



## GOVERNMENT SERVICES COMMITTEE

MONDAY, JUNE 18, 2012

5:30 P.M.

COUNCIL CHAMBERS, CITY HALL

410 ESPLANADE

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

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COUNCILLOR STEVE ARNETT, CHAIR

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CALL TO ORDER	
1. AGENDA APPROVAL	
2. MINUTES	
2.1. Minutes of the Government Services Committee Meeting held May 22, 2012	1 – 4
3. DELEGATIONS	
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5. MEMBER SUBMISSIONS	

**6. CORRESPONDENCE****6.1. Dr. Mary-Lyn Fyfe, Chief Medical Information Officer, VIHA  
Proposed Telehealth Program in Ladysmith****29**Staff Recommendation

That the Committee recommend that Mayor Hutchins accept the invitation from Dr. Mary Lyn Fyfe in her correspondence dated May 10, 2012 to meet with her concerning a proposed Telehealth Program in Ladysmith.

**7. NEW BUSINESS****8. UNFINISHED BUSINESS**

None

**ADJOURNMENT**



**TOWN OF LADYSMITH**  
**MINUTES OF A REGULAR SESSION OF**  
**THE GOVERNMENT SERVICES COMMITTEE**  
**TUESDAY, MAY 22, 2012**  
**5:00 P.M.**

**COUNCIL MEMBERS PRESENT:**

Councillor Steve Arnett, Chair  
Councillor Bill Drysdale  
Mayor Rob Hutchins  
Councillor Glenda Patterson

Councillor Jill Dashwood  
Councillor Gord Horth  
Councillor Duck Paterson

**STAFF PRESENT:**

Ruth Malli  
Erin Anderson  
Patrick Durban  
Joanna Winter

Sandy Bowden  
Felicity Adams  
John Manson

**CALL TO ORDER**

Councillor Arnett called the meeting to order at 5:00 p.m.

**AGENDA APPROVAL**

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

- 7.1 Farrell Road
- 7.2 Underpass

**GS 2012-038**

It was moved, seconded and carried that the agenda for the Government Services Committee meeting of May 22, 2012 be adopted as amended.

**MINUTES**

**GS 2012-039**

It was moved, seconded and carried that the minutes of the Government Services Committee meeting held April 16, 2012 be adopted as circulated.

**DELEGATIONS**

Tom Anderson, Manager of Planning & Development, Cowichan Valley Regional District  
Integrated Regional Sustainability Plan

Tom Anderson, Manager of Planning and Development with the Cowichan Valley Regional District, discussed the Regional District's proposed Regional Sustainability Plan. It is intended that the Plan will integrate sustainability planning that has already been

implemented by CVRD member municipalities such as the Town of Ladysmith, including energy planning and sustainability planning. Engagement with the public and clear targets are key to the long-term success of the plan.

T. Anderson responded to questions. Committee members suggested that consideration be given to involving Vancouver Island University in the process.

**Dr. Paul Hasselback, Medical Health Officer for Central Vancouver Island, Vancouver Island Health Authority**

**Local Health Authority Health Issues**

Dr. P. Hasselback provided information to Council on the health issues in the Local Health Area 67 – Ladysmith, including Chemainus, Saltair and North Oyster, and responded to questions. Council thanked Dr. Hasselback for his information presentation.

**STAFF/ADVISORY  
COMMITTEE REPORTS**

- Financial Update to April 30, 2012**
- GS 2012-040 It was moved, seconded and carried that the Financial Plan Update for the Town of Ladysmith to the end of April 2012 be received.
- Public Participation at Regular Council Meetings**
- GS 2012-041 It was moved, seconded and carried that the Committee recommend to Council that the current Regular Council Meeting “Question Period Guidelines” be amended by deleting “Questions must relate strictly to matters which appear on the Council agenda at which the individual is speaking.”
- GS 2012-042 It was moved, seconded and carried that the Committee recommend to Council that the “Public Dialogue with Council” sessions held prior to the commencement of the first Regular Council meetings of each month be discontinued.
- GS 2012-043 It was moved, seconded and carried that the Committee recommend to Council that staff be requested to review options for including a “Public Dialogue with Council” during a Council meeting, including investigating practices in other local governments.
- GS 2012-044 **Building Inspector’s Report**  
It was moved, seconded and carried that the Building Inspector’s Report for April 2012 be received
- GS 2012-045 **Trolley Report**  
It was moved, seconded and carried that the Trolley Report for April 2012 be received.

**GS 2012-046**      **Ladysmith Fire/Rescue Report**  
It was moved, seconded and carried that the Ladysmith Fire/Rescue Report for April 2012 be received.

**GS 2012-047**      **Coastal Animal Control Services – Pound Report**  
It was moved, seconded and carried that the Pound Report from Coastal Animal Control Services for April 2012 be received.

Staff were requested to have year-to-year comparative data and information regarding 'repeat offenders' included in the monthly pound report.

