



GOVERNMENT SERVICES COMMITTEE

MONDAY, AUGUST 19, 2013

5:00 P.M.

COUNCIL CHAMBERS, CITY HALL

410 ESPLANADE

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

	COUNCILLOR GORD HORTH, CHAIR	<u>Page</u>
CALL TO ORDER		
1. AGENDA APPROVAL		
2. MINUTES		
2.1. Minutes of the Government Services Committee Meeting held July 15, 2013		1 - 4
3. DELEGATION		
3.1. Marni Hastings, Self Expression and Leadership Program Proposed Community Project – Be a Living Legacy		5
4. REPORTS		
4.1. City Manager’s Report – to July 31, 2013		6 - 8
4.2. Financial Report to July 31, 2013		9 - 15
4.3. Trans Canada Highway Service and Attraction Signs in Ladysmith		16 - 18
4.4. Heritage Branch Annual Survey: 2012 Summary Report		19 -20
<u>Staff Recommendation</u> That the 2012 Summary Report of the Heritage Branch Annual Survey “Building Capacity for Heritage Conservation” be received.		
4.5. Building Inspector’s Report – July 2013		21
4.6. Trolley Report – July 2013		22
4.7. Fire Chief’s Report – July 2013		23
4.8. Coastal Animal Control Services – July 2013 Pound Report		24 - 25
5. COUNCIL SUBMISSIONS		

- | | <u>Page</u> |
|---|-------------|
| 6. CORRESPONDENCE | |
| 6.1. April Akroyd and Family, Island Hoppers Electrical
 Ladysmith Flag at First Avenue and Symonds Street | 26 |
| <p> <u>Staff Recommendation</u>
 That approval in principle be given for a Ladysmith flag to be provided for the pole in front of the 49th Parallel Grocery Store at First Avenue and Symonds Street, and that Council accept with appreciation the offer from Island Hoppers to provide the attachment for the flag and to carry out maintenance for the foreseeable future as laid out in the recent correspondence from April Akroyd and family, subject to receiving applicable approvals.</p> | |
| 7. NEW BUSINESS | |
| 8. UNFINISHED BUSINESS | |
| ADJOURNMENT | |



TOWN OF LADYSMITH
MINUTES OF A REGULAR SESSION OF
THE GOVERNMENT SERVICES COMMITTEE
MONDAY JULY 15, 2013
5:30 P.M.

COUNCIL MEMBERS PRESENT:

Councillor Gord Horth (Chair)
Councillor Bill Drysdale
Mayor Rob Hutchins

Councillor Steve Arnett
Councillor Jillian Dashwood
Councillor Glenda Patterson

COUNCIL MEMBERS ABSENT

Councillor Duck Paterson

STAFF PRESENT:

Ruth Malli
Erin Anderson
Joanna Winter

Felicity Adams
John Manson

CALL TO ORDER

Councillor Horth called the Government Services Committee meeting to order at 5:31 p.m.

AGENDA APPROVAL

- GS 2013-59** It was moved, seconded and carried that the agenda for this meeting of the Government Services Committee be approved with the following addition:
5.1 Dave Milne, Tim Horton's – presentation

MINUTES

- GS 2013-60** It was moved, seconded and carried that the minutes of the Government Services Committee meeting held May 21, 2013 be adopted as circulated.

DELEGATIONS

Dave Milne, Ladysmith Tim Horton's

Dave Milne of Ladysmith thanked Council for their support of the recent highly successful Tim Horton's Camp Day and responded to questions for council members. Mr. Milne presented Councillors with a token of appreciation.

Micheal Razberry, Razmataz Productions

Proposed Town sponsorship for Vancouver Island Miners Strike

M. Razberry reviewed his proposed script for an upcoming documentary on the Vancouver Island Miners' Strike and responded to questions from Council.

- GS 2013-61** It was moved, seconded and carried that the Town of Ladysmith confirm its sponsorship in the amount of \$1,500 for the proposed documentary about the Vancouver Island Miners' Strike, to be produced by Razmataz Productions, on receipt of written confirmation of script approval from the Ladysmith and District Historical Society.

REPORTS

City Manager's Report

The City Manager responded to questions about her report for the month of June 2013.

Mayor Hutchins congratulated those involved in the recent restoration and replacement of the steam donkey on Transfer Beach Boulevard.

- GS 2013-62** It was moved, seconded and carried that the City Manager's Report for the month of June 2013 be received.

Financial Report to June 30, 2013

- GS 2013-63** It was moved, seconded and carried that the Financial Report to June 30, 2013 be received.

