

THE COMMITTEE OF THE WHOLE
AGENDA
6:30 P.M.

Tuesday, January 27, 2026
Ladysmith Seniors Centre
630 2nd Avenue
Pages

LAND ACKNOWLEDGEMENT

1. CALL TO ORDER

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>.

2. AGENDA APPROVAL

Recommendation

That the agenda for this January 27, 2026 Committee of the Whole meeting be approved.

3. MINUTES

3.1 Minutes of the Committee of the Whole Meeting held November 18, 2025

3

Recommendation

That the minutes of the Committee of the Whole meeting held November 18, 2025 be approved.

4. PRESENTATIONS

4.1 RCMP 3rd Quarter Report

7

S/Sgt. Trevor Busch, Ladysmith RCMP, will speak to the 3rd Quarter Report - October to December 2025.

Recommendation

That Council receive the RCMP report for the months October to December 2025.

5. REPORTS

5.1 Building Inspector's Report for September to December 2025 10

Recommendation

That the Committee receive the Building Inspector's Report for the months September to December 2025.

5.2 Ladysmith Fire/Rescue Reports for August to December 2025 11

Recommendation

That the Committee receive the Ladysmith Fire/Rescue Reports for the months August to December 2025.

5.3 Coastal Animal Control Services Reports for July to December 2025 21

*There were no service calls for the month of November.

There were no repeat aggressive offenders during the reporting period.

There was one aggressive dog call received and investigated in August.

Recommendation

That the Committee receive the Coastal Animal Control Services Reports for the months July, August, September, October and December 2025.

5.4 2026 Grant in Aid Requests 26

Recommendation

That the Committee:

1. Determine the amounts to allocate to various community groups based on their 2026 Grant in Aid requests; and
2. Recommend that Council approve the allocated amounts.

5.5 Ladysmith Cemetery Facilities Plan 34

Recommendation

That the Committee recommend that Council direct staff to prepare a report outlining a Cemetery Facilities Plan.

6. NEW BUSINESS

7. ADJOURNMENT



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)



Royal Canadian
Mounted Police

Gendarmerie Royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Ladysmith RCMP Detachment
320 6th Avenue
Ladysmith, BC V9G 1A2

Town of Ladysmith
Stz'uminus First Nation
Penelakut Tribe
Cowichan Valley Regional District
Regional District of Nanaimo

Date

January 6, 2026

Quarter 2 Detachment Report –Oct 1st, 2025 – Dec 31st 2025, with a comparison to the same time frame of 2024. Ladysmith Municipal and Provincial areas combined.

QUARTERLY TOTAL PER YEAR	3rd Quarter 2025	3rd Quarter 2024	% Change
	719	685	5%

MISCHIEF/DISTURBANCES	3rd Quarter 2025	3rd Quarter 2024	% Change
Under \$5000 2170-4	26	21	24%
Over \$5000 2170-3	1	2	-50%
Mischief by Act or Omission 2170-10	0	0	
Loss of Enjoyment of Property 2170-5	31	27	15%
Breach Probation/Undertaking/Release Order 3520-0 8900-92 6900-35 3410-0	9	11	-18%
Cause a Disturbance 3430	25	34	-26%
By-Law Noise 8100-20	15	7	114%
False Alarm 8190-9	23	41	-44%
False/Abandoned 9-1-1 8190-80	17	17	0%
TOTAL	147	160	-8%

TRAFFIC	3rd Quarter 2025	3rd Quarter 2024	% Change
Drive While Prohibited 9320-0 8110-30	4	7	-43%
Moving Offences 8110-1	149	111	34%
Non Moving Offences 8110-2	13	19	-32%
Collisions 8130-10 8130-20 8130-1 8130-2 8130-6	60	60	0%
TOTAL	226	197	15%

Assist General Public	3rd Quarter 2025	3rd Quarter 2024	% Change
Mental Health Act 7300-Z34	33	33	0%
Check Wellbeing 8190-22	128	95	35%
Missing Persons 8190-3 8190-33	4	6	-33%
Unspecified Assistance 8190-1	71	54	31%
TOTAL	236	188	26%

PROPERTY OFFENCES	3rd Quarter 2025	3rd Quarter 2024	% Change
Theft of Vehicle 2131 2141 2135	14	14	0%
Theft From Vehicle Over \$5000 2032-0	0	0	
Theft From Vehicle Under \$5000 2142-0	3	15	-80%
Theft Over \$5000 2130 2133	6	3	100%
Theft Under \$5000 2140 2143	18	35	-49%
Possession of Stolen Property 2150 2153 2156	1	1	0%
Break & Enter Business 2120-1	2	4	-50%
Break & Enter Residence 2120-2	7	7	0%
TOTAL	51	79	-35%

ASSAULTS:	3rd Quarter 2025	3rd Quarter 2024	% Change
Assault Police 1460-1 1460 1461	1	0	100%
Common 1430-0	18	25	-28%
Assault w/ Weapon or CBH 1420-0	7	4	75%
Aggravated 1410-0	0	0	
Criminal Harassment 1625-0	1	3	-67%
Utter Threats Against Person 1627-0	15	20	-25%
TOTAL	42	52	-19%

DRUG & ALCOHOL RELATED	3rd Quarter 2025	3rd Quarter 2024	% Change
Intoxicated in Public Place 7100-3	5	6	-17%
Drug Possession 4130-6 4170-0 4130-7	2	2	0%
Trafficking Drugs 4230-6 4230-1 4230-14 4230-16 4270 4250	2	0	200%
TOTAL	9	8	13%

SEXUAL ASSAULTS	3rd Quarter 2025	3rd Quarter 2024	% Change
Sexual Assault 1330-0	5	0	500%
Sex Assault w Weapon or CBH 1320-0	0	0	
Sexual Interference 1345-0	2	1	100%
Aggravated Sexual Assault 1310-0	0	0	
Sexual Exploitation 1355-0	1	0	100%
TOTAL	8	1	700%

MISC. STATS	3rd Quarter 2025	3rd Quarter 2024	% Change
Prisoners	11	12	-8%
Reprts to Crown Council Submitted	10	21	-52%
TOTAL			

APP Objectives	Q1	Q2	Q3	Q4	Total	Annual Goal
Impaired Driving Enforcement	17	27	20		64	40
Motor Vehicle Act Enforcement	208	184	97		489	250
School zones	36	18	51		105	50
Distracted driving campaigns	0	0	5		5	10
Impaired driving check stops	0	0	5		5	10
Speeding Enforcement	34	24	24		82	10
ICBC projects	3	1	1		5	2
RJ Referrals	3	6	0		9	12
Foot Patrols	92	111	55		258	80
Attending local events	27	23	13		63	30
Indigenous Police Reports (ED78)	3	0	3		6	12
GD patrols on Stz'uminus	191	197	183		571	180
Pro-active trips to Penelakut Island	5	9	7		21	12
Quarterly checks-ins with staff	15	15	10		40	50
Wellness Activities	2	4	5		11	4
Training compliance	78	89	90		90	100%
Employee leadership and development	7	4	4		15	2
Week in review emails to leadership	11	12	12		35	45
Quarterly reports or meetings with leadership	9	14	16		39	4
Media Releases and communication	2	11	6		19	6
Recruiting events	1	1	4		6	2