**CORRESPONDENCE**

**GS 2012-048**      **Anthea Archer, Fairburn Water Buffalo**  
**Request for Funds to Support BC Farm Women's Seminar**  
It was moved, seconded and carried that the Committee recommend that Council request staff to investigate the level of regional district participation in the upcoming BC Farm Women's Network Seminar in Cowichan Bay from October 19 to 21, 2012, and to report back to Council with a recommendation as to whether Council should consider supporting the event.

**GS 2012-049**      **Bill Johns**  
**Proposed Fenced Dog Park at Transfer Beach**  
It was moved, seconded and carried that the Committee recommend that Council request staff to survey users of the Transfer Beach Dog Park regarding the need for and possible types of fencing for the park, in response to the correspondence from Bill Johns dated April 28, 2012.

**GS 2012-050**      **Dr. Jill Molnar**  
**Cat Bylaw**  
It was moved, seconded and carried that the Committee recommend that Council direct staff to obtain a copy of the Cat Bylaw from the Town of Creston for Council's circulation.

**GS 2012-051**      It was moved, seconded and carried that the Committee recommend to Council that the issue of a Cat Bylaw for the Town be referred to the 2013 strategic planning process.

**GS 2012-052**      It was moved, seconded and carried that the Committee recommend to Council that the letter from Dr. Jill Molnar requesting Council's consideration of implementing a Cat Bylaw dated April 20, 2012 be received and Dr. Molnar be advised that the matter was considered at a Town Hall meeting in July of 2011 and was not considered a priority at that time, however Council will continue to monitor the issue and it will be considered during the 2013 strategic planning process.

**NEW BUSINESS**

**GS 2012-053** **Farrell Road**  
It was moved, seconded and carried that the Committee recommend that Council direct staff to investigate possible solutions to safety and lighting concerns on Farrell Road.

**GS 2012-054** **Trans Canada Highway Underpass**  
It was moved, seconded and carried that the Committee recommend that Council direct staff to investigate possible solutions, to pedestrian safety in the Trans Canada Highway underpass, including clearing brush.

**ADJOURNMENT**

**GS 2012-055** It was moved, seconded and carried that this meeting of the Government Services Committee be adjourned at 6:44 p.m.

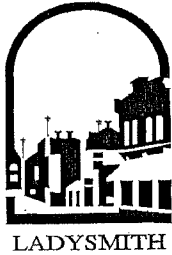
**CERTIFIED CORRECT**

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Chair (Councillor S. Arnett)

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Corporate Officer (S. Bowden)



Town of Ladysmith

**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Felicity Adams, Director of Development Services  
Date: November 17, 2011  
File No:

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Re: CONCERNS ABOUT FILMING IN LADYSMITH

RECOMMENDATION(S):

1. That Council:
  - (a) direct staff to update the Film Production policy, and
  - (b) refer the consideration of resources to manage film production requests to the 2012 strategic priority and budget discussions.
  
2. That Council request a presentation at a Government Services Committee meeting by Film Cowichan about filming and that the LDBA and Chamber of Commerce be advised of the date of the presentation.

PURPOSE:

The purpose of this report is to provide recommendations to Council regarding the Town's Film Production policy and business concerns about filming in Ladysmith.

INTRODUCTION/BACKGROUND:

At its meeting held October 17, 2011, Council made the following resolution.

*It was moved, seconded and carried that correspondence from D. Phan expressing concerns about the effect on business of filming in Ladysmith be referred to staff for review and recommendation, in consultation with the Ladysmith Downtown Business Association and the Parks, Recreation and Culture Commission.*

The Town's "Film Production" policy was approved by Council, March 6<sup>th</sup>, 2000. This policy and the Town's Film Permit package has been used by staff to manage requests from film production companies. Most recently, film productions have occurred in Ladysmith in May 2005, July 2007, September 2009, and August 2011.

In the recent past, the Economic Development Officer managed film requests. The last two productions involved Development Services and Corporate Services staff. For the productions in 2009 and 2011, the Town requested that the film company hire a local 'location liaison' to be on-site on the day of the filming to work with the businesses to help manage the impact of filming and to assist with communication.

Film Cowichan, a function of Economic Development Cowichan, has a role in film promotion in the region. The BC Film Commission is also a resource providing standardized forms and best practices for the film industry.

**SCOPE OF WORK:**

The most recent filming in Ladysmith occurred August 16 and 17, 2011 at locations on 1<sup>st</sup>. Avenue and High Street. The film location manager and the liaison provided feedback to the Town following the recent filming which is incorporated into this report.

Filming takes place sporadically in Ladysmith. There has been at least a two year lapse between each film production; therefore, a 'culture' of filming has not developed. Staff have not developed a full understanding of the film industry and business owners have not necessarily seen the benefits from working with the film industry.

**Business Concerns:**

The main concerns identified in the correspondence focused on short notice, lack of consultation by the film company, parking inconvenience, impact on business operations, and management of financial compensation.

