



# GOVERNMENT SERVICES COMMITTEE

MONDAY, NOVEMBER 21, 2011

6:00 P.M.

COUNCIL CHAMBERS, CITY HALL

410 ESPLANADE

*Mandate - To advise Council on a broad spectrum of issues related to departmental matters*

---

COUNCILLOR STEVE ARNETT, CHAIR

Page

## CALL TO ORDER

### 1. AGENDA APPROVAL

### 2. MINUTES

2.1. October 17, 2011

1 - 4

### 3. DELEGATIONS

3.1. Dan Little & Cara Light - Hayes Stewart Little & Company (Auditors)  
2011 Audit Plan for the Town of Ladysmith

### 4. STAFF REPORTS

4.1. Financial Plan Update - October 2011

5 - 11

4.2. Building Inspector's Report - October 2011

12

4.3. Trolley Report - October 2011

13

4.4. Fire Chief's Report - October 2011

14

4.5. Coastal Animal Control Services - October 2011 Pound Report

15 - 16

### 5. MEMBER SUBMISSIONS

### 6. CORRESPONDENCE

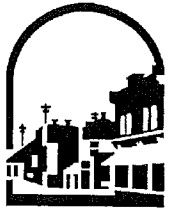
None

### 7. NEW BUSINESS

### 8. UNFINISHED BUSINESS

## ADJOURNMENT





LADYSMITH

TOWN OF LADYSMITH  
MINUTES OF A REGULAR SESSION OF  
THE GOVERNMENT SERVICES COMMITTEE  
MONDAY, OCTOBER 17, 2011 – 5:30 P.M.

**COUNCIL MEMBERS PRESENT:**

Councillor Steve Arnett, Chair  
Councillor Lori Evans  
Councillor Bruce Whittington

Councillor Scott Bastian  
Mayor Rob Hutchins

Councillor Jillian Dashwood  
Councillor Duck Paterson

**STAFF PRESENT:**

Ruth Malli  
Pat Durban

Sandy Bowden  
Joanna Winter

Erin Anderson

**CALL TO ORDER**

Councillor Arnett called the meeting to order at 5:30 p.m.

**AGENDA APPROVAL**

Councillor Arnett requested the committee's consideration of the following additions to the agenda:

- 8.1 Parking at Aggie Hall
- 8.2 Public Washrooms

2011-127

It was moved, seconded and carried that the agenda for the Government Services Committee of October 17, 2011 be adopted as amended.

**MINUTES**

2011-128

It was moved, seconded and carried that the minutes of the Special Government Services Committee meeting held October 4, 2011 be adopted as circulated.

**DELEGATIONS**

Clayton Brenton, Dynamic Technology and Consulting  
Dynamic Wormoponic System

C. Brenton gave a presentation on a new composting technology that can grow highly nutritious produce in a very short period of time.

Council thanked Dr. Brenton for his informative presentation and wished him success with his work.

**CITY MANAGER'S  
REPORT**

The City Manager provided Council with a verbal report on activities with respect to the strategic priorities for the year, and responded to questions.

## STAFF REPORTS

### Financial Plan Update

It was suggested that 'Cemetery' be added to the title of the line item referred to as 'Public Health' for purposes of clarity.

2011-129 It was moved, seconded and carried that the Financial Plan Update to the end of September 2011 be received.

### Building Inspector's Report for September 2011

Staff were requested to report back to Council regarding what permits have been issued for institutional buildings.

2011-130 It was moved, seconded and carried that the Building Inspector's Report for September 2011 be received.

### Trolley Report for September 2011

2011-131 It was moved, seconded and carried that the Trolley Report for September 2011 be received.

### Fire Chief's Report for September 2011

2011-132 It was moved, seconded and carried that the Fire Chief's Report for September 2011 be received.

### Animal Control / Pound Report for September 2011

2011-133 It was moved, seconded and carried that the Animal Control / Pound Report for September 2011 be received.

## MEMBER SUBMISSIONS

### Mayor Hutchins – Presentation from Union of BC Municipalities Convention on Closed Meetings

2011-134 It was moved, seconded and carried that the Committee recommend to Council that the recommendations from the Office of the Ombudsman regarding best practices in closed Council Meetings be referred to staff to report back with recommendations for improving best practices with respect to closed Town of Ladysmith Council meetings.

