MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, November 17, 2026
6:00 P.M.
Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Mayor Deena Beeston
Councillor Lynn Hansen
Councillor Renée Hutchinson *(Via Zoom)*
Councillor April Marrington
Councillor John Scott
Councillor Eva Vincent
Councillor Jeff Virtanen

Staff Present:

Allison McCarrick
Erin Anderson
Chris Barfoot
Iain Bourhill
Tim Tanton
Matt Foster
Andrew Wilson
Sue Bouma
Hayley Young
Robyn McAdam

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1. CALL TO ORDER

Mayor Beeston called this Meeting of Council to order at 6:00 p.m., in order to retire immediately into Closed Session.

2. CLOSED SESSION

CS 2026-240

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:

- (c) labour relations or other employee relations.

Motion Carried

Subject to Approval

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

Mayor Beeston called this Regular Meeting of Council to order at 7:00 p.m. and delivered the land acknowledgement.

The Mayor congratulated Sue Bouma, Corporate Officer, on her retirement, expressed gratitude for her years of service to the Town, and presented a gift on behalf of Council in recognition of her contributions.

4. AGENDA APPROVAL

CS 2026-241
That Council approve the agenda for this Regular Meeting of Council for November 17, 2026.
Motion Carried

5. RISE AND REPORT - Items from Closed Session

Council rose from Closed Session at 6:23 p.m. without report.

6. MINUTES

6.1 Minutes of the Regular Meeting of Council held October 6, 2026 and the Inaugural Meeting of Council held November 3, 2026

CS 2026-242
That Council approve the minutes of the Regular Meeting of Council held October 6, 2026, and the Inaugural Meeting of Council held November 3, 2026.
Motion Carried

7. PROCLAMATIONS

7.1 Louis Riel Day - November 16, 2026

The Mayor proclaimed November 16, 2026, as “Louis Riel Day” in the Town of Ladysmith and acknowledged the Métis flag-raising ceremony held at City Hall with members of the Mid-Island Métis Nation and Council in attendance.

Subject to adoption

8. DEVELOPMENT APPLICATIONS

8.1 Development Permit – 4134 Thicke Road

CS 2026-243

That Council issue Development Permit Number 3060-26-02 for 4134 Thicke Road (Lot 4, District Lot 72, Oyster District, Plan 50979, PID 016-369-688) to authorize the replacement of an existing office building with a modular office building.

Motion Carried

8.2 Development Variance Permit – 409 Buller Street

By unanimous consent Council agreed to consider separately the first item regarding the Development Variance Permit for 409 Buller Street.

CS 2026-244

That Council issue Development Variance Permit 3090-26-02 to vary the following provisions of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" to facilitate construction of a detached garage with loft space at 409 Buller Street (Lot 18, Block 94, District Lot 56, Oyster District, Plan 703A, PID: 008-561-834):

1. Section 5.2 (d) to reduce the minimum setback from a lane for an accessory building from 3.0 metres to 2.25 metres.

Motion Carried

CS 2026-245

That Council issue Development Variance Permit 3090-26-02 to vary the following provisions of "Town of Ladysmith Zoning Bylaw 2014, No. 1860" to facilitate construction of a detached garage with loft space at 409 Buller Street (Lot 18, Block 94, District Lot 56, Oyster District, Plan 703A, PID: 008-561-834):

2. Section 5.9 (g) to permit a two-storey accessory building;
3. Section 5.9 (h) to increase the maximum permitted attic or roof-space height from 1.9 metres to 2.6 metres; and
4. Section 10.4.5 to increase the maximum height of an accessory building from 3.5 metres to 4.75 metres.

Motion Carried

Subject to adoption

9. COMMITTEE MINUTES

9.1 Committee of the Whole - November 10, 2026

CS 2026-246
That Council approve attendance of the Mayor at the 2027 FCM Convention and the Mayor and four Councillors at the 2027 UBCM Convention, and direct staff to arrange the necessary registrations and hotel accommodations.
Motion Carried

9.2 Public Art Committee - April 15, 2026

CS 2026-247
That Council receive the minutes of the Public Art Committee meeting held April 15, 2026.
Motion Carried

9.3 Public Art Committee - September 29, 2026

CS 2026-248
That Council receive the minutes of the Public Art Committee meeting held September 29, 2026.
Motion Carried

10. CVRD UPDATE

Mayor Beeston reported on recent CVRD matters, including the inaugural Board meeting, election of the Chair and Vice-Chair, and member orientation.