Concerns	Comments
Short notice	Film companies have tended to approach the Town about one month prior to filming with approximate dates and general locations. Typically, the specific requests have been received about one week from the date of the film shoot. This timeline makes effective communication very difficult.
Lack of consultation by the film company	For this most recent shoot, the film producer & location manager attended a meeting of the LDBA in advance of filming. Generally consultation by the film company focuses on the businesses where the film shoot is proposed (interior or exterior shots). The film production policy and permit approval requires that the film company provide notice to businesses and residents in the area. Usually timelines have not allowed sufficient time for advertising in the local newspaper.
Parking inconvenience	The film production requires significant parking for large vehicles (trailers) and crew parking. For the most recent shoot, the film company was required to leave one row of parking available for customers in the public lot located behind the Travellers Hotel.  While filming is taking place, the parking stalls in front of the shoot location are also required for film equipment and to ensure a successful shoot. These are intended to be short term closures.
Impact on business operations (during film)	The film production can impact more than the location of the actual shoot where advance notice and



shoot)	compensation arrangements have been made with the business owner. This can occur despite the best intentions of the film industry to make proper arrangements. It appears as though there may need to be a mechanism for these arrangements to also occur once shooting starts to avoid a bad experience for the affected business.
Management of financial compensation	The BC Film Commission provides a film compensation form which has been utilized during the last two productions. The Town has not been directly involved in this matter.

*LDBA Recommendations:*

The LDBA considered the Town's Film Production policy at its meeting held on September 15, 2011 and provided the minutes from the meeting. Three groups discussed filming and provided recommendations regarding communication, timing/notice, and criteria.

A summary of the responses from the LDBA and the film location manager, and business liaison from the August 2011 film shoot is attached to this report.

ALTERNATIVES:

- That the Film Production policy not be amended.
- The Council not support any further filming in Ladysmith and the Film Production policy be repealed.

FINANCIAL IMPLICATIONS:

If the Town is going to be further involved in the management of filming in Ladysmith additional resources will be required. The Town contributes \$35,534 to Economic Development Cowichan which funds Film Cowichan.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The matter was considered by the Parks, Recreation and Culture Commission (PRCC) at its meeting held November 16, 2011. The PRCC supports filming in Ladysmith but believes filming is an issue for economic development not the Parks, Recreation and Culture Commission.

The Town's current Economic Development Strategic Plan (2008-2012) includes film production within its goal of "diversified business" and recommends that the Town's film permit package be updated to reflect changing needs and conditions of the community and that local business education about working with film companies be undertaken in advance of film productions.

The Economic Development Cowichan "Sustainable Economic Development Strategy" includes as Goal #5 Cowichan – Creative and Cultural which is intended to include filming initiatives.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Currently all departments, including the Fire Department and the RCMP, are involved in the consideration of requests for specific film productions.

RESOURCE IMPLICATIONS:

Additional resources will be required if the Town is to be further involved in the management of filming.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Strategy #8 in the Visioning report is "Local, Diverse Economy". It is recommended that the Town develop a "sustainable economic development strategy" which would focus on the directions of: eco-tourism, green industry, eco-industrial park, live-work, and buy local. The film industry is not specifically mentioned.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Undertaking a review of the Town's Film Production policy is not currently a strategic priority of Council.

SUMMARY:

Council referred recent communication regarding concerns about filming to staff, the LDBA, and the Parks, Recreation and Culture Commission. If film production is to be supported, the current Film Production policy and the Film Permit package should be updated and additional resources secured.

I concur with the recommendation.

*Ruth Malli*

Ruth Malli, City Manager

ATTACHMENTS:

- Film Production policy
- Feedback regarding Filming in Downtown Ladysmith, August 2011.

## Feedback regarding August 2011 Filming of Heart Healers in Downtown Ladysmith

Topic	DBA	Location Liaison	Film Company
<p>Communication / Timing / Notice</p> <p>Concerns:</p> <ul style="list-style-type: none"> <li>*Short notice</li> <li>*Lack of consultation by the film company</li> </ul>	<p>Advertising through the Chronicle, Take 5, social media, posters in the downtown windows to be in place a minimum of 1 week prior to filming, notifying street or path closures.</p> <p>All businesses in area to be advised, as this is an opportunity to bring in businesses EG: front of business stall.</p> <p>Notice provided to all members of community not just downtown businesses</p> <p>Planning &amp; communication between TOL and local businesses using the liaison.</p> <p>Town to seek feedback from Gibsons BC a small BC town that does a lot of filming – what works, what doesn't, how involved is the Town?</p>	<p>Several businesses expressed a desire for <b>earlier, more direct and clear communication</b>. While a memo was distributed, some businesses would like the production company to be more specific or provide greater detail around the dressing of their storefronts, closures and timing of these closures either verbally or highlighting these specifics in the memo</p> <p>Several businesses desire a <b>face to face discussion</b> with the production company so that they are able to ask specific questions around closures and impact</p> <p>Once the memos handed out, engage in <b>follow up</b> with the businesses to ensure they received the memo and address any questions they might have</p> <p>Engage the services of a Location Liaison to do pre film visits, hand out memos, engage in discussion, answer questions.</p>	<p>The businesses would appreciate having notice of filming with far more lead-time than was the case for our production. I am in agreement.</p> <p>It was a failing of this particular production that not nearly enough time was available to properly prep the show as a whole, and locations in particular.</p>