Proposed Changes to Parks, Recreation and Culture Fees and Charges

- GS 2013-64** It was moved, seconded and carried that the Committee recommend that Council approve the following additions to the Parks, Recreation and Culture Fees and Charges Policy No. 05-1810-E:

- At the end of the second paragraph under the heading "Fees and Charges Policy" (page 1), add "Fees and charges will be reviewed annually and any pricing adjustments will be effective September 1st";
- Under the "General Admissions Programs" heading (page 3), update user classifications to read:
 - Adult - 19 years of age and older
 - Senior - 60 years of age and older
 - Youth - 13 years of age to 18 years
 - Child - 3 years of age to 12 years
 - Tot - 0 to 36 months of age

- GS 2013-65** It was moved, seconded and carried that the committee recommend that Council consider the following changes to Parks, Recreation and Culture Fees and Charges Bylaw 1809 relating to user fees for Frank Jameson Community Centre and other Parks and Recreation facilities:

- Increase admissions and passes by three percent effective September 1, 2013, relating to Youth, Adult and Senior (Child rate - no change)
- Increase Family Admissions to equal two Adult Admissions

- Increase Facility Rental rates by three percent
- Provide free General Admission access to any member of the community who is 80 years or older
- Move parks-related fees (memorial bench, tree and picnic tables) from Bylaw 1752 to Bylaw 1809

- GS 2013-66** It was moved, seconded and carried that the Committee recommend that Council permit one percent of all annual admissions and pass revenue associated with the fitness centre to be directed into an equipment reserve fund effective January 1, 2014.
- GS 2013-67** It was moved, seconded and carried that the Committee recommend that Council refer the recommended changes proposed to the Parks, Recreation and Culture fees and charges to the Parks, Recreation and Culture Commission for review and comment.
- GS 2013-68** It was moved, seconded and carried that the Committee recommend that Council request staff to report back with recommendations for a plan to make Town of Ladysmith fees and charges consistent with neighbouring communities over the coming two to three years.
- GS 2013-69** It was moved, seconded and carried that the Committee recommend that Council request staff to report back with proposals for a family rate structure for monthly or quarterly passes.
- Grant-in-aid Policy**
- GS 2013-70** It was moved, seconded and carried that the Committee recommend that Council approve the proposed Grant-in-Aid policy as presented.
- Building Inspector's Report – May and June 2013**
- GS 2013-71** It was moved, seconded and carried that the Building Inspector's Report for May and June 2013 be received.
- Trolley Report – May and June 2013**
- GS 2013-72** It was moved, seconded and carried that the Trolley Report for May and June 2013 be received.
- Fire Chief's Report – May and June 2013**
- GS 2013-73** It was moved, seconded and carried that the Fire Chief's Report for May and June 2013 be received.
- Coastal Animal Control Services – May and June 2013 Pound Report**
- GS 2013-74** It was moved, seconded and carried that the Coastal Animal Control Services Pound Report for May and June 2013 be received.
- Ladysmith Chamber of Commerce Visitor Centre Report**
- GS 2013-75** It was moved, seconded and carried that the report from the Ladysmith Visitor Centre for May and June 2013 be received.

GS 2013-76 **Ladysmith RCMP Detachment Second Quarter Report**
It was moved, seconded and carried that an explanation be requested from the RCMP for the rate of decline in crime reported in all crimes except assaults.

COUNCIL SUBMISSIONS
ADJOURNMENT

GS 2013-77 It was moved, seconded and carried that this meeting of the Government Services Committee be adjourned at 6:07 p.m.

CERTIFIED CORRECT

Chair (Councillor G. Horth)

Corporate Officer (S. Bowden)

From: Marni Hastings
Sent: August 12, 2013 11:21 AM
To: Rob Hutchins
Subject: Community project: BE A LIVING LEGACY

Dear Mr. Mayor

Thank you for meeting me last Thursday. To summarize our discussion:

I am currently involved with the Self Expression and Leadership program through Landmark Education. Each participant creates and executes a community project with a team formed from that community.

While my initial project was World Peace, I considered that too lofty to achieve by September. Then I heard the news story about the Palestinian boy saved by a 3-year-old Israeli's kidney and it seemed that crossing traditional enemy lines through organ sharing was a good start toward world peace. Thus BE A LIVING LEGACY was born: To increase awareness and registration of organ donors.

Currently 526 are waiting for organ donations in BC. While typically 85% of people think organ donation is a good idea, only 15% register. In Ladysmith we have a nearly 40% registration (3325 donors of 8328 people).

So far there are posters and rack cards from BC Transplant in the Ladysmith Little Theatre, the Library and Antique Rose. My intention is to approach the FJCC Pool, Resource Centre, the banks and credit unions, Western Forest Products, Safeway and 49th parallel and ask them to display the posters and rack cards. As well, I'd like their managers to challenge their employees to register so we can reach 60% registration (5000 donors) by the end of September. This is truly an opportunity to make a difference as well as put Ladysmith on the map for yet another reason.

I approached you in order to enrol you as part of my team and we discussed the possibility of including a mailer in the next utility bill, creating September as Organ Donor Month in Ladysmith etc. You asked me to make a delegation to Council Monday August 19th at (? Time)

I look forward to making this presentation and getting the town on board to make it the town with the best registration record in BC. (I am currently requesting BC Transplant to confirm that a 60% goal would give us that title)

Thank you.

Marni Hastings



City Manager's Report

August 2013

This monthly report is from the City Manager to the Government Services Committee. The report highlights the prior month's activities and provides information on the progress of Council objectives for the year. A written report and public discussion supports the goal of transparent communication with our citizens.

Council has provided staff with direction on their top priorities for 2013. There are operational and additional priorities in addition to this list. Again, this report provides highlights, not a complete list of activities. Committee members are encouraged to ask questions or suggest information that they wish to be included in the report.

