

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

**Tuesday, May 5, 2026  
Ladysmith Seniors Centre  
630 2nd Avenue**

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**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:

- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (g) litigation or potential litigation affecting the municipality; and
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

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

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 May 5, 2026.

#### 5. RISE AND REPORT - Items from Closed Session

#### 6. MINUTES

##### 6.1 Minutes of the Regular Meeting of Council held April 21, 2026

6

Recommendation

That Council approve the minutes of the Regular Meeting of Council held April 21, 2026.

##### 6.2 Minutes of the Special Meeting of Council held April 28, 2026

12

Recommendation

That Council approve the minutes of the Special Meeting of Council held April 28, 2026.

#### 7. DELEGATION

##### 7.1 Regional Recreation Needs Assessment

14

Stephen Slawuta of RC Strategies and Neil Pukesh, General Manager of CVRD Community Services, will present an overview of the Regional Recreation Facility Needs Assessment.

Due to size restrictions, the report associated with this presentation can be accessed on the Town's website:

<https://www.ladysmith.ca/city-hall/mayor-council/council-agendas-and-minutes>

#### 8. PROCLAMATIONS

##### 8.1 Safety and Health Week

27

Recommendation

Mayor Beeston has proclaimed May 4-9, 2026, as "Safety and Health Week" in the Town of Ladysmith.

**8.2 Moose Hide Campaign Day** 28

Recommendation

Mayor Beeston proclaimed May 14, 2026 as "Moose Hide Campaign Day" in the Town of Ladysmith.

In support of "Moose Hide Campaign Day", the Town will also illuminate its available themed lighting locations with yellow lights.

**8.3 National Public Works Week** 29

Recommendation

Mayor Beeston has proclaimed May 17-25, 2026 as "National Public Works Week" in the Town of Ladysmith.

**9. REPORTS**

**9.1 Recycle BC Consolidation Statement of Work** 30

Recommendation

That Council authorize the Mayor and Corporate Officer to execute the Recycle BC Statement of Work for Consolidation and Transfer Services attached to the May 5, 2026 report from the Corporate Services Department.

**9.2 Waterfront Area Plan - Water Lot and Foreshore Development** 38

Recommendation

That Council endorse the workplan for the development of the water lots and foreshore, as described in the May 5, 2026 report to Council from the Development Services Department.

**10. BYLAWS**

**10.1 Bylaws for Adoption**

**10.1.1 "Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw 2026, No. 2212"** 48

Recommendation

That Council adopt "Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw 2026, No. 2212".

10.1.2	<b>"Property Tax Rates Bylaw 2026, No. 2235"</b>	52
	<u>Recommendation</u> That Council adopt "Property Tax Rates Bylaw 2026, No. 2235".	
10.1.3	<b>"Sewer Parcel Tax Bylaw 2026, No. 2236"</b>	56
	<u>Recommendation</u> That Council adopt "Sewer Parcel Tax Bylaw 2026, No. 2236".	
10.1.4	<b>"Water Parcel Tax Bylaw 2026, No. 2237"</b>	58
	<u>Recommendation</u> That Council adopt "Water Parcel Tax Bylaw 2026, No. 2237".	
10.2	<b>Bylaw Status Sheet</b>	60
11.	<b>NEW BUSINESS</b>	
11.1	<b>City Hall Community Engagement</b>	61
	<u>Recommendation</u> That Council receive the April 26, 2026 Community Engagement Plan from AHNE studios regarding Ladysmith City Hall options.	
12.	<b>QUESTION PERIOD</b>	
	<ul style="list-style-type: none"> <li>• A maximum of 15 minutes is allotted for questions.</li> <li>• Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners, or operators of a business.</li> <li>• Individuals must state their name and address for identification purposes.</li> <li>• Questions put forth must be related to items on the agenda.</li> <li>• Questions must be brief and to the point. Each speaker may have up to three (3) minutes total for questions and responses.</li> <li>• Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.</li> <li>• 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</li> </ul>	

future meeting of the Council.

**13. ADJOURNMENT**



## MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, April 21, 2026

6:00 P.M.

Ladysmith Seniors Centre  
630 2nd Avenue

### Council Members Present:

Mayor Deena Beeston

Councillor Ray Gourlay

Councillor Tricia McKay

Councillor Duck Paterson

Councillor Marsh Stevens

*(via Zoom – joined at 6:03 p.m.)*

Councillor Jeff Virtanen

### Council Members Absent:

Councillor Amanda Jacobson

### Staff Present:

Allison McCarrick *(via Zoom)*

Erin Anderson

Chris Barfoot

Jake Belobaba

Trish McConnell

Sue Bouma

Nick Pescod

Hayley Young

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### 1. CALL TO ORDER AND ACKNOWLEDGEMENT

Mayor Beeston called this Regular Meeting of Council to order at 6:00 p.m. and delivered the land acknowledgement.

### 2. AGENDA APPROVAL

#### CS 2026-068

That Council approve the agenda for this Regular Meeting of Council for April 21, 2026.

*Motion Carried*

### **3. MINUTES**

#### **3.1 Minutes of the Regular Meeting of Council held April 7, 2026**

##### **CS 2026-069**

That Council approve the minutes of the Regular Meeting of Council held April 7, 2026.

*Motion Carried*

### **4. DELEGATIONS**

#### **4.1 MNP, Auditors for the Town**

Cory Vanderhorst, MNP, provided Council with an overview of the 2025 Audit Findings. He stated that this is an unqualified or clean audit, and responded to questions from Council.

Councillor Stevens joined the meeting at 6:03 p.m. via Zoom.

##### **CS 2026-070**

That Council accept the 2025 Audit Findings report and the draft 2025 Financial Statements as presented by MNP, auditors for the Town of Ladysmith.

*Motion Carried*

### **5. PRESENTATION**

#### **5.1 Ladysmith RCMP Reports and Annual Planning**

Staff Sergeant Trevor Busch, Ladysmith RCMP, appeared before Council to provide an overview of year-end reporting and the proposed Detachment Annual Performance Plan and responded to Council's questions.

##### **CS 2026-071**

That Council receive the following Ladysmith RCMP reports:

- 2026 Community Consultation Results;
- 4<sup>th</sup> Quarter Report for the months January, February and March of 2026; and
- Annual Detachment Report for April 2025 to March 2026.

*Motion Carried*

**CS 2026-072**

That Council approve the Ladysmith RCMP Detachment Annual Performance Plan for 2026-2027.

*Motion Carried*

**6. PROCLAMATIONS**

**6.1 Environmental Sensitivity/ Multiple Chemical Sensitivity Awareness Day**

Mayor Beeston proclaimed Tuesday, May 12, 2026 as "Environmental Sensitivity/Multiple Chemical Sensitivity Awareness Day" in the Town of Ladysmith.

**7. DEVELOPMENT APPLICATIONS**

**7.1 Development Permit Application – 303 Chemainus Road**

**CS 2026-073**

That Council issue Development Permit 3060-23-04 for 303 Chemainus Road (Lot A District Lot 43 Oyster District and District Lot 2122 Cowichan District Plan EPP127840, PID: 032-313-535) to authorize a multi-family development on the subject property.

*Motion Carried*

**8. REPORTS**

**8.1 CVRD Referral - Bylaw No. 4705**

**CS 2026-074**

That Council direct staff to advise the CVRD that the Town of Ladysmith has no concerns with Bylaw No. 4705.

*Motion Carried*

**8.2 Employee Recognition Program**

**CS 2026-075**

That Council:

1. Amend the Employee, Volunteer Firefighter, RCMP Recognition Program Policy 07 2550 A to:

- a. Remove references to "volunteer firefighters" and replace with "paid-on-call firefighters";
- b. Remove RCMP personnel from eligibility;

- c. Replace the reference to “in good standing” with “continuous and active” to clarify that recognition is based on years of active service; and
2. Replace the requirement for a unanimous vote with a majority vote.

**CS 2026-076**  
AMENDMENT

That Council amend Resolution CS 2026-075 by adding subsection 1(d) as follows:

- d. Increase the gift amount from \$25 per year of service to \$40 per year of service.

*Amendment Carried*

**CS 2026-075, as amended, reads:**

That Council:

1. Amend the Employee, Volunteer Firefighter, RCMP Recognition Program Policy 07 2550 A to:
  - a. Remove references to “volunteer firefighters” and replace with “paid-on-call firefighters”;
  - b. Remove RCMP personnel from eligibility;
  - c. Replace the reference to “in good standing” with “continuous and active” to clarify that recognition is based on years of active service; and
  - d. Increase the gift amount from \$25 per year of service to \$40 per year of service”; and
2. Replace the requirement for a unanimous vote with a majority vote.

*Main Motion, as Amended, Carried.*

**9. BYLAWS**

**9.1 Bylaws for Introduction**

**9.1.1 2026 Property Tax Bylaws**

**CS 2026-077**

That Council give first, second and third readings to:

- “Property Tax Rates Bylaw 2026, No. 2235”;
- “Sewer Parcel Tax Bylaw 2026, No. 2236”; and
- “Water Parcel Tax Bylaw 2026, No. 2237”.

*Motion Carried*

**9.1.2 “Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw 2026, No. 2212”.**

**CS 2026-078**

That Council give first, second and third readings to "Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw 2026, No. 2212".

*Motion Carried*

**9.2 Bylaws for Adoption**

**9.2.1 “Community Centre and Facilities Fees and Charges Bylaw 2024, No. 2178, Amendment Bylaw 2026, No. 2234”.**

**CS 2026-079**

That Council adopt “Community Centre and Facilities Fees and Charges Bylaw 2024, No. 2178, Amendment Bylaw 2026, No. 2234”.

*Motion Carried*

**9.3 Bylaw Status Sheet**

**10. CORRESPONDENCE**

**10.1 LDHS Request for Museum Artifact Storage**

**CS 2026-080**

That Council consider the Ladysmith & District Historical Society's request for museum artifact storage, as presented in the correspondence dated April 14, 2026.

*Motion Carried*

OPPOSED: Councillor Stevens.

**CS 2026-081**

That Council authorize the Ladysmith & District Historical Society to temporarily store the identified items in the lower floor of the western portion of the Machine Shop for a one-year term, with the option to extend the term upon mutual agreement of both parties

*Motion Carried*

OPPOSED: Councillor Stevens.

**11. NEW BUSINESS**

**11.1 Ladysmith Intermediate School Field Use**

**CS 2026-082**

That Council direct staff to discuss with School District 68 the Town's potential use of the Ladysmith Intermediate School field for a community garden and dog park once the school is decommissioned.

*Motion Defeated*

OPPOSED: Councillors Gourlay, McKay, Stevens and Virtanen.

**11.2 Cleanup of Ladysmith Harbour – DL 651**

**CS 2026-083**

That Council direct staff to prepare and submit a letter to the Provincial and Federal Governments requesting timely intervention and cleanup within Ladysmith Harbour, with specific attention to DL 651 ("Dog Patch"), including the removal of both floating and submerged derelict vessels.

*Motion Defeated*

OPPOSED: Councillors Gourlay, McKay and Stevens.

**12. QUESTION PERIOD**

A member of the public thanked Council for their support of the Ladysmith & District Historical Society's request.

**13. ADJOURNMENT**

**CS 2026-084**

That this Regular Meeting of Council be adjourned at 7:32 p.m.

*Motion Carried*

CERTIFIED CORRECT

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Mayor (D. Beeston)

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Corporate Officer (S. Bouma)



## MINUTES OF A SPECIAL MEETING OF COUNCIL

Tuesday, April 28, 2026

11:30 A.M.

