



## MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, December 3, 2024  
5:30 P.M.  
Ladysmith Seniors Centre  
630 2nd Avenue

### Council Members Present:

Acting Mayor Tricia McKay  
Councillor Ray Gourlay  
Councillor Amanda Jacobson

Councillor Duck Paterson  
Councillor Marsh Stevens (*joined the meeting at 7:48 p.m.*)

### Council Members Absent:

Councillor Jeff Virtanen

### Staff Present:

Allison McCarrick  
Erin Anderson  
Chris Barfoot  
Jake Belobaba  
Tim Tanton

Chris Geiger  
Sue Bouma  
Trish McConnell  
Nick Pescod  
Hayley Young

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## 1. CALL TO ORDER

Call to Order 5:30 p.m. in Open Session, in order to retire immediately into Closed Session.

## 2. CLOSED SESSION

### CS 2024-282

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;
- (g) litigation or potential litigation affecting the municipality;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the

view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

*Motion Carried*

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

Acting Mayor McKay called this Regular Meeting of Council to order at 7:00 p.m., recognizing with gratitude that it was taking place on the unceded territory of the Stz'uminus First Nation.

**4. AGENDA APPROVAL**

**CS 2024-283**

That Council approve the agenda as amended to replace "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2024, No. 2199" in Item 10.1.2 with an updated version containing measurement corrections in Schedule A, Item 6 (A) and (B).

*Motion Carried*

**5. RISE AND REPORT- Items from Closed Session**

Council rose from Closed Session at 6:31 p.m. without report.

The following item from the Closed Meeting of Council held October 15, 2024 was reported:

**CE 2024-078**

That Council appoint Mayor McKay or her deputy to the Ladysmith Detachment Commander hiring committee.

*Motion Carried.*

**6. MINUTES**

**6.1 Minutes of the Regular Meeting of Council held November 19, 2024**

**CS 2024-284**

That Council approve the minutes of the Regular Meeting of Council held November 19, 2024.

*Motion Carried*

## **7. DELEGATIONS**

### **7.1 Carmen Barclay, Executive Director, Ladysmith Resources Centre Association**

Ms. Barclay provided a summary of the 2023-2024 annual report, including program highlights and milestones. She expressed gratitude for the partnership with the Town and thanked the LRCA team, donors, partnerships, volunteers and board of directors for their support and hard work in enriching the community.

Council thanked Ms. Barclay for her presentation and asked questions on the status of youth and housing support services.

## **8. 2025-2029 FINANCIAL PLAN DISCUSSIONS - INTRODUCTION OF GENERAL CAPITAL PROJECTS**

### **8.1 Public Input and Questions**

A member of the public asked a question regarding budget allocation for replacement or expansion of long-term town assets including buildings.

### **8.2 2025 Budget Deliberations – General Capital and General Operations Update**

#### **CS 2024-285**

That Council direct staff to:

1. Include the projects presented in the report dated December 3, 2024, from the Director of Financial Services for inclusion in the 2025 – 2029 Financial Plan; and
2. Confirm the general budget municipal tax levy at \$8,713,484 or 3.75% budget increase.

*Motion Carried*

## **9. REPORTS**

### **9.1 Communications and Social Media Policy 04-1470-A**

#### **CS 2024-286**

That Council:

1. Rescind Communication Policy 04-1470-A; and
2. Adopt Communications and Social Media Policy No. 04-1470-A.

*Motion Carried*

## **9.2 2025 Utility Due Dates**

### **CS 2024-287**

That Council approve the following utility billing due dates:

- February 27, 2025 for the period October to December, 2024;
- May 29, 2025 for the period January to March, 2025;
- August 28, 2025 for the period April to June, 2025; and
- November 27, 2025 for the period July to September, 2025.

*Motion Carried*

## **9.3 2025 Community Banner Program Theme Selection**

### **CS 2024-288**

That Council approve the 2025 theme "Coastal Living, Growing Our Future Together" for the Community Public Banner Program.

*Motion Carried*

## **10. BYLAWS**

### **10.1 Bylaws for Introduction**

#### **10.1.1 "Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2024, No. 2198"**

##### **CS 2024-289**

That Council give first, second and third readings to "Sanitary Sewer Rate Bylaw 1999, No. 1299, Amendment Bylaw 2024, No. 2198".

*Motion Carried*

#### **10.1.2 "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2024, No. 2199"**

##### **CS 2024-290**

That Council give first, second and third readings to "Waterworks Regulations Bylaw 1999, No. 1298, Amendment Bylaw 2024, No. 2199".

*Motion Carried*

**10.1.3 “Garbage, Recycling and Organics Collection Bylaw 2005, No. 1588, Amendment Bylaw 2024 No. 2201”**

**CS 2024-291**

That Council give first, second and third readings to “Garbage, Recycling and Organics Collection Bylaw 2005, No. 1588, Amendment Bylaw 2024 No. 2201”.

*Motion Carried*

**10.1.4 “2025 Revenue Anticipation Borrowing Bylaw 2024, No. 2202”**

**CS 2024-292**

That Council give first, second and third readings to “2025 Revenue Anticipation Borrowing Bylaw 2024, No. 2202”.

*Motion Carried*

**10.1.5 “Town of Ladysmith Downtown Development Cost Charges Reduction Repeal Bylaw, 2024, No. 2203”**

**CS 2024-293**

That Council give first, second and third readings to “Town of Ladysmith Downtown Development Cost Charges Reduction Repeal Bylaw, 2024, No. 2203”.

*Motion Carried*

OPPOSED: Councillor Paterson.

**10.1.6 “Town of Ladysmith Fire Services Bylaw 2023, No. 2147, Amendment Bylaw 2024, No. 2204”**

**CS 2024-294**

That Council give first, second and third readings to “Town of Ladysmith Fire Services Bylaw 2023, No. 2147, Amendment Bylaw 2024, No. 2204”.

*Motion Carried*

**10.2 Bylaws for Adoption**

**10.2.1 “Special Event Bylaw 2024, No. 2196”**

**CS 2024-295**

That Council adopt “Special Event Bylaw 2024, No. 2196”.

*Motion Carried*

**10.3 Bylaw Status Sheet**

**11. QUESTION PERIOD**

A member of the public asked about the storage of personal data on foreign servers, what local print media sources are being used for Town communications, and whether discounts are available for garbage tags purchased in bulk.

Another member of the public inquired about the communications team's budget and staff size.

Marsh Stevens joined the meeting at 7:48 p.m.

**12. ADJOURNMENT**

**CS 2024-296**

That this Regular Meeting of Council be adjourned at 7:50 p.m.

*Motion Carried*

CERTIFIED CORRECT

  
\_\_\_\_\_  
Acting Mayor (T. McKay)

  
\_\_\_\_\_  
Corporate Officer (S. Bouma)