

LADYSMITH CANDIDATES: KEY INFORMATION



About the Town of Ladysmith

- Ladysmith incorporated on June 3, 1904.
- Ladysmith Council consists of one Mayor and six Councillors.
- Local Elections are held every four years on the third Saturday in October.
- The *Community Charter* and the *Local Government Act* grant authority (and limitations) to local governments in BC.



The Big Picture - Council's 2023-2026 Strategic Plan



Core Infrastructure

We will advance projects that address climate change, renew our infrastructure, protect natural and built assets, and accommodate future growth.



**Official Community Plan
Implementation**

We will employ strategies and actions that maintain a diverse, vibrant, and affordable community, ensuring we do not pass undue burden onto future generations.



Waterfront Area Plan

We will implement our Waterfront Area Plan together with Stz'uminus First Nation, creating opportunities for economic prosperity, environmental restoration, and cultural celebration.



Economy

We will promote an environment that facilitates business development and job creation.



Leadership

We will show leadership in building strong relationships with First Nations, reconciliation, and excellence in good governance.

Major Long-Term Priorities

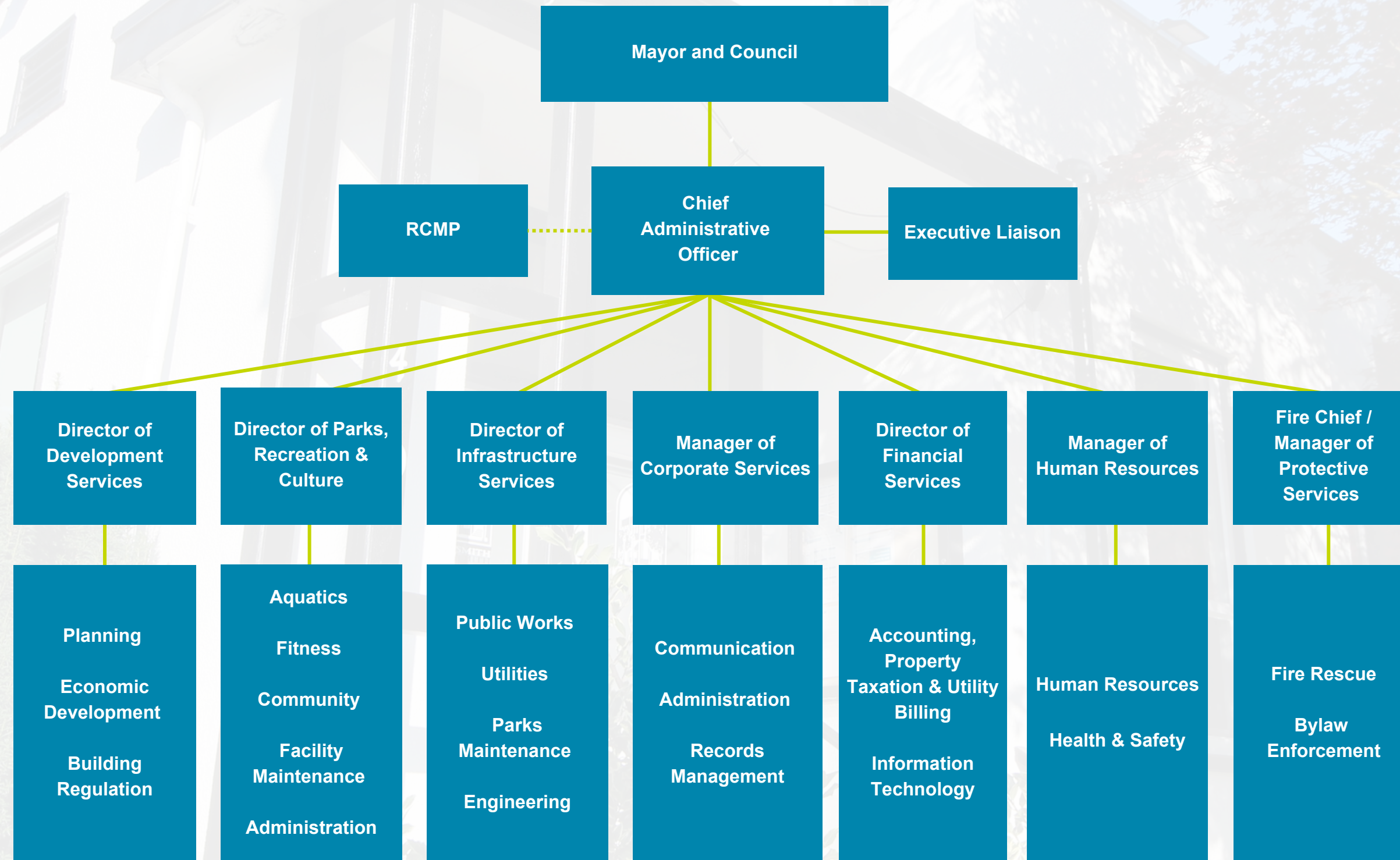
- **Ongoing Partnership with Stz'uminus First Nation**
 - Waterfront Area Plan Implementation
 - Mountain Bike Trail Network
 - South Ladysmith industrial land development
- **Aging Infrastructure**
 - Also known as the 'infrastructure deficit'.
 - Some of our pipes and sewage connections date back to the earliest days of the Town; culverts, roads, sidewalks - all need ongoing upgrades, repairs, replacement and funds have to be set aside for these projects.
- **Water Supply System**
 - Ladysmith has a surface water system, drawing supply from Holland Lake and Stocking Lake.
 - With winter storms and spring runoff there is plenty of water for our growing population; the challenge is to store it for use during dry summer months. Increased water storage is an ongoing priority.