City Hall Council Chambers, 410 Esplanade/ Electronic

### Council Members Present:

Mayor Deena Beeston

Councillor Ray Gourlay

Councillor Amanda Jacobson (*Via Zoom*)

Councillor Tricia McKay

Councillor Duck Paterson

Councillor Jeff Virtanen (*Via Zoom*)

### Council Members Absent:

Councillor Marsh Stevens

### Staff Present:

Allison McCarrick

Erin Anderson (*Via Zoom*)

Jake Belobaba (*Via Zoom*)

Tim Tanton (*Via Zoom*)

Sue Bouma

Nick Pescod (*Via Zoom*)

Hayley Young

Julie Tierney

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### 1. CALL TO ORDER AND ACKNOWLEDGEMENT

Mayor Beeston called this Special Meeting of Council to order at 11:30 a.m., in order to retire immediately into Closed Session. She delivered the land acknowledgement.

### 2. AGENDA APPROVAL

#### CS 2026-085

That Council approve the agenda for this Special Meeting of Council for April 28, 2026.

*Motion Carried*

### 3. CLOSED SESSION

#### CS 2026-086

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:

- (g) litigation or potential litigation affecting the municipality; and
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

*Motion Carried*

**4. RISE AND REPORT- Items from Closed Session**

Council rose from Closed Session at 12:46 p.m. without report.

**5. ADJOURNMENT**

**CS 2026-087**

That this Special Meeting of Council be adjourned at 12:47 p.m.

*Motion Carried*

CERTIFIED CORRECT

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Mayor (D. Beeston)

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Corporate Officer (S. Bouma)



# Regional Recreation Facility Needs Assessment

Summary Presentation

# Presentation Overview

1. Needs Assessment Purpose and Process Overview
2. Recommended Infrastructure Strategies (Summary of Key Themes)
3. Questions



# Study Purpose

- Assess the current state of regional recreation amenity needs (trends, changes, gaps, etc.).
- Review and update priorities from the 2019 Regional Recreation Strategic Plan.
- Provide a resource that will help ensure future decision making is based on sound data and rationale.

**\*The focus on the Needs Assessment was on regionally supported recreation infrastructure and is not intended to supersede local municipal planning and priorities.**

# Study Process & Inputs

## Summary of the Needs Assessment Research and Engagement Methods



Feedback from over 1,000 residents through a resident survey and other in-person engagement opportunities.



Feedback from 49 community organizations and interest groups through discussions sessions and a targeted community organization survey.



Analysis of facility utilization and capacity.



Analysis of key population and demographics indicators.



Review of regional, provincial, and national trends and best practices.



Spatial analysis and mapping to assess resident access, proximity, and potential facility gaps.



Service level benchmarking of amenity service levels in the Cowichan Valley with other comparator regions.

**Research and Engagement  
(Summer - Fall 2025)**



**Analysis of Data and Priority Identification  
(Late 2025 - early 2026)**



**Needs Assessment  
(Spring 2026)**

# Recommendations and Priorities

The study contains **strategies for 11 different types of recreation amenities**, including those that currently exist at regionally significant facilities or may warrant future consideration for regional provision.

A **3-Step Prioritization Framework** was used to inform the



# Key Strategy Themes

## Strategies Aimed at Sustaining Aging Infrastructure

- Recommended as an **overarching priority** for the CVRD and regional partners.
- Reinvestment into **existing arenas, aquatics facilities, community programming spaces, the Cowichan Sportsplex (including track replacement), and Cowichan Performing Arts Centre** to sustain existing service levels and best position these facilities for the future.

# Key Strategy Themes

## Planning Required for Potential Major Facility Development (Strategies to Help Plan the Next Generation of Regional Facilities)

- 1-2 new **ice sheets** by 2040, ideally as part of a multi-sheet facility.
- Concept planning and cost validation for a third regional **indoor aquatics facility** to serve the south.
- Options for a **smaller scale performing arts venue** to complement the CPAC.
- As part of future major future facility development, identify opportunities to **efficiently meet other amenity needs (gymnasiums, indoor walking tracks, and fitness spaces)**.

# Key Strategy Themes

## Strategies Suggesting that **Trends Monitoring or Further Needs Analysis is Required**

- Feasibility study or regional pickleball strategy to explore a **major 'hub' pickleball site**.
- Cowichan Sportsplex investments to explore: **Covering the Weyerhaeuser Thunderbox and improvements to the natural surface infield** to improve functional capacity (surface improvements, drainage upgrades, lighting).

**\*Improved data collection practices for casual / spontaneous use amenities are also recommended to help inform future planning.**



# Thank You!



# STAFF REPORT TO COMMITTEE

**MEETING TYPE & DATE:** Committee of the Whole of March 19, 2026  
**FROM:** COMMUNITY SERVICES  
**SUBJECT:** Regional Recreation Needs Assessment (RNA) - Final Report  
**FILE:** 8160-20

## **PURPOSE/INTRODUCTION**

The purpose of this report is to provide the final report of the regional Recreation Needs Assessment (RNA) prepared by RC Strategies.

## **RECOMMENDED RESOLUTION**

For information.

## **BACKGROUND**

In 2018, the CVRD Board adopted the Regional Recreation Strategic Plan (RRSP), which established a shared vision for accessible, inclusive, and sustainable recreation services across the region. The RRSP emphasized the importance of evidence-based decision-making to ensure that investments in recreation facilities respond to community needs and support long-term growth. Since its adoption, the CVRD has experienced significant demographic changes, including population growth, shifting age profiles, and evolving recreational preferences. These trends, combined with aging infrastructure and increasing demand for diverse programming, have highlighted the need for updated data to guide future planning. Recognizing these pressures, the CVRD Board approved funding in 2025 for the initiation of an RNA for recreation facilities that would ultimately provide a comprehensive understanding of current recreation facility usage, gaps in service delivery, and emerging priorities across municipalities and electoral areas. A Canadian consulting firm specializing in recreation, parks and cultural planning (RC Strategies) was subsequently hired and by engaging residents, stakeholders, and partner organizations, the process ensured that community voices were central to identifying opportunities for improvement and expansion.

On December 10, 2025, RC Strategies presented a report on preliminary findings to the CVRD Board which provided a high-level overview of the engagement process, highlighting key themes that emerged from the work completed. Since this presentation and receiving feedback from Board members, RC Strategies has since integrated industry research, engagement analysis, and spatial data to inform the priority-setting stage, where specific criteria helped translate the engagement and research outcomes into recommended strategies. The final recommendations and report are included here as Attachment A.

Looking forward, this assessment will serve as a critical tool for guiding future capital planning, operational strategies, and partnerships, ensuring that recreation facilities continue to enhance quality of life and foster community well-being throughout the Cowichan region.

## **ANALYSIS**

The RNA confirms that the Cowichan region's recreation infrastructure is strong, highly valued, and broadly utilized across the region. Residents demonstrate high levels of participation and engagement, supported by a network of regionally significant facilities that provide meaningful social, health, cultural, and economic benefits. At the same time, the assessment clearly identifies that demand pressures, facility aging, evolving recreation preferences, and geographic considerations will shape the next decade of Recreation service delivery and capital planning. These findings reinforce that Regional Recreation has reached an important inflection point: the region must now shift from maintaining a historically successful system, toward strategic reinvestment, modernization, and deliberate prioritization of infrastructure to meet emerging needs. This aligns directly with the intent of the RRSP, which emphasizes coordinated planning, equity, long-term sustainability, and an adaptable service model capable of responding to change.

### **What This Means for Regional Recreation**

#### **1. A Required Shift Toward Proactive, Planned Reinvestment**

The assessment shows that while facilities such as arenas, aquatics centres, community program spaces, and the Cowichan Performing Arts Centre (CPAC) continue to perform well, many are aging and face increasing renewal and modernization demands. Ensuring that these assets remain safe, accessible, and high performing will require consistent capital reinvestment guided by asset management principles, informed by utilization and demographic trends.

For the Regional Recreation service, this means moving from project-by-project decision-making toward a long-term investment model aligned with lifecycle costs, capacity pressures, and regional benefit.

#### **2. Strategic Prioritization is Now Essential**

The prioritization framework developed in the RNA provides, for the first time, a transparent, evidence-based tool to help determine which amenities require short- and long-term investment. This is foundational to the RRSP, which calls for decision making that is data-driven, equitable, fiscally responsible, and regionally coordinated.

The framework's criteria (community demand, equity, cost, utilization, geographic gaps, and economic benefits) enable the Regional Recreation service to prioritize projects across all jurisdictions in a fair and consistent way.

#### **3. Planning for the Next Generation of Major Facilities**

The RNA outlines clear directions for future major capital projects in Cowichan, including:

- Planning for 1 - 2 new ice sheets by 2040;
- Concept development for a third regional aquatics facility serving the south;
- Exploring a smaller performance venue to complement the CPAC; and
- Incorporating gymnasiums, indoor walking tracks, and fitness spaces into future builds where feasible.

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These initiatives reflect the RRSP's commitment to shaping the next generation of recreation infrastructure, ensuring that the region remains competitive, inclusive, and responsive to population growth and changing activity patterns.

#### **4. Responding to Emerging and High-Demand Activities**

The growth of activities such as pickleball, indoor walking, and flexible multi-sport participation demonstrates the need for adaptable spaces. The Regional Recreation service will play a key role in coordinating responses across the region, particularly through:

- Leveraging underutilized or retrofit-able spaces; and
- Integrating low-cost, high-benefit amenities (e.g. walking tracks) into planned capital projects.

This aligns with the RRSP's direction to embrace evolving community needs through flexible, multipurpose facility design.

#### **5. Equity and Geographic Access Must Guide Future Investment**

While the region has a strong distribution of facilities, the assessment highlights ongoing challenges for residents who face transportation, financial, or physical barriers. Prioritizing equity is central to both the RNA and the RRSP.

Implications for the Regional Recreation service include:

- Ensuring geographic access is incorporated into project prioritization;
- Addressing costs and user barriers within facility and service planning; and
- Maintaining a regional model that supports smaller communities that cannot sustain large facilities alone.

This work supports the RRSP's commitment to reducing barriers and maximizing regional benefit.

#### **6. Strengthening Data Collection for Better Long-Term Decisions**

A key finding from the RNA is the need for improved data related to outdoor facilities, particularly sport fields, ball diamonds and sport courts, where booked use often does not align with actual use. To further strengthen this work, it will be important to continue monitoring emerging trends in recreation use, participant behaviour, and shifting community expectations. Remaining flexible and adaptable as new patterns arise will ensure that future facility planning remains responsive and forward looking. By pairing stronger data collection with ongoing trend analysis, the region will be better positioned to anticipate evolving needs and adjust service levels proactively.

The recommended strategies provide a coherent, actionable roadmap that strengthens and operationalizes the RRSP by:

- Setting clear long-term capital priorities (arenas, aquatics, performing arts, multi-sport spaces);
- Ensuring consistent reinvestment in existing regional assets;
- Preparing for population growth and demographic shifts;
- Emphasizing equity, accessibility, and regional benefit;
- Supporting collaborative planning among CVRD and its municipal partners; and
- Providing the analytical foundation for transparent, defensible Board decisions.

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Ultimately, the RNA confirms that the Regional Recreation service is well positioned, but must evolve to ensure that the region’s recreation system remains sustainable, accessible, and aligned with the needs and expectations of a rapidly changing community.

**OPTIONS**

N/A

**FINANCIAL CONSIDERATIONS**

\$100,000 was allocated from Budget Function 390 – Regional Recreation operating reserves to support the completion of this study as part of the 2025 budget discussions.

