



## MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, November 5, 2024

5:30 P.M.

Ladysmith Seniors Centre  
630 2nd Avenue

### Council Members Present:

Acting Mayor Tricia McKay  
Councillor Ray Gourlay  
Councillor Amanda Jacobson

Councillor Duck Paterson  
Councillor Marsh Stevens

### Council Members Absent:

Councillor Jeff Virtanen

### Staff Present:

Allison McCarrick  
Erin Anderson  
Chris Barfoot  
Jake Belobaba  
Tim Tanton

Trish McConnell  
Sue Bouma  
Julia Tippet  
Nick Pescod  
Hayley Young

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## 1. CALL TO ORDER

Acting Mayor McKay called this Meeting of Council to order at 5:31 p.m., in order to retire immediately into Closed Session.

## 2. CLOSED SESSION

### CS 2024-253

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

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

*Motion Carried*

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

Acting Mayor McKay called this Regular Meeting of Council to order at 7:03 p.m., recognizing with gratitude that it was taking place on the unceded territory of the Stz'uminus First Nation.

**4. AGENDA APPROVAL**

**CS 2024-254**

That Council approve the agenda for this Regular Meeting of Council for November 5, 2024.

*Motion Carried*

**5. MINUTES**

**5.1 Minutes of the Regular Meeting of Council held October 15, 2024**

**CS 2024-255**

That Council approve the minutes of the Regular Meeting of Council held October 15, 2024.

*Motion Carried*

**6. PRESENTATION**

**6.1 Achievement Award for the Ladysmith Chargers U17B- Kennedy Softball Team**

Acting Mayor McKay presented the Ladysmith-Chargers U17B – Kennedy softball team with the Ladysmith Achievement Award, which honors individuals, teams or groups who achieve provincial, national or international recognition in the areas of sports, science, social, and culture. She highlighted the impressive sportsmanship of the softball team, celebrating their gold medal victory in the Softball BC U17B Provincial Championship.

**7. ANNUAL APPOINTMENTS**

**7.1 Deputy Mayor**

Acting Mayor McKay made the following appointments for Deputy Mayor in 2025:

November 2024 to April 2025: Councillor Virtanen

May 2025 to October 2025: Councillor Gourlay

**7.2 Parcel Tax Review Panel**

**CS 2024-256**

That Council appoint Councillors Gourlay, Stevens and Jacobson to the 2025 Parcel Tax Review Panel.

*Motion Carried*

**7.3 Cowichan Valley Regional District Director**

**CS 2024-257**

That Council appoint Acting Mayor McKay as the Town of Ladysmith Director on the Cowichan Valley Regional District Board for the 2024/25 term.

*Motion Carried*

**7.4 Cowichan Valley Regional District Alternate District Director**

**CS 2024-258**

That Council appoint Councillor Stevens as the Town of Ladysmith Alternate Director on the Cowichan Valley Regional District Board for the 2024/25 term.

*Motion Carried*

**7.5 Vancouver Island Regional Library Board Director**

**CS 2024-259**

That Council appoint Councillor Jacobson as Director to the Vancouver Island Regional Library Board for the 2025 term.

*Motion Carried*

**7.6 Vancouver Island Regional Library Board Alternate Director**

**CS 2024-260**

That Council appoint Councillor Virtanen as the Alternate Director to the Vancouver Island Regional Library Board for the 2025 term.

*Motion Carried*

**7.7 Standing and Community Committee Representatives**

Acting Mayor McKay made the following appointments to Council Advisory Commissions and Committees:

### **Committee of the Whole**

November 2024 to April 2025

Chair: Councillor Virtanen

Vice Chair: Councillor Gourlay

May 2025 to October 2025

Chair: Councillor Gourlay

Vice Chair: Councillor Virtanen

All Members of Council are Members of CoW.