## CORRESPONDENCE

### Laurie Gourley, Mid-Island Sustainability & Stewardship Initiative Request for Support of 'Green Gateway to Vancouver Island' Initiative

2011-135 It was moved, seconded and carried that the Committee recommend to Council that a letter of support be written to L. Gourley of the Mid-Island Sustainability and Stewardship Initiative for the proposed 'Green Gateway to Vancouver Island' initiative.

2011-136 It was moved, seconded and carried that the Committee

recommend to Council that Laurie Gourley be invited to make a presentation to Council at an upcoming Government Services Committee regarding the Mid-Island Sustainability and Stewardship Initiative.

## **NEW BUSINESS**

2011-137

### **Parking at Aggie Hall During Public Events**

It was moved, seconded and carried that the Committee recommend to Council that staff be requested to investigate options for increasing parking availability in the vicinity of Aggie Hall.

### **Public Washrooms**

It was agreed that the matter of publicizing the location of public washrooms in the Town of Ladysmith be referred to the Public Washroom Task Force of the Chamber of Commerce, the Ladysmith Downtown Business Association and the Town of Ladysmith.

## **UNFINISHED BUSINESS**

### **Citizen Contact**

Mayor Hutchins reported that the Town is in the process of developing a public e-mail list for citizens who wish to be advised of Town news and events.

2011-138

### **Council-Public Dialogue Session**

It was moved, seconded and carried that the Committee recommend to Council that Councillors Arnett and Bastian be requested to reconvene the Public Input Task Force in order to develop recommendations for guidelines and protocol for the monthly Council-Public Dialogue session.

2011-139

### **Third Party Directional Signage**

It was moved, seconded and carried that the Committee recommend to Council that staff be requested to review the bylaws governing third party signage for possible contradictions and to report back to Council.

2011-140

### **Literacy on the Trolley**

It was moved, seconded and carried that the Committee recommend to Council that the Trolley Committee be requested to develop a program to encourage reading and children's literacy on the Ladysmith trolley, in partnership with Ladysmith Family and Friends.

2011-141

### **100 Gatacre Street Alley**

It was moved, seconded and carried that the Committee

recommend to Council that the Protective Services Committee be requested to investigate traffic calming options for the 100 Gatacre Street Alley.

2011-142

It was moved, seconded and carried that the Committee recommend to Council that consideration be given to making the 100 Gatacre Alley one-way from Second Avenue to the parking lot.

ADJOURNMENT

2011-143

It was moved, seconded and carried that this meeting of the Government Services Committee be adjourned at 6:56 p.m.

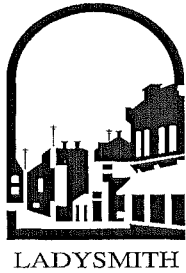
---

Chair (Councillor S. Arnett)

CERTIFIED CORRECT

---

Corporate Officer (S. Bowden)



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Erin Anderson, Director of Financial Services  
Date: November 10, 2011  
File No:

---

Re: Financial Update - October 2011

RECOMMENDATION(S):

That the Government Services Committee receive this report.

PURPOSE:

The purpose of this report is to continue to deliver on the Finance Department's goal of providing monthly financial statements to Council.

INTRODUCTION/BACKGROUND:

Included is the analysis for the finances to the end of October. A line-by-line report is available for Council to review upon request.

Notes & Trends

Revenues:

- Due to the tax sale redemption, miscellaneous revenue is expected to exceed the budget by approximately \$18,000.
- Return on investments continues to exceed budget. The Town will not be as fortuitous in the coming months as investments will be cashed in to begin paying for some of the larger projects.
- Interest and penalties on late payments is expected to exceed budget by approximately \$30,000.
- It is expected that the water user rates will be lower than budget by approximately \$20,000.
- Cemetery revenues continue to project to be \$25,000 under budget. The matching expense is also less than budgeted to offset the difference.
- As mentioned in previous reports, building permit revenue is expected to be below budget by approximately \$30,000 by year end. This amount is slightly offset by the other development charges such as Development Permits and Subdivision fees which are expected to exceed budget.
- Trolley donations are not expected to meet the revenue target of \$20,000.