**COMMUNICATION CONSIDERATIONS**

Information related to the RNA study has been previously shared and updated extensively through the CVRD Plan Your Cowichan website, Connect North Cowichan website and the Let’s Talk Ladysmith website. Future updates to this plan and the final recommendations will also be shared through these platforms.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

The CVRD RNA aligns with the 2019 CVRD RRSP by identifying current gaps and emerging priorities across the region, thereby supporting the RRSP’s vision of equitable, accessible, and community-driven recreation services and reinforcing its emphasis on evidence-based decision-making and coordinated resource allocation

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Submitted by: N. Pukesh, MA, General Manager of Community Services

Reviewed for form and content and approved for submission to the Committee:

Resolution:

Financial Considerations:

Corporate Officer

Chief Financial Officer

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**ATTACHMENTS:**

Attachment A – Cowichan Region Recreation Needs Assessment – 2026 Final Report



TOWN OF LADYSMITH  
**PROCLAMATION**

Safety and Health Week

- WHEREAS:** *May 4–9 is Safety and Health Week, during which employers, governments, and workers across Canada promote awareness of preventing injury and illness in the workplace, at home, and in the community; and*
- WHEREAS:** *Safe and healthy workplaces require shared responsibility and active participation by employers, workers, unions, and governments; and*
- WHEREAS:** *Workplace safety supports employee health and well-being, enhances job satisfaction and productivity, and encourages safer practices beyond the workplace; and*
- WHEREAS:** *Safety and Health Week provides an opportunity to renew commitment to occupational safety and health, including education and training to prevent accidents, injuries, and illnesses; and*
- WHEREAS:** *Members of the Canadian Society of Safety Engineers, together with the Town of Ladysmith and other committed employers, will help strengthen public understanding of the value of investing in occupational health and safety; and*
- WHEREAS:** *This year's theme is "Together we can create safe workplaces and communities";*
- THEREFORE:** *I, Deena Beeston, Mayor of the Town of Ladysmith, do hereby proclaim that May 4 -9, 2026, inclusive, shall be known as "Safety and Health Week."*



Mayor D. Beeston

May 5, 2026



TOWN OF LADYSMITH

## PROCLAMATION

### Moose Hide Campaign Day

**WHEREAS:** *The Moose Hide Campaign is an Indigenous-led, grassroots movement calling on men, boys, and all Canadians to take a stand against violence toward women, children, and gender-diverse people; and*

**WHEREAS:** *The Campaign was founded along British Columbia's Highway of Tears in response to the injustices and violence experienced by women and children in Canada, particularly Indigenous women and girls; and*

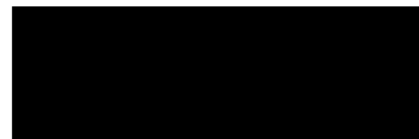
**WHEREAS:** *Intimate partner violence remains a serious and widespread issue in Canada, disproportionately impacting Indigenous women; and*

**WHEREAS:** *The Moose Hide Campaign has distributed millions of moose hide pins to spark meaningful conversations and awareness about ending gender-based violence; and*

**WHEREAS:** *Wearing the moose hide pin represents a personal commitment to honour, respect, and protect women and children, support reconciliation, and take action to end gender-based violence; and*

**WHEREAS:** *Participation in the Moose Hide Campaign supports reconciliation efforts and aligns with the United Nations Declaration on the Rights of Indigenous Peoples, the Truth and Reconciliation Commission's Calls to Action, and the Calls for Justice of the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG2S+).*

**THEREFORE:** *I, Deena Beeston, Mayor of the Town of Ladysmith, do hereby proclaim that May 14<sup>th</sup>, 2026 shall be known as "Moose Hide Campaign Day."*



Mayor D. Beeston

May 5, 2026



TOWN OF LADYSMITH

# PROCLAMATION

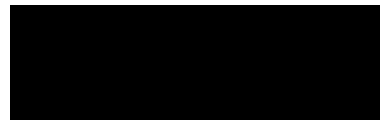
## National Public Works Week

**WHEREAS:** *Public works professionals provide infrastructure, facilities, and services essential to the health, safety, sustainability, and quality of life of the people of Ladysmith; and*

**WHEREAS:** *These services are delivered through the dedicated efforts of engineers, managers, and workers across all levels of government and the private sector, who build, operate, and maintain critical systems such as water supply and treatment, solid waste, public buildings, and other essential facilities; and*

**WHEREAS:** *It is in the public interest for residents, civic leaders, and youth to understand and appreciate the importance of public works and public works programs;*

**THEREFORE:** *I, Deena Beeston, Mayor of the Town of Ladysmith, do hereby proclaim the week of May 17<sup>th</sup> to May 25<sup>th</sup>, 2026 as “National Public Works Week” in the Town of Ladysmith, British Columbia.*



\_\_\_\_\_  
Mayor D. Beeston

May 5, 2026

**INFORMATION REPORT TO COUNCIL**

**Report Prepared By:** Corporate Services Department  
**Meeting Date:** May 5, 2026  
**File No:** 2320-20  
**Re:** Recycle BC Consolidation Statement of Work

**RECOMMENDATION:**

That Council authorize the Mayor and Corporate Officer to execute the Recycle BC Statement of Work for Consolidation and Transfer Services attached to the May 5, 2026 report from the Corporate Services Department.

**EXECUTIVE SUMMARY:**

The current Recycle BC Statement of Work (SOW) for Consolidation and Transfer Services expires on May 18, 2026. The updated SOW (Attachment A) proposes a new five-year term, which exceeds staff’s signing authority and therefore requires Council’s approval.

Aside from the updated term, the only change to the new SOW is the addition of clause 2.21(e), which requires material to be delivered to the designated post-collection facility in a condition suitable for processing, and includes the option to require all inbound material to be delivered loose if processing conditions warrant.

**PREVIOUS COUNCIL DIRECTION:**

Resolution	Meeting Date	Resolution Details
CS 2025-137	2025-05-20	That Council: 1. Authorize the Mayor and Corporate Officer to sign the Solid Waste Management Services Agreement between the Town and the Cowichan Valley Regional District (CVRD); 2. Inform Recycle BC of the arrangement between the CVRD and the Town; and 3. Authorize the Mayor and Corporate Officer to sign the Recycle BC Statement of Work and the Master Services Agreement.

*I approve the report and recommendation.*

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT:**

A. Recycle BC Statement of Work for Consolidation and Transfer Services



**SCHEDULE 2.1(g)**  
**STATEMENT OF WORK FOR CONSOLIDATION AND TRANSFER SERVICES**

This Statement of Work is incorporated into and forms part of the Master Services Agreement made between Town of Ladysmith (“**Contractor**”) and MULTI-MATERIAL RECYCLING INC., carrying on business as Recycle BC (“**Recycle BC**”) made as of April 15, 2026 (the “**Agreement**”). The effective date of this Statement of Work (the “**SOW Effective Date**”) is May 19, 2026.

**SECTION 1. Interpretation**

1.1 Definitions. In this Statement of Work (including the attachments hereto), the following terms will have the following meanings. Capitalized terms used but not defined in this Statement of Work will have the respective meanings ascribed to them in the Agreement.

“**Change**” has the meaning set out in Section 3.1.

“**Change Request**” has the meaning set out in Section 3.1.

“**Change Response**” has the meaning set out in Section 3.2.

“**Consolidation and Transfer Services**” has the meaning set out in Section 2.2.

“**Consolidation Facility**” has the meaning set out in Section 2.2.1.

“**Curbside Collection**” has the meaning set out in the Curbside Collection SOW.

“**Curbside Collection SOW**” has the meaning set out in Section 2.1.1.

“**Designated Post-Collection Facility**” means a facility, designated by Recycle BC, at which Contractor will deliver Inbound Material to the Designated Post-Collection Service Provider.

“**Designated Post-Collection Service Provider**” means the entity, designated by Recycle BC, to receive Inbound Material.

“**Inbound Material**” has the meaning set out in Section 2.2.1.

“**In-Scope PPP**” means the PPP set out in Attachment 2.1.2 of the Curbside Collection SOW and the Multi-Family Building Collection SOW and such other materials identified as In-Scope PPP by Recycle BC in writing from time to time.

“**Service Commencement Date**” means May 19, 2026.

“**SOW Effective Date**” has the meaning set out on the first page of this Statement of Work.

“**SOW Term**” has the meaning set out in Section 4.

## SECTION 2. Services

2.1 Continued Collection Services. Each of Contractor and Recycle BC acknowledges and agrees that Contractor will continue to perform the following services (the “**Services**”) from and after the Service Commencement Date:

2.1.1 Curbside Collection. Contractor will continue to provide Curbside Collection pursuant to and in accordance with Schedule 2.1(a) Statement of Work for Curbside Collection Services Provided by Local Governments dated January 1, 2025 (the “**Curbside Collection SOW**”) between Contractor and Recycle BC; provided, however, that during the SOW Term:

- (a) Contractor will not be required to comply with the requirement in Section 2.1.5(a) of the Curbside Collection SOW to deliver In-Scope PPP, as defined in Attachment 2.1.2 of the Curbside Collection SOW, to the Designated Post-Collection Facility on the day of collection; and
- (b) Contractor will not be required to comply with Section 2.1.5(i) of the Curbside Collection SOW.

2.2 Consolidation and Transfer Services. Beginning on the Service Commencement Date, Contractor will provide, in accordance with the terms of the Agreement and this Statement of Work, the following consolidation and transfer services (the “**Consolidation and Transfer Services**”).

2.2.1 Consolidation.

Contractor will receive and store material collected by vehicles operated by Contractor performing Curbside Collection (“**Inbound Material**”) at a consolidation facility (the “**Consolidation Facility**”) designated by Contractor and approved in writing by Recycle BC.

- (a) Contractor will ensure that all receiving and storing activities take place within enclosed or covered portions of the Consolidation Facility, except as otherwise permitted in writing by Recycle BC. All Inbound Material shall be stored under roof except as otherwise permitted in writing by Recycle BC.
- (b) Contractor will ensure that the Consolidation Facility has sufficient capacity to receive and store all Inbound Material collected by Contractor in accordance with the requirements of Section 2.1 and to accommodate collection vehicle traffic from Contractor. Collection vehicles operated by Contractor must not queue on public roads or in any location outside of the Consolidation Facility property, except in exceptional circumstances such as snow or ice storms or as otherwise permitted in writing by Recycle BC.
- (c) Inbound Material may not accumulate or be stored at the Consolidation Facility in a manner that impedes the maneuverability of collection vehicles operated by Contractor.
- (d) Contractor will ensure that Inbound Material is not combined, blended or otherwise consolidated with material originating from any source other than vehicles operated by the Contractor performing Curbside Collection, except as otherwise permitted in writing by Recycle BC.
- (e) Contractor will ensure that all Inbound Material being consolidated at the Consolidation Facility will be delivered to the Designated Post-Collection Facility in a manner that does not impact the ability to process the material. If the Designated Post-Collection Facility is unable to process the material, Recycle BC reserves the right to require Contractor to deliver all Inbound Material loose to the

Designated Post-Collection Facility.

- (f) Consolidation Facility receiving area floors must be paved, flat, level and free of debris and obstructions so that collection vehicles operated by Contractor are not required to drive onto, or over, Inbound Material or dump on uneven ground.
- (g) Contractor shall notify Recycle BC within 30 minutes of any significant interruption or equipment breakdown that leads to (i) delays in receiving or storing Inbound Material at the Consolidation Facility or (ii) the requirement to deliver Inbound Material directly to the Designated Post-Collection Facility. If any interruption or equipment breakdown affects the ability of the Consolidation Facility to receive and store Inbound Material from the Contractor in accordance with the requirements of this Statement of Work, the Contractor will deliver all Inbound Material to the Designated Receiving Facility until the Consolidation Facility is able to receive and store Inbound Material from the Contractor in accordance with the requirements of this Statement of Work.
- (h) Contractor shall promptly carry out any and all repairs and perform all scheduled maintenance of the Consolidation Facility necessary in order to ensure that the Consolidation Facility is able to receive and store Inbound Material in accordance with the requirements of this Statement of Work.
- (i) Contractor will accommodate site visits at the Consolidation Facility by representatives of Recycle BC and the Designated Post-Collection Service Provider, as is reasonably required to ensure compliance with this Statement of Work.