Respectfully submitted, Ruth Malli, City Manager

Highlights for the month of July 2013:

Completed activities:

- Sewage Treatment Upgrade - Pre-Design Completion
- Sewage Treatment Upgrade – Equipment PreQual
- Watermain Upgrade – 6th Ave and Pub Works Yard
- Tender award-water supply chlorination upgrade
- Lease renewal-Festival of Lights
- Taxation collection by July 2 deadline
- 1 FOIIPA Application
- FORTIS BC completed an energy efficiency assessment on Frank Jameson Community Centre
- 2013 Community Profile published
- Open For Business Award Application submitted
- New Transfer Beach Banners installed
- Steam donkey rebuild
- 2012 Annual Report



Watermain Upgrade

Projects in progress this month:

- Stz'uminus First Nation (SFN) - draft agreement for servicing
- BC Transit - new service
- Database updates
- Emergency Services personal preparedness
- Aggie Hall re-roofing project commenced
- Aggie Hall Entrance door upgrades (grant program)
- 4 Council and 1 Committee meetings
- Zoning Bylaw project – Technical Review
- Community Sustainability Implementation Plan
- Service Extension Policy draft
- Stocking Lake Licensing (Cowichan Valley Regional District)
- Annual Water report
- Boulevard Tree (View Corridor) Policy
- Organizational streamlining
- Couverdon servicing review
- Gourlay Janes Park wall reconstruction
- Trolley service change review
- Preparation for the disposal of the Trolley
- Zoning Bylaw text amendments
- Joint sign committee meeting
- Water Chlorination – In Construction
- STP Upgrade – Final design in progress

COMING UP NEXT MONTH!

Request for Proposal – Audit Services

ACTIVE, RESEARCHING AND EMERGING PROJECTS

Council has identified “Community Resiliency” as the primary focus for 2013 and has chosen a specific list of top priorities for the year. This approach represents a shift in the organization – the way to achieve this objective within the existing budget is to ensure that the Town’s resources (staff and funding) are directly aligned with the new priorities.

This requires strong organizational focus – staff must be clear on what is expected of them; projects/processes that do not support the top priorities will need to be stopped, delayed or deferred;

Council will support maintaining the focus (by directing what must be done and what can be put aside for now). Council has also directed that they have a medium level of risk tolerance, indicating support for creative approaches and an expectation of good value and common sense rather than perfection.

In order to ensure strong alignment, each of the new priorities must be integrated within the Financial Plan, identified as a top priority in departmental work plans, and sufficiently resourced. The Financial Plan process is a focus of the next couple of months.

EXAMPLE OF SOME OF THE CURRENT PROJECTS

Active (in progress, resources assigned)	Researching (resources pending)	Emerging (not resourced)
Infrastructure Upgrades (WWTP & Water)	Infrastructure upgrades-city hall, fire hall	Asset management and pavement management system
Land Sales-immediate	Land sales-other	Land acquisition and disposition-other
Zoning Bylaw	Waterfront Area Plan	Holland Creek Area Plan
Liquid Waste Management Plan	Partnership with CVRD-composting	District Energy System; Watershed Management Project (Holland Creek)
Sustainability Implementation Plan	Implement Plan, such as DCC’s low water use and other incentives	Implement Energy Plan
Information Services Strategic Plan	Implement new IT systems	Technology upgrades (hardware)
Organizational Review	Lean systems	Risk analysis and business case
Payroll Systems Streamline	Succession Plan	Staff surveys and 360 reviews
Financial Plan	Equipment reserve fund review	25 year financial plan
Naut’sa mawt Steering Committee and draft servicing agreement	SFN servicing connection	Servicing to IR 13
Boundary expansion	Boundary expansion land and servicing plans	Boundary expansion processing and servicing
Waterfront (DL 2016, Environmental Report)	DL 651 clean up-partnerships	Marine Park and small craft launch
Connector bike routes	Downtown parking	Downtown safety issues
Heritage Brochure/Tourism maps	Blue Highway signage	Heritage Façade-painting program
EOC Training-corporate	Community EOC training	Community emergency exercise
Commissions and committees; Mayors open Door	Citizen surveys (not approved in budget)	Enhance citizen engagement-electronic and other
Parks-Wickham and dog park	Gourlay Janes Park	Ball fields at Lot 108

TOP PRIORITIES OF COUNCIL-STATUS

Priority	Funded in Financial Plan?	IN current workplans?	Resourced with staff?	Comments
Sewer Capital	Yes	Yes	Partially	Largest project in Towns' history
Water Capital	Yes	Yes	Partially	Project includes energy generation potential
Economic Development	Partially	No (new work to be defined)	No	Meetings with key stakeholders to define scope of work
Waterfront Area Plan	Grant potential	No	Partially	Zoning bylaw is underway; grant funding will likely be required to complete the waterfront plan. The process will likely commence in the late fall.
Boundary Expansion	No	Yes	Partially	Staff working with applicant
Stz'uminus First Nation-partnerships & servicing	Yes	Yes	Partially	Significant progress made on agreements; implementation will create much additional work. Grant funding announced.
Organizational Streamlining	Yes	Yes	No	
Business Case / Risk Analysis Protocols	No	Yes	No	Will be undertaken when back to full staff levels
Inventory all plans-Zoning underway	Yes	Yes	Yes	Funding for Zoning Bylaw in 2012-funding not in place for subsequent bylaws
Succession Plan	Partially	Yes	Partially	Currently included in operational duties of HR Manager –on hold until back to full staff levels
Technology Upgrade	Partially	Yes	Partially	Strategic Plan is funded, implementation is not funded or resourced –Report draft
Citizen/Staff Surveys	No	No	No	Project cancelled during budget deliberations
Reporting System	Yes	Yes	Partially	



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: August 7, 2013
File No:

RE: FINANCIAL UPDATE - JULY 2013

RECOMMENDATION(S):

That the Committee receive this report.