Operating Expenses:

- Some general government salaries are projected to have a slight savings. This is the result of a position vacancy. It is expected that this position will be filled in 2012.
- Audit fees have exceeded the budget. This is due to two interim audits in 2011 which was the result of the changes to Public Sector Accounting Board guidelines in 2010. This overage can be absorbed by other line items in the Finance Department budget.
- Snow & Ice Removal is close to the budgeted amount already from the snowfall earlier in the year. Depending on weather, this amount may exceed the budget.
- Lights and Power at FJCC is expected to exceed budget by \$10,000.
- Wages in the water and sewer fund are expected to be lower than budget due to position vacancies in 2011. These positions will be filled in 2012.

As year-end approaches, Staff continue to review the revenues and expenses in relation to the budget. Municipalities are not permitted to run deficits so attention to the line items by each department is critical.

Other items:

- The 2012-2016 Financial Plan is currently being drafted.
- Next month's (November's) financial report will be the last 2011 monthly financial report presented to Council. Staff will then begin drafting the 2011 Financial Statements. These are expected to be presented to Council in April of 2012.

SCOPE OF WORK:

Individual analysis is performed by each Director.

ALTERNATIVES:

n/a

FINANCIAL IMPLICATIONS:

Keeping Council informed of the financial status of the organization.

LEGAL IMPLICATIONS:

This is a snap-shot of the Town finances for a point in time. No accruals have been made. Payments and deposits continue to be received which will change the financial figures. These statements are not audited.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public is encouraged to review the report and provide comment.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:



Coordination among the various departments to ensure all revenues and expenses are allocated properly and received by the Finance Department.

RESOURCE IMPLICATIONS:

The format of this report will evolve. Additional analysis time may be required by the Finance Department.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

n/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

This is within the Town strategy of "Wise Financial Management".

SUMMARY:

The financial information up to the end of October is included in this report. It is recommended that the Government Services Committee receives this report.

I concur with the recommendation.



---

Ruth Malli, City Manager

ATTACHMENTS:

Consolidated Statement of Operations  
Consolidated Statement of Financial Position  
Consolidated Statement of Cash Flows  
Reserve balances

Town Of Ladysmith  
Consolidated Statement of Operations  
For the period ended October 31st, 2011

	Actual 2011	Budget 2011
Revenue		
Taxes - Adjusted to Municipal portion	7,374,079	7,375,630
Fees and charges		
General	1,434,014	2,302,516
Sewer	467,876	615,300
Water	530,524	674,100
Return on investments	80,950	30,000
Penalty and interest on tax	120,528	115,000
Grants	1,977,216	3,608,655
Donations, contributions and contributed property	189,458	392,059
Gain (loss) on disposal of tangible capital assets	6,000	338,707
Development fees	108,075	348,075
Local area improvements	8,922	8,922
	<u>12,297,641</u>	<u>15,808,964</u>
Expenditures		
General government services	1,535,814	1,964,702
Library	266,368	266,368
Protective services	891,943	1,492,683
Transportation services	816,141	1,146,255
Environmental health services	313,807	439,110
Public health (Cemetery)	23,089	37,795
Development services	431,891	531,426
Recreation and cultural services	1,502,720	1,940,497
Parks operation services	487,796	629,037
Sewer	356,301	482,222
Water	332,904	459,318
Reallocation of internal equipment usage	(117,248)	-
Amortization	-	-
Interest, net of actuarial adjustment	176,915	227,958
	<u>7,018,441</u>	<u>9,617,371</u>
Annual Surplus	5,279,200	
Prior Years' Surplus	<u>78,338,499</u>	
Accumulated Surplus - end of year	<u><u>83,617,699</u></u>	

Town Of Ladysmith  
 Consolidated Statement of Financial Position  
 As at October 31st, 2011