Topic	LDBA	Location Liaison	Film Company
		<p>Essentially, several businesses want to establish a communicative two way relationship with the production company, rather than just having a memo dropped off with little or no discussion as was the experience of some businesses. Engaging the businesses and developing this relationship would go a long way in smoothing out potential issues.</p>	
<p><b>Days of Week</b></p>	<p>Timing – most downtown businesses are closed Sundays &amp; Mondays.</p>	<p>For some, August is their busiest season and closures during this critical time of their business has a financial impact on their businesses. Some businesses suggested filming on days of the week when several businesses are closed – Sundays or Mondays. Filming before and after general business hours lessens impact as well. Some businesses were concerned that this was the third closure within a small time</p>	<p>Access: Of the 12 merchants with whom I have spoken, 9 proffered the suggestion that road closures on and around 1st Avenue be restricted to Sundays and Mondays, in order to lessen the impact on local business. Additionally, future film permits should be issued only after considering the frequency of other special events which may have recently impacted the area.</p>

Topic	LDBA	Location Liaison period, one filming related and two town related (event) closures.	Film Company
<p><b>Compensation</b></p> <p><b>Concern:</b></p> <p><b>*Management of financial compensation</b></p>	<p>Compensation for businesses affected as well as businesses that had filming in them.</p> <p>Compensation should be provided for all businesses involved in the filming within the block that either is closed off to traffic or is immediately within the block being filmed.</p> <p>Compensation must be "fair" either across the board amount of businesses to provide books showing either recent or last year's earnings to prove loss.</p> <p>Ladysmith must be listed in the credits.</p> <p>1 year contract – bondable like a builder's lien (holdback of funds).</p> <p>Compensation: the town to be paid a deposit prior to filming.</p>	<p>Involve local businesses and owners as extras, in the preparation and supply of food and services or as a feature shot.</p> <p>If businesses are involved (and compensated for the involvement) this would help to smooth over any minor issues or concerns they may have experienced</p>	<p>Several merchants have filed the "loss of business" form provided by this company via the BC Film Commission, and I expect one or two more to be submitted shortly. We have negotiated agreeable terms with these merchants which, while not necessarily meeting their losses dollar for dollar, apparently satisfy both parties to a degree.</p> <p>My issue with the loss of business form is that it does not take into account the difficult-to-quantify recovery of the lost income. For example, if one business suffers a loss of business on one day due to parking restrictions near his property, there is no way to record what percentage of that lost revenue is recovered the following day (or week) by customers who choose to wait until the parking restrictions are lifted.</p> <p>Additionally, the form makes no</p>

Topic	LDBA	Location Liaison	Film Company
	<p>TOL should retain a deposit from the film company which would be used to compensate businesses owners – they are more likely to share their 'books' with the liaison that they would with the film company.</p> <p>Town to ensure fair compensation is occurring.</p>		<p>allowances for weather, the immediacy of other special events, public spending trends, and other variables which may affect a business' net profit.</p> <p>This detail leaves film production - as basically the only special event in which financial recourse can be pursued - somewhat open to exploitation by those who are so inclined (although it should be noted that to date I have not had this experience in Ladysmith).</p> <p>I have discussed alternatives for future compensation packages with some business owners, and we touched on the following courses of action:</p> <p>a) the business estimates in advance its projected net loss (substantiated by documentation) for each day of disruptive activity, and agrees to abide by that amount in exchange for being inconvenienced by production. The shops themselves could opt to stay open or to close for each</p>

Reviewed at a Previous Meeting

Topic	LDBA	Location Liaison	Film Company
			<p>day, but in either case, no further compensation would be sought from production beyond the originally negotiated rate.</p> <p>b) the Town of Ladysmith collects a fee for filming (in the form of a permit fee, a contingency fund, or whatever form is most suitable), and retains in that fund money to compensate businesses who can demonstrate a marked loss of business following film production.</p> <p>c) specific areas should be designated as not available for filming, on a case-by-case basis. In particular, Danny from the Wigwam Restaurant suggested that although he is supportive of filming in Ladysmith - at least in principle - the area immediately surrounding his property should be "off-limits" unless he is compensated to the point of being able to close for the day.</p>
Liaison Role	<ul style="list-style-type: none"> <li>o Liaison to oversee project from start to finish</li> </ul>	<p>As part of my role, I visited each business in proximity to the</p>	<p>t was also suggested that productions be required to hire a</p>

Reviewed at a Previous Meeting

Topic	LDBA	Location Liaison	Film Company
	<ul style="list-style-type: none"> <li>o Liaison to have personal contact with impacted businesses</li> <li>o Liaison to work closely with the film company, making themselves available by phone before, during and after filming</li> <li>o Liaison to approach businesses on compensation and information, not having businesses have to chase film company or liaison regarding the information or compensation</li> <li>o Liaison to approach LDBA and Chamber with information, any proposals</li> <li>o Liaison to have better contact with LDBA and Chamber</li> <li>o Liaison role to be more defined, visible, connected and resourced.</li> <li>o Business owners need to be protected and represented – they are busy running their businesses and do not and should not have to chase after the movie company – liaison should do this on their behalf.</li> </ul>	<p>filming with the goal to assess their perceptions of the filming and any impacts, issues or concerns they might have in relation to the filming.</p> <p>Several businesses were supportive to very supportive of the filming.</p> <p>Some thought that filming was good for Ladysmith and had no issues or concerns in relation to potential impact to their business.</p> <p>However, some businesses had minor concerns and comments in the areas of involvement, communication and timing.</p>	<p>"downtown ambassador" kind of team whose sole responsibility is to help pedestrians to and from shops, and assist in carrying any items they may have purchased. While this production did take the initiative to employ a liaison and additional production assistants to help with this, I agree that a couple more pairs of boots on the ground - tasked exclusively with assisting local merchants - would have been an excellent idea.</p>