Sincerely,

Redacted

S/Sgt. BUSCH
Detachment Commander
Ladysmith RCMP

Canada



TOWN OF LADYSMITH
Quarterly Building Permit Summary - YTD DECEMBER 2025

1 Building Permit could = more than 1 dwelling unit
eg. SFD + Suite is 1 permit but 2 dwelling units

	Commercial		Industrial		Institutional		Residential (NEW)		Residential Reno, Add, Suite, CH		Dwelling Units	Total Permits	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2025
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
DEC	1	\$800,000	0	\$0	0	\$0	6	\$2,685,000	0	\$0	8	7	\$39,487	\$3,485,000	\$34,811,971

Year to Date

JAN	2	\$317,000	0	\$0	0	\$0	0	\$0	4	\$778,200	-9	6	\$12,287	\$1,095,200	\$1,095,200
FEB	1	\$120,000	0	\$0	0	\$0	1	\$500,000	1	\$39,900	2	3	\$7,475	\$659,900	\$1,755,100
MAR	0	\$0	0	\$0	0	\$0	2	\$972,890	5	\$87,200	2	7	\$12,338	\$1,060,090	\$2,815,190
APR	1	\$1,500	0	\$0	0	\$0	3	\$3,050,000	8	\$549,000	10	12	\$41,390	\$3,600,500	\$6,415,690
MAY	0	\$0	0	\$0	1	\$0	2	\$575,000	3	\$12,000	3	6	\$7,369	\$587,000	\$7,002,690
JUN	0	\$0	0	\$0	0	\$0	2	\$1,100,000	7	\$9,219,183	26	9	\$115,883	\$10,319,183	\$17,321,873
JUL	3	\$1,142,000	0	\$0	0	\$0	2	\$1,884,000	13	\$581,400	6	18	\$40,831	\$3,607,400	\$20,929,273
AUG	1	\$150,000	0	\$0	1	\$150,000	5	\$2,925,000	4	\$321,120	10	11	\$40,690	\$3,546,120	\$24,475,393
SEP	0	\$0	0	\$0	0	\$0	1	\$1,100,000	4	\$80,000	3	5	\$13,228	\$1,180,000	\$25,655,393
OCT	2	\$20,000	0	\$0	0	\$0	3	\$1,665,000	3	\$41,578	5	8	\$20,037	\$1,726,578	\$27,381,971
NOV	1	\$3,000,000	0	\$0	0	\$0	2	\$945,000	0	\$0	8	3	\$44,415	\$3,945,000	\$31,326,971
DEC	1	\$800,000	0	\$0	0	\$0	6	\$2,685,000	0	\$0	8	7	\$39,487	\$3,485,000	\$34,811,971
TOTAL	8	\$5,550,500	0	\$0	2	\$150,000	29	\$17,401,890	52	\$11,709,581	74	95	\$395,430	\$34,811,971	

Demos Mth	0	Demos YTD	-14
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Comparison	#DU	Value	#BP	Value
YTD 2025	74	\$17,401,890	95	\$34,811,971
YTD 2024	86	\$21,568,962	96	\$23,731,354
YTD 2023	68	\$19,490,735	76	\$30,326,950

6 Building Permits = 8 Dwelling Units (DU)

- 4 SFD = 4 DUs
- 2 SFD + Suites = 4 DUs

NEW D.U. TYPE	SFD	SFD + Suite	Suite added to existing	Coach House	Multi-Family
THIS MONTH	4	2	0	0	0
YTD	7	10	5	3	53



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: August, 2025

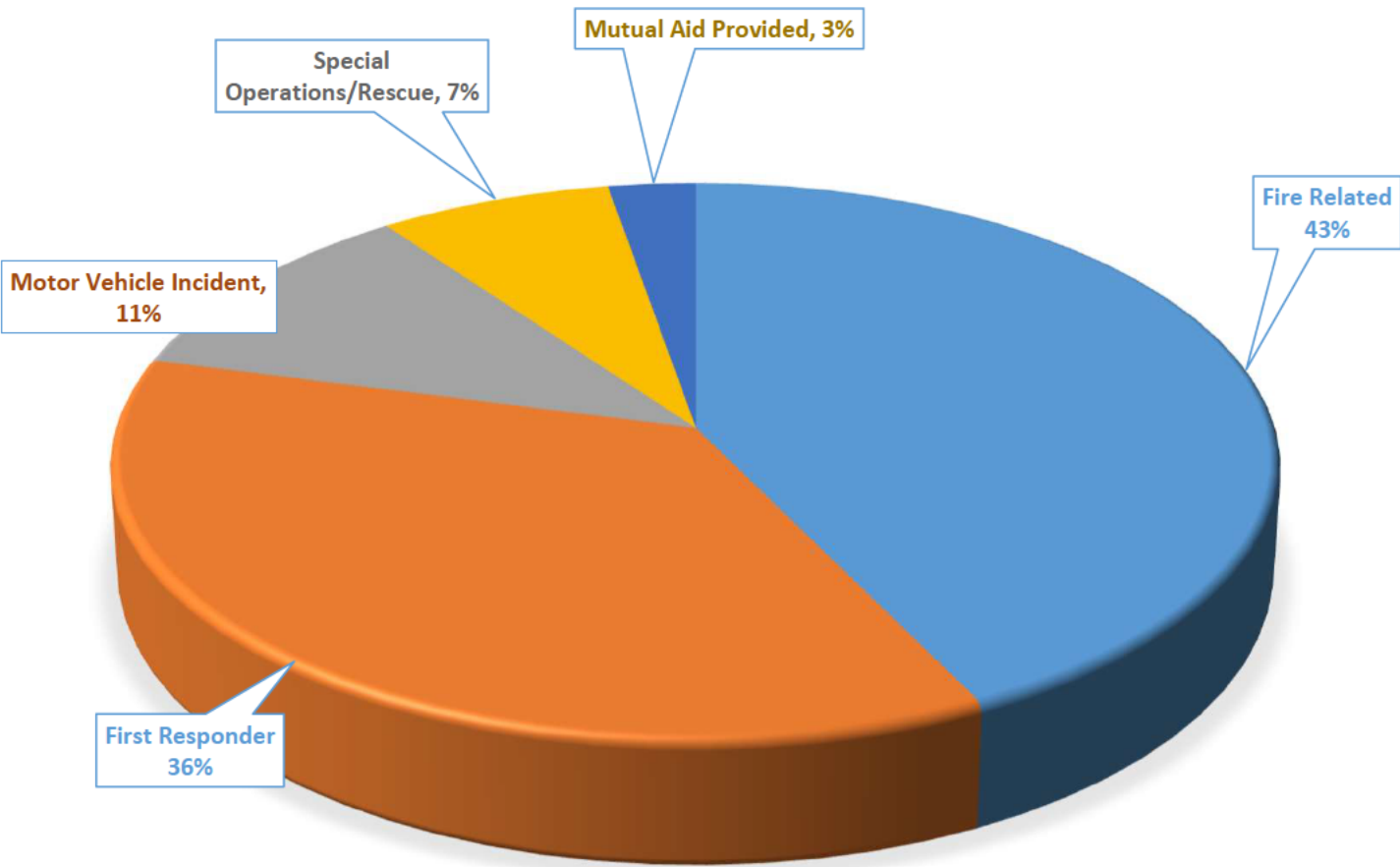
TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2024
Fire Related	12	7	8	10	16	14	14	13	0	0	0	0	94	95
Alarms Activated	5	2	4	6	8	3	6	5					39	31
Burning Complaint / Duty Officer	2	3	2	4	2	6	6	5					30	43
Outdoor Fire	2		1		5	3		3					14	8
Structure/Chimney	2	2	1		1		2						8	10
Vehicle Fire	1					2							3	3
First Responder	12	12	3	14	5	14	11	9					80	62
Motor Vehicle Incident	4	2	3	1	1	1	8	4					24	28
Special Operations/Rescue			2	1	2	2	5	4					16	22
Mutual Aid Provided	1			2	1			2					6	4
MONTH TOTALS (exc.. Practices)	29	21	16	28	25	31	38	32	0	0	0	0	220	211
Mutual Aid Received	2	2			1								5	
Practices (Totals for each Month)	4	4	4	5	4	4	5	4					34	
Training Hours	253	244	403	589	214	237	154	178					2272	