PURPOSE:

To inform the Government Services Committee of the Town's finances for the first 7 months of 2013.

INTRODUCTION/BACKGROUND:

The purpose of this report is to provide financial information on a regular basis. This report is consistent with the Towns' objectives of being transparent and providing good information to the taxpayer and Council. This report is also above what is statutorily required.

SCOPE OF WORK:

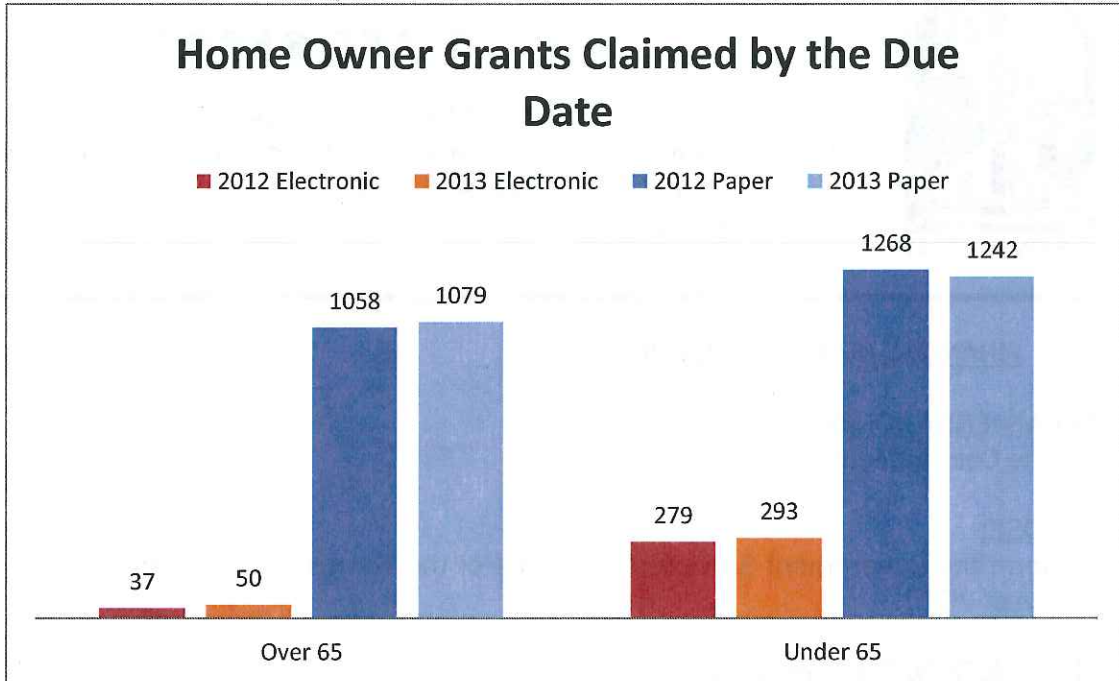
Notes & Trends:

By the end of July, 94.4% of 2013 taxes were collected. This is 1% higher than last year. This increase in collection could be attributed to the earlier mailing of statements sent to property owners with outstanding taxes.

The outstanding tax notices did generate a few complaints from property owners who failed to submit the Home Owner Grant by the due date. The Home Owner Grant is a Provincial program which the municipalities simply administer on the Province's behalf. The Tax Notice and insert make numerous references that the Grant must be claimed by the due-date to avoid a 10% penalty. The Grant can be claimed using the Tax Notice form or online through the Town's website.



Finance Staff compiled some statistics regarding the number of Home Owner Grants claimed by the due date:



Finance staff will now start the legislated process of Tax Sale, which will be held Monday September 30th at 10am providing there are properties to sell. All the properties from the 2012 Tax Sale were redeemed.

Applications for the Permissive Tax Exemption (PTE) have been received. The Committee may recall that per the new Permissive Tax Exemption Policy, applications for a PTE were mailed to the property owners on the current bylaw requesting additional information. The deadline to receive the information back to the Town was August 15.

Revenues:

- Water Revenues continue to be slightly less than previous years' actuals at this time last year. By the end of the year it is expected that the billing will be within 97% of budget.
- Parks, Recreation & Culture revenues are similar to prior year at this time, though they are not expected to make budget by year end. The department continues to look at ways to generate revenues as well as reduce expenses to offset this decrease in revenues.
- Building permit revenue is significantly lower than this time last year, by nearly \$30k. The value of building permits taken out in 2013 is nearly half of what it was at this point in 2012 and 2011.
- The tax penalty was roughly the same amount as it was in 2012. At budget time, it was expected that the revenues would be less than prior year with the



addition of the online payment option, hence the budget was reduced. It is now projected the revenues will slightly exceed budget, which will lessen the impact of the other reduced revenues noted.