2.2.2 Weighing Inbound Material.

- (a) Contractor will maintain and operate weigh scales and weighing systems at the Consolidation Facility that are certified for trade by Consumer and Corporate Affairs Canada at Consolidation Facility if Inbound Material is more than 2,000 Tonnes per year, and Contractor will re-certify all weigh scales and weighing systems every six (6) months, at Contractor's expense. Contractor will provide records of certification, and recertification, to Recycle BC. Recycle BC may request, and Contractor will provide, proof of weighing mechanism accuracy at any time
- (b) Contractor will at all times maintain weigh scales and weighing systems at the Consolidation Facility in good operating condition. If any weigh scale or weighing system is not operating correctly, Contractor will make alternate arrangements that are satisfactory to Recycle BC to record weights. Recycle BC will be notified immediately of any scale malfunctions.
- (c) Contractor will weigh all vehicles operated by the Contractor performing Curbside Collection delivering Inbound Material to the Consolidation Facility upon entry and exit of the Consolidation Facility. Weigh scales must be of sufficient length to accommodate the longest vehicles transporting Inbound Material (i.e., the vehicles must be able to get all axles onto the weigh scale at one time).
- (d) Contractor may use tare weights on record as the exit weight. Tare weights on record must be updated no less frequently than every two months.
- (e) Contractor will use a weighing system, proposed by Contractor and subject to Recycle BC's prior written approval, that permits each category of Inbound Material delivered by a vehicle to be weighed separately.
- (f) Material from another Recycle BC source approved in writing by Recycle BC may

be blended with Inbound Material only if the Inbound Material has been separately weighed prior to blending in accordance with the requirements of this Statement of Work.

#### 2.2.3 Composition Audits.

- (a) Contractor will collect and tag audit samples from Inbound Material according to the procedures provided by Recycle BC and the schedule provided by the Designated Post-Collection Service Provider on a monthly basis.
- (b) Contractor will make available adequate mobile equipment and an operator able to cone and quarter the audit samples, a designated area to receive and process the samples, and a dedicated means to visually record the audit sampling process as per the procedure provided Recycle BC.
- (c) Contractor will ensure videos of the audit sample process are stored and accessible for a review period of 2 years and will upload selected videos, upon request by Recycle BC, to an online portal designated by Recycle BC.
- (d) Contractor will securely store and transport audit samples in audit sample bags to the Designated Post-Collection Facility at a frequency approved by Recycle BC.
- (e) Contractor will receive audit sample bags from the Designated Post-Collection Service Provider at the Designated Post-Collection Facility and transport such audit sample bags to the Consolidation Facility for use in connection with composition audit procedures.

#### 2.2.4 Transferring Inbound Material.

- (a) Contractor will deliver Inbound Material (“**Transfer Services**”) received and stored at the Consolidation Facility to the Designated Post-Collection Facility.
- (b) Transfer Services will be provided at a schedule and frequency provided by Recycle BC, which may be adjusted by Recycle BC, acting reasonably, or otherwise approved by Recycle BC in writing.
- (c) Inbound Material will not be stored at the Consolidation Facility for longer than the period provided by Recycle BC in writing.
- (d) All Inbound Material being transported by Contractor to the Designated Post-Collection Facility will be completely contained in the transport vehicles at all times during the performance of the Transfer Services.
- (e) Contractor will provide transport vehicles that are approved and permitted to haul the materials being transported, are maintained in good working order, and are clean of any major contamination from solid waste, organics or material other than Inbound Material.
- (f) Contractor will not deliver Inbound Material to any location other than the Designated Post-Collection Facility or dispose of any Inbound Material without prior written authorization from Recycle BC.
- (g) Contractor will follow all reasonable instructions and procedures regarding the delivery of Inbound Material as directed by the Designated Post-Collection Service Provider and Recycle BC, including but not limited to instructions and procedures pertaining to health and safety, delivery and unloading of Inbound Material and weigh scale operation.

- (h) If Contractor is scheduled to deliver Inbound Material on a holiday, Contractor will coordinate directly with the Designated Post-Collection Service Provider a minimum of ten Business Days in advance of such holiday in order to schedule the delivery of Inbound Material.
- (i) Recycle BC reserves the right to designate an alternative location for the delivery of Inbound Material for short-term periods in the case of equipment malfunction or service disruption at the Designated Post-Collection Facility.
- (j) If the Designated Post-Collection Service Provider rejects a load of Inbound Material from Contractor due to a verified claim that such load contains material other than Inbound Material (or material approved to be blended with Inbound material in writing by Recycle BC), Recycle BC reserves the right to designate alternative procedures and requirements associated with that load and to require the Contractor to reimburse the Designated Post-Collection Service Provider for the costs associated with managing non-Inbound Material.

#### 2.2.5 Reporting.

- (a) Contractor will submit Inbound Material Reports using the electronic submission platform provided by Recycle BC or the Designated Post-Collection Service Provider.
- (b) Inbound Material Reports must be submitted within 7 calendar days of receipt of Inbound Material at the Consolidation Facility or another location authorized by Recycle BC as per Section 2.2.4 (f) & (g).
- (c) Among other information requested by the electronic submission platform, each Inbound Material Report must include:
  - (i) Kilograms of Inbound Material received from Contractor at the Consolidation Facility.
  - (ii) The name of Contractor.
  - (iii) The location where the Inbound Material originated.
  - (iv) Unique weigh scale ticket number.
  - (v) The Service Date.
  - (vi) The tare weight, if applicable.

### **SECTION 3. Changes.**

- 3.1 An authorized Recycle BC representative may, at any time and from time to time, request changes to the Services (each a “**Change**”) by issuing a “**Change Request**”.
- 3.2 Contractor will provide a detailed response to the Change Request (a “**Change Response**”) within 10 calendar days of receipt of the Change Request, and such Change Response will include details of any costs or other changes required to this Agreement to comply with the Change Request.
- 3.3 Contractor may request a Change by delivering a Change Request, together with a Change Response, to Recycle BC. Recycle BC may, in its sole discretion, accept or reject Contractor’s Change request.

- 3.4 If Recycle BC, in its discretion, accepts the Change Response, an authorized Recycle BC representative will provide Contractor with written approval of Recycle BC's acceptance in the form of an executed change order. If Recycle BC does not accept a Change Response and Recycle BC's requests that the parties continue to negotiate the Change Response, the parties will negotiate in good faith the terms pursuant to which the parties may agree to implement the Change. Contractor will not make any Change without Recycle BC's prior written approval.
- 3.5 Contractor acknowledges that Recycle BC may be dependent on Contractor for the Services, and Contractor agrees that Contractor will not be entitled to refuse to provide a Change Response under Section 3.2 unless it is not technically possible for Contractor to carry out the Change.
- 3.6 Contractor will make requested Changes at no additional charge to Recycle BC

#### **SECTION 4. SOW Term**

This Statement of Work will commence on the SOW Effective Date and, subject to Section 6.3, its initial term will continue until December 31, 2029 or such later date as Contractor and Recycle BC may otherwise agree in writing (such period being herein referred to as the "**SOW Term**"). For the avoidance of doubt, Contractor acknowledges and agrees that Section 2.1 will be of no further force and effect following expiry of the SOW Term.

#### **SECTION 5. Fees**

In recognition of the fact that Contractor is voluntarily choosing to provide Consolidation and Transfer Services instead of delivering In-Scope PPP directly to the Designated Post-Collection Facility, there are no additional fees payable by Recycle BC for the performance by Contractor of the Consolidation and Transfer Services. For the avoidance of doubt, Contractor acknowledges and agrees that it will not be entitled to receive any Fees in respect of Consolidation and Transfer Services.

#### **SECTION 6. Additional Terms**

- 6.1 Reasonable Procedures. Contractor will implement and maintain reasonable procedures to ensure that Consolidation and Transfer Services comply with the requirements of this Statement of Work. Such procedures are subject to review by Recycle BC at any time and from time to time. If Recycle BC determines that such procedures are inadequate, Contractor will adopt such procedures as Recycle BC may reasonably require in order to ensure compliance with this Statement of Work.
- 6.2 Cooperation. Without limiting Contractor's obligations under the Agreement, Contractor must cooperate and coordinate directly with Recycle BC and the Post-Collection Service Provider on any and all matters related to Consolidation and Transfer Services.
- 6.3 Termination. Either party may, at any time and without cause, terminate this Statement of Work for convenience upon giving the other party 30 days' prior notice (or such shorter amount of notice if agreed in writing by the other party). Upon receipt of a notice of termination by either party, Contractor will commence the orderly wind down of the Consolidation and Transfer Services.
- 6.4 Risk. Contractor will be responsible for all risks, including risk of loss of, or damage, caused by Inbound Material from the time Inbound Material is received by Contractor at the Consolidation Facility until delivery acceptance by the Designated Post-Collection Service Provider. .

(Signature page follows.)

IN WITNESS WHEREOF the parties have executed this Statement of Work effective as of the SOW Effective Date.

**MULTI-MATERIAL RECYCLING INC.**

**TOWN OF LADYSMITH**

Per: \_\_\_\_\_  
(I have authority to bind Recycle BC)

Per: \_\_\_\_\_  
(I have authority to bind Contractor)

Name: \_\_\_\_\_  
(Please Print)

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Per: \_\_\_\_\_  
(I have authority to bind Contractor)

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_

Note: Second signatory to be completed by Contractor only if Contractor requires two signatories (and by leaving the second signatory blank and returning the Statement of Work to Recycle BC, Contractor and the first signatory represent that no additional signatories are required).

Attachment A

**STAFF REPORT TO COUNCIL**

**Report Prepared By:** Development Services Department  
**Meeting Date:** May 5, 2026  
**File No:** 6520-20  
**Re:** **Waterfront Area Plan: Water Lot and Foreshore Development**

**RECOMMENDATION:**

That Council endorse the workplan for the development of the water lots and foreshore, as described in the May 5, 2026 report to Council from the Development Services Department.

**EXECUTIVE SUMMARY:**

This report provides a roadmap to rezone and develop the “water lots”, foreshore, and Slack Point to implement the Waterfront Area Plan. It follows milestones related to reconciliation and remediation that have been completed or are nearing completion.

**PREVIOUS COUNCIL DIRECTION:**

Resolution	Meeting Date	Resolution Details
CS 2025-161	2025-06-17	That Council direct staff to: <ol style="list-style-type: none"> <li>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;</li> <li>2. Incorporate project administration and oversight into existing workplans; and</li> <li>3. If necessary, prepare any budgets or financial plan amendments to fund potential cost overruns for Council approval.</li> </ol>
CS 2021-052	2021-02-16	That Council authorize the Mayor and Corporate Officer to sign the FCM Green Municipal Fund Grant Agreement GMF 17055 titled “Uplands Environmental Assessment and Remedial Action Plan” for remediation of Town-owned property referred to as the “uplands” in the Waterfront Area Plan.
CS 2019-147	2019-04-15	That Council: <ol style="list-style-type: none"> <li>1. Direct staff to proceed with the preparation of bylaws to amend the:                             <ol style="list-style-type: none"> <li>a. Zoning Bylaw to support the proposed uses in the Arts and Heritage Hub Concept Plan, and</li> <li>b. Institutional (Arts and Heritage Hub) land use policies in the Waterfront Area Plan to recognize the potential for</li> </ol> </li> </ol>



Resolution	Meeting Date	Resolution Details
		<p>additional revenue generating uses within the Arts and Heritage Hub area.</p> <p>2. Direct that the Town’s community and stakeholder consultation undertaken as part of the development of the Arts and Heritage Hub Concept Design Report be considered as the early and on-going consultation during the development of the OCP amendment, pursuant to s. 475 of the Local Government Act.</p>
CS 2018-178	2018-06-04	That Council adopt “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 12) 2018, No. 1951”, to rezone a portion of Lot 4, Plan 45800 in order to permit multi-unit residential development, as outlined in the Waterfront Area Plan.
CS 2018-166	2018-05-14	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Proceed with third reading and final adoption of Bylaw 1950 cited as “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw (No. 50) 2018, No. 1950”.</li> <li>2. Proceed with third reading of Bylaw 1951 cited as “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 12) 2018, No. 1951”.</li> <li>3. Direct staff to refer Bylaw 1951 to the Ministry of Transportation and Infrastructure pursuant to the Transportation Act.</li> </ol>

**INTRODUCTION/BACKGROUND:**

The Waterfront Area Plan was adopted and incorporated into the previous Official Community Plan in May of 2018. The Waterfront Area Plan was a significant shift from previous waterfront plans. Specifically, the Stz’uminus First Nation was directly involved in the plan’s creation, and the plan specifically recognized Stz’uminus’ claim to provincially and federally owned land in Ladysmith Harbour.