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APPROVED: _____

Fire Chief Chris Geiger

AUGUST 2025 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided



Ladysmith Fire /Rescue

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FIRE CHIEF'S REPORT

MONTH: September, 2025

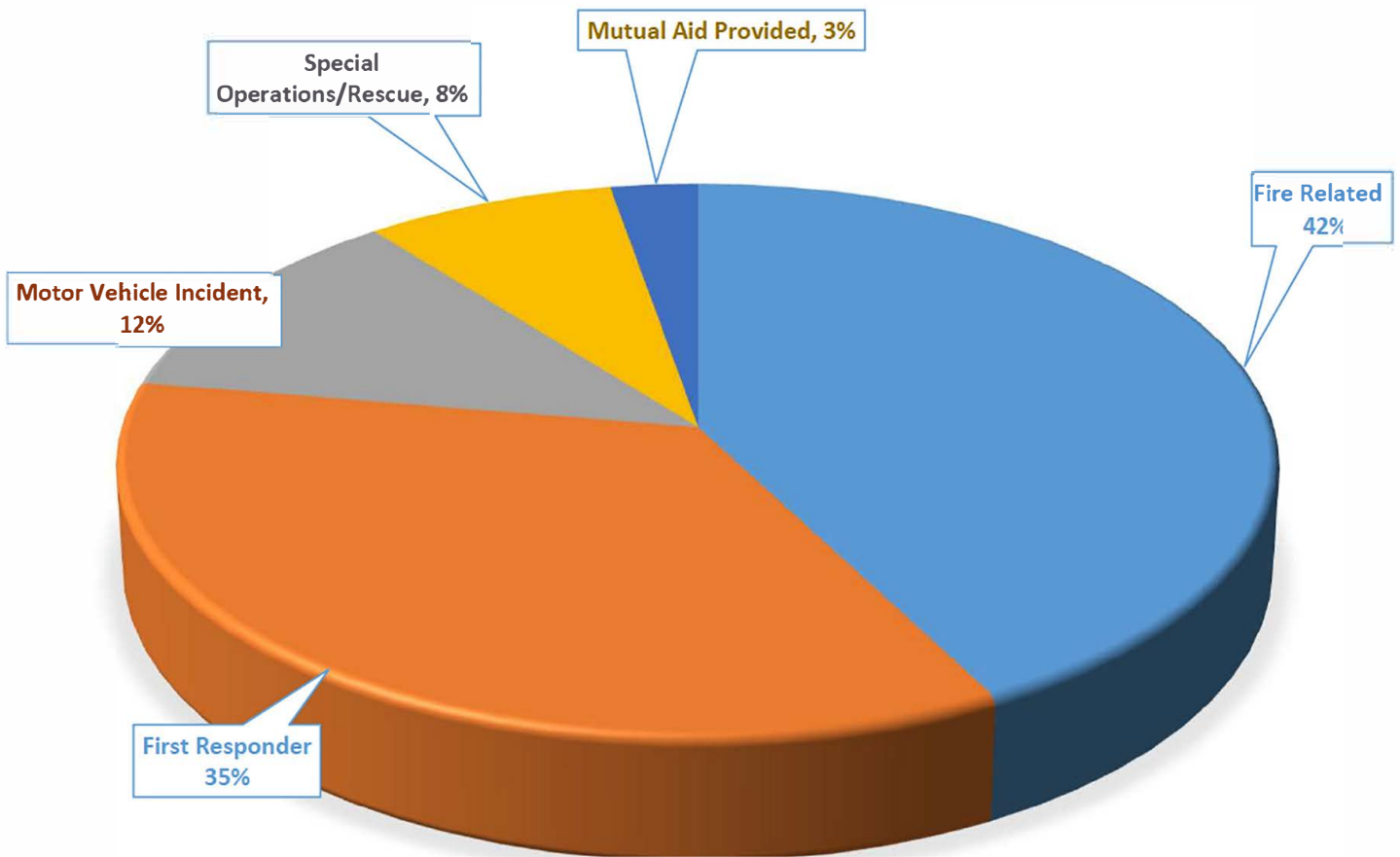
TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2024
Fire Related	12	7	8	10	16	14	14	13	14	0	0	0	108	107
Alarms Activated	5	2	4	6	8	3	6	5	4				43	36
Burning Complaint / Duty Officer	2	3	2	4	2	6	6	5	6				36	48
Outdoor Fire	2		1		5	3		3	3				17	9
Structure/Chimney	2	2	1		1		2		1				9	11
Vehicle Fire	1					2							3	3
First Responder	12	12	3	14	5	14	11	9	10				90	65
Motor Vehicle Incident	4	2	3	1	1	1	8	4	6				30	31
Special Operations/Rescue			2	1	2	2	5	4	4				20	24
Mutual Aid Provided	1			2	1			2	1				7	4
MONTH TOTALS (exc.. Practices)	29	21	16	28	25	31	38	32	35	0	0	0	255	231
Mutual Aid Received	2	2			1								5	
Practices (Totals for each Month)	4	4	4	5	4	4	5	4	5				39	
Training Hours	253	244	403	589	214	237	154	178	304				2576	