Current Council Priorities

- Water Storage
- Waterfront Area Plan
- Forrest Field Phased Development
- 6th Avenue re-design
- City Hall



Town of Ladysmith Organizational Structure





Ladysmith - A Multi-Faceted Organization

- Built our own Water Filtration Plant as required by Island Health.
- Manage our own Water Supply System - also provide water to the Diamond and Stz'uminus First Nation.
- Built our own Waste Water (Sewage) Treatment Plant to treat sewage to secondary level.
- Lease the Town owned building to the RCMP. RCMP services are delivered through a 70/30 Town/Federal government cost share ration agreement.

Most other communities of similar size (eg. Qualicum Beach, Duncan) share infrastructure with a regional district.

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT DECEMBER 31, 2025

	2025	Budget 2025 (Note 17)	2024
Revenue			
Taxation (Note 23)	\$ 14,262,373	\$ 14,211,315	\$ 13,695,892
Sale of Services (Note 24)	5,774,300	5,193,841	5,333,278
Investment Income	1,614,486	1,506,548	2,011,086
Licence, Permits, Rentals & Penalties (Note 25)	1,206,815	906,746	1,104,172
Grants (Note 26)	7,098,249	20,471,340	3,364,275
Donations and contributed tangible capital assets	3,060,166	5,773,967	400,392
Gain (loss) on foreign exchange	(9,755)	-	25,423
Loss on disposal of assets	(400,376)	-	(344,180)
Development fees (Note 10)	336,355	2,545,833	59,131
Canada Community-Building funds utilized (Note 11)	217,668	1,890,786	189,169
	<u>33,160,281</u>	<u>52,500,376</u>	<u>25,838,638</u>
Expenses			
General government services	3,112,406	4,238,717	2,859,760
Protective services	3,049,001	3,440,152	2,705,702
Transportation services	2,958,972	3,428,874	3,086,495
Solid waste services	742,642	1,075,579	582,994
Cemetery services	51,699	38,899	32,328
Development services	950,630	1,359,077	891,760
Recreation and cultural services	3,980,637	4,042,291	3,820,761
Parks operation services	1,256,508	1,069,174	1,190,714
Sewer services	3,962,450	5,640,406	3,271,303
Water services	3,113,151	5,828,264	2,980,047
	<u>23,178,096</u>	<u>30,161,433</u>	<u>21,421,864</u>
Annual Surplus	9,982,185	22,338,943	4,416,774
Accumulated Surplus, beginning of year	<u>136,430,085</u>	<u>136,430,085</u>	<u>132,013,311</u>
Accumulated Surplus - end of year	<u>\$ 146,412,270</u>	<u>\$ 158,769,028</u>	<u>\$ 136,430,085</u>

Town Budget 2026

Council determines the budget. For 2026, the budget included:

- \$22.2 million operating budget
- \$76.8 million in capital budget

This is funded by:

- \$14.9 million in property and parcel taxes
- \$6.6 million in user fees and charges
- \$24.3 million in grants
- \$20 million in borrowing
- \$6.1 million in developer contributions
- \$27.1 million in other/reserve funds



WHAT'S IT LIKE TO SERVE ON COUNCIL?

