



# TOWN OF LADYSMITH

A MEETING OF THE MUNICIPAL SERVICES COMMITTEE  
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, JUNE 16, 2014  
5:30 p.m.

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

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## CALL TO ORDER

### 1. AGENDA APPROVAL

### 2. MINUTES

- 2.1. Minutes of the Municipal Services Committee Meeting held  
March 17, 2014..... 1 - 3

### 3. DELEGATION

- 3.1. Gretchen Hartley, MaryAnn Deacon, Cowichan Valley Hospice Society  
Hospice Services in Ladysmith

### 4. REPORTS/PRESENTATIONS

- 4.1. City Manager's Reports to May 31, 2014 ..... 4 - 8
- 4.2. Financial Update to May 31, 2014..... 9 - 17
- 4.3. Building Inspector's Reports – March, April and May 2014 .....18 - 20
- 4.4. Fire Chief's Reports – March, April and May 2014 .....21 - 23
- 4.5. Coastal Animal Control Services – March, April and May 2014 Pound  
Reports .....24 - 30

Council is advised that Animal Control Officer activity logs are available for review at City Hall on request. These logs are not included in the agenda package for privacy reasons.

### 5. COUNCIL SUBMISSIONS

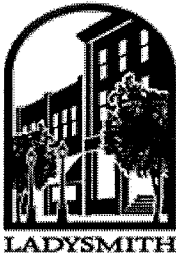
### 6. CORRESPONDENCE (None)

### 7. NEW BUSINESS

### 8. UNFINISHED BUSINESS

## ADJOURNMENT





**TOWN OF LADYSMITH  
MINUTES OF A REGULAR SESSION OF  
THE MUNICIPAL SERVICES COMMITTEE  
MONDAY, MARCH 17, 2014  
5:30 P.M.**

**COUNCIL MEMBERS PRESENT:**

Councillor Bill Drysdale (Chair)  
Councillor Gord Horth  
Councillor Duck Paterson

Councillor Steve Arnett  
Mayor Rob Hutchins

Councillor Jillian Dashwood  
Councillor Glenda Patterson

**STAFF PRESENT:**

Ruth Malli  
John Manson

Felicity Adams  
Clayton Postings

Erin Anderson  
Joanna Winter

**CALL TO ORDER**

Councillor Drysdale called the Municipal Services Committee meeting to order at 5:30 p.m.

**AGENDA APPROVAL**

**MS 2014-022**

*Moved and seconded:*

It was moved, seconded and carried that the agenda for this meeting of the Municipal Services Committee be approved with the following additions:

3.1 Delegation: Erik Holbek, ECON Consulting (Stz'uminus First Nation Wood Lot Licence Harvesting Plan)

7.1 Snowplowing

7.2 Adopt-a-Block Program

*Motion carried.*

**MINUTES**

**MS 2014-023**

*Moved and seconded:*

That the minutes of the Municipal Services Committee meeting held February 17, 2014 be approved.

*Motion carried*

**DELEGATION**

**Erik Holbek, Econ Consulting**

**Stz'uminus First Nation Wood Lot Licence Harvesting Plan**

E. Holbek presented details of plans for harvesting blocks in Wood Lot Licence 1713 and 1906, including considerations for recreation, public and worker safety, and visual impact. E. Holbek responded to questions from Committee members. The Chair thanked E. Holbek for his presentation and expressed appreciation to the Stz'uminus First Nation for taking into consideration the recreation and viewscape concerns of Council and Town residents.

**REPORTS**

**City Manager's Report**

*Moved and seconded:*

**MS 2014-024**

That the City Manager's Report for the month of February 2014 be

received.  
*Motion carried.*

**Beer Garden and Special Occasion Licence Applications Policy**

*Moved and seconded:*

**MS 2014-025**

That the Committee recommend that Council consider amending the Beer Garden and Special Occasion Licence Applications Policy:

- To delegate to the Director of Parks, Recreation and Culture the authority to approve Special Occasion Licences at the identified facilities for this purpose;
- To remove the deadline for submissions;
- To add Forrest Field, Transfer Beach Park and Aggie Hall and Fields as permitted areas for Special Occasion Licensed use.