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APPROVED: _____

Fire Chief Chris Geiger

SEPTEMBER 2025 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided



Ladysmith Fire /Rescue

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FIRE CHIEF'S REPORT

MONTH: **October, 2025**

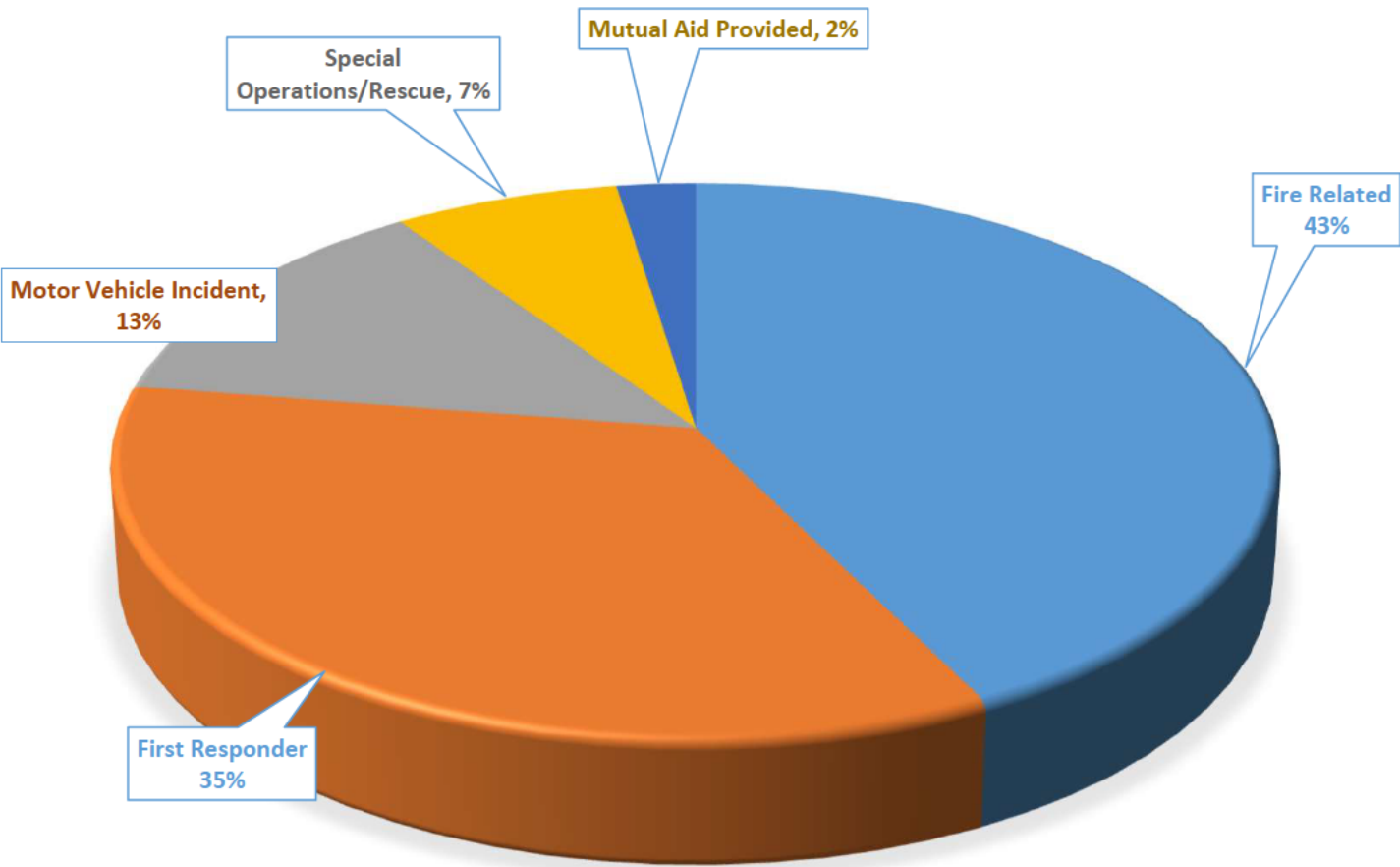
TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2024
Fire Related	12	7	8	10	16	14	14	13	14	13	0	0	121	115
Alarms Activated	5	2	4	6	8	3	6	5	4	7			50	40
Burning Complaint / Duty Officer	2	3	2	4	2	6	6	5	6	2			38	50
Outdoor Fire	2		1		5	3		3	3	4			21	10
Structure/Chimney	2	2	1		1		2		1				9	11
Vehicle Fire	1					2							3	4
First Responder	12	12	3	14	5	14	11	9	10	9			99	70
Motor Vehicle Incident	4	2	3	1	1	1	8	4	6	7			37	37
Special Operations/Rescue			2	1	2	2	5	4	4				20	24
Mutual Aid Provided	1			2	1			2	1				7	6
MONTH TOTALS (exc.. Practices)	29	21	16	28	25	31	38	32	35	29	0	0	284	252
Mutual Aid Received	2	2			1								5	
Practices (Totals for each Month)	4	4	4	5	4	4	5	4	5	4			43	
Training Hours	253	244	403	589	214	237	154	178	304	160			2736	

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APPROVED: _____

Fire Chief Chris Geiger

OCTOBER 2025 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided



Ladysmith Fire /Rescue

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FIRE CHIEF'S REPORT

MONTH: **November, 2025**

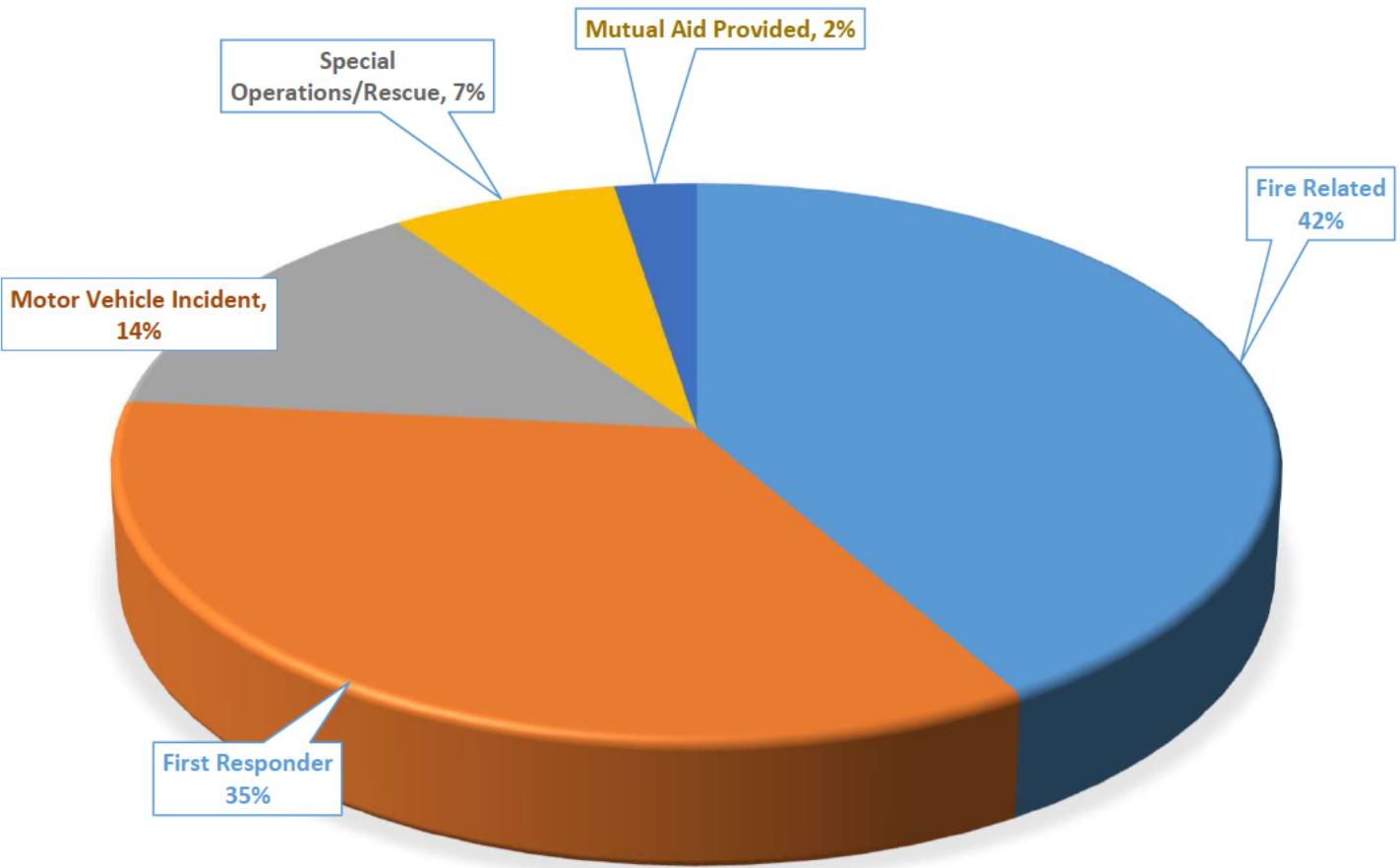
TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2024
Fire Related	12	7	8	10	16	14	14	13	14	13	9	0	130	121
Alarms Activated	5	2	4	6	8	3	6	5	4	7	6		56	46
Burning Complaint / Duty Officer	2	3	2	4	2	6	6	5	6	2	1		39	50
Outdoor Fire	2		1		5	3		3	3	4			21	10
Structure/Chimney	2	2	1		1		2		1		2		11	11
Vehicle Fire	1					2							3	4
First Responder	12	12	3	14	5	14	11	9	10	9	10		109	72
Motor Vehicle Incident	4	2	3	1	1	1	8	4	6	7	6		43	43
Special Operations/Rescue			2	1	2	2	5	4	4		2		22	27
Mutual Aid Provided	1			2	1			2	1		1		8	6
MONTH TOTALS (exc.. Practices)	29	21	16	28	25	31	38	32	35	29	28	0	312	269
Mutual Aid Received	2	2			1								5	
Practices (Totals for each Month)	4	4	4	5	4	4	5	4	5	4	4		47	
Training Hours	253	244	403	589	214	237	154	178	304	160	200		2936	