	2011	2010
<b>Financial Assets</b>		
Cash and short term deposits	10,847,995	10,129,101
Accounts receivable	<u>2,666,169</u>	<u>4,753,896</u>
	<u>13,514,164</u>	<u>14,882,997</u>
<b>Liabilities</b>		
Accounts payable	544,290	2,317,293
Post-employment benefits	172,300	172,300
Deferred revenue	1,309,844	1,386,463
Restricted reserves	2,450,987	2,242,345
Refundable deposits and other	375,481	348,902
Long term debt	<u>3,133,551</u>	<u>3,211,321</u>
	<u>7,986,453</u>	<u>9,678,624</u>
<b>Net Financial Assets</b>	<u>5,527,711</u>	<u>5,204,373</u>
<b>Non-Financial Assets</b>		
Tangible Capital Assets	77,965,055	72,978,203
Prepays	21,279	46,514
Inventory	103,654	109,409
	<u>78,089,988</u>	<u>73,134,126</u>
<b>Accumulated Surplus</b>	<u><u>\$ 83,617,699</u></u>	<u><u>\$78,338,499</u></u>

Town Of Ladysmith  
Consolidated Statement of Cash Flows  
As at October 31st, 2011

Operations	
Net operating revenue	\$ 5,279,200
Less non-cash items:	
Amortization	-
Loss (gain) on disposal of tangible capital assets	(6,000)
Contribution to Parkland	
Changes in non-cash items:	
Accounts receivable	2,087,727
Accounts payable, accrued liabilities and post-employment benefits	(1,773,003)
Inventory and prepaid expenses	30,990
Deferred revenues	(76,619)
Restricted reserves	208,642
Refundable deposits and other	26,579
Net increase (decrease) in cash from operations	5,777,516
Capital Transactions	
Cash used to acquire tangible capital assets	(4,962,096)
Financing	
Repayment of long-term debt	(96,527)
Increase in Cash and Short Term Deposits	718,893
Cash and Short Term Deposits - Beginning of Year	10,129,101
Cash and Short Term Deposits - End of Year	\$ 10,847,995

Reserve & Appropriated Equity Balances  
As at October 31st, 2011

Restricted Reserves

DCC – Water	604,243
DCC – Parks	229,693
DCC – Roads	501,367
DCC – Sewer	47,353
DCC – Storm	310,421
Parking	57,091
Gas Tax	673,830
Green Streets	1,373
Amphitheatre	11,717
Trolley	7,962
Capital	<u>5,937</u>
Total Restricted	\$2,450,987
Other Reserves	\$196,008
General Appropriated Equity	\$1,316,341
Water Appropriated Equity	\$743,605
Sewer Appropriated Equity	\$2,730,774

Amounts do not reflect budgeted allocations.



# TOWN OF LADYSMITH

## Building Permit Summary - October 2011

Commercial	Industrial	Institutional	Residential (NEW)	Residential		Dwelling Units	Total Permits	Bidg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2011	
				No. of Permits	Values						
0	\$0	0	\$0	2	\$305,749	0	\$0	\$0	\$2,354	\$305,749	\$8,051,253

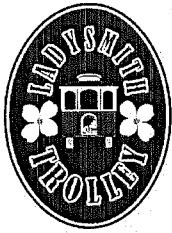
### Year to Date

	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values	Dwelling Units	Total Permits	Bidg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2011
JAN	0	\$0	0	\$0	0	\$0	3	\$452,202	7	\$50,160	3	10	\$4,205	\$502,362	\$502,362
FEB	0	\$0	0	\$0	0	\$0	5	\$784,204	11	\$105,080	5	16	\$5,367	\$889,284	\$1,391,646
MAR	2	\$90,000	0	\$0	2	\$20,000	2	\$231,660	6	\$213,900	2	12	\$4,091	\$555,560	\$1,947,206
APR	2	\$202,200	0	\$0	0	\$0	1	\$160,920	4	\$56,184	2	7	\$3,043	\$419,304	\$2,366,510
MAY	0	\$0	0	\$0	0	\$0	9	\$1,256,620	14	\$81,680	9	23	\$10,773	\$1,338,300	\$3,704,810
JUN	1	\$60	0	\$0	0	\$0	7	\$1,146,082	5	\$31,900	7	13	\$9,641	\$1,178,042	\$4,882,852
JUL	0	\$0	0	\$0	0	\$0	3	\$455,262	9	\$60,630	3	12	\$4,254	\$515,892	\$5,398,744
AUG	0	\$0	0	\$0	0	\$0	6	\$274,349	2	\$4,960	6	9	\$1,771	\$284,309	\$5,683,053
SEP	1	\$400,000	0	\$0	1	\$1,074,797	2	\$331,664	7	\$255,990	3	11	\$12,250	\$2,062,451	\$7,745,504
OCT	0	\$0	0	\$0	0	\$0	2	\$305,749	0	\$0	2	2	\$2,354	\$305,749	\$8,051,253
NOV															
DEC															
TOTAL	6	\$692,260	0	\$0	3	\$1,094,797	40	\$5,398,712	65	\$860,484	42	115	\$57,749	\$8,051,253	