*Motion carried.*

**Dogs on Holland Creek Trail**

*Moved and seconded:*

**MS 2014-026**

That the Committee recommend that Council consider the following recommendation from the Parks, Recreation and Culture Commission:

That Council amend Parks Usage Bylaw 1995, No. 1158 (as amended by Bylaw 2000, No. 1396) to state that dogs must be leashed at all times while on the Holland Creek Trail; and

That signage be erected to ensure the general public is aware that dogs are permitted on the trail, but must be leashed at all times.

*Motion referred.*

*Moved and seconded:*

**MS 2014-027**

That the Committee recommend that Council refer the matter of on- and off-leash dogs in Town parks to the Parks, Recreation and Culture Commission for further investigation and to report back to Council.

*Motion carried.*

Councillor Drysdale invited members of the public to speak to the matter and advised them that the Town would consider a variety of options for seeking public input into the issue.

**2014 - 2018 Financial Plan Deliberations**

*Moved and seconded:*

**MS 2014-028**

That the Committee recommend that Council approve the following dates for the 2014 to 2018 Financial Plan deliberations:

- March 3 - Grants-in-Aid Discussion
- March 24 - Financial Plan Overview (Special Council Meeting)
- April 7 - Ongoing Financial Plan deliberations
- April 14 - Ongoing Financial Plan deliberations (Special Council Meeting)

**Fire Chief's Report - January 2014**

**MS 2014-029** *Moved and seconded:*  
That the Fire Chief's Report for the month of January 2014 be received.  
*Motion carried.*

**MS 2014-030** **Coastal Animal Control Services – January 2014 Pound Report**  
*Moved and seconded:*  
That the Coastal Animal Control Services Pound Report for the month of January 2014 be received.  
*Motion carried.*

The Committee requested that in future, monthly reports from Coastal Animal Control Services include a summary of bylaw enforcement activities carried out and areas visited, as well as hours activities are carried out.

**CORRESPONDENCE**

**Troy Grant**  
**Traffic Calming on Fourth Avenue Extension**  
*Moved and seconded:*  
**MS 2014-031** That the Committee recommend to Council that the correspondence from Troy Grant requesting consideration of traffic calming measures on the Fourth Avenue Extension be referred to the Speed Watch program of the Royal Canadian Mounted Police with a request to monitor traffic in the vicinity and to provide a report to Council.  
*Motion carried.*

**NEW BUSINESS**

**Island Corridor Foundation**  
Committee members discussed efforts by the Island Corridor Foundation to reinstate passenger rail service on Vancouver Island.

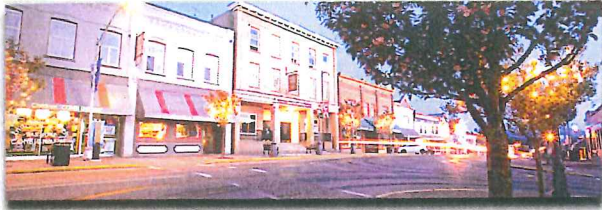
**ADJOURNMENT**

**MS 2014-032** *Moved and seconded:*  
That this meeting of the Municipal Services Committee be adjourned at 6:25 p.m.  
*Motion carried.*

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair (Councillor B. Drysdale)

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



# City Manager's Report

April 2014

This monthly report is from the City Manager to the Municipal 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 and 2014. 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 March 2014:**

### **Projects in progress this month:**

- Financial Plan for 2014-2018
- Database updates
- Emergency Services desktop exercise
- 3 Council and 1 Committee meetings
- Zoning Bylaw project
- Service Extension Policy draft
- Stocking Lake Licensing (CVRD)
- Annual Water report draft
- South Ladysmith Industrial Park Access Road
- Organizational streamlining
- Couverdon Boundary Extension application/servicing review/Alternative Approval Process
- Water Chlorination – In Construction
- Review of SFN Woodlot Proposal for 2014
- Waste Water Treatment Plant (WWTP) Upgrade – Final Design
- WWTP Upgrade – Review of MBBR/DAF equipment
- Succession Planning Policy and Procedure
- Preparation of 2013 Annual Report
- ADP Review of new Development Permit Guidelines
- Energy Retrofit of Frank Jameson Community Centre
- Collective Bargaining
- City Hall replacement process
- MMBC-garbage collection options
- Composting and public works yard reorganization
- 2014 Community Profile
- Regional Housing Needs Assessment Project start-up
- Disposition of land, alleyway
- Negotiations-supply of equipment MMBR/DAF for WWTP
- Fire Dept compensation negotiations
- Work plans for 2014