Redacted

APPROVED: _____

Fire Chief Chris Geiger

NOVEMBER 2025 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5
Phone: 250-245-6436 • Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: **December, 2025**

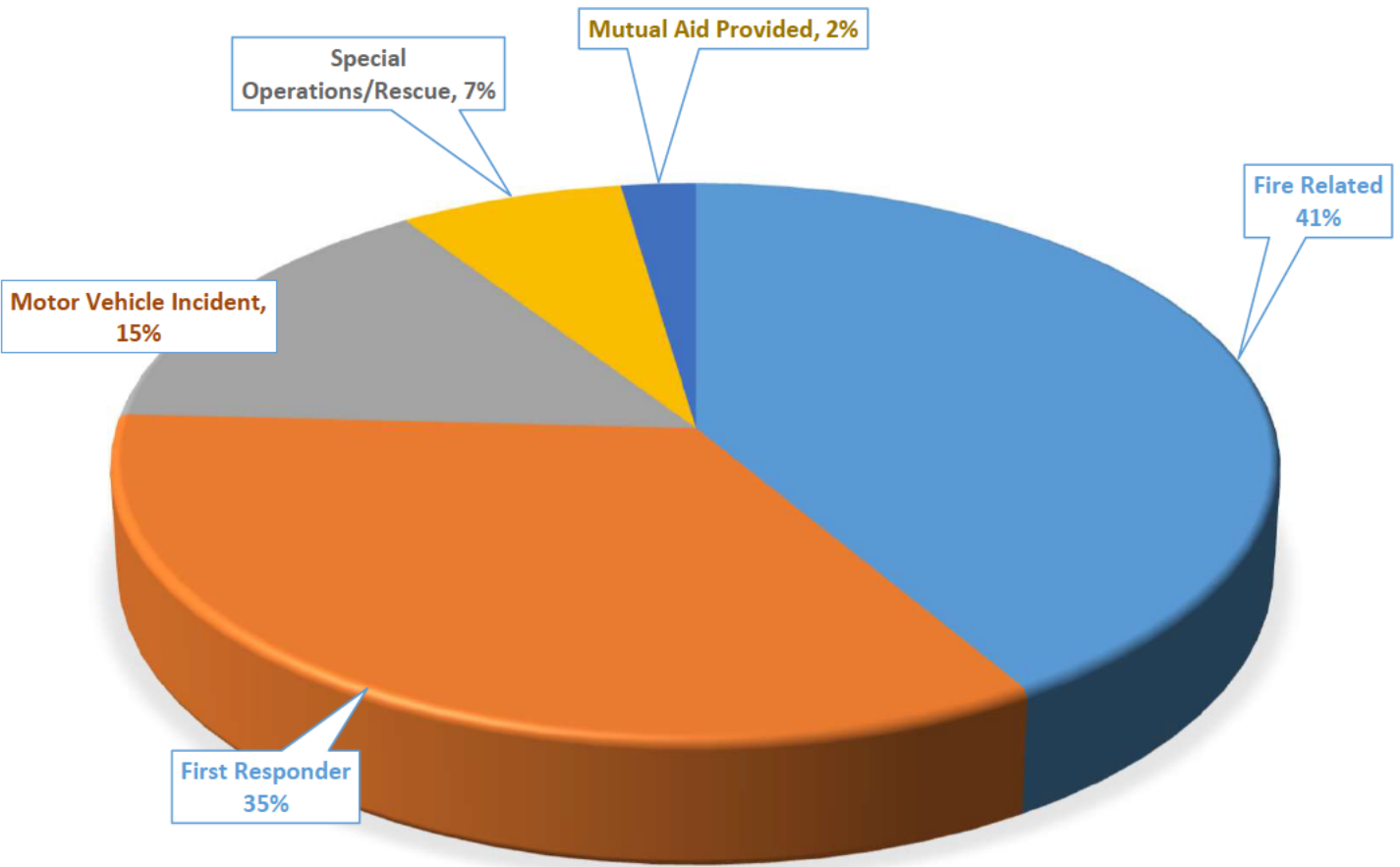
TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS	YTD 2024
Fire Related	12	7	8	10	16	14	14	13	14	13	9	12	142	128
Alarms Activated	5	2	4	6	8	3	6	5	4	7	6	5	61	51
Burning Complaint / Duty Officer	2	3	2	4	2	6	6	5	6	2	1	4	43	51
Outdoor Fire	2		1		5	3		3	3	4		2	23	10
Structure/Chimney	2	2	1		1		2		1		2	1	12	12
Vehicle Fire	1					2							3	4
First Responder	12	12	3	14	5	14	11	9	10	9	10	9	118	80
Motor Vehicle Incident	4	2	3	1	1	1	8	4	6	7	6	8	51	46
Special Operations/Rescue			2	1	2	2	5	4	4		2	2	24	31
Mutual Aid Provided	1			2	1			2	1		1		8	7
MONTH TOTALS (exc.. Practices)	29	21	16	28	25	31	38	32	35	29	28	31	343	292
Mutual Aid Received	2	2			1								5	
Practices (Totals for each Month)	4	4	4	5	4	4	5	4	5	4	4	5	52	
Training Hours	253	244	403	589	214	237	154	178	304	160	200	122	3058	