### **Waterfront Implementation Committee**

Council Liaison: Acting Mayor McKay

Council Liaison: Councillor Stevens

Council Liaison: Councillor Paterson

### **Cowichan North Recreation Commission**

Council Liaison: Councillor Stevens

Council Liaison: Councillor Jacobson

Alternate: Councillor Gourlay

Alternate: Acting Mayor McKay

### **Community Planning Advisory Committee**

Council Liaison: Councillor Virtanen

Alternate: Councillor Paterson

### **Parks, Recreation & Culture Advisory Committee**

Council Liaison: Councillor Virtanen

Alternate: Councillor Jacobson

### **Accessibility Committee**

Council Liaison: Councillor Jacobson

Alternate: Councillor Paterson

### **Liquid Waste Management Committee**

Council Liaison: Councillor Gourlay

Council Liaison: Councillor Jacobson

Council Liaison: Councillor Paterson

**Public Art Committee**

Council Liaison: Acting Mayor McKay  
Alternate: Councillor Stevens

**Stocking Lake Advisory Committee**

Chair: Acting Mayor McKay  
Council Liaison: Councillor Stevens

**Celebrations Committee**

Council Liaison: Councillor Virtanen  
Alternate: Councillor Jacobson

**Ladysmith Festival of Lights**

Council Liaison: Councillor Gourlay  
Alternate: Councillor Stevens

**Ladysmith Chamber of Commerce**

Council Liaison: Councillor Paterson  
Alternate: Acting Mayor McKay

**Ladysmith Downtown Business Association**

Council Liaison: Councillor Gourlay  
Alternate: Councillor Jacobson

**Social Planning Cowichan**

Council Liaison: Councillor Stevens  
Alternate: Councillor Paterson

**Board of Education of School District 68 Long Range Facilities  
Planning Advisory Committee**

Council Liaison: Councillor Stevens

**Our Cowichan Community Health Network**

Council Liaison: Councillor Stevens

## **8. PROCLAMATIONS**

### **8.1 Adoption Awareness Month - November 2024**

Acting Mayor McKay proclaimed November 2024 as "Adoption Awareness Month" in the Town of Ladysmith.

### **8.2 Louis Riel Day - November 16, 2024**

Acting Mayor McKay proclaimed November 16, 2024 as "Louis Riel Day" in the Town of Ladysmith.

## **9. DEVELOPMENT APPLICATIONS**

### **9.1 Development Variance Permit 3090-23-07 and Development Permit 3060-23-21 – 440 1st Avenue**

#### **CS 2024-261**

That Council:

1. Issue Development Variance Permit Number 3090-23-07 for 440 1<sup>st</sup> Avenue (Lot 6, Block 27, District Lot 56, Oyster District, Plan 703) to vary sections 11.2.5.(d) and 11.2.10.(e)(iv), (v) and (vi) of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" to:
  - a. reduce the minimum interior side parcel line setback for the electrical kiosk from 1.0 to 0.1 metres;
  - b. increase the permitted height for canopies on the roof top amenity space from 18.0 metres to 19.2 metres;
  - c. reduce the front parcel line setbacks for:
    - i. The cornice of the fourth storey of a mixed-use building from 2.7 to 1.9 metres;
    - ii. The exterior wall cladding of the fourth storey of a mixed-use building from 2.7 to 2.2 metres;
    - iii. The cornice of the fifth storey of a mixed-use building from 5.4 to 4.1 metres;
    - iv. The exterior wall cladding of the fifth storey of a mixed-use building from 5.4 to 4.4 metres; and
  - d. allow a total of four off-street small-car parking spaces;
2. Issue Development Permit Number 3060-23-21 for 440 1<sup>st</sup> Avenue to authorize the redevelopment of an existing heritage building with ground-level commercial and twenty-two residential dwelling units; and

3. Require as a condition of the issuance of Development Permit 3060-23-21 that the applicant provide landscape security for the amount stated in the Development Permit (3060-23-21).

*Motion Carried*

## **10. COMMITTEE MINUTES**

### **10.1 Parks, Recreation & Culture Advisory Committee - October 16, 2024**

#### **CS 2024-262**

That Council receive the minutes of the Parks, Recreation & Culture Advisory Committee meeting held October 16, 2024.

*Motion Carried*

## **11. 2025-2029 FINANCIAL PLAN DISCUSSIONS - WATER & SEWER - OPERATING & CAPITAL**

### **11.1 Presentation and Council Discussion**

The Director of Financial Services provided a presentation on the Water and Sewer Budgets for 2025.

### **11.2 Public Input & Questions**

A member of the public asked whether the Water and Sewer Financial Plan Presentation would be available on the Town website.

### **11.3 Water and Sewer Budgets 2025**

#### **CS 2024-263**

That Council:

1. Direct staff to amend the "Sewer Rates Bylaw 1966, No. 422, Amendment Bylaw 1999, No.1360" to include a 3% increase to the rates;
2. Direct staff to prepare the 2025 Sewer Parcel Tax bylaw for \$362 per parcel;
3. Direct staff to amend the "Waterworks Regulation Bylaw 1999, No.1298" to include a 5% increase to the rates; and
4. Direct staff to prepare the 2025 Water Parcel Tax bylaw for \$459 per parcel.

*Motion Carried*

**12. REPORTS**

**12.1 Adjustment to Water Billing Account – 2024, Q3**

**CS 2024-264**

That Council provide a bill adjustment in the amount of \$3,195.82 to billing Account No. 000-1411400-000 due to a water leak.

*Motion Carried*

**13. BYLAWS**

**13.1 Bylaw Status Sheet**

**14. CORRESPONDENCE**

**14.1 CVRD Regional Growth Strategy Committee**

**CS 2024-265**

That Council appoint Jake Belobaba to the CVRD Regional Growth Strategy Steering Committee.

*Motion Carried*

**15. QUESTION PERIOD**

A member of the public thanked Council on behalf of the owners of 440 1st Avenue for their support of the development project.

**16. ADJOURNMENT**

**CS 2024-266**

That this Regular Meeting of Council be adjourned at 8:01 p.m.

*Motion Carried*

CERTIFIED CORRECT

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Acting Mayor (T. McKay)

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Corporate Officer (S. Bouma)