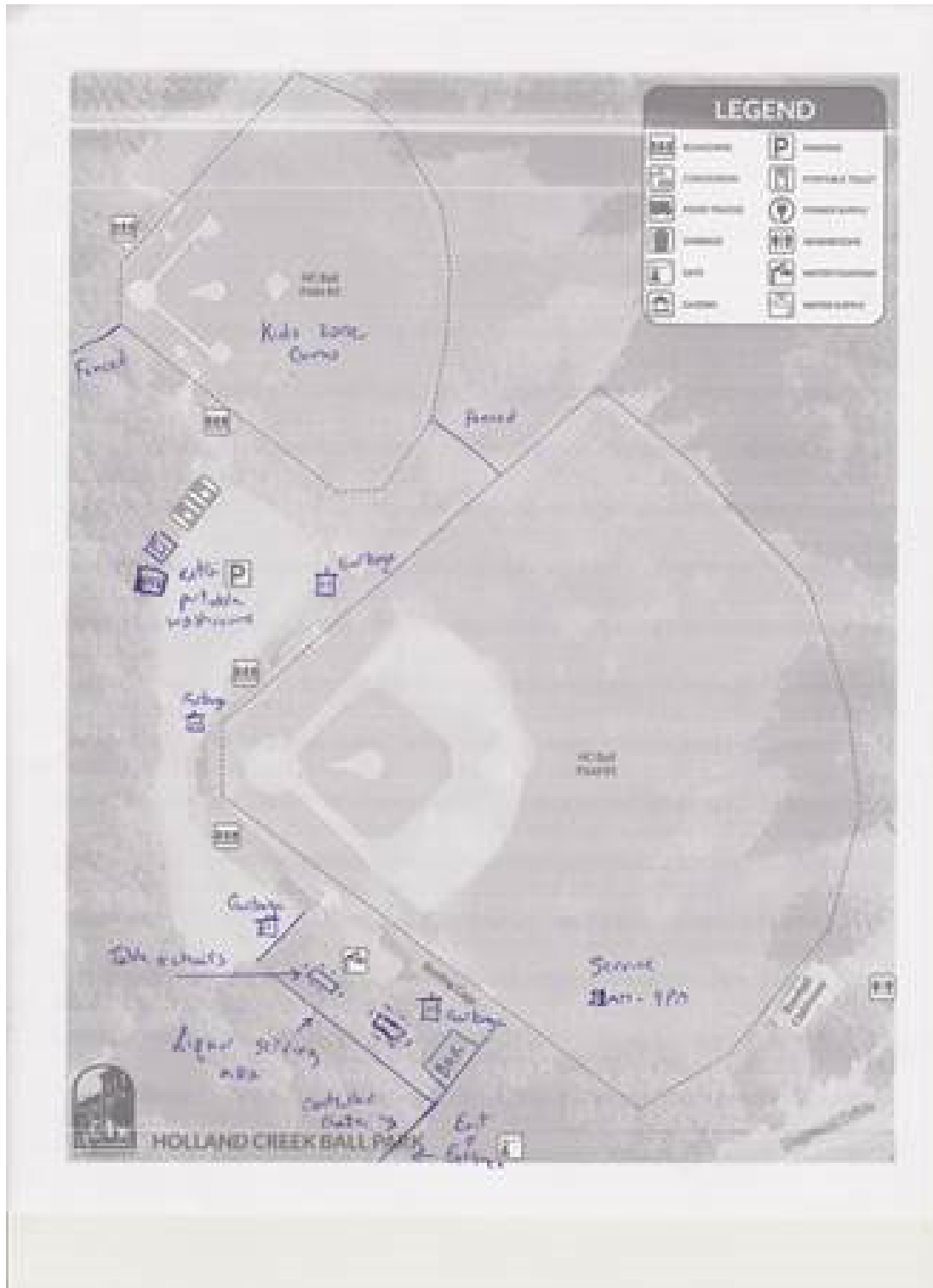
- Specific location of licenced area
- Location of seating, portable toilets, additional garbage cans, etc as applicable
- Entrance and exits to licenced area
- Layout of liquor serving area
- Location of food service
- Staffed locations during liquor service (include # of staff)
- Hours of service and planned serving #'s

Third Party Liability Insurance and Host Liquor Liability Insurance is required for all liquored events for at least \$5,000,000. Both are required as they provide coverage for you, the renter, and for us, the Town as owner of the property.

Host liquor liability insurance is a type of insurance that protects the host of an event from claims related to alcohol consumption by guests. It can cover the cost of injuries or damages to people or property caused by guests who become intoxicated at the event. Third-party liability insurance is a type of coverage that protects you in case you cause injury or property damage to someone else.

The Insurance Corporation of BC offers, at no charge, a special event kit containing coasters, table signs and posters to remind person's that "if you are drinking, make a plan to get home safe". [Request a kit here.](#)

ATTACHMENT C



BYLAW STATUS SHEET
July 22, 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.
2213	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2025, No. 2213." To Allow Bed and Breakfast Use in Single Dwelling Residential Zones.	First and second readings, July 8, 2025. Public Hearing and third reading scheduled for July 22, 2025. MOTI approval required.

From: Tom Redacted
Sent: Monday, July 7, 2025 11:43 AM
To: Julie Tierney <jtierney@ladysmith.ca>
Subject: Rotary Golf Tournament

Hello Julie,

Hope you are doing well.

I hope you can support our golf tournament again this year with a hole sponsorship. Any support you can give us is appreciated.

A sponsor form is attached for your reference.

Thanks

Tom

**ROTARY CLUBS OF
LADYSMITH AND CHEMAINUS
15th Annual Charity Golf Tournament**

MOUNT BRENTON GOLF COURSE, CHEMAINUS Saturday, September 20th, 2025



Shot Gun Start – 8:30 am
4 Person Scramble - 18 Holes
Prizes, Draws, Silent Auction
Registration: 7:30 – 8:15 am
Breakfast: 7:45 – 8:15 am - Luncheon: 1:00 pm

INDIVIDUAL OR TEAM ENTRY FORM/SPONSOR FORM

Name: _____
Address: _____
Phone no(s) _____
E-mail: _____
Team members: _____

Entry fee includes green fees, power cart, breakfast and luncheon

Cheque enclosed: \$600.00/team with 2 carts () or \$150.00/player () **Walkers \$125.00 each ()**
(payable to Rotary Club of Ladysmith)

OR:

- I would like to be a Platinum Sponsor – Cost is \$1,000.00 ()
 - Platinum Sponsors receive entry for 4 players, hole sponsorship, five cart sponsorships
- I would like to be a Gold Sponsor – Cost is \$850.00 ()
 - Gold Sponsors receive entry for 4 players, and a hole sponsorship
- Hole or Putting Green Sponsor: \$350.00 ()
- Lunch sponsor: \$350.00 ()
- Breakfast sponsor: \$350.00 ()
- Cart sponsorship: \$50.00 ()
- Company Name: _____

Proceeds to support Chemainus and Ladysmith local youth & community projects

To book your team or
for information contact:

Tom Andrews: (250) 210-2402 (tomandrewsvii@gmail.com)
Joan Phillips (250) 245-8104 or (250)327-6220 (joph@telus.net)

Send cheques & completed forms to: Rotary Club of Ladysmith, c/o Joan Phillips, 433 Blair Place, Ladysmith, BC, V9G 1Y3
or email completed form and e-transfer payment to joph@telus.net