Redacted

APPROVED: _____

Fire Chief Chris Geiger

DECEMBER 2025 YTD TOTALS



■ Fire Related ■ First Responder ■ Motor Vehicle Incident ■ Special Operations/Rescue ■ Mutual Aid Provided

CACS Summary of Service Calls

Total calls by type: **4**
Noisy **3**
Other **1**

01-Jul-25 to 31-Jul-25

Issue	Call #	Received	Type	Completed
Ladysmith			4 calls	
Noisy			3	
	2308	23-Jul-25	Dog	24-Jul-25
	2306	10-Jul-25	Dog	16-Jul-25
	2305	07-Jul-25	Dog	11-Jul-25
Other			1	
	2307	14-Jul-25	Cat	14-Jul-25
Total:			4 calls	

CACS Summary of Service Calls

Total calls by type:	2
Aggressive	1
Confined	1

01-Aug-25 to 31-Aug-25

Issue	Call #	Received	Type	Completed
Ladysmith			2 calls	
Aggressive			1	
	2310	19-Aug-25	Dog	
Confined			1	
	2309	08-Aug-25	Dog	09-Aug-25
Total:			2 calls	

CACS Summary of Service Calls

<i>Total calls by type:</i>	2
Noisy	2

01-Sep-25 to 30-Sep-25

Issue	Call #	Received	Type	Completed
Ladysmith			2 calls	
Noisy			2	
	2312	09-Sep-25	Dog	15-Sep-25
	2311	02-Sep-25	Dog	05-Sep-25
Total:			2 calls	

CACS Summary of Service Calls

Total calls by type: **3**
 At large 2
 Deceased Animal Removal 1

01-Oct-25 to 31-Oct-25

Issue	Call #	Received	Type	Completed
Duncan			3 calls	
At large			2	
	1548	27-Oct-25	Dog	27-Oct-25
	1546	03-Oct-25	Dog	17-Oct-25
Deceased Animal Removal			1	
	1547	07-Oct-25	Squirrel	07-Oct-25
Total:			3 calls	

CACS Summary of Service Calls

Total calls by type: 3
At large 1
Other 2

01-Dec-25 to 31-Dec-25

Issue	Call #	Received	Type	Completed
Ladysmith			3 calls	
At large			1	
	2321	29-Dec-25	Dog	30-Dec-25
Other			2	
	2320	05-Dec-25	Dog	11-Dec-25
	2319	01-Dec-25	Dog	03-Dec-25
Total:			3 calls	

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Financial Services Department
Meeting Date: January 27, 2026
File No: 1850-2026
Re: 2026 Grant in Aid Requests

RECOMMENDATION:

That the Committee:

1. Determine the amounts to allocate to various community groups based on their 2026 Grant in Aid requests; and
2. Recommend that Council approve the allocated amounts.

EXECUTIVE SUMMARY:

The Town provides Grant in Aid (GIA) funding to various community groups. In keeping with the revised Grant in Aid Policy, the discussion tonight is allocating 90% of the \$43,567 budget which equals \$39,211. As of the application deadline, 16 applications were received requesting over \$59,000 in funding.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

Each year Council, on behalf of the Town of Ladysmith residents, provides grants for social, cultural, recreational, and special event services. The purpose of the GIA program is to assist organizations financially for a specific project, event, or service that benefits residents (see Appendix A – Grant in Aid Policy). Staff initially review the applications for completeness and follow up with the organization where necessary.

The following organizations were not included in the GIA discussion; instead servicing agreements for \$10,000 each are being negotiated:

- Festival of Lights
- Ladysmith Celebrations Society
- Arts Council of Ladysmith and District

The following applications were received by the December 15, 2025 deadline:

Organization Name	Requested
LADYSMITH CHEMAINUS SWIM CLUB SOCIETY	\$ 1,800.00
LADYSMITH PILOTS BASEBALL CLUB	\$ 2,500.00
TAKE A HIKE YOUTH MENTAL HEALTH FOUNDATION	\$ 1,875.00
LADYSMITH LITTLE THEATRE SOCIETY	\$ 10,000.00
LADYSMITH & DISTRICT HISTORICAL SOCIETY	\$ 5,000.00
BIG BROTHERS BIG SISTERS OF CENTRAL VANCOUVER ISLAND	\$ 4,000.00
LADYSMITH LUGNUTS CAR CLUB SOCIETY	\$ 1,500.00
LADYSMITH & DISTRICT MARINE RESCUE SOCIETY	\$ 1,825.50
ROYAL CANADIAN LEGION	\$ 8,000.00
LADYSMITH FAMILY AND FRIENDS SOCIETY	\$ 2,500.00
MID-ISLAND AIR SEARCH AND RESCUE SOCIETY	\$ 2,340.00
OLD ENGLISH CAR CLUB CENTRAL ISLAND BRANCH	\$ 700.00
COWICHAN FAMILY CAREGIVERS SUPPORT SOCIETY	\$ 4,000.00
LADYSMITH PRIDE SOCIETY	\$ 5,000.00
FRIENDS OF HOLLAND CREEK SOCIETY	\$ 3,000.00
LADYSMITH DOWNTOWN BUSINESS ASSOCIATION	\$ 5,000.00

The following are areas that staff have identified where the respective applications do not align with the revised Grant in Aid Policy:

Policy statement #2 -Preference will be given to organizations that are locally based and whose efforts are community based in nature.

These organizations are not located directly in Ladysmith:

- Big Brothers Big Sisters Central Vancouver Island - works with School District #68.
- Take a Hike – though works with School District #68.
- Ladysmith Little Theatre – located in Area H of the CVRD.
- Mid Island Air Search & Rescue – based at Nanaimo airport.
- Cowichan Family Caregivers Support Society – based in Duncan.

Policy statement #8 – The maximum number of years an organization may receive a Grant in Aid is four (4) years within a five (5) year period with the first year funded at 100%, the second year funded at 75% of year one, the third year funded at 50% of year one, and the fourth year at 25% of year one. Organizations must wait an entire year before re-applying for full funding.

The following organizations requested more than the policy allows for their third year of funding:

Organization Name	Requested	Calculated 2026 max
LADYSMITH LITTLE THEATRE SOCIETY	\$ 10,000.00	\$ 2,100.00*
LADYSMITH & DISTRICT HISTORICAL SOCIETY	\$ 5,000.00	\$ 1,000.00
BIG BROTHERS BIG SISTERS OF CENTRAL VANCOUVER ISLAND	\$ 4,000.00	\$ 1,125.00
LADYSMITH & DISTRICT MARINE RESCUE SOCIETY	\$ 1,825.50	\$ 1,625.00
LADYSMITH FAMILY AND FRIENDS SOCIETY	\$ 2,500.00	\$ 1,250.00
OLD ENGLISH CAR CLUB CENTRAL ISLAND BRANCH	\$ 700.00	\$ 375.00
COWICHAN FAMILY CAREGIVERS SUPPORT SOCIETY	\$ 4,000.00	\$ 2,062.50*
FRIENDS OF HOLLAND CREEK SOCIETY	\$ 3,000.00	\$ 1,500.00
LADYSMITH DOWNTOWN BUSINESS ASSOCIATION	\$ 5,000.00	\$ 2,500.00

**The Ladysmith Little Theatre Society and Cowichan Family Caregivers Support Society received funding in 2024 when the policy was first adopted, though they did not apply for funding in 2025. Staff calculated the maximum value of their 2026 application at 75% of the year one (2024) amount.*

Policy statement #10 – GIA requests will be reduced by the value of the current service agreement, permissive tax exemption, in kind donation or waived rental fees.