Topic	LDBA	Location Liaison	Film Company
	<p>Liaison should be present in meetings between film company and business owners to document discussions, promises and establish contracts if necessary.</p>		
Street Closures	<p>Town to check community calendars to see when street closures are already scheduled to approve adequate timing.</p> <p>Clear written policy on events and street closures.</p>		
<p>Impact</p> <p>Concerns:</p> <ul style="list-style-type: none"> <li>*Parking inconvenience</li> <li>*Impact on business operations during film shoot</li> </ul>	<p>Need to address parking.</p> <p>Signs to be put up to advertise that filming is in progress and businesses are still open to customers.</p> <p>Time slots to be arranged in advance for deliveries to businesses, this will reduce traffic build-up.</p> <p>Most importantly, hold a forum for debrief with affected parties...discussed what worked,</p>		<p>I have the impression that several businesses are feeling somewhat "burned-out" by the number of special events which have had varying degrees of disruption on and around 1st Avenue this summer.</p> <p>I feel seminars and/or publications which clearly define the advantages of special events, and which define the local stakeholders' rights and responsibilities during these events, would be a good idea.</p>

Topic	LDBA	Location Liaison	Film Company
	<p>what didn't and make necessary changes to evolve.</p> <p>Has there been cost/benefit analysis done?</p>		<p>My overall impression is that merchants were generally receptive to our presence, and clearly understand the advantages of filming in Ladysmith. That said, they feel somewhat "out of the loop," as far as receiving information from the production *and* from the Town of Ladysmith.</p> <p>My feeling is that we - as a company - made our best efforts to accommodate the local residents and merchants, and that by and large the shoot was a success. I feel that the next shoot could be made even better by the Town of Ladysmith having some sort of "town hall" with downtown stakeholders in order to develop and implement a well-defined strategy for special events - including filming.</p>
Support to Film Industry	<p>o Does Ladysmith want more films to come to town? If so, compile a list of resources that we have to offer for their use,</p>		

Reviewed at a Previous Meeting

Topic	LDBA	Location Liaison	Film Company
	<p>make it easy for them to do business while protecting the community</p> <ul style="list-style-type: none"> <li>o Keep the red tape to minimal, to keep full interest from the film</li> <li>o Information packages to be made available to Film Company showing accommodation, businesses, services available to them and possibly as an extra for the film</li> <li>o Having a Ladysmith filming commission with input from Film Cowichan, Town of Ladysmith, LDBA, Chamber of Commerce as well as someone with experience in the industry</li> <li>o Set a standard for the TOL, businesses and film crews to follow – make it easy &amp; smooth to film here. Make Ladysmith a place of choice because of the standard and ease of business for all involved.</li> <li>o TOL is accountable to the film companies</li> </ul>		

Reviewed at a Previous Meeting



## Town of Ladysmith

### **STAFF REPORT**

To: Ruth Malli, City Manager  
From: Erin Anderson, Director of Financial Services  
Date: June 12, 2012  
File No:

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**Re: Financial Update – May 2012**

**RECOMMENDATION(S):**

That the Committee receive this report.

**PURPOSE:**

To inform the Government Service Committee on the finances for the first 5 months of 2012.

**INTRODUCTION/BACKGROUND:**

The purposed of this report is to provide financial information on a regular basis.

**SCOPE OF WORK:**

**Notes & Trends**

- Property Tax bills have been mailed to all property owners. Payments are being received.
- Property tax payments can now be made online at most financial institutions. This is new for 2012. Home Owners are reminded that they can also claim their Home Owner Grant online on the Town's website.
- PR&C Revenue and Permits & Fees revenue continues to be slightly greater than this time last year.
- Police Fees continue to be a concern for this municipality as well as others. The RCMP E Division has reviewed prior year (2009 & 2010) detachment costs and has identified some RCMP costs which they will not cover. One such item is the Community Policing Station in Coronation Mall. The rental cost for this office is approximately \$7,000 per year. This cost is no longer eligible for rebate so it will be borne fully by the property tax payers. Another item which is not in control for the municipality is staffing, both support staff and RCMP members. Historically, the detachment has run proficiently at less than full municipal member strength. This staffing reduction has been factored into reducing the budget each year. In 2012, there has been greater flux in RCMP members which has resulted in greater overtime charges. Finance will continue to work with the RCMP detachment to anticipate staffing level changes.