- Investment income is also projected to be greater than budget. This is due to the management of funds while the Town prepares for the capital expenditures. Again, this overage will offset the above mentioned areas that are not expected to meet budget.

Expenses:

- General Government Expenses are within budget and consistent with prior year expenses.
- Protective Services continues to be within budget. Of note, the Fire Department is required to purchase new air cylinders as there is a safety concern regarding the allowable pressure of the existing cylinders. It is expected that this cost can be absorbed in the existing budget for Firefighting equipment, though the replacement schedule of the allotment of turn-out gear in 2013 could be reduced. The Fire Chief feels the turn-out gear replacement schedule can be modified to accommodate the new cylinders purchase.
- Transportation Services, Cemetery Operations, Parks Operations and Garbage Services all continue to be within budget.
- Development Services expenses are in line with previous years when allowing for the anomaly of grant-funded expenditures in operations in 2012.
- The Aquatics area in Recreation and Culture Department is projected to be slightly over budget by year end, though other areas, such as Recreation programs is expected to be slightly under budget, making the overall department on budget.

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:

Not applicable

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

It is recommended that Council receive this report.

I concur with the recommendation.

Ruth Malli, City Manager

_____

ATTACHMENTS:

Statement of Operations – July
Statement of Financial Position – July
Statement of Restricted Reserves – July



Town of Ladysmith
Statement of Operations
As of July 31, 2013

	Jul '13	Amended Budget	%
Revenues			
Property Tax - Municipal	\$ (5,799,553)	\$ (5,800,316)	100%
Property Tax - Police	(981,604)	(981,683)	100%
Property tax - Library	(303,432)	(303,456)	100%
Parcel Taxes	(1,354,154)	(1,349,850)	100%
Grants in Lieu & 1% Tax Levies	(158,856)	(158,250)	100%
Fees & Charges	(1,659,976)	(3,059,327)	54%
Return on Investment	(63,156)	(75,000)	84%
Penalty & Interest	(97,803)	(110,000)	89%
Grants	(423,852)	(1,313,051)	32%
Donations & Contributions	(9,335)	(261,000)	4%
Loss on disposal	15,000	0	0%
Development Fees	(174,382)	(381,625)	46%
Local Improvement	(8,922)	(8,921)	100%
Total Revenue	(11,020,023)	(13,802,479)	80%
Expenses			
General Government	1,104,874	2,018,659	55%
Library	227,592	303,456	75%
Protective Services	784,120	1,551,027	51%
Transportation Services	566,228	1,216,399	47%
Garbage Services	222,606	474,931	47%
Cemetery Services	17,972	42,073	43%
Development Services	290,923	553,044	53%
Recreation & Culture	1,205,676	2,093,860	58%
Parks	367,437	657,080	56%
Sewer	329,414	578,195	57%
Water	315,528	557,270	57%
Interest	132,707	568,706	23%
Total Expenses	5,565,077	10,614,700	52%
Surplus (-)/ Deficit	(5,454,946)	(3,187,779)	171%
Capital	1,070,309	11,311,272	9%
Proceeds from New Debt	0	(4,729,000)	0%
Principal Payments	120,862	450,762	27%
Internal Funding	(779,419)	(3,845,255)	20%
BALANCE	(5,043,194)	-	

Town of Ladysmith
Statement of Financial Position
As of July 31, 2013

	<u>Jul '13</u>
Cash & Short Term Deposits	\$ 14,930,427
Accounts Receivable:	
Property Tax Receivable	1,598,664
User Fee Receivable	738,956
Other Receivables	631,194
Accounts Payable	(389,082)
Taxes Payable to Other Agencies	(171,370)
Post Employment Benefits	(247,200)
Deferred Revenue	(74,439)
Restricted Revenue:	
Development Cost Charges	(1,438,229)
Other Restricted	(1,210,343)
Refundable Deposits	(400,255)
Long Term Debt	(4,197,878)
Tangible Capital Assets	78,881,980
Prepays	6,623
Inventory	80,996
	<hr/>
	\$ 88,740,046

Town of Ladysmith
 Restricted Reserves
 As of July 31, 2013

Non Restricted Reserves	Jul '13	Budgeted Commitment & Funding	Projected Balance
Tax Sale	25,043		25,043
Safety	12,463		12,463
Real Property	(304,030)	304,030	0
Amenity	70,285		70,285
Total Non Restricted	(196,238)	304,030	107,791
Restricted			
Parking	74,665	(3,550)	71,045
Gas Tax	740,067	(82,286)	532,797
Green St	1,405		1,405
Amphitheatre	13,998		13,998
Agency Capital	380,209	6,190	386,399
Total Restricted	1,210,343	(79,646)	1,005,644
DCC's			
Sewer	140,133		140,133
Water	230,274		230,274
Roads	486,898		486,898
Parks	248,751		248,751
Storm	332,173		332,173
Total DCC's	1,438,229		1,438,229



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: August 14, 2013
File No: 6900-30-MOT-BL

Re: Trans Canada Highway Service and Attraction Signs in Ladysmith

RECOMMENDATION(S):

That Council accept the report for information and provide an update to the Chamber of Commerce and the Ladysmith Downtown Business Association through the Council liaison.