The Town’s current OCP, adopted in May of 2023, further reinforced the community’s desire to see the waterfront redeveloped, and acknowledged Stz’uminus’ rights to lands within their unceded territory. Waterfront redevelopment--and implementation of the Waterfront Area Plan--was consistently noted as a key priority for the new OCP throughout the consultation process. The policies of the Waterfront Area Plan were integrated directly into the body of the OCP<sup>1</sup>, and reconciliation and concentrating development in core growth areas (which include the Waterfront) are top priorities of the new OCP. Both the Waterfront Area Plan and current OCP have received awards of excellence from the Planning Institute of BC.

Since the adoption of the Waterfront Area Plan, Stz’uminus, the Province and the Town have been working both independently and collectively to implement it. Although, for the reasons noted below, physical changes to the land and water have been minimal, much has happened to advance the plan and the Stz’uminus and Ladysmith communities are approaching a turning point for this area.

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<sup>1</sup> Under the previous OCP, the Waterfront Area Plan was incorporated as an Appendix

On March 31, 2022 the Province and Stz'uminus entered into a [reconciliation agreement](#) which listed crown-owned waterfront lands as priority lands to be transferred to Stz'uminus. The agreement allows the Province to transfer land and other assets to Stz'uminus or a "Designated Entity", which includes the Coast Salish Development Corporation, or any other lawfully incorporated company, wholly owned by Stz'uminus. Currently the Coast Salish Development Corporation and contractors working on its behalf have been advancing Stz'uminus' plans for the water lots. Subsequently, for the purpose of this report, the Stz'uminus First Nation, the Coast Salish Development Corporation and "Designated Entities" will be referred to collectively as Stz'uminus or the Stz'uminus First Nation.

On January 1, 2024 Stz'uminus took possession of District Lot 2016, the marina and portions of the boat launch and parking lot at Fisherman's Wharf by way of a crown land lease. This followed the Town's surrender of leases over the same areas. The new Oyster Bay Marina has been operating successfully since then. Stz'uminus has also acquired an interest in the Manana Resort on the northeast side of the harbour and plans are underway to integrate marina operations and provide a water taxi service.

Other notable work to implement the Waterfront Area Plan includes:

- Completion of the Arts and Heritage Hub Plan in 2019
- Completion of a design for an Artists' Studio<sup>2</sup>
- Completion of the first phase of the Machine Shop restoration.
- Preliminary designs and cost estimates for the water, sewer and stormwater servicing needed to service the waterfront area plan and an application for construction funding through UBCM's Strategic Priorities Fund <sup>3</sup>.
- A Detailed Site Investigation of Slack Point, Lot 17G and the boat launch parking area by the Province. The Province now intends to seek a Certificate of Compliance for these lands
- Site remediation on the Town owned "Uplands" (Lots 1, 4 and 5) which is expected to result in a Certificate of Compliance for these lands by the end of 2026<sup>4</sup>.

Slack Point, the Uplands and the boat launch parking area comprise approximately 18%, and virtually all the dry land, in the plan area. Once Certificates of Compliance are issued for these lands, dry land development can proceed without triggering the assessment and "freezing" process under the *Environmental Management Act*. However, the Province has not included the "water lots" in the first phase of remediation work for provincially owned land. Under the Waterfront Area Plan, these areas are planned for a mix of waterfront/floating commercial, float homes and moorage. However, under the *Environmental Management Act* and *Contaminated Sites Regulation*, certain approvals

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<sup>2</sup> Construction funding was later reallocated to the Machine Shop restoration, however the project will be "shovel ready" once a Certificate of Compliance is Issued and funding is secured for Lot 4.

<sup>3</sup> See June 17, 2025 Council report for more information

<sup>4</sup> see November 15, 2025 Committee of the Whole agenda for more information

(e.g. building permits, etc.) trigger a Site Disclosure Statement, which in turn triggers expensive site investigations and remediation as prerequisites for said approvals. Remediation costs and timelines can be estimated but are largely unpredictable. Contamination migrates, stabilizing levels of contamination can be extremely challenging, and undetected contamination and unanticipated soil and groundwater conditions can increase costs and timelines substantially.

An annotated map of the properties that make up the Waterfront Area Plan is provided in Attachment A. Table 1 provides a breakdown of each parcel's remediation and tenure status.

*Table 1: Status of Lands in the Waterfront Area Plan*

Parcel Name	Legal Description	Remediation Status	Current Ownership/Tenure Status	Future Ownership/Tenure
Lot 4	Lot 4 District Lots 8G, 11G, 24 And 56 Oyster District Plan 45800 Except Plans VIP64405, VIP71943, VIP72131 and EPP100459	Certificate of Compliance expected in 2026	Owned by Town	Portions to be sold for development. Funds to be used to finance plan implementation
Lot 1	Lot 1 District Lots 24 and 56 Oyster District Plan VIP64405			
Lot 5	Lot 5, District Lots 24 And 56, Oyster District, Plan 45800			Owned by Town
Slack Point/ Lot 16G	District Lot 16G, Oyster District	Remediation underway by the Province	Owned by Province	Park/Amenities
Lot 17G	District Lot 17G, Oyster District			
Block B and Block D (Collectively the Boat Launch Parking Area)	Block B, District Lot 2016, Cowichan District. Block D, District Lot 2016, Cowichan District.			
DL 2016	Block C, District Lot 2016, Cowichan District.			
DL651/the Dogpatch	District Lot 651, Cowichan District.	None currently underway		Stz'uminus ownership or tenure

Further complicating redevelopment of the water lots is the proliferation of sunken, derelict and abandoned vessels and unauthorized liveaboards occupying District Lot 651. Cleanup and eviction are expensive and time-consuming processes that must precede remediation and redevelopment. If Stz'uminus undertakes this task<sup>5</sup>, they must incur

<sup>5</sup> Under section 6 of the Reconciliation Agreement, the Province has agreed to provide Stz'uminus with remediation funding up to \$10 million for environmental clean up of provincial Crown lands in the Ladysmith Harbour area, which may include foreshore lands.

substantial, atypical costs and delays before revenue-generating activities can occur (e.g. expanded marina, commercial uses etc.). Combined, contamination and vessel cleanup on the water lots are major impediments to economically viable redevelopment that disproportionately affects Stz'uminus' land holdings.

Additionally, the Town's land holdings abut Stz'uminus' existing/future land holdings at, or near, the high tide line. This creates a design challenge in terms of access, geotechnical considerations and servicing which, though not insurmountable, requires careful consideration, a unique array of instruments and agreements to address.

Overall, redeveloping the water lots and foreshore, requires a unique approach that ensures economic viability for Stz'uminus, supports current and future remediation processes, and accounts for the existing mixed ownership and tenure throughout the developable area.

**PROPOSAL:**

Staff have been working with Stz'uminus to develop a development concept for the water lots and foreshore that can follow cleanup of derelict, sunken and abandoned vessels, but precede cleanup of contamination. Concept drawings, which will be refined, are included as Attachment B.

Staff are seeking authorization to negotiate a Phased Development Agreement with Stz'uminus in conjunction with a rezoning proposal to:

1. Authorize uses not currently permitted in the W-2 zone but otherwise contemplated in the Waterfront Area Plan and OCP (e.g. float homes).
2. Capitalize on exemption (o) in the OCP's development permit guidelines which exempts developments in DPA1 from the requirement to obtain a development permit if they are subject to a phased development agreement, thus avoiding the development freeze under the *Environmental Management Act*.

Like a Development Permit, phased development agreements can regulate form and character, the sequence and timing of a development. Unlike development permits, phased development agreements can, among other things, secure amenities and specific features of a development, and "lock in" zoning regulations for up to ten years. A phased development agreement also provides a means of addressing access and servicing between Stz'uminus and Town land holdings.

Under the *Environmental Management Act*, a site disclosure statement is not required for a phased development agreement and building permits on the water do not require a building permit<sup>6</sup>. Additionally, the proposed rezoning will be subject to section 4.2(1) of the *Contaminated Sites Regulation*. Under this rule, a site disclosure statement is not required, because there is a marina on the water lots, which is a Schedule 2 use, and is proposed to remain following the rezoning. Section 4.2(1) therefore exempts Stz'uminus

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<sup>6</sup> Under the Town's Building Bylaw, a building permit is not required for floating structures or marine structures.

from the requirement to provide a site disclosure statement. Collectively, the above conditions exempt the proposal from the remediation requirements of the *Environmental Management Act*. This provides a means for the Town and Stz'uminus to agree upon a proposal that is consistent with the Waterfront Area Plan and start building it; without triggering the remediation process.

**ANALYSIS:**

The proposed approach allows Stz'uminus to proceed with an economically viable development proposal that is consistent with the Waterfront Area Plan. For Stz'uminus' part, they will have the development authorizations needed to pursue financing and assume the financial risk of proceeding. For the Town's part the Town will benefit from the redevelopment and clean up of the waterfront and realization of the waterfront area plan.

The preliminary concept developed by Stz'uminus will be refined and is consistent with the Waterfront Area Plan. Commercial and recreational uses are proposed for the foreshore area, as are marina and maritime uses for the water. This is what the Waterfront Area Plan calls for. While the design differs from the concept plan shown in the Waterfront Area Plan, it is important to note policy 2.3 of the plan:

The vision and goals are manifested in the overarching Concept Plan presented on the following page. While the Concept Plan is not intended to be a blueprint for construction, it does provide a decision-making framework for land use, built form, open space, and transportation.

Subsequently, it would be an improper interpretation of the Waterfront Area Plan and OCP to assume that the Stz'uminus proposed development must look exactly like the concept plan shown in the Waterfront Area Plan. Similarly, assuming the final design will look exactly like the concept shown in Attachment B would be equally flawed. Staff will be working with Stz'uminus to refine this concept with the aim of accounting for specific site conditions while maintaining its alignment with the design principles outlined in the Waterfront Area Plan. The Waterfront Area Plan is clear that detailed design for development is to be iterative and evolve.

Similarly, the Waterfront Area Plan stresses joint decision-making for implementation, autonomy for Stz'uminus over the design of cultural components (e.g. the First Nations Cultural Centre), reestablishing Stz'uminus' presence on the water, and the importance of seeking an outcome that benefits both communities. The phased development agreement, which requires agreement from both parties and a public hearing, is ideally suited to the Waterfront Area Plan's "together we decide, and together we benefit" approach that requires the interests of both communities to be accounted for in implementation.

This is an important and exciting milestone in the implementation of the Waterfront Area Plan. Stz'uminus is preparing to redevelop its existing and future landholdings and at the same time the Town is securing authorizations to develop theirs. The flexible approach proposed is needed to overcome roadblocks and ensure Stz'uminus, which holds the more difficult development sites, can develop in tandem

with the Town, with each party having a reasonable say in the broader implementation of the Waterfront Area Plan. Staff see few other viable approaches to achieve this important component of the Waterfront Area Plan and recommend endorsing the roadmap herein as proposed.

**ALTERNATIVES:**

Council can choose to:

1. Not endorse the proposed workplan.

**FINANCIAL IMPLICATIONS:**

Under section 228 of the Community Charter, Stz'uminus will be liable to pay property taxes (municipal, school, hospital, regional etc) on land (which includes the water lots) and improvements (such as buildings) under any existing and future leases. The land will also be subject to the same taxation if Stz'uminus takes possession of the land in fee simple title. Subsequently, the improvements proposed for the water lots will increase the total value of the Town's assessment roll or "tax base" and the Town will be able to collect municipal taxes on provincial land that is currently tax exempt once leases are granted to Stz'uminus (e.g. 17G and DL 651).