2026

Town of Ladysmith Council Meeting Calendar

Council Meeting

Committee of the Whole Meeting

Statutory Holiday

AVICC Conference (Victoria)

FCM Convention (Edmonton)

UBCM Convention (Vancouver)

Local Gov't. Election

Inaugural Council Meeting

January

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	M	Tu	W	Th	F	Sa
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

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		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Su	M	Tu	W	Th	F	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Council Meetings and Remuneration

Council typically meets 2 or 3 times a month. Meetings are held in-person at Ladysmith Seniors Centre.

- **Regular Council meetings** - first and third Tuesdays.
- **Committee of the Whole meetings** - second Tuesday of every second month.
- **Closed sessions** - held as needed, prior to Regular Meetings so the start time could be as early as 5:00pm.
- **Special meetings** - Held as required in addition to regular meetings.

Council Remuneration for 2027 (under review):

Mayor: \$49,293

Councillors: \$18,570



Committees and Extra Commitments

- In addition to Council meetings, there are community liaison meetings, public events and opportunities to attend out of town conferences each year.
- All Council members are appointed to one or more committees (community based or regional) that hold regular meetings.



**Parks, Recreation & Culture
Advisory Committee**



**Accessibility Advisory
Committee**



Public Art Committee



**Community Planning
Advisory Committee**

Other Information

- Count on spending several hours a week on Town business - preparing for Council meetings, calls/meetings with Town residents and business people, as well as monitoring and responding to emails.
- Council meeting preparation usually involves a lot of reading (agendas can be over 100 pages). You may find it necessary to conduct independent research - site visits, talking to members of the community, learning about issues, seeing what other communities are doing, etc.

Responsibilities

Citizens

- Elect Council to conduct the business of the municipality
- Provide direct input to decisions through participation as committee members or as members of task forces
- Provide input to Council through the Financial Plan process, elections, public engagement, and ongoing feedback
- Pay for services through property taxes and utility bills and other fees for services

Council

- Makes decisions on policy, service levels and tax levels
- Directs the Chief Administrative Officer as to where resources (people and money) are to be focused (by policy direction and setting service level expectations)
- Receives information from citizens and staff (technical)
- Sets strategic corporate direction and goals
- Directs the preparation, amendment and adoption of the Financial Plan

Chief Administrative Officer, Department Heads and Staff

- Provide information to Council (such as recommendations on best practices, technical information, new funding opportunities)
- Take action, within the authority and responsibility given in the Financial Plan, to conduct business in each department
- Implement the direction of Council
- Prepare the Financial Plan

Mayor Responsibilities

- Lead the organization
- Provide leadership to Council
- Fulfill responsibility to the citizens as an elected official

Excerpt from *Community Charter*:

Responsibilities of mayor

116 (1) The mayor is the head and chief executive officer of the municipality.

(2) In addition to the mayor's responsibilities as a member of council, the mayor has the following responsibilities:

- (a) to provide leadership to the council, including by recommending bylaws, resolutions and other measures that, in the mayor's opinion, may assist the peace, order and good government of the municipality;
- (b) to communicate information to the council;
- (c) to preside at council meetings when in attendance;
- (d) to provide, on behalf of the council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the council;
- (e) to establish standing committees in accordance with section 141;
- (f) to suspend municipal officers and employees in accordance with section 151;
- (g) to reflect the will of council and to carry out other duties on behalf of the council;
- (h) to carry out other duties assigned under this or any other Act.

Councillor Responsibilities

- Contribute to governing the organization
- Work with other Councillors collectively
- Support Council decisions
- Fulfill responsibility to the citizens as an elected official

Excerpt from *Community Charter*:

Responsibilities of council members

115 Every council member has the following responsibilities:

- (a) to consider the well-being and interests of the municipality and its community;
- (b) to contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;
- (c) to participate in council meetings, committee meetings and meetings of other bodies to which the member is appointed;
- (d) to carry out other duties assigned by the council;
- (e) to carry out other duties assigned under this or any other Act.

