

Parks, Recreation & Culture Advisory Committee
Agenda for Meeting to be held on
Wednesday, September 16th, 2026 at 7:00 p.m.
Heart of the Hub (Machine Shop) at 610 Oyster Bay Dr

The goal of the Parks, Recreation & Culture Advisory Committee is to provide advice and recommendations to Council regarding the establishment and implementation of Parks, Recreation and Culture priorities in the Town of Ladysmith.

1. Call to Order and Acknowledgement

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the unceded territory of the Stz'uminus First Nation.

2. Agenda Approval

3. Minutes

a) Adoption of the minutes of June 17, 2026

4. New Business

- a) Welcome New Members
- b) Committee Orientation: Terms of Reference and Meeting Schedule
- c) Election of Chair and Co-Chair
- d) Review of Past/Current Projects
 - a. Brown Drive Park Plan
 - b. Rutti Park Plan
- e) Lot 108 (Forrest Field) Community Engagement Proposed Plan

5. Parks, Recreation & Culture Update

6. Adjournment

7. Next Meeting: October 21, 2026 at 7:00 p.m.

Minutes of the Parks, Recreation & Culture Advisory Committee
Wednesday, June 17, 2026 at 7:00 p.m.
Frank Jameson Community Centre

COMMITTEE MEMBERS PRESENT:

Colleen Butcher
Jacqueline Huard
Dave Mack

Bruce Mason (Co-Chair)
Terri Merritt-Worden
Councillor Duck Paterson

STAFF PRESENT:

Chris Barfoot, Lead

REGRETS:

Gordon Filewych
Mitchel Lowe

Jane Nettleton (Chair)
Councillor Jeff Virtanen

**CALL TO ORDER AND
ACKNOWLEDGEMENT**

The Co-Chair called the meeting to order at 7:15 p.m. and acknowledged with gratitude that the meeting was taking place on the unceded territory of the Stz'uminus First Nation.

AGENDA

2026-06:

That the Parks, Recreation & Culture Advisory Committee approve the agenda for the meeting as presented.

Motion Carried.

MINUTES

2026-07:

That the Parks, Recreation & Culture Advisory Committee approve the minutes of the May 20, 2026 meeting as presented.

Motion Carried

NEW BUSINESS

Forrest Field Pump Track/BMX

- Staff confirmed that the Forrest Field pump track / BMX area is intended for all non-motorized bicycles only.

Holland Creek – Dog Control and Signage

- B. Mason brought forward discussion regarding dogs on leash in the parks.
- Committee discussed:
 - Need to investigate signage
 - Potential off-leash trail options
 - Dog park signage consistency

2026-08:

That the Parks, Recreation & Culture Advisory Committee request staff to bring forward park usage bylaws and dog-related signage for review at the next meeting, to ensure consistency.

Motion Carried

UPDATES

PRC Updates

- C. Barfoot provided an update on Parks, Recreation & Culture through a PowerPoint presentation.

Theatre Update

- B. Mason provided an update on Ladysmith Little Theatre.

NEXT MEETING

7:00pm on Wednesday, September 16, 2026 at FJCC.

ADJOURNMENT

2026-09:

That the Parks, Recreation & Culture Advisory Committee adjourns this meeting at 8:30pm.

Motion Carried

PARKS, RECREATION AND CULTURE ADVISORY COMMITTEE

Type

☒ Council Committee ☐ Task Force

Mandate

The Parks, Recreation and Culture Advisory Committee (PRCAC) is a select advisory committee of Council pursuant to section 142 of the *Community Charter*.

The purpose of the PRCAC is to assist the Town of Ladysmith Council by:

- Providing advice and recommendations to Council on any matters referred to the Committee by Council;
- Ensuring that advice and recommendations are consistent with the Parks, Recreation and Culture (PRC) Master Plan and other related Town endorsed plans and strategies;
- Working cooperatively toward securing funds for implementation of the Parks, Recreation and Culture Master Plan; and,
- Recommending activities, projects, or work that the Committee thinks would assist Council to achieve the recommendations defined within relevant Town Plans or Strategies, (including but not limited to the Invasive Species Strategy, Public Art Strategy and Youth Strategy) or other matters for which Council requests input.

Authority

This is an advisory committee. The Committee will review matters as outlined within the Committee Mandate, and make recommendations to Council.

Membership and Terms

The Committee consists of the following members:

- Up to eight citizen representatives appointed by Council through a public recruitment process
- One of the eight appointed representatives will be a youth representative under the age of 23
- One representative from Cowichan Valley Regional District Area H appointed by the Area Director
- One representative from Cowichan Valley Regional District Area G appointed by the Area Director
- One representative from the Stz'uminus First Nation
- One representative from Town of Ladysmith Council (this is a non-voting or *ex officio* liaison position). The role of the Council representative is to provide a Council perspective on matters under consideration, and to speak to Council's strategic priorities and council business as appropriate

Members are appointed for two-year terms. The Council member appointment is made annually by the Mayor.

Citizen representatives may serve up to a maximum of three consecutive terms unless authorized by Council to serve additional consecutive terms.

Membership Requirements/Qualifications

Members of the Committee will represent the diversity of the community,

The citizen members of the Committee will represent a broad range of skills and/or experience related to the Committee's mandate, including but not limited to art, culture, sports, youth, recreation, horticulture, parks management.

PARKS, RECREATION & CULTURE ADVISORY COMMITTEE

Board members of local organizations or societies may not be considered due to possible conflicts.

Staff Support

The Committee will be supported by one Parks, Recreation and Culture Department staff liaison (this is an *ex-officio* or non-voting role.)

Reporting

Committee recommendations on matters referred by Council will generally be placed on the agenda for the first regular Council meeting of the month, accompanied by an explanatory staff report. Committee minutes will be provided to Council on a regular basis.

Meeting Management

Meetings of the Committee will be conducted in accordance with Town of Ladysmith Council Procedure Bylaw.

(a) Chairperson

The Chairperson will be selected by the members annually at the first meeting following July 1st.

If the Chairperson is unable to attend a meeting, the members present will select an acting Chairperson for that meeting.

An *ex-officio* member may not Chair the committee.

(b) Meeting Times and Location

The PRCAC will meet monthly September to June, or at the call of the Chair. Meetings will take place at the Frank Jameson Community Centre.

Meetings of the Committee will be open meetings pursuant to section 93 of the Community Charter.

The Procedure Bylaw of the Town applies to meetings of the Committee.

(c) Agendas and Minutes

Staff in the Parks, Recreation and Culture Department, in consultation with the Chairperson, will prepare the meeting agenda and distribute it to the members of the Committee one week prior to the meeting date.

Recording of meeting minutes will be assigned by the Director of Parks, Recreation and Culture. Draft minutes will be reviewed by the Chairperson for accuracy only.

Draft minutes will be distributed with the agenda package for the next meeting.

Minutes of the Committee meetings will be posted on the Town of Ladysmith website and included in Council agenda packages.

Alignment with Council Strategic Priorities

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| ☐ Employment & Tax Diversity | ☒ Natural & Built Infrastructure |
| ☐ Watershed Protection & Water Management | ☐ Partnerships |
| ☒ Communications & Engagement | ☐ Not Applicable |