PURPOSE:

The purpose of this report is to: 1) update Council regarding the Ministry of Transportation and Infrastructure's (MOTI) proposed revisions to the 'service and attraction' sign program for provincial roads and highways, as well as implications for Ladysmith; and 2) inform Council of the potential for new 'service and attraction' signs within the Town of Ladysmith.

INTRODUCTION/BACKGROUND:

MOTI coordinates and manages the 'service and attraction' sign program on provincial roads in British Columbia. Current 'service and attraction' signs are the blue and white signs as shown in the photo. The purpose of 'service and attraction' signage is to provide clear and consistent information to help motorists and tourists locate facilities. The signs are directional in nature only, and are not intended to promote or advertise a particular service or attraction. The signs are meant to guide motorists from provincial highways to facilities in local areas. Thus, once a motorist is guided from the Island Highway there may be a need for a 'confirmatory service and attraction' sign at a decision point on a Town road to complete the way-finding to a particular facility.



SCOPE OF WORK:

MOTI has initiated a program to improve the 'service and attraction' signage in British Columbia with an objective to:

- 1) Improve the criteria for the service and attraction signs to reduce signage clutter on provincial roads; and
- 2) Utilize international traffic and tourist wayfinding symbols.

The new program will allow the Town of Ladysmith to have two large 'service and attraction' signs on the Island Highway; one at the south entry to Town and one at the north entry. Six symbols will be permitted on each sign. As part of this new program MOTI has indicated that all other 'service and attraction' signage on the Ladysmith section of the Island Highway will be removed. It is anticipated that a MOTI representative will present the new sign program to Council in 2013 or 2014 prior to implementation.

Prior to the proposed new MOTI program, Development Services staff had been working with a MOTI sign technician in the past year to improve wayfinding for motorists travelling along the Island Highway who wish to find a facility in Ladysmith. It was recommended that if a facility has a 'service and attraction' sign on the Island Highway one confirmatory sign may be located in-town to complete the way-finding to that facility. Staff worked with two local businesses to complete their confirmatory signage within the town.

ALTERNATIVES: n/a

FINANCIAL IMPLICATIONS:

New signage on the highway is installed at the cost of MOTI. Signs within the Town are paid for by the business and are installed by Town staff.

LEGAL IMPLICATIONS: n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Improved highway directional signage has been a topic of interest at recent meetings between the Town, Chamber of Commerce, and the Ladysmith Downtown Business Association.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

The MOTI 'service and attraction' sign program has been discussed with the Infrastructure Service Department staff and they have assisted with the installation of in-town signs.

RESOURCE IMPLICATIONS:

Economic development and tourism is a function of the Development Services Department. Coordinating with MOTI to understand and provide input to the new sign program is within available staff resources.



ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The Vision Report encourages maximizing the attributes of Ladysmith as well as continuing tourism growth.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Dynamic economic development is a Council priority.

SUMMARY:

MOTI is proposing to revise the service and attraction signage program in British Columbia. It is expected that there will be changes to the service and attraction signs along the Island Highway. Development Services staff will continue to work with MOTI staff with regards to signage on the highway.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

"None".



Heritage Branch Annual Survey: 2012 Summary Report

Building Capacity for Heritage Conservation Survey

This report summarizes information gathered from local governments (municipalities and regional districts) in British Columbia by the 2012 Building Capacity for Heritage Conservation (BCHC) survey. It provides a snapshot in time of heritage conservation for the 2012 calendar year, as reported to the Heritage Branch by participating local government staff.

The annual survey raises awareness of heritage conservation tools and emphasizes the strategies that are most effective in building heritage conservation capacity at the local level. The survey facilitates Branch staff interactions with local governments and provides information to support Branch policy planning.

The BCHC survey is sent to all 189 local governments each year, and each year the number and set of local governments responding to the survey changes.

Town of
Ladysmith

Survey Responses

- 120 local governments in B.C. (63%) responded to the 2012 survey
Note: not all 120 local governments provided responses to all questions

Official Community Plan (OCP)

- 103 respondents (86%¹) reported the inclusion of wording on heritage conservation in the OCP

Community Heritage Commission

- 43 respondents (36%) reported the existence of a community heritage commission or similar entity

Planning Documents

- 5 respondents (4%) reported preparing Conservation Plans
- 2 respondents (2%) reported preparing Context Studies
- 0 respondents (0%) reported preparing Feasibility Studies
- 3 respondents (3%) reported preparing Heritage Tourism Plans
- 5 respondents (4%) reported preparing Heritage Strategic Plans
- 5 respondents (4%) reported hosting Heritage Values Workshops
- 25 respondents (21%) reported preparing Other heritage-related planning documents

Community Heritage Register

- 45 respondents (38%) reported having a community heritage register in place
- 5,351 was the total reported number of historic places listed on community heritage registers
 - 1,653 of these places (31% of above) were reported to be fully documented for the BC Register of Historic Places including a statement of significance

Standards and Guidelines

- 57 respondents (48%) reported that they use the *Standards and Guidelines for the Conservation of Historic Places*²

Heritage Promotion/Interpretation

- 53 respondents (44%) included heritage content on their websites

¹ Percentages are calculated based on the total number of respondents to this year's survey unless indicated otherwise.