Conflict of Interest, Bias, Influence

If Pecuniary interest(s) exist:

- You could be disqualified from office
- A Council decision could be rendered as invalid e.g. a rezoning bylaw

You could be required to pay for:

- Your legal costs
- Repayment of any improper gains
- Other penalties and fines

Pecuniary interests:

- **Property** e.g. you are rezoning a piece of property you own
- **Business interests** e.g. your business will be affected by a Council decision
- **Employment relationships** e.g. the company you work for will benefit
- **Professional-client relationships** e.g. a client of yours will benefit
- **Spousal employment interests** e.g. the company your spouse works for will benefit

Non Pecuniary Interests

- Family relationships and relationships with other organizations



Parliamentary Procedure

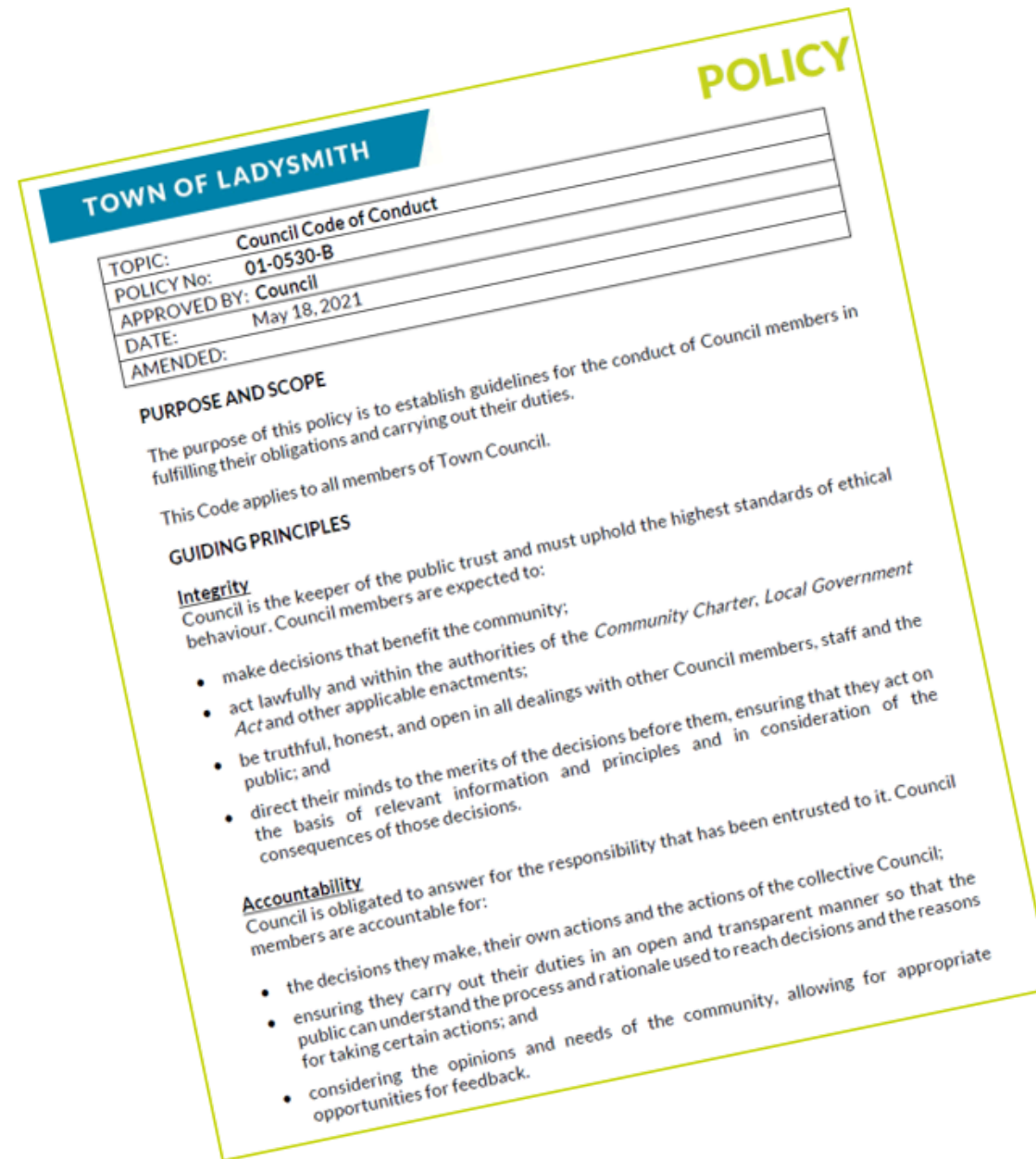
Designed to protect:

- The right of the majority to decide
- The right of the minority to be heard
- The rights of individual members
- The rights of absentees

Worth Remembering...