**LEGAL IMPLICATIONS:**

The waterfront is not classified as a high-risk site under the *Environmental Management Act* and avoiding the site disclosure and remediation process is not expected to expose the proposed development to any risks. In any event, Town lands are expected to receive a Certificate of Compliance soon and the Town is not responsible for managing contaminated sites<sup>7</sup>. This means the Town bears no responsibility for any liabilities arising from contamination on lands owned by the Province.

Division 12 of the *Local Government Act* outlines the requirements for approving phased development agreements. Under the Act, the agreement must be agreed to by the owner and the local government and adopted by Council, by bylaw, in an open meeting. Phased development agreements can have a maximum term of up to ten years. This term can be extended to 20 years with approval of the Inspector of Municipalities.

A phased development agreement must identify the land that is being developed and identify specified provisions of the zoning bylaw and a subdivision servicing bylaw. Specified provisions are provisions that, if changed after the Phased Development Agreement is approved, do not apply to the development unless agreed to by the owner.

A phased development agreement may also include other agreed upon terms and conditions respecting:

- a) the inclusion of specific features in the development
- b) the provision of amenities
- c) the phasing and timing of the development and of other matters covered by the agreement

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<sup>7</sup> The Town is only responsible for collecting and forwarding site disclosure statements.

- d) the registration of covenants
- e) minor amendments—i.e. amendments that can be made without the requirement for a public hearing (subject to limitations)
- f) dispute resolution between the parties
- g) early termination of the agreement, either automatically if terms and conditions are not met, or by mutual agreement
- h) the provision of parkland

Phased Development Agreements must be entered into with the “owner” of land and can include terms related to the transfer of the agreement to future owners. Under section 2 of the schedule to the *Local Government Act*, “owner” is defined under the *Community Charter*. This definition includes the holder or occupier of crown land to which section 228 of the *Community Charter* applies. In specific terms, Stz’uminus, as a lessee, will have to pay municipal taxes as noted under ‘Financial Implications’ and will therefore be the owner for the purposes of the rezoning and phased development agreement applications. The Province and Stz’uminus are currently working on lease agreements for DL 651, 16G and 17G. The existing lease agreements for DL2016 already meets the above criteria.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

A public hearing will be required prior to the adoption of a phased development agreement and likely required for the proposed rezoning application.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

The phased development Agreement and rezoning proposal will be referred to and review by all applicable Town departments.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

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

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

**Allison McCarrick, Chief Administrative Officer**

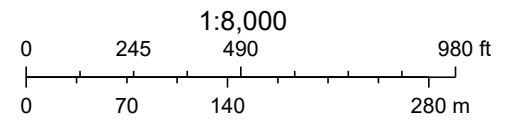
**ATTACHMENTS:**

- A. Subject Property Map
- B. Preliminary Concept Plan

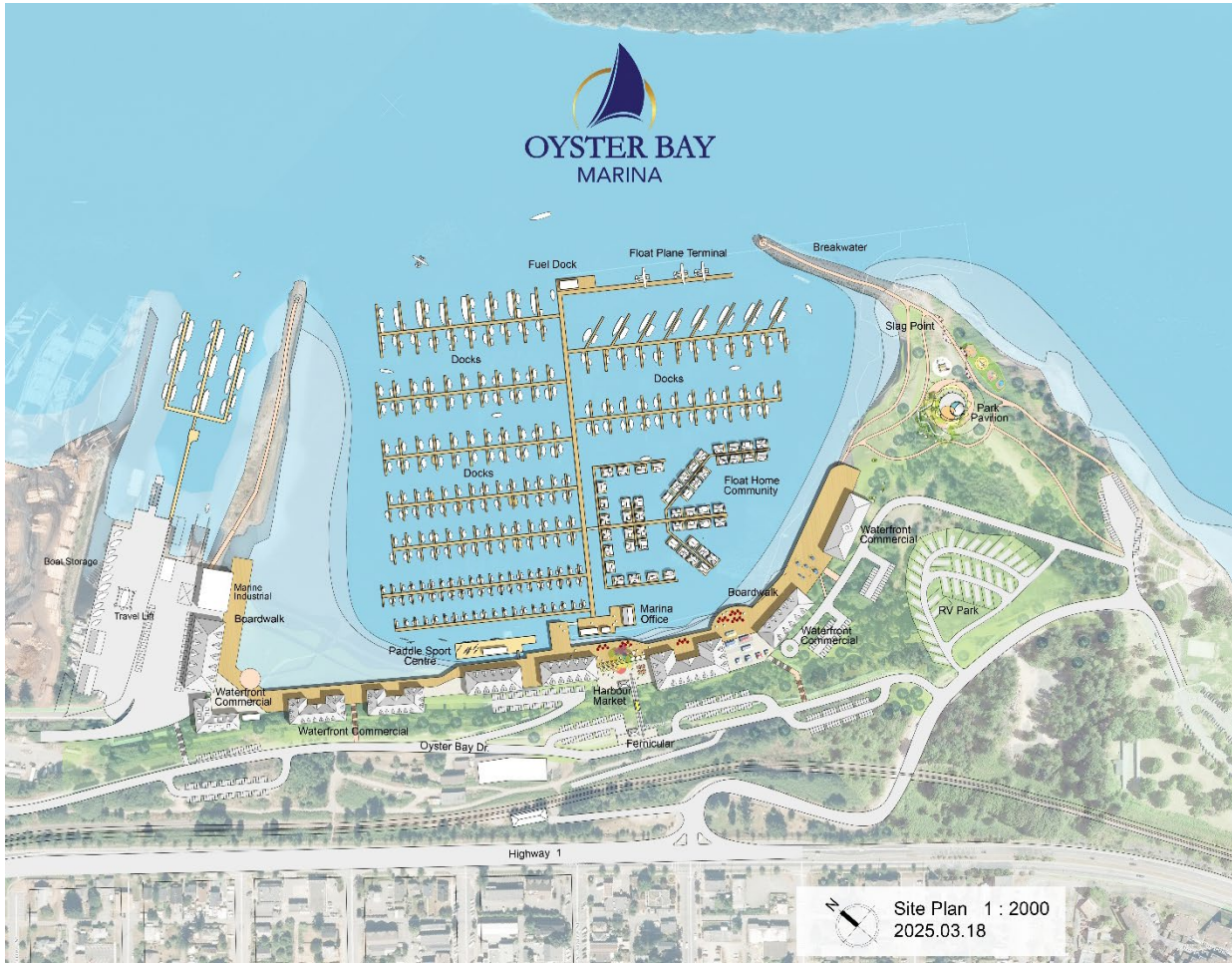
# Attachment A: Subject Property Map



4/28/2026, 8:12:41 AM



# Attachment B: Preliminary Design Concept



**TOWN OF LADYSMITH**

**BYLAW NO. 2212**

**A Bylaw to Amend "Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309"**

The Council of the Town of Ladysmith in open meeting assembled hereby amends "Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309" as follows:

1. Replace Part X, Section 58(1) in its entirety with the following:
  - a. "The Director of Development Services may issue a sidewalk patio permit, in the form prescribed in Schedule 'G', to an applicant who:
    - Completes an application using the standard form provided for that purpose;
    - Pays the applicable application fee and permit fee as set out in Schedule "E", as amended from time to time;
    - Complies with the regulations and conditions set forth in Schedule "F"."
  - b. The annual renewal fee for a sidewalk patio permit, as outlined in Schedule "E", shall be paid annually on or before the anniversary of the date of permit issuance, failing which the permit may be suspended or cancelled."
2. Replace Part X, Section 59(1) in its entirety with the following:
  - a. "The Director of Development Services may issue a retail display permit, in the form prescribed in Schedule "I", to an applicant who:
    - Completes an application using the standard form provided for that purpose;
    - Pays the applicable application fee and permit fee as set out in Schedule "E", as amended from time to time;
    - Complies with the regulations and conditions set forth in Schedule "K"."
3. In Section 69 replace the phrase "subsections 58(2) and 59(2) with "sections 58 and 59".
4. Delete Schedule "E" in its entirety and replace with the updated Schedule "E" attached to and forming part of this Bylaw.
5. Delete Schedule "G" in its entirety and replace with the updated Schedule "G" attached to and forming part of this Bylaw.

**Citation**

6. This Bylaw may be cited for all purposes as “Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw 2026, No. 2212”.

**READ A FIRST TIME** on the 21<sup>st</sup> day of April, 2026

**READ A SECOND TIME** on the 21<sup>st</sup> day of April, 2026

**READ A THIRD TIME** on the 21<sup>st</sup> day of April, 2026

**ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2026

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Mayor (D. Beeston)

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Corporate Officer (S. Bouma)

**SCHEDULE "E"**

**APPLICATION FEE AND ANNUAL PERMIT FEES FOR SIDEWALK PATIOS AND RETAIL DISPLAYS**

<b>CLASSIFICATION</b>	<b>Fee</b>
<b>Initial Application Fee</b>	\$25.00
<b>Annual Permit Fees for the approved area.</b> <i>Where a sidewalk patio covers parking spaces, the parking space rate shall apply. For all other areas, the rate per square metre shall apply. The calculation will be the greater of:</i>	
Per square meter (m <sup>2</sup> ) annual charge; or	\$6.04
Per Parking Stall annual charge	\$89.69

SIDEWALK PATIO AND RETAIL DISPLAYS PERMIT NO. \_\_\_\_\_

**"Town of Ladysmith Streets and Traffic Bylaw 1988, No. 1309"**

Pursuant to "Town of Ladysmith Streets and Traffic Bylaw 1988, No. 1309" permission is hereby granted to:

**Name of Owner(s) of Land (Permittee):**

**Applicant:**

**Subject Property (Civic Address):**

**Legal Description:**

In accordance with the attached Schedule "F" and the following additional terms and conditions:

1. The *permit* area approved by this *permit* is shown on the attached approved plans.
2. Construction details and furniture layout on the attached, approved plans must be completed and used, respectively.
3. No area other than the *permit* area may be used as a *sidewalk* patio.
4. Unless condition 11 expressly authorizes the permit area to be used for a sidewalk patio after November 1<sup>st</sup>, the permit area may only be used for a sidewalk patio between March 1<sup>st</sup> and October 31<sup>st</sup> of each year.
5. This *permit* automatically ceases if the permittee has his/her associated business licence or liquor licence suspended or revoked.
6. Unless condition 11 expressly authorizes the permit area to be used for a sidewalk patio after November 1<sup>st</sup>, the permittee will remove all sidewalk encumbrances by the 1<sup>st</sup> of November.
7. The permittee will keep the *permit* area and associated improvements in a clean, tidy and safe condition during the term of the permit.
8. The permittee will keep the required third party liability insurance valid during the term of this permit.  
Insurance Company: \_\_\_\_\_ Policy No. \_\_\_\_\_
9. This *permit* may be altered or revoked by the *Director of Development Services*, if for public safety reasons the *Director of Development Services* deems it necessary to alter or revoke it.
10. The *Director of Development Services* or any of the *Municipality's* employees or contractors may enter the *permit* area at any time without notice or the payment of compensation to deal with any emergency situations which requires the use of the *permit* area as part of the emergency.
11. The permit area may also be used for a sidewalk patio between \_\_\_\_\_ and \_\_\_\_\_ of each year, including this calendar year, subject to any additional conditions of winter use required by the *Director of Development Services*.
12. *Retail displays will follow the criteria as laid out in Schedule "K"*.