² Available free online at <http://www.historicplaces.ca/en/pages/standards-normes.aspx>



- 29 of those (55% of above) included specific information about historic places listed on the community heritage register on their websites
- 33 respondents (28%) installed or spent money on heritage signs or plaques →
- 30 respondents (25%) published community heritage brochures →
- 41 respondents (34%) hosted an event, festival or ceremony that celebrated historic places
- \$563,665 was the total annual expenditure by all respondents on heritage promotion/interpretation activities

Heritage Protection

- 1,523 historic places are reported to have heritage designation protection
 - 36 historic places were reported to have been designated in 2012
- 14 respondents (12%) reported issuing heritage alteration permits
 - 89 heritage alteration permits were reported to have been issued in 2012
- 11 respondents (9%) reported making heritage revitalization agreements with owners of heritage properties in 2012
 - 24 heritage revitalization agreements were reported
- 2 respondents (2%) reported making heritage conservation covenants with owners of heritage properties in 2012
 - 5 heritage conservation covenants were reported
- 18 respondents (15%) reported having heritage conservation areas in Official Community Plans
 - 35 heritage conservation areas were reported to exist

Heritage Conservation Incentives

- 9 respondents (8%) reported that they had provided tax incentives for owners of residential and commercial heritage properties;
 - \$474,311 was the reported total value of property tax that will be forgiven for 2012 tax incentive projects
 - \$4,107,891 was the reported total private investment resulting from 2012 tax incentive projects
- 0 respondents (0%) reported that they had provided loans or loan guarantees for owners of heritage properties
- 9 respondents (8%) reported that they had provided grants to owners of heritage properties;
 - \$700,893 was the reported total provided
- 6 respondents (5%) reported that they had provided other heritage conservation incentives;
 - \$56,500 was the reported total cost of the other incentives

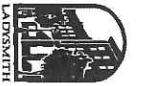
Heritage Investment

- 27 respondents (23%) reported a total cost of \$10,331,406 for the preservation, rehabilitation or restoration of heritage property owned and/or managed by local government

The BC Heritage Branch thanks everyone who responded to this year's annual survey.

For more information, please visit our website at www.for.gov.bc.ca/heritage, or contact the Heritage Branch at heritage@gov.bc.ca.





TOWN OF LADYSMITH
Building Permit Summary - July 2013

Commercial	Industrial	Institutional		Residential (NEW)	Residential		Dwelling Units	Total Permits	Bldg & Pbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2013		
		No. of Permits	Values		Adds, Remos, Other	Values							
JUL 1	5,000	0	0	0	2	\$ 314,900	5	\$110,222	2	8	\$ 4,139	\$ 430,122	\$ 3,228,890

Year to Date

JAN	0	\$0	0	\$0	0	\$0	1	\$192,510	1	\$1,440	2	2	\$1,553	\$193,950	\$193,950
FEB	0	\$0	0	\$0	2	\$348,079	4	\$196,516	1	7	\$3,133	\$544,595	\$738,545		
MAR	0	\$0	0	\$0	3	\$351,480	2	\$34,109	5	5	\$3,337	\$385,589	\$1,124,134		
APR	1	\$5,000	0	\$0	4	\$470,891	7	\$88,011	4	13	\$4,107	\$574,702	\$1,698,836		
MAY	0	\$0	1	\$5,000	2	\$353,737	3	\$65,780	3	8	\$6,997	\$424,517	\$2,123,353		
JUN	1	\$10,000	0	\$0	6	\$583,135	1	\$82,280	5	8	\$3,765	\$675,415	\$2,798,768		
JUL	1	\$5,000	0	\$0	2	\$314,900	5	\$110,222	2	8	\$4,139	\$430,122	\$3,228,890		
AUG															
SEP															
OCT															
NOV															
DEC															
TOTAL	3	\$20,000	1	\$5,000	1	\$10,800	20	\$2,614,732	23	\$578,358	22	51	\$27,031	\$3,228,890	

Demos Mth	#DU	Demos YTD
0		2

Comparison	#DU	Value	#BP	Value
YTD 2013	22	\$2,614,732	51	\$3,228,890
YTD 2012	29	\$4,822,649	55	\$6,801,429
YTD 2011	30	\$4,486,950	93	\$5,398,744

Tom Skarvig, Building Inspector

John Manson, Director of Infrastructure Services



Town of Ladysmith
Trolley Summary Report
 July 2013

Stats	July			Apr-May-June (Previous 3 Months)			YTD (Jan-July)		
	2013	2012	2011	2013	2012	2011	2013	2012	2011
Ridership Count	600	1245	2017	3664	3910	6903	7262	8767	14628
Days in Operation	22	25	25	75	75	75	171	178	175
Avg. Daily Ridership	27	50	81	49	52	92	46	49	84
Wheel Chairs	0	6	6	1	16	32	1	33	53
Service Dogs	1	0	3	48	5	28	88	11	89
Bikes	13	24	33	71	43	129	142	91	249