**Capital:**

- Bayview Connector. The majority of the costs have been spent or committed to complete this project. It was financed through Gas Tax funds and a Bike BC Grant.
- The Sustainability Implementation continues to progress. This project is paid for through Gas Tax and grants.

- The Agent tasked with preparing the eligible lands for sale has cost \$9,925 so far in 2012 (the budget is \$11,200). The contract ends July 31, 2012. There have been no sales to date. This is being funded from the Real Property Reserve. This reserve must be replenished in order for additional projects to proceed.
- Work has restarted on the various waterworks projects. The borrowing funds have been received from MFA via the CVRD.
- Phase 2 of the Waste Water Treatment Plant continues.
- No construction work has started on the Phase 3 of the Waste Water Treatment Plant. The Town is still waiting for approval of the Liquid Waste Management Plan and an announcement from the Federation of Canadian Municipalities regarding another grant and borrowing application. A borrowing bylaw was presented to Council on May 22<sup>nd</sup> for first 3 readings. This bylaw is currently with the Province. The Province will not give approval until the course of action (AAP or Liquid Waste Management Plan) has been determined by the Town.

Other Finance Related Items:

- The Town continues to benefit from the generous donations of service groups and individuals. As a reminder, in keeping with Canada Revenue Agency guidelines, charitable receipts will continue to be written only when actual cash is received. Receipts will not be issued for services rendered.

ALTERNATIVES:

Not applicable.

FINANCIAL IMPLICATIONS:

Keeping Council informed of the financial state 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 information is coded properly and received by the Finance Department.

RESOURCE IMPLICATIONS:

The majority of this work is done 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:

I concur with the recommendation.



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Ruth Malli, City Manager

ATTACHMENTS:

Consolidated Statement of Operations - May 2012  
Gas Tax Plan - 2012

Town of Ladysmith  
Consolidated Statement of Operations  
For the period ending May 31, 2012

	<u>May '12</u>	<u>Budget</u>
<b>Revenues</b>		
Taxes	\$ - 8,122,623	\$ - 8,116,230
Fees & Charges	- 997,197	- 2,988,581
Return on Investment	- 32,065	- 60,000
Penalty & Interest	- 2,657	- 120,000
Grants	- 327,365	- 2,253,968
Donations & Contributions	- 16,959	- 21,000
Development Fees	- 30,764	- 363,680
Local Improvement	- 8,922	- 8,920
Total Revenue	- 9,538,552	- 13,932,379
<b>Expenses</b>		
General Government	995,499	2,118,064
Library	143,118	286,234
Protective Services	454,767	1,478,705
Transportation Services	454,256	1,146,300
Environmental Health	141,552	446,230
Public Health	16,630	38,580
Development Services	209,496	714,401
Recreation & Culture	854,077	2,038,445
Parks	241,328	617,630
Sewer	182,151	625,300
Water	185,327	482,970
Interest	111,936	451,065
Total Expenses	3,990,137	10,443,924
Surplus (-)/ Deficit	- 5,548,415	- 3,488,455
<b>Capital</b>		
Capital	841,630	9,840,676
Proceeds from New Debt	- 990,000	- 5,454,309
Principal Payments	78,122	338,509
Internal Funding	- 49,038	- 1,236,421
BALANCE	\$ - 5,667,701	\$ -

Town of Ladysmith  
Consolidated Statement of Financial Position  
As at May 31, 2012

	May '12
Cash & Short Term Deposits	\$ 7,660,507
Accounts Receivable	13,698,280
Accounts Payable	- 4,599,225
Post Employment Benefits	- 225,834
Deferred Revenue	- 640,507
Restricted Revenue	- 2,322,189
Refundable Deposits	- 507,879
Long Term Debt	- 1,928,507
Tangible Capital Assets	77,883,934
Prepays	6,574
Inventory	92,270
	\$ 89,117,423

Reserve Balances:

	May '12	Budgeted Commitment & Funding	Balance
<b>Non Restricted Reserves</b>			
Tax Sale	\$ 24,683	\$-	\$ 24,683
Safety	12,283		12,283
Real Property	- 280,091	- 1,278	- 281,369
Amenity	79,239	- 10,000	69,239
<b>Total Non Restricted</b>	- 163,885	- 11,278	- 175,163
<b>Restricted</b>			
Parking	73,593		73,593
Gas Tax	442,566	142,659	585,225
Green Streets	1,384		1,384
Amphitheatre	12,505		12,505
Agency Capital	371,953	4,155	374,907
<b>Total Restricted</b>	902,001	146,814	1,047,613
<b>DCC's</b>			
Sewer	89,079		89,079
Water	178,319		178,319
Roads	618,778	- 108,075	510,703
Parks	211,325		211,325
Storm	322,687	- 167,500	155,187
<b>Total DCC's</b>	1,420,188	- 275,575	1,144,613



Gas Tax Plan

Council has requested a plan for the use of Gas Tax funds. Below is a plan for the 2012 operating year. Please note, Gas Tax Funds can only be used to fund capital projects that promote clean air, clean water or reducing greenhouse gas emissions.