11. 2027-2031 FINANCIAL PLAN DISCUSSIONS - WATER & SEWER

11.1 Presentation and Council Discussion

Erin Anderson, Director of Financial Services, gave a presentation that reviewed details of the water, sewer and solid waste budgets for 2027 and responded to Council's questions.

11.2 Public Input & Questions

A member of the public asked questions regarding the Water Utility budget, including whether the Town would be supplying treated water to Saltair, potential related budget impacts, and the anticipated costs and timing of water treatment filter replacement.

Subject to adoption

11.3 Water, Sewer and Solid Waste Budgets 2027

CS 2026-249

That Council direct staff to:

1. Amend the "Sewer Rates Bylaw 1966, No. 422, Amendment Bylaw 1999, No.1360" to include a 3% increase to the rates;
2. Prepare the 2027 Sewer Parcel Tax bylaw for $362 per parcel;
3. Amend the "Waterworks Regulation Bylaw 1999, No.1298" to include a 3% increase to the rates;
4. Prepare the 2027 Water Parcel Tax bylaw for $459 per parcel; and
5. Amend the "Garbage, Recyclables and Organics Collection Bylaw 2005, No. 1588" to increase the monthly rate from $17.50 to $20.30 per dwelling unit.

Motion Carried

12. REPORTS

12.1 Machine Shop - Heart of the Hub - Phase 2 Project Update

CS 2026-250

That Council direct staff to increase the budget allocated to the Machine Shop Heart of the Hub project by $160,000, with the additional funds to come from surplus, to complete the exterior walls in the rear bay area of the Machine Shop, and to implement associated security enhancements.
Motion Carried

12.2 Forrest Field Artificial Turf Replacement Project - Purchase of Turf Maintenance Equipment

CS 2026-251

That Council authorize staff to utilize $37,000 of the remaining funds from the Forrest Field Artificial Turf Replacement Project to purchase a synthetic turf maintenance unit and to replace the soccer net wheels.
Motion Carried

12.3 Self-Contained Breathing Apparatus Replacement Project

CS 2026-252

That Council:

1. Direct staff to include in the 2027-2031 Financial Plan $385,000 to purchase Self-Contained Breathing Apparatus (SCBA) equipment for the Ladysmith Fire/Rescue Department, including 26 SCBA units, 60 cylinders, and 30 facepieces, with the funding to come from

Subject to adoption

taxation in the amount of $149,000 and Appropriated Equity – Fire Equipment in the amount of $236,000; and

2. Provide early budget approval to authorize staff to proceed with procurement and execute all necessary agreements before December 15, 2026 to secure current pricing.

Motion Carried

12.4 Adjustment to Water Billing Account – 0001349008000

CS 2026-253

That Council provide a water adjustment for Account No. 000-1349008-000 in the amount of $296.42 for 2026Q2 and 2026Q3 and deny the owner's further request to adjust the water bills for 2025Q4 and 2026Q1.

Motion Carried

12.5 2027 Community Banner Program Theme Selection

CS 2026-254

That Council approve the 2027 theme "Between Hill and Harbour: Where We Live" for the Community Public Banner Program

Motion Carried

13. BYLAWS

13.1 Bylaw Status Sheet

14. NOTICE OF MOTION

14.1 Request for Meetings - MP and MLA

CS 2026-255

That Council direct staff to request meetings regarding matters of interest to the Town of Ladysmith between:

a. Council and the Member of Parliament for Nanaimo-Ladysmith; and
b. Council and the Member of the Legislative Assembly of British Columbia for Ladysmith-Oceanside.

Motion Carried

Subject to adoption

14.2 Letter of Support - 2027 Softball BC U15 Western Canadian Championship

CS 2026-256
That Council provide a letter of support to the Ladysmith Minor Softball Association to strengthen their application to host the 2027 Softball BC U15 Western Canadian Championships.
Motion Carried

15. CORRESPONDENCE

15.1 Request for Support - Ladysmith Resources Centre Association (LRCA)

CS 2026-257
That Council provide a letter of support for the LRCA application to the BC Civil Forfeiture Grant Program for their Youth Connections and Mentorship Program, as outlined in their letter dated October 21, 2026.
Motion Carried

16. NEW BUSINESS

16.1 Appointment of Corporate Officer

CS 2026-258
That Council appoint Hayley Young as Corporate Officer effective November 30, 2026.
Motion Carried

17. QUESTION PERIOD

There were no questions from the public.

Subject to adoption

18. ADJOURNMENT

CS 2026-259
That this Regular Meeting of Council be adjourned at 8:03 p.m.
Motion Carried

CERTIFIED CORRECT

Mayor (D. Beeston)

Corporate Officer

Subject to adoption