\_\_\_\_\_  
(Director of Development Services)

**TOWN OF LADYSMITH**

**BYLAW NO. 2235**

**Property tax rates for the year 2026**

---

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

1. Definitions

In this Bylaw, the following words, terms or phrases shall have the respective meaning assigned to them:

- |   |  |
|---|--|
| “City Hall”                                   | means the Town of Ladysmith City Hall located at 410 Esplanade, Ladysmith, BC with a mailing address of Box 220, Ladysmith, BC V9G1A2. |
| “Collector”                                   | means the person duly appointed as such from time to time by Council, and their designate.   |
| “Alternative Municipal Tax Collection Scheme” | means the scheme for the payment of taxes established under sections 3, 4, and 5.2 of this Bylaw.                                      |

2. Tax Rates

The following rates are hereby imposed and levied for the year 2026:

- 2.1 For lawful general purposes of the Town of Ladysmith on the value of land and improvements taxable for general municipal purposes, the tax rates shown in column ‘A’ of Schedule “A”, attached to and forming part of this Bylaw;
- 2.2 For lawful general purposes of the Town of Ladysmith on the value of land and improvements taxable for Library purposes, the tax rates shown in column ‘B’ of Schedule “A”, attached to and forming part of this Bylaw;
- 2.3 For purposes of the Cowichan Valley Regional District on the value of land and improvements taxable for Regional District purposes, the tax rates shown in column ‘C’ of Schedule “A”, attached to and forming part of this Bylaw; and
- 2.4 For purposes of the Cowichan Valley Regional Hospital District on the value of land and improvements taxable for Regional Hospital District purposes, the tax rates shown in column ‘D’ of Schedule “A”, attached to and forming part of this Bylaw.

3. Alternative Municipal Tax Collection Scheme

- 3.1 Unless section 3.3 applies, the rates and taxes imposed under this Bylaw are due and shall be paid on or before the 2<sup>nd</sup> day of July, 2026.
- 3.2 An owner may elect to pay the rates and taxes imposed under this Bylaw in accordance with the Alternative Municipal Tax Collection Scheme by providing written notice of that election to the Collector at their office at City Hall, Ladysmith, BC on or before the 12<sup>th</sup> day of June, 2026.
- 3.3 An owner may elect to pay the rates and taxes imposed under this Bylaw in accordance with the General Tax Collection scheme established in the *Community Charter*, by providing written notice of that election to the Collector at their office at City Hall, Ladysmith, BC on or before the 12<sup>th</sup> day of June, 2026.
- 3.4 If an owner does not make an election under Section 3.2 or 3.3, the Alternative Municipal Tax Collection Scheme applies to the rate and taxes payable by that owner.

4. Penalties – Alternative Municipal Tax Collection Scheme

- 4.1 Upon the 3<sup>rd</sup> day of July, 2026, or as soon thereafter as is practicable, the Collector shall add to the unpaid balance of the current year’s taxes two (2) percent of the amount unpaid as of the 2<sup>nd</sup> day of July, 2026.
- 4.2 Upon the 10<sup>th</sup> day of September, 2026, or as soon thereafter as is practicable, the Collector shall add to the unpaid balance of the current year’s taxes an additional eight (8) percent of the amount unpaid as of the 9<sup>th</sup> day of September, 2026.

5. Supplementary Tax Rolls

- 5.1 Upon receipt of a Supplementary Tax Roll from BC Assessment, the Collector shall levy taxes in accordance with the rates specified in Schedule “A” of the Bylaw according to the taxable values as shown on the Supplementary Tax Rolls.
- 5.2 For each Supplementary Tax Roll, where the Alternative Municipal Tax Collection Scheme applies, the Collector shall add penalties to the unpaid amounts as follows:
  - a) Where Supplementary Tax Notices are sent before the 2<sup>nd</sup> day of June, 2026, penalties shall be added as set out in Section 4 of this Bylaw;
  - b) Where Supplementary Tax Notices are sent between the 2<sup>nd</sup> day of June, 2026 and before the 11<sup>th</sup> day of August, 2026, ten (10) percent shall be added on any amount unpaid as of the 9<sup>th</sup> day of September, 2026;
  - b) Where Supplementary Tax Notices are sent on or after the 11<sup>th</sup> day of August,

2026, ten (10) percent shall be added on any amount unpaid after thirty (30) days.

**Citation**

6. This bylaw may be cited for all purposes as “Property Tax Rates Bylaw 2026, No. 2235”.

**READ A FIRST TIME** on the 21<sup>st</sup> day of April, 2026

**READ A SECOND TIME** on the 21<sup>st</sup> day of April, 2026

**READ A THIRD TIME** on the 21<sup>st</sup> day of April, 2026

**ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_

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Mayor (D. Beeston)

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Corporate Officer (S. Bouma)

**SCHEDULE “A”  
“Tax Rates Bylaw 2026, No.2235”**

Tax Rates (Dollars of Tax per \$1,000 Net Taxable Value)

<b>PROPERTY CLASS</b>		<b><u>A</u></b> Municipal	<b><u>B</u></b> Library	<b><u>C</u></b> Cowichan Valley Regional District	<b><u>D</u></b> Cowichan Valley Regional Hospital District
<b>1</b>	<b>Residential</b>	2.8788	0.1643	1.4480	0.3937
<b>2</b>	<b>Utilities</b>	24.3199	1.3880	5.0680	1.3780
<b>3</b>	<b>Supportive Housing</b>	2.8788	0.1643	1.4480	0.3937
<b>4</b>	<b>Major Industry</b>	73.4240	4.1905	4.9232	1.3385
<b>5</b>	<b>Light Industry</b>	10.0445	0.5732	4.9232	1.3385
<b>6</b>	<b>Business/Other</b>	9.7279	0.5552	3.5476	0.9646
<b>7</b>	<b>Managed Forest</b>	47.8396	2.7303	4.3440	1.1811
<b>8</b>	<b>Rec Non Profit</b>	2.8788	0.1643	1.4480	0.3937
<b>9</b>	<b>Farm</b>	46.3936	2.6479	1.4480	0.3937

**TOWN OF LADYSMITH**

**BYLAW NO. 2236**

**Sewer parcel tax bylaw for the year 2026**

---

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

Definitions

1. In this Bylaw, the following words or terms shall have the respective meaning assigned to them:

"Parcel" Means any lot, block or other area of land in which real property is held, or into which it is subdivided, as identified in the 2026 Revised Assessment Roll and all amendments thereto.

"Group of Parcels" Means where a building or improvement is constructed over more than one parcel of land, those parcels, if contiguous, may be dealt with by the Assessor as one parcel and be assessed accordingly.

Levy

2. A parcel tax shall be levied annually against each parcel or group of parcels of land within the Town of Ladysmith which is capable of being connected to the sewer system of the Town, or which is deemed to abut on the said sewer system.
3. The annual sewer parcel tax shall be in the amount of Three Hundred Sixty-Two Dollars (\$362.00) per parcel or group of parcels.
4. The sewer parcel tax imposed by this Bylaw on each parcel of land shall be shown by the Collector on the real property tax roll, and the payment of the parcel tax shall be made in the same manner, on or before the same dates, as other real property taxes.
5. The sewer parcel tax shall have the same rights and remedies as other real property taxes.
6. Every parcel tax assessment roll and every revision thereof shall be considered and dealt with by a Parcel Tax Roll Review Panel appointed pursuant to the provisions of the *Community Charter*.

Repeal

7. "Sewer Parcel Tax Bylaw 2025, No. 2210" is hereby repealed.

Citation

8. This bylaw may be cited as "Sewer Parcel Tax Bylaw 2026, No. 2236".

**READ A FIRST TIME** on the 21<sup>st</sup> day of April, 2026

**READ A SECOND TIME** on the 21<sup>st</sup> day of April, 2026

**READ A THIRD TIME** on the 21<sup>st</sup> day of April, 2026

**ADOPTED** on the on the \_\_\_\_\_ day of \_\_\_\_\_

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Mayor (D. Beeston)

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Corporate Officer (S. Bouma)

**TOWN OF LADYSMITH**

**BYLAW NO. 2237**

**Water parcel tax bylaw for the year 2026**

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

Definitions

1. In this Bylaw, the following words or terms shall have the respective meaning assigned to them:

"Parcel" means any lot, block or other area of land in which real property is held, or into which it is subdivided, as identified in the 2026 Revised Assessment Roll and all amendments thereto.

"Group of Parcels" means where a building or improvement is constructed over more than one parcel of land, those parcels, if contiguous, may be dealt with by the Assessor as one parcel and be assessed accordingly.

Levy

2. A parcel tax shall be levied annually against each parcel or group of parcels of land within the Town of Ladysmith which is capable of being connected to the water system of the Town, or which is deemed to abut on the said water system.
3. The annual water parcel tax shall be in the amount of Four Hundred and Fifty-Nine Dollars (\$459.00) per parcel or group of parcels.
4. The water parcel tax imposed by this Bylaw on each parcel of land shall be shown by the Collector on the real property tax roll, and the payment of the parcel tax shall be made in the same manner, on or before the same dates, as other real property taxes.
5. The water parcel tax shall have the same rights and remedies as other real property taxes.
6. Every parcel tax assessment roll and every revision thereof shall be considered and dealt with by a Parcel Tax Roll Review Panel appointed pursuant to the provisions of the *Community Charter*.

Repeal

7. "Water Parcel Tax Bylaw 2025, No. 2211" is hereby repealed.

Citation

8. This bylaw may be cited as "Water Parcel Tax Bylaw 2026, No. 2237".

**READ A FIRST TIME** on the 21<sup>st</sup> day of April, 2026

**READ A SECOND TIME** on the 21<sup>st</sup> day of April, 2026

**READ A THIRD TIME** on the 21<sup>st</sup> day of April, 2026

**ADOPTED** on the on the \_\_\_\_ day of \_\_\_\_\_

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Mayor (D. Beeston)

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Corporate Officer (S. Bouma)

## BYLAW STATUS SHEET May 5, 2026

Bylaw #	Description	Status – April 29, 2026
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. MoTT approval received January 15, 2024. <b>Waiting on the applicant to provide a signature on the covenant document. Regular reminders have been sent.</b>
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. MoTT approval required. <b>Waiting on applicant to submit Development Permit per Council Resolution.</b>
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. <b>Waiting on the applicant to meet the conditions of approval and provide the Town with documentation. Regular reminders have been sent.</b>
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. <b>Covenant drafting in process, waiting for applicant to provide more info. MOTT requirements must be met as condition of adoption.</b>
2197	“Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2025, No. 2197”	First, second, and third readings, November 25, 2025. <b>Registration of covenant and Housing Agreement required prior to adoption.</b>
2212	“Town of Ladysmith Streets and Traffic Bylaw 1998, No. 1309, Amendment Bylaw 2026, No. 2212”	First, second, and third readings, April 21, 2026.
2235	“Town of Ladysmith Property Tax Rates Bylaw 2026, No. 2235”	First, second, and third readings, April 21, 2026.
2236	“Town of Ladysmith Sewer Parcel Tax Bylaw 2026, No. 2236”	First, second, and third readings, April 21, 2026.
2237	“Town of Ladysmith Water Parcel Tax Bylaw 2026, No. 2237”	First, second, and third readings, April 21, 2026.

# Community Engagement Plan

## City Hall Options for the Town of Ladysmith

April 26, 2026 | DRAFT

Created for the Town of Ladysmith by



# Contents

1. Engagement Context and Purpose	3
2. Participants / Audiences	4
3. Engagement Activities and Timelines	5
4. Evaluation and Reporting Out	10

# 1. Engagement Context and Purpose

## This Document

The purpose of this Community Engagement Plan is to support engagement planning, aligning understanding and expectations among the Town and consultant teams. It was created with input from the Town of Ladysmith.

This Plan outlines the Town of Ladysmith's objectives, participants, activities, and reporting related to upcoming public engagement about options for future City Hall spaces.

## Project Context and Purpose

The Town of Ladysmith's City Hall is too small to house the Town's administrative workforce, and the condition of the building and size of the property make expansion impractical. To address this inadequate space, staff are exploring different options for future City Hall office spaces. The options are:

1. Status quo / securing no additional office space
2. Leasing existing additional office space
3. Constructing new additional office space
4. Purchasing existing additional office space

Options 3 and 4 would require a referendum to seek electoral approval to borrow funds.