	Budget	Spent / Received	Remaining	Balance
Balance Forward from 2011				\$ 469,884
Expected Funding to be Received				
Zoning Bylaw (Grant)	\$ 130,000	\$-	\$130,000	130,000
Expected Payments	250,000	-	250,000	250,000
Interest	-	3,445	-	3,445
<u>Total Inflow expected</u>	<u>380,000</u>	<u>3,445</u>	<u>380,000</u>	<u>853,329</u>
Project Funding				
Bayview Connector	40,000	23,231	16,769	40,000
Northern Gateway	50,000	-	50,000	50,000
Zoning Bylaw (Grant)	130,000	-	130,000	130,000
Sustainability Implementation	48,104	7,533	40,571	48,104
<u>Total Outflows expected</u>	<u>268,104</u>	<u>30,764</u>	<u>237,340</u>	<u>268,104</u>

Expected Balance at December 31, 2012 \$ 585,225

For every capital project that is presented to Council, Staff has evaluated the eligibility against the Gas Tax Funding criteria.

The Federal Government has committed to continue funding this program next year, though funding levels beyond 2013-2014 are unknown.



**TOWN OF LADYSMITH**  
 Building Permit Summary - May, 2012

MAY	Commercial		Industrial		Institutional		Residential (NEW)		Residential Adds, Renos, Other		Dwelling Units	Total Permits	Bldg & Pibg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2012
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
0	\$0	0	\$0	0	\$0	2	\$349,444	6	\$64,355	2	8	\$3,237	\$413,799	\$5,005,164	

**Year to Date**

JAN	1	\$488,275	0	\$0	0	\$0	2	\$357,315	2	\$48,140	4	5	\$11,573	\$893,730	\$893,730
FEB	0	\$0	0	\$0	1	\$5,000	4	\$1,184,697	4	\$125,975	7	9	\$8,936	\$1,315,672	\$2,209,402
MAR	0	\$0	0	\$0	0	\$0	3	\$530,461	3	\$25,972	3	6	\$4,251	\$556,433	\$2,765,835
APR	1	\$965,520	0	\$0	0	\$0	3	\$706,337	7	\$153,673	3	11	\$11,742	\$1,825,530	\$4,591,365
MAY	0	\$0	0	\$0	0	\$0	2	\$349,444	6	\$64,355	2	8	\$3,237	\$413,799	\$5,005,164
JUN															
JUL															
AUG															
SEP															
OCT															
NOV															
DEC															
<b>TOTAL</b>	<b>2</b>	<b>\$1,453,795</b>	<b>0</b>	<b>\$0</b>	<b>1</b>	<b>\$5,000</b>	<b>14</b>	<b>\$3,128,254</b>	<b>22</b>	<b>\$418,115</b>	<b>19</b>	<b>39</b>	<b>\$39,739</b>	<b>\$5,005,164</b>	

Demos Mth	#DU	Value	#BP	Value
0	0	0	0	0

Comparison	#DU	Value	#BP	Value
YTD 2012	19	\$3,128,254	39	\$5,005,164
YTD 2011	21	\$2,885,606	68	\$3,704,810
YTD 2010	41	\$6,662,616	71	\$8,215,758

*Tom Skarvig*  
 Tom Skarvig, Building Inspector



Town of Ladysmith  
**Trolley Summary Report**  
 May 2012

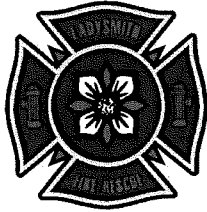
Stats	May			Feb-Mar-Apr (Previous 3 Months)			YTD (Jan-May)		
	2012	2011	2010	2012	2011	2010	2012	2011	2010
Ridership Count	1490	2368	2191	3576	5974	7194	6132	10221	11371
Days in Operation	26	25	25	75	75	73	127	123	122
Avg. Daily Ridership	57	95	88	48	80	99	48	83	93
Wheel Chairs	3	8	1	11	8	10	16	30	12
Service Dogs	2	9	13	6	40	18	10	76	31
Bikes	15	32	40	27	101	81	49	157	141

**Fares\***

Single Fares	\$943	*	*	\$2,351	*	*	\$3,902	*	*
Monthly Passes	\$163	*	*	\$557	*	*	\$913	*	*
Rentals**	\$1,350	**	**	\$0	**	**	\$1,350	**	**
Donations	*	\$626	\$652	*	\$1,617	\$1,700	*	\$2,904	\$3,189
<b>Total</b>	<b>\$2,456</b>	<b>\$626</b>	<b>\$652</b>	<b>\$2,908</b>	<b>\$1,617</b>	<b>\$1,700</b>	<b>\$6,165</b>	<b>\$2,904</b>	<b>\$3,189</b>

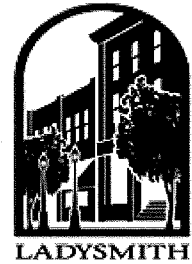
\* From launch to September, 2011 trolley riders made donations in lieu of fares; as of October, 2011 to date, fares have been collected on board the trolley in the form of single rides, and pre-purchased monthly passes.