Common sense guidelines for productive Councils:

- Things must be handled one at a time
- All members have equal rights, responsibilities, privileges and obligations
- The will of the majority prevails
- The rights of the minority must be protected
- Every member has the right to know what motion is before the Council and what effect that motion would have if adopted
- Meetings must be conducted with fairness and good faith
- Decisions made at a meeting become the property of all of Council, even those who may have voted against the matter
- Council's Procedure Bylaw covers procedures for the conduct of Council and Committee meetings (including its advisory committees)
- Roberts Rules of Order are followed only in areas where the Procedure Bylaw is silent



Council Code of Conduct

In 2021, Council adopted a Code of Conduct Policy. The Province is now introducing a Code of Conduct framework (Bill 17) that will include:

- a single, province-wide Code of Conduct
- a standardized complaint process
- formal investigation procedures
- a consistent set of sanctions for when breaches occur.



ABOUT THE ELECTION OCTOBER 17, 2026



Voters will:

- Elect 1 Mayor and 6 Councillors
- Elect 9 School Board Trustees (School District No. 68)



Election Officers

Chief Election Officer

- Sue Bouma 250.245.6419

Deputy Chief Election Officer

- Hayley Young 250.245.6418

vote@ladysmith.ca

[Election page on Town website](#)

Key Dates



- Nomination Period**
 - Tuesday, September 1 (9am) to Friday, September 11 (4pm)
- Campaign Period**
 - Saturday, September 19 to October 17
- Advance Voting Days**
 - Wednesday, October 7 & 14 (8am to 8pm)
- General Voting Day**
 - Saturday, October 17 (8am to 8pm)
- Inaugural Council Meeting**
 - Tuesday, November 3
- Deadline for filing financial disclosure statement with Elections BC**
 - Friday, January 15, 2027
- Late Filing Deadline**
 - Monday, February 16, 2027 (\$500 late filing fee)





Who Can Run

You may run for any local government office if you:

- ✓ are a Canadian citizen;
- ✓ are at least 18 years old on election day;
- ✓ have lived in British Columbia for at least six months (i.e., you moved here on or before March 8, 2026); and
- ✓ have not been disqualified from running in this election.

You do not have to live or own property in Ladysmith to run for office here.



Who Cannot Run

You **may not** run for any local government office if you:

- ✗ are a BC judge;
- ✗ are an employee or salaried officer of the Town (unless you have taken a leave of absence to run for office and agree to resign if elected);
- ✗ are under sentence and are in custody or in prison;
- ✗ have been found guilty of an elections offence, such as double voting or buying votes, and are prohibited from holding office; or
- ✗ have been disqualified from this election for failing to file a disclosure statement in a previous election, make an oath of office; or attend meetings.



How to Throw Your Hat in the Ring

- Fill out the Nomination Package.
- Make an appointment with an election officer to submit your package between 9:00 a.m. Tuesday, September 1 and before 4:00 p.m., Friday, September 11, 2026.
- Have 10 nominators sign your form (IMPORTANT: Nominators must be eligible to vote in the Town of Ladysmith - preferably on the Voter's List).
- Nomination packages are available starting July 31st, 2026.