Demos Mth	0	Demos YTD	0
-----------	---	-----------	---

Comparison	#DU	Value	#BP	Value
YTD 2011	42	\$5,398,712	115	\$8,051,253
YTD 2010	59	\$8,991,151	112	\$13,236,163
YTD 2009	36	\$4,835,149	116	\$9,950,569

*Tom Skarvig*  
**Tom Skarvig, Building Inspector**



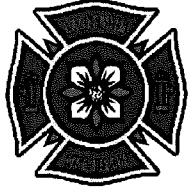
**TOWN OF LADYSMITH**  
**TROLLEY BUS ACTIVITY REPORT - Trolleys 103/105**  
**October, 2011**

Day	Date	Passenger Count	Fuel Litres	KM Start	KM Finish	Weather	Wheel Chairs	Service Dogs	Bikes
Sat	1	58	63	121270	212479	Sun/Cloud	0	1	2
Sun	2								
Mon	3	54	57	121479	121689	Sun/Cloud/Rain	0	0	1
Tue	4	30	81	121689	121896	Cloud/Rain	0	0	1
Wed	5	42	79	121896	122107	Cloud/Rain	0	0	2
Thur	6	40	82	122107	122311	Sun/Cloud	0	0	1
Fri	7	55	63	122311	122523	Cloud/Rain	0	0	2
Sat	8	36	68	122523	122732	Cloud/Rain	0	2	0
Sun	9								
Mon	10	STAT							
Tue	11	50	76	122732	122943	Sun/Cloud/Rain	0	0	3
Wed	12	31	69	122943	123149	Sun/Cloud/Rain	0	0	1
Thur	13	26	71	123149	123357	Sun/Cloud/Rain	1	0	2
Fri	14	54	55	123357	123565	Cloud	1	0	1
Sat	15	39	65	123565	123774	Sun	0	0	2
Sun	16								
Mon	17	41	68	123774	123984	Sun	0	0	2
Tue	18	33	74	123984	124194	Sun	0	0	2
Wed	19	32	81	124194	124403	Sun/Cloud	0	0	0
Thur	20	36	72	124403	124611	Cloud	1	0	3
Fri	21	53	60	124611	124822	Sun/Cloud/Rain	0	0	0
Sat	22	42	63	124822	125032	Rain	0	0	1
Sun	23								
Mon	24	43	71	125033	125243	Sun	0	0	0
Tue	25	25	66	125243	125453	Sun/Cloud	1	0	0
Wed	26	24	78	125453	125668	Sun/Cloud/Rain	1	0	1
Thur	27	34	83	125668	125877	Cloud	2	0	0
Fri	28	41	69	125877	126089	Cloud/Rain	2	0	0
Sat	29	56	58	126089	126299	Sun/Cloud	0	0	0
Sun	30								
Mon	31	49	70	126300	126508	Sun/Cloud	0	0	1
<b>TOTAL</b>		<b>1024</b>	<b>1742</b>				<b>9</b>	<b>3</b>	<b>28</b>