These organizations receive other funding from the Town:

- Ladysmith & District Historical Society (service agreement budget ~\$32,000 and permissive tax exemption for a total of ~\$13,706 for all 3 locations)
- Ladysmith Family & Friends Society (reduced rents reported as \$39,960 in their financial statements)
- Ladysmith Chemainus Orca Swim Club received reduced pool rental fees (a 15% subsidy, equivalent to ~\$4,575)
- Royal Canadian Legion receives a \$505 permissive tax exemption for the hall area; the bar portion of the building is taxable.

Policy Statement #18 – Amount of the GIA will be evaluated against the amount of fundraising revenue earned in the previous fiscal year.

These organizations are requesting Grant in Aid funding more than their previous year's fundraising amounts per their submitted application:

- Ladysmith Little Theatre Society
- Ladysmith & District Historical Society
- Mid-Island Air Search & Rescue Society
- Friends of Holland Creek Society
- Ladysmith Downtown Business Association

ALTERNATIVES:

The Committee could recommend that Council:

1. Choose to approve the amounts requested, modify the amount requested or deny the amount requested.
2. Further amend the Grant in Aid Policy as directed by Council.

FINANCIAL IMPLICATIONS:

The revised policy sets a specific amount for the Grant in Aid budget. For 2026, the total budget amount is \$43,567 with \$39,211 set aside for this deliberation. The requests received by the deadline total \$59,040.50. In accordance with the Policy, the requests should total \$33,248:

Organization	Request	Max
LADYSMITH CHEMAINUS SWIM CLUB SOCIETY	\$ 1,800	\$ -
LADYSMITH PILOTS BASEBALL CLUB	\$ 2,500	\$ 3,750
TAKE A HIKE YOUTH MENTAL HEALTH FOUNDATION	\$ 1,875	\$ 1,875
LADYSMITH LITTLE THEATRE SOCIETY	\$ 10,000	\$ 2,100
LADYSMITH & DISTRICT HISTORICAL SOCIETY	\$ 5,000	\$ -
BIG BROTHERS BIG SISTERS OF CENTRAL VANCOUVER ISLAND	\$ 4,000	\$ 1,125
LADYSMITH LUGNUTS CAR CLUB SOCIETY	\$ 1,500	\$ 1,500
LADYSMITH & DISTRICT MARINE RESCUE SOCIETY	\$ 1,826	\$ 1,625
ROYAL CANADIAN LEGION	\$ 8,000	\$ 7,495
LADYSMITH FAMILY AND FRIENDS SOCIETY	\$ 2,500	\$ -
MID-ISLAND AIR SEARCH AND RESCUE SOCIETY	\$ 2,340	\$ 2,340
OLD ENGLISH CAR CLUB CENTRAL ISLAND BRANCH	\$ 700	\$ 375
COWICHAN FAMILY CAREGIVERS SUPPORT SOCIETY	\$ 4,000	\$ 2,063
LADYSMITH PRIDE SOCIETY	\$ 5,000	\$ 5,000
FRIENDS OF HOLLAND CREEK SOCIETY	\$ 3,000	\$ 1,500
LADYSMITH DOWNTOWN BUSINESS ASSOCIATION	\$ 5,000	\$ 2,500
	\$ 59,041	\$ 33,248

There is an additional \$2,178 set aside for late applications and \$2,178 for waiving fees.

LEGAL IMPLICATIONS:

Authority to provide Grants in Aid is derived from s.176 1(c) of the *Local Government Act*:
Subject to the specific limitations and conditions established under this or another Act, the corporate powers of a board include the following:
to provide assistance for the purpose of benefiting the community or any aspect of the community.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Many community groups rely on GIA funding. Any changes to the funding could impact the services those organizations deliver.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

With direction from Council, the Finance Department leads the GIA process. PRC generally facilitates the waiving of fees.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendations.

Allison McCarrick, Chief Administrative Officer

ATTACHMENTS:

A. Grants in Aid Policy (revised January 20, 2026)

TOPIC:	Grant in Aid Program		
POLICY No.:	05 1850 A		
APPROVED BY:	Council	RESOLUTION No.:	CS 2026-008
ORIGINAL DATE:	2013.08.06	AMENDMENT DATE:	2026.01.20
AMENDED:	2016.11.21 (Resolution No. CS 2016-373); 2023.07.18 (Resolution No. CS 2023-184); 2026.01.20 (Resolution No. CS 2026-008)		

PURPOSE

The Grant in Aid program is designed to assist not-for-profit organizations in good standing with the Town of Ladysmith, the Registrar of Companies and with other community groups with projects or special activities, or to allow them to take advantage of development opportunities and events. In granting financial assistance to an organization for a discretionary Grant in Aid, the Council of the Town of Ladysmith will take into account the below objectives.

POLICY

The primary purpose of a Grant in Aid is to provide financial assistance to an organization for a specific project or event or service that benefits the residents of the Town of Ladysmith.

1. The organization should be a registered Society or belong to a parent Society under the laws of British Columbia and/or Canada.
2. Preference will be given to organizations that are locally based and whose efforts are community based in nature.
3. The Council of the Town of Ladysmith will not grant monies for a 'for profit' organization.
4. Council will consider only one (1) application per Organization per year.
5. Funds must be used for the purpose for which they were requested. If the project or event is not completed, the Town of Ladysmith reserves the right to request the return of the grant.
6. By accepting Grant in Aid funds, the applicant agrees to acknowledge the support of the Town of Ladysmith in all print and publicity material related to the project including banners and signs on site during the event.
7. By accepting Grant in Aid funds, the applicant agrees to report to the Town, using the prescribed form, how the Grant in Aid monies were used. If a report is not received by the Town on or before December 31st, the organization shall be notified that they may be ineligible for further grant funding.
8. The maximum number of years an organization may receive a Grant in Aid is four (4) years within a five (5) year period with the first year funded at 100%, the second year funded at 75% of year one, the third year funded at 50% of year one, and the fourth year at 25% of year one. Organizations must wait an entire year before re-applying for full funding.
9. The maximum funding request per organization is limited to \$10,000.

10. Grant in Aid requests will be reduced by the value of any current service agreement, permissive tax exemption (municipal), in-kind donation or waived rental fees that the Organization receives before being presented for consideration.

