



COMMITTEE OF THE WHOLE MEETING MINUTES

Tuesday, November 18, 2025

6:30 P.M.

Ladysmith Seniors Centre
630 2nd Avenue

Council Members Present:

Councillor Amanda Jacobson, Chair
Mayor Deena Beeston
Councillor Ray Gourlay

Councillor Tricia McKay
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
Nick Pescod
Hayley Young

1. CALL TO ORDER AND ACKNOWLEDGEMENT

Councillor Jacobson, Chair, called this Committee of the Whole meeting to order at 6:30 p.m., and acknowledged with gratitude that it was being held on the unceded territory of the Stz'uminus First Nation.

2. AGENDA APPROVAL

CW 2025-061

That the agenda for the November 18, 2025 Committee of the Whole meeting be approved as amended to add the following Council submission as Item 6.1., "RV Housing for Site Security".

Motion Carried

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held September 9, 2025

CW 2025-062

That the minutes of the Committee of the Whole meeting held September 9, 2025 be approved.

Motion Carried

4. PRESENTATION

4.1 Waterfront Remediation: Status Update

The Director of Development Services outlined the Waterfront remediation and delineation process undertaken to date, noting that required investigation work has been completed and the Town continues to follow the lowest-cost path toward enabling future Uplands development.

He confirmed that once the Protocol 6 and Certificate of Compliance applications are approved, the site may proceed to development.

5. REPORTS

5.1 New City Hall

By unanimous consent Council agreed to consider separately each recommendation for item 5.1., "New City Hall".

CW 2025-063

That the Committee recommend that Council direct staff to initiate a public engagement process to explore:

- a. building a new city hall on the Buller Street properties, either as a standalone facility or as part of a mixed use development; and
- b. purchasing or leasing new or existing office space in the Downtown for a city hall.

Motion Carried

OPPOSED: Councillor Stevens.

CW 2025-064

That the Committee recommend that Council authorize staff to explore opportunities for leasing or purchasing office space in the Downtown with landowners and developers.

Motion Carried

OPPOSED: Councillor Paterson.

5.2 Traffic Requests Policy

CW 2025-065

That the Committee recommend that Council adopt the 2025 Traffic Request Policy 11-5460-A, as presented in the report by the Infrastructure Services Department dated November 18, 2025.

Motion Carried

OPPOSED: Councillor Paterson.

5.3 2025 Q3 Financial Update

CW 2025-066

That the Committee receive the staff report dated November 18, 2025, regarding the 2025 Q3 Financial Update from the Director of Financial Services.

Motion Carried

5.4 Update to the Inter-Community Business Licence Bylaw

CW 2025-067

That the Committee recommend that Council:

1. Approve the proposed revisions to the Inter-Community Business Licence Bylaw (Attachment A) and direct staff to prepare an amendment bylaw; and
2. Endorse the establishment of a formal agreement among the Vancouver Island Inter-Community Business Licence (ICBL) partners, and direct the Corporate Officer to sign the finalized agreement.

Motion Carried

5.5 2023-2026 Strategic Priorities Update

CW 2025-068

That the Committee receive the 2023-2026 Strategic Priorities Update dated November 18, 2025.

Motion Carried

6. COUNCIL SUBMISSIONS

6.1 RV Housing for Site Security – Councillor Paterson

CW 2025-069

That the Committee direct staff to bring forward a report to a future Committee of the Whole meeting on the viability of permitting RVs and trailer based tiny houses as accessory dwelling units and caretaker dwelling units in Ladysmith.

CW 2025-070

AMENDMENT

That the Committee amend resolution CW 2025-069 by removing the phrase 'accessory dwelling units'.

Amendment Carried

Resolution CW 2025-069, as amended reads:

That the Committee direct staff to bring forward a report to a future Committee of the Whole meeting on the viability of permitting RVs and trailer based tiny houses as caretaker dwelling units in Ladysmith.

Main Motion, as Amended, Carried

7. ADJOURNMENT

CW 2025-071

That this Committee of the Whole Meeting be adjourned at 8:02 p.m.

Motion Carried

CERTIFIED CORRECT

Chair (Councillor A. Jacobson)

Corporate Officer (S. Bouma)