Fares*

Single Fares	\$299	\$906	*	\$1,851	\$2,462	*	\$4,039	\$5,515	*
Monthly Passes	\$55	\$182	*	\$350	\$538	*	\$781	\$1,277	*
Rentals**	\$0	\$0	**	\$1,388	\$1,350	**	\$1,388	**	**
Donations	*	*	\$894	*	*	\$2,344	*	*	\$4,855
Total	\$354	\$1,088	\$894	\$3,589	\$4,350	\$2,344	\$6,208	\$6,792	\$4,855

* 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


 John Manson



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5

Phone: 250-245-6436 · Fax: 250-245-0917



LADYSMITH

FIRE CHIEF'S REPORT

MONTH: **July 2013**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station													0
By mistake	2				2		1						5
Electrical problem		1	2	2	1								6
Due to cooking		1				2	1						4
Assistance													0
Burning Complaint		1	3		2	1	2						9
Fire: Structure		1	1	1	1								4
Chimney			2										2
Interface / Bush					1	1	2						4
Vehicle	1	1			1	1							4
Other	1	1			2								4
Hazardous Materials		1				1							2
Hydro Lines: Down / Fire			1										1
Medical Aid	4	4	3		1		2						14
MVI	2	3	3	1	2	5	3						19
Rescue		1		1									2
Mutual Aid provided by Ladysmith to outside areas	3	0	1										4
MONTH TOTALS (exc. Practises)	13	15	16	5	13	11	11	0	0	0	0	0	84
Practises (Totals for each Month)	5	4	4	5	5	4	5						32
Mutual Aid requested by Ladysmith from outside areas	0	0	0	1	0	0							1

ALARMS ACTIVATED (Location/Owner)

1. LaRosa Gardens - Cooking Toast
2. 1346 Cedarwood - Steam from shower activated alarm

COMPARISONS:

Year to Date 2013 84 (exc. practises)

Year to Date 2012 95 (exc. practises)

Year to Date 2011 116 (exc. practises)

APPROVED:

Ray Delwart
Fire Chief

COASTAL ANIMAL CONTROL SERVICES OF BC LTD

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

TOWN OF LADYSMITH POUND REPORT

July 2013

RECEIVED

AUG - 8 2013

Disposition of Impounded Dogs	Current Month	2013 Totals
Stray dogs impounded	2	13
Stray dogs claimed	2	9
Stray dogs put up for adoption	0	2
Stray dogs euthanized	0	2
Stray livestock / cats	0	0
Other	0	0
Calls Received and Investigated	11	61
Aggressive dogs	2	8
Dogs at large	0	11
Confined dog	3	13
Noise (barking) complaints	6	16
Other non specific dog related calls	0	13
Wildlife / livestock / cats	0	0
After hour call outs	1	5
Pick Up fees	\$35.00	\$105.00
Impound fees	\$50.00	\$520.00
Daily board fees	\$25.00	\$425.00
Monthly Pound and Board Fees Collected	\$110.00	\$1050.00
Tickets issued	2	10
Over 3 dog limit	\$0.00	\$800.00
Unlicenced dog	\$100.00	\$100.00
Dog at large	\$0.00	\$0.00
Dog not effectively confined	\$100.00	\$100.00
Habitually noisy	\$0.00	\$0.00
Licencing Statistics		
	Tags	7
	Revenue	\$210.00

Judi Burnett
Coastal Animal Control Services of BC Ltd

CAS Summary of Service Calls

Total calls by type: **11**

Aggressive 2
 Confined 3
 Noisy 6

01-Jul-13 to 31-Jul-13

Issue	Call #	Received	Type	Completed
Ladysmith		11		
Aggressive		2		
	1099	16-Jul-13	Dog	18-Jul-13
	1097	02-Jul-13	Dog	10-Jul-13
Confined		3		
	1105	29-Jul-13	Dog	30-Jul-13
	1104	24-Jul-13	Dog	24-Jul-13
	1103	20-Jul-13	Dog	22-Jul-13
Noisy		6		
	1107	30-Jul-13	Dog	01-Aug-13
	1106	30-Jul-13	Dog	01-Aug-13
	1102	22-Jul-13	Dog	
	1101	19-Jul-13	Dog	
	1100	15-Jul-13	Dog	18-Jul-13
	1098	11-Jul-13	Dog	
Total:		11		

RECEIVED
 AUG - 8 2013

Island Hoppers Electrical

Box 1450, Ladysmith B.C., Canada V9G 1B1

Phone/Fax 1-250-245-7097

Islandhoppersvi@gmail.com

Hello Rob and Council

Island Hoppers would like to see a Ladysmith town flag on the the North Pole in front of the 49th parallel grocery store. If the town would provide a town flag and future flags for replacement of ware and tare. Island hoppers will provide the attachment for the flag and do the maintenance for it for the foreseeable future. We have questions about who owns the pole and if we have to ask allowances from the owners of the 49th store and from hydro for being close to the power lines.

Thank you for considering this proposal and we look forward from hearing from you in the near future.

Island Hoppers Electric LTD.
April Akroyd and Family