PROCEDURE

Application Process

11. Each year, Council may establish a Grant in Aid budget equal to 0.5% of previous year municipal tax levy for Grant in Aid. Council may approve up to 90% of this funding for applications received by the deadline. A further 5% will be allocated to late applications and the remaining 5% will be allocated to waiving of fees.
12. The application deadline is December 15th each year for funding in the following year.
13. An organization applying for a Grant in Aid funding request must submit to the Finance Department complete information on the prescribed application form before the deadline to have its application considered.
14. The Finance Department will respond to organizations that have submitted an incomplete application. Failure to provide requested information before the agenda deadline will result in the application not being considered.
15. Grant in Aid applications received after December 15th may not be considered for funding in the following year. Further, the organization applying for the Grant in Aid must re-submit their application should they still be requesting financial assistance for the subsequent year.
16. Applications may be mailed to the following address:
Town of Ladysmith
PO Box 220
Ladysmith, BC V9G 1A2
or dropped off at City Hall: 410 Esplanade, Ladysmith, BC

Evaluation Process

17. All compliant Grant in Aid requests will be presented to the Committee of the Whole for consideration.
18. The amount of the Grant in Aid provided will be evaluated against the amount of fundraising revenue earned in the previous fiscal year.
19. All decisions are final following ratification at the next Regular Meeting of Council.

Payment

20. No Grant in Aid payment will be disbursed until after the adoption of the Financial Plan.

Late Applications

21. Subject to budget, Council may allocate funding for extraordinary requests received after the deadline.

Reporting Process

22. An organization must, using the form provided, report back to the Town by December 31st of the same year funding was received regarding how the Grant in Aid monies were spent to support the organization's operations or event and provide evidence that the Town's funding was publicly acknowledged.
23. Reports may be mailed to the following address:
Town of Ladysmith
PO Box 220
Ladysmith, BC V9G 1A2
Or dropped off at City Hall: 410 Esplanade, Ladysmith, BC

STAFF REPORT TO COMMITTEE OF THE WHOLE

Report Prepared By: Infrastructure Services Department
Meeting Date: January 27, 2026
File No:
Re: Ladysmith Cemetery Facilities Plan

RECOMMENDATION:

That the Committee recommend that Council direct staff to prepare a report outlining a Cemetery Facilities Plan.

EXECUTIVE SUMMARY:

In 2005 Ladysmith hired a consultant to create a long-term plan for future development of the cemetery. Although the Master Plan was adopted, an implementation budget plan was not created at that time. Staff also note fees and processes for the cemetery are outdated and should be modernized. Staff therefore propose that an updated plan be created.

PREVIOUS COUNCIL DIRECTION:

Resolution	Meeting Date	Resolution Details
CS 2025-132	2025-05-20	That Council direct staff to prepare a report for a future meeting of Council that: A. Presents options for increasing cemetery plot fees for non-residents; and B. Assesses the feasibility of installing a columbarium niche structure for the interment of urns
CS 2005-210	2005-08-01	That Council adopt Hilton Landmark Inc.'s Master Plan for the Ladysmith Cemetery.

INTRODUCTION/BACKGROUND:

In 1904, the Esquimalt & Nanaimo Railway Company donated a five-acre parcel to Ladysmith for use as a cemetery. This historic site has served as Ladysmith's only cemetery for over 120 years and offers a needed service to residents of the area. The layout of the existing cemetery is shown below:



A 2005 report by Hilton Landmarks Inc. contained the following:

- Assessment of available land and potential for expansion.
- Projected demand based on population trends and death rates and comparison to available plots; roughly 0.5 acres would be required for 20 years of operation; available land was 1.25 acres.
- Identification of need to increase facilities for cremated remains: columbaria and scattering gardens. Estimation that about 90% of deaths result in cremation.
- Estimated \$245,000-\$380,000 (2005 dollars) of improvements required to support a variety of expansion concepts.

Staff propose to create a Cemetery Facilities Plan, which will address the following issues:

- **Fees:** Current fees for cemetery services are listed in Appendix A. Staff observe that these fees are much cheaper than similar facilities in our area and should be updated.
- **Facilities:** The 2005 report recommended cremation areas and flat marker areas; these have not been implemented yet. Are they still viable? Are there new options?
- **Access:** The 2005 report recommends access and parking from 4th St instead of Christie Road, with a different system of internal roadways. Is this still a viable and preferred concept?

- **Religious Denominations:** The existing cemetery is laid out in quadrants labelled as Roman Catholic, Presbyterian, Methodist and Anglican sections. Should the Town remove the religious section labels and replace with something non-denominational?
- **Ladysmith Residents:** The cemetery is supported by fees and taxes in the Town of Ladysmith. However, many of the burials are for persons who did not reside in the Town. Should there be a restriction to only Ladysmith residents, or should non-residents be allowed for a higher fee?
- **Upgrade Costs:** The costs for the various upgrades need to be updated from 2005 dollars to current pricing.

ALTERNATIVES:

Council can choose to:

1. Receive this report and take no action; or
2. Direct staff to hire a consultant to update the Cemetery Plan; or
3. Give other direction to staff.

FINANCIAL IMPLICATIONS:

The cemetery fees were last updated in 2023. Though the revenues currently cover the cost of services performed, the future maintenance of the cemetery once all the plots are sold will be subsidized by taxpayers. Any expansion would also require significant funding from taxation.

LEGAL IMPLICATIONS:

Some people have pre-paid for burial plots. These commitments should be honoured.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Many community members have loved ones buried in the cemetery. Any changes must be sensitive and disruptions should be minimized.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Burials are booked through Infrastructure Services, surveyed by Engineering, and installed by Public Works. Grounds maintenance is done by Parks.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

I approve the report and recommendation.

Allison McCarrick, Chief Administrative Officer

ATTACHMENT:

A. Cemetery Fees

Attachment A

"Town of Ladysmith Fees and Charges Bylaw 2008, No. 1644, Amendment Bylaw 2023, No. 2151"
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SCHEDULE "3" Cemetery Fees

	Proposed Right of Interment	Right of Interment (Care fund)
Ground Burial Lots		
Adult (over 12 yr.) Full Ground Burial Lot - Resident or former resident	\$ 900	\$ (225)
Adult (over 12 yr.) Full Ground Burial Lot - Non resident	\$ 1,400	\$ (350)
Child (12 & under) Full Ground Burial Lot - Resident or former resident	\$ 450	\$ (130)
Cremation Ground Lot - Resident or former resident	\$ 400	\$ (100)
Cremation Ground Lot - Non resident	\$ 600	\$ (150)

	Preparation & Placement	Town approved Liner
Preparation & Placement		
Adult (over 12 yr.) Full Burial	\$ 1,000	\$ 500
Child (12 & under) Full Burial	\$ 500	\$ 500
Cremation (single)	\$ 400	\$ 60
Cremation (double)	\$ 425	\$ 75

	Marker	Marker Care Fund
Memorial:		
Installation of Single Marker (up to 60cm x 30cm)	\$ 250	\$ (65)
Installation of Double Marker (up to 75cm x 45cm)	\$ 350	\$ (90)
Removal & Reinstall	\$ 450	

Fees for services & products	
Late Arrival (after 3pm) on regular business day	\$100 per hour
Disinterment/exhumation of full burial	\$ 1,800
Disinterment/exhumation of cremated remains	\$ 750
Saturday Service (in addition to above fees)	
Full Burial	\$ 500
Cremation Burial	\$ 300
Transfer/Surrender fee for interment right certificate	\$ 50
Special Services & Handling Fees	By prior arrangement with Administrator

Note: All fees are subject to applicable taxes