\*\* There were no rentals in 2010 or 2011



# 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: **May , 2012**

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
By mistake	1			1	1								3
Electrical problem		1	2										3
Due to cooking			1		3								4
Assistance		2											2
Burning Complaint		2	2										4
Fire: Structure		1			1								2
Chimney	4	3	1										8
Interface / Bush					1								1
Vehicle	1	1	2										4
Other	1	3											4
Hazardous Materials			1										1
Hydro Lines: Down / Fire				1	1								2
Medical Aid				1									1
MVI	3	1	5	2	3								14
Rescue				1									1
Mutual Aid provided by Ladysmith to outside areas	1		1										2
<b>MONTH TOTALS (not incl. Practises)</b>	<b>11</b>	<b>14</b>	<b>16</b>	<b>6</b>	<b>10</b>								<b>57</b>
Practises (Totals for each Month)	5	4	4	4	5								22
Mutual Aid, requested by Ladysmith from outside areas	1	0	0	0	0								1

### ALARMS ACTIVATED (location/owner):

1. 530 Hambrook St - cooking
2. 631-1<sup>st</sup> Ave, Rialto Apt. – cooking
3. 1127-4<sup>th</sup> Ave, Lodge on Fourth – cooking
4. 524-2<sup>nd</sup> Ave, Villa Apt. – service company forgot to call monitoring co prior to testing system

### COMPARISONS:

Year to Date / 12 57 (excl. practises)  
 Year to Date / 11 78 (excl. practises)  
 Year to Date / 10 62 (excl. practises)

APPROVED:

*Ray DeCourt*  
 Fire Chief

**COASTAL ANIMAL CONTROL SERVICES OF BC LTD**

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

**TOWN OF LADYSMITH POUND REPORT**

May 2012

<b>Disposition of Impounded Dogs</b>	<b>Current Month</b>	<b>2012 Totals</b>	
Stray dogs impounded	3	12	
Stray dogs claimed	3	11	
Stray dogs put up for adoption	0	0	
Stray dogs euthanized	0	0	
Stray livestock / cats	0	0	
Other	0	1	
<b>Calls Received and Investigated</b>	<b>7</b>	<b>42</b>	
Aggressive dogs	1	4	
Dogs at large	1	10	
Confined dog	4	13	
Noise (barking) complaints	1	7	
Other non specific dog related calls	0	7	
Wildlife / livestock / cats	0	1	
<b>After hour call outs</b>	<b>3</b>	<b>3</b>	
<b>Monthly Pound and Board Fees Collected</b>	<b>\$120.00</b>	<b>\$980.00</b>	
Impound fees	\$150.00	\$1000.00	
Daily board fees	\$165.00	\$295.00	
<b>Tickets issued</b>	<b>0</b>	<b>0</b>	
Unlicenced dog	\$00.00	\$00.00	
Dog at large	\$00.00	\$00.00	
Dangerous dog not muzzled (12e)	\$0	\$00.00	
Habitually noisy	\$0	\$0	
<b>Licencing Statistics</b>	Tags	0	15
	Revenue	\$00.00	\$405.00

*No issues with 'repeat offenders' this month.*

RECEIVED

JUN - 4 2012

Judi Burnett

# CAS Summary of Service Calls, Ladysmith

7 calls in total

*01-May-12 to 31-May-12*

Issue	Call #	Received	Type	Completed
<b>Aggressive</b>		<b>1</b>		
	970	24-May-12	Dog	
<b>At large</b>		<b>1</b>		
	969	18-May-12	Dog	
<b>Confined</b>		<b>4</b>		
	968	14-May-12	Dog	23-May-12
	965	01-May-12	Dog	01-May-12
	967	01-May-12	Dog	02-May-12
	966	01-May-12	Dog	02-May-12
<b>Noisy</b>		<b>1</b>		
	971	28-May-12	Dog	29-May-12



Our Vision: Healthy People, Healthy Island Communities, Seamless Service

RECEIVED  
MAY 15 2012  
TOWN OF LADYSMITH

May 10, 2012

Mayor Robert Hutchins  
410 Esplanade  
P.O. Box 220  
Ladysmith, BC V9G 1A2

Dear Mayor Hutchins:

Re: Letter of Support for Proposed Telehealth Program in Ladysmith

Thank you for your recent inquiry regarding the implementation of Telehealth to support the seniors in the Ladysmith community. The Telehealth program at VIHA is continuously expanding, increasing access to care for patients in rural and remote regions.

Our current areas of focus, as endorsed by the VIHA Board of Directors in 2010, are the following:

- Optimization of existing Telehealth services
- Introduction of Telehealth for high intensity acute care programs
- Promotion of care team collaboration across geography and care sectors

As a result, many activities have been initiated to support the expansion of TeleHome Monitoring and TeleConsultative services to areas such as Mt. Waddington, Ahousaht, Tahsis and Zeballos.

We have plans to expand our Telehealth program to Ladysmith in the future. However, we would very much like to discuss opportunities for community engagement in supporting an earlier deployment to your community.

I will ask my Executive Assistant to arrange a meeting with you to discuss this in person during the summer time frame.

Thank you once again for your interest and support.

Sincerely

Dr. Mary-Lyn Fyfe  
Chief Medical Information Officer