SINGLE FARE OCT 2011 - \$665.28

MONTHLY PASSES OCT 2011 - \$267.26

AVERAGE DAILY RIDER COUNT FOR OCT 2011 - 41



# 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: **October , 2011**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YEAR'S TOTALS
Alarms Activated: Pulled Station			1						1				2
By mistake		2	3		3								8
Electrical problem	4	1		1	2		4	3	2	2			19
Due to cooking		1		1	1	2	2		1	2			10
Assistance								1		1			2
Burning Complaint					1	9		1	1	4			16
Fire: Structure	2	1			1	1	2	3		2			12
Chimney	3		2				1						6
Interface / Bush					1	2							3
Vehicle		2	1				1	3					7
Other	1			1	2		5	1	1	3			14
Hazardous Materials	2	1		2	1	1			2				9
Hydro Lines: Down / Fire	2		1										3
Medical Aid	4	1	2	5	1		3	1					17
Mutual Aid	1		1		1				1				4
MVI	3	2	4	1	3	2	3	2	2				22
Rescue				2				2					4
<b>MONTH TOTALS (not incl. Practises)</b>	<b>22</b>	<b>11</b>	<b>15</b>	<b>13</b>	<b>17</b>	<b>17</b>	<b>21</b>	<b>17</b>	<b>11</b>	<b>14</b>			<b>158</b>
Practises (Totals for each Month)	4	4	5	4	5	4	4	5	4	4			43

### ALARMS ACTIVATED (location/owner):

1. Aggie Hall 1110-1<sup>st</sup> Ave, burnt toast in Kitchen area
2. 432 Roberts Street , burnt toast
3. 1111-4th Ave. Ladysmith Community Health Centre, faulty sensor
4. 1111-4<sup>th</sup> Ave. Ladysmith Community Health Centre – faulty sensor

### COMPARISONS:

Year to Date / 11 158 (excl. practises)  
 Year to Date / 10 134 (excl. practises)  
 Year to Date / 09 130 (excl. practises)

APPROVED:

*Ray Stewart*  
 Fire Chief



**COASTAL ANIMAL CONTROL SERVICES OF BC LTD**

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

RECEIVED  
NOV 04 2011

**TOWN OF LADYSMITH POUND REPORT**

October 2011

<b>Disposition of Impounded Dogs</b>	<b>Current Month</b>	<b>2011 Totals</b>	
Stray dogs impounded	4	22	
Stray dogs claimed	4	21	
Stray dogs put up for adoption	0	1	
Stray dogs euthanized	0	0	
Stray livestock / cats	0	0	
Other	0	0	
<b>Calls Received and Investigated</b>	<b>10</b>	<b>100</b>	
Aggressive dogs	2	16	
Dogs at large	1	27	
Confined dog	6	21	
Noise (barking) complaints	1	18	
Other non specific dog related calls	0	16	
Wildlife / livestock / cats	0	2	
<b>After hour call outs</b>	<b>2</b>	<b>6</b>	
<b>Monthly Pound and Board Fees Collected</b>	<b>\$440.00</b>	<b>\$2210.00</b>	
Impound fees	\$300.00	\$1600.00	
Daily board fees	\$140.00	\$610.00	
<b>Tickets issued</b>	<b>2</b>	<b>7</b>	
Unlicenced dog	\$100.00	\$300.00	
Dog at large	\$100.00	\$300.00	
Dangerous dog not muzzled (12e)	\$0	\$250.00	
Habitually noisy	\$0	\$0	
<b>Licencing Statistics</b>	Tags	1	27
	Revenue	\$30.00	\$750.00

Judi Burnett

# CAS Summary of Service Calls, Ladysmith

10 calls in total

01-Oct-11 to 31-Oct-11

Issue	Call #	Received	Type	Completed
<b>Aggressive</b>		<b>2</b>		
	919	13-Oct-11	Dog	17-Oct-11
	916	06-Oct-11	Dog	
<b>At large</b>		<b>1</b>		
	920	20-Oct-11	Dog	31-Oct-11
<b>Confined</b>		<b>6</b>		
	921	27-Oct-11	Dog	28-Oct-11
	917	11-Oct-11	Dog	12-Oct-11
	915	06-Oct-11	Dog	07-Oct-11
	914	04-Oct-11	Dog	05-Oct-11
	913	02-Oct-11	Dog	03-Oct-11
	912	01-Oct-11	Dog	01-Oct-11
<b>Noisy</b>		<b>1</b>		
	918	13-Oct-11	Dog	21-Oct-11