This process follows the Alternative Approval Process that was underway in 2024, which resulted in more than 2100 electors opposing the borrowing, exceeding the threshold required to block the borrowing.

As such, to determine whether a referendum might be necessary, the Town of Ladysmith is seeking community perspectives and inclinations toward which options would have public support.

## Engagement Objectives

Specific engagement objectives are to:

- Inform and educate the community about the project including its purpose, parameters, considerations for each option, and public involvement opportunities if and when funding is secured;
- Dispel myths, address concerns, and build transparency and community trust in the process;
- Glean input on community priorities (while recognizing that some important parameters are already in place and more specific community input would be sought after funding is secured);
- Gauge interest and support for different potential scenarios/options; and
- Galvanize participation in the referendum itself, if one is scheduled, including from a broader cross section of the community than was engaged in the previous AAP process.

This engagement process will also support the Council's Strategic Plan commitment to facilitate communication with citizens and partners.

## Level of Engagement

Since the Town is seeking public feedback on the four options, the engagement level – as defined by the International Association of Public Participation (IAP2) Framework – includes elements of both “inform” and “consult”. This means that the commitment to participants is to provide balanced and objective information in a timely manner, and to listen to and acknowledge input in next steps.

## 2. Participants / Audiences

### Expansive Engagement (Inform and Consult)

This engagement process will seek to reach as many Ladysmith community members as possible, recognizing that everyone has an interest in future options for City Hall space. This includes but is not limited to all residents and tax payers.

### Focused Engagement A (Inform and Consult)

For a variety of reasons, some people require more focused or deliberate engagement.

In this process, some interest-holders have a specific stake or interest due to current leases/ uses of Town-owned spaces, and/or related potential impacts. These include:

- Ladysmith Historical Society
- Ladysmith Family and Friends
- Ladysmith Resources Centre Association
- Ladysmith Seniors Centre
- Other potentially affected land owners / lease holders

Other groups have specific stated interests in taxation, development, and information sharing to/with residents, including:

- Ladysmith Residents Association
- Downtown Business Improvement Area
- Developers

Engaging the above-listed groups would assist in: supporting the dissemination of accurate information; educating on the space considerations of different groups and users (i.e. encouraging specific groups to understand

the myriad of demands within the community, beyond those of individual groups/tenants); and encouraging information-sharing within their networks, including toward promotion of the open houses for the broader public.

### Focused Engagement B (Inform)

Some interest-holders are agencies or governing bodies that would benefit from being informed about this process, in part to ensure the sharing of accurate information within their own networks as opportunities arise / necessitate. These groups include but are not necessarily limited to:

- Cowichan Valley Regional District
- School District 68
- BC Housing / Catalyst Community Development
- Island Health
- Vancouver Island Regional Library

### Partner Engagement

The Stz'uminus First Nation has a government-to-government relationship with the Town of Ladysmith. As such, Town Administration leadership will inform Stz'uminus First Nation Administration leadership about this process. Any follow-up dialogue between these two governments does not fit within the parameters of – and is not appropriate for – a community engagement plan.

# 3. Engagement Activities and Timelines

The activities outlined in this section aim to deliver on the engagement objectives, and can be adapted to account for lessons learned as the process evolves.

Overall, there are two major streams of engagement:

- “Expansive Engagement” – This stream reaches the broad/general community, and includes two open houses.
- “Focused Engagement” – This stream reaches specific interest-holders. The first group of interest-holders will be engaged through a site tour and presentation, and/or virtual sessions. The second group will be engaged/informed through written communications.

Both streams involve outreach/promotions. Please refer to page 10 for details on communications.

# Tour and Presentation

## Description

This is a tour and short presentation to inform and set context for a “Q & A” style discussion that will follow. The presentation will include some of the limitations and challenges associated with current Administration office spaces. There will be ample opportunity for participants to ask questions and discuss.

In preparation for this first event, the consulting team will work with the Town on creating a Q and A document that will assist the project team in having consistent information at the tour/event.

The learnings from this event can be applied to future engagement materials and activities.

## Participants

Representatives from specific interest-holder groups, including those identified on page 4 under “Focused Engagement A”.

## Roles

Consulting Team: Presentation development and delivery, facilitation, participation in Q and A, and collection of input for inclusion in final engagement summary report

Town: Extending of invitations to participants, participation in Q and A, and leading the tour (with support from consulting team).

## Timing and Location

- Wednesday May 13, 6:30-8:30pm
- Ladysmith Town Hall



# Virtual Discussions (2)

## Description

These are two 90-minute virtual sessions that will begin with a short presentation that sets context and outlines the four available City Hall options, including considerations (e.g. potential strengths and challenges) associated with each. The presentation will be followed by a Q and A and discussion.

Again, the learnings from these sessions can assist in shaping engagement materials and activities later in the process (i.e. that target the broad public).

## Timing and Location

- Friday, May 22, 10:00-11:30am and Tuesday, May 26, 2:00-4:00pm
- Virtual / Zoom

## Participants

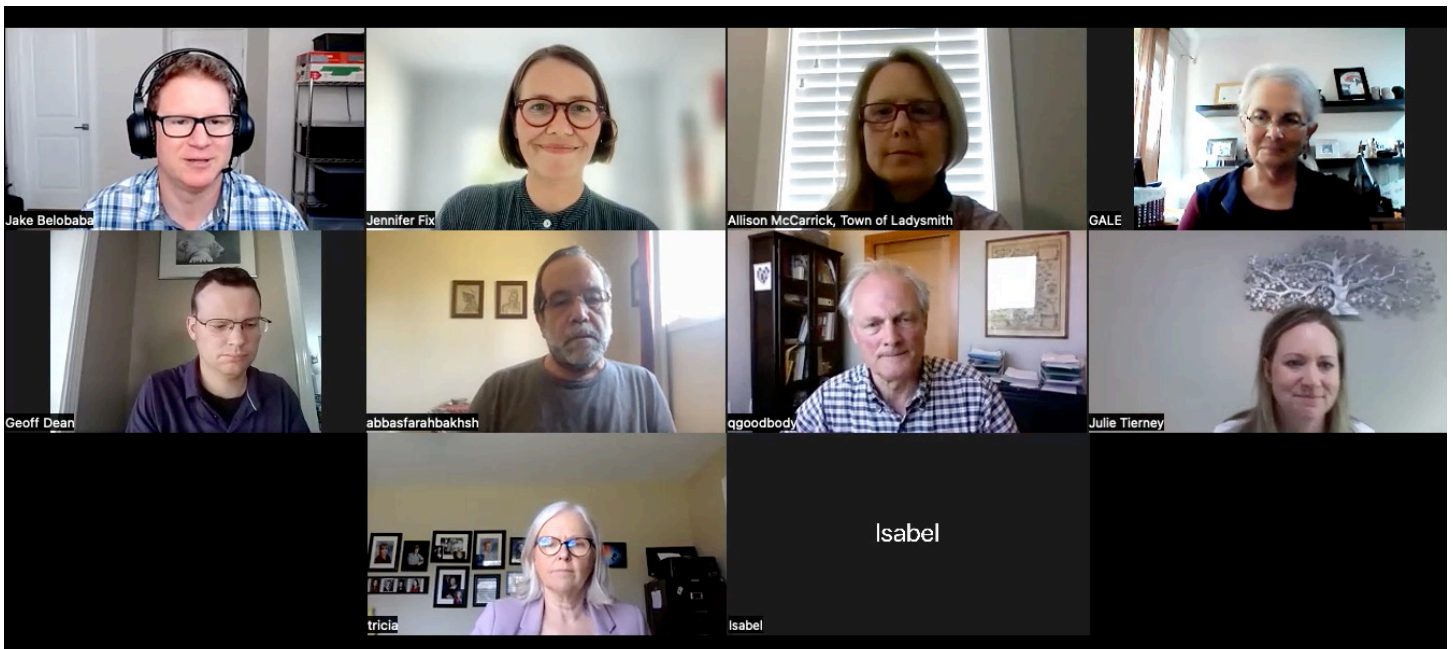
One of these sessions would provide the opportunity for participation by representatives of interest-holder groups (“Focused Engagement A”) who were unable to attend the tour and presentation.

The other session would provide the opportunity for participation specifically by developers and land owners, recognizing that there might be more nuanced discussion with this group.

## Roles

Consulting Team: Presentation development and delivery, facilitation, collecting and reporting out on input.

Town: Extend invitations to participants and manage RSVPs. Attend to answer question as needed.



# Public Open Houses (2)

## Description

This is a drop-in / come-and-go event that allows residents to: review information panels that contain background information and descriptions of each option and their considerations; share comments on interactive panels (sticky notes and hot dots), including input on preferable attributes of each; and ask questions of the project team (i.e. consulting team and Town staff).

The engagement materials will include rendered, conceptual illustrations of the options in order to help participants understand the nuanced elements and trade-offs among them. A glossary of financial and other terms will also be provided.

## Timing and Location

- Thursday, June 4, 5:00-8:00pm and Saturday, June 6, 10:00am-1pm
- First event: Indoor location such as Aggie Hall
- Second event: Outdoor location such as 1st Avenue (Downtown)

## Participants

- General public / everyone welcome

## Roles

Consulting Team: All material development, facilitation, and collecting and reporting out on input.

Town: Advertising and supporting consulting team with venue logistics.



# Outreach and Communications

The following outreach and communications mechanisms will be used to promote engagement opportunities and build awareness about the process.

## Webpage Content

Project information on *ladysmith.ca* will include background information and details on engagement opportunities (i.e. open houses).

*Timing: Early May*

## Emails

In addition to sending emails to local organizations and groups inviting participation in the tour and virtual sessions, emails will be shared through the Town with local businesses, agencies, and other organizations to raise awareness about the process including opportunities for participation at the open houses. Where appropriate, those organizations and groups will be encouraged to distribute those emails to the community members and user groups that they serve.

Likewise, other agencies and governing bodies can be made aware of the process through emailed letters. (Refer to “Focused Engagement B”, page 4).

*Timing: 1-3 weeks before event (tour and virtual sessions) and early-mid May (informing agencies and governing bodies)*

## Newspaper

A media advisory will be shared with local media including the Ladysmith Chronicle. Consideration can also be given to whether advertisements should also be included to promote the public open houses.

*Timing: Early May (media advisory) and Mid-Late May (potential advertisements)*

## Poster

Posters will be posted in high-traffic locations around Ladysmith advertising the public open houses, and directing people to the Town’s project webpage.

*Timing: Mid May*

## Social Media

Three social media posts will be created to advertise the public open houses via the Town’s social media platforms. Local interest-holder groups will be encouraged to distribute through their networks.

*Timing: Mid-Late May and Early June*

## Roles

Consulting Team: Communications support for written copy for webpage, social media, and emails as needed. Creation of posters.

Town: Communications / written copy for webpage, social media, and emails. Circulation of emails/letters. Postering.

# 4. Evaluation and Reporting Out

## Evaluation

The appropriateness and effectiveness of engagement activities will be gauged, at a minimum, through:

- Seeking participant feedback on engagement activities, including via a question or questions posed in the virtual interviews and on quick exit interviews on posters at the public open houses.
- Tracking of number of participants by activity and overall.
- Debriefing with the project team and project partners after significant engagement activities.
- General feedback from project staff and others directly interfacing with community members during the engagement process.

Based on learnings from activities earlier in the process, engagement activities can be fine-tuned for the activities later in the process.

## Analysis and Reporting Out

The consulting team will collect, synthesize, and summarize all input from the activities outlined in this document.

Open-ended or narrative/qualitative input will be coded according to theme and analyzed. The prevalence of themes will be reported out in order to identify shared priorities/concerns/inclinations relating to each City Hall option.

The consulting team will submit a “What We Learned” report in mid-June.