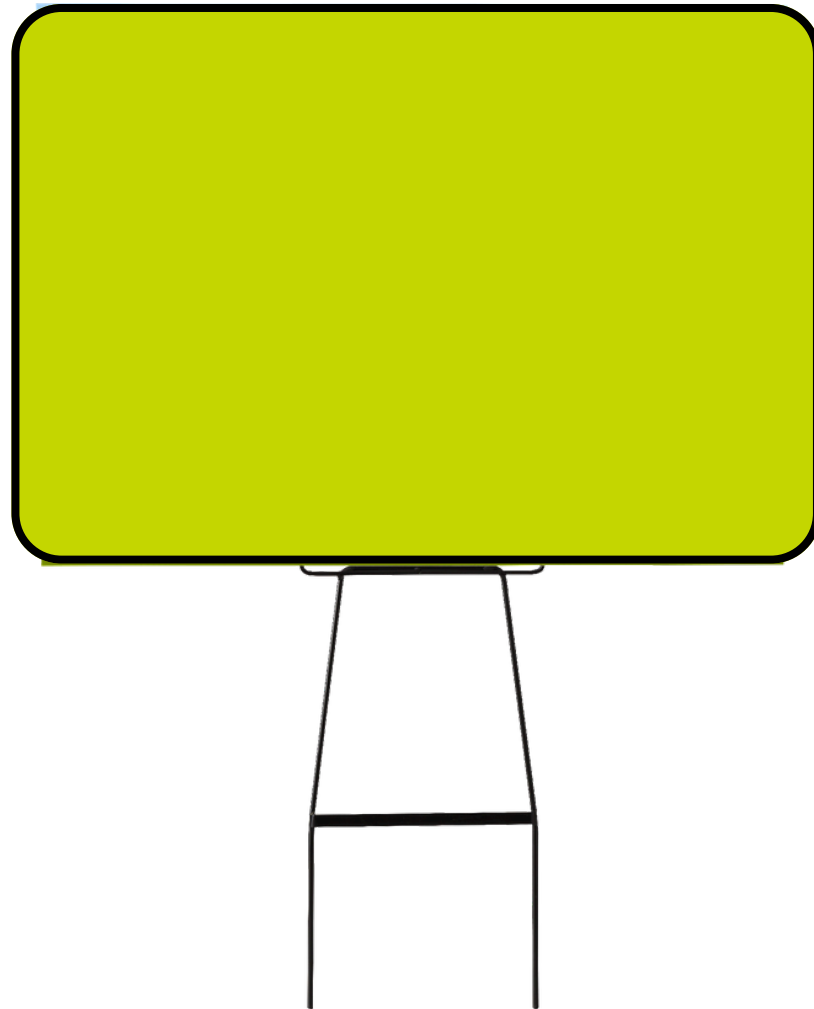
Campaign Financing

(Elections BC 1-800-661-8683)

- Limit of \$12,323.78 spending for Mayor candidates and \$6,161.89 for Councillor candidates in Ladysmith
- You **must**:
 - ✓ create a separate campaign bank account as soon as you start campaigning, even if you don't intend to raise outside funds.
 - ✓ file your campaign financial package by Friday, January 15, 2027 to avoid a penalty.
- Contribution limits (*Local Elections Financing Act*)
 - ✓ Individual donation up to \$1,429.70 per year per campaign.
 - ✓ Unendorsed candidates can contribute an additional \$1,429.70 to their own campaign.
 - ✓ A group of endorsed candidates may contribute an additional \$1,429.70 in total to the campaign of the elector organization.



Campaign Signs



- No signs before the election period starts (September 19)
- Signs are to be taken down within 48 hours after the election
- No permit needed for signs on private property (must ensure visibility is not impeded, and size is below 4'x8')
- Campaign signs are permitted on municipal boulevards, as long as:
 - a temporary sign permit is approved by the Town (\$110: \$10 fee + \$100 deposit)
 - the sign does not exceed 32ft² (4'x8')
 - the sign is not erected before the campaign period (September 19, 2026)
- Signs must not impede traffic or sightlines
- Ministry of Transportation also has guidelines

Who Does What in Local Elections

Unlike provincial elections, local government and school board elections in B.C. are not run by one single entity. Elections BC is one of several authorities that play a role in general local elections, by-elections and assent voting.

IF YOU HAVE QUESTIONS ABOUT...	CONTACT...
Voting and ballots	Local Chief Election Officer
Nomination process	Local Chief Election Officer
Advertising rules	Elections BC
Campaign financing and disclosure rules	Elections BC
Registration of elector organizations	Elections BC
School trustees / school board elections	Ministry of Education
Legislation for local elections	Ministry of Municipal Affairs



Useful Links & Important Reading

Other Levels of Government

- [Community Charter](#)
- [Local Government Act](#)
- [Ministry of Municipal Affairs](#)
- [Elections BC](#)

Town of Ladysmith

- [2025 Annual Report](#)
- [2023 - 2026 Strategic Plan](#)
- [Council Procedure Bylaw No.1666 - consolidated](#)
- [Delegation of Authority Bylaw No.1905](#)
- [Council Renumeration Bylaw No.1986](#)
- Council Policies:
 - [Council Code of Conduct Policy](#)
 - [Council Self-Assessment Policy](#)
 - [Purchasing Policy](#)

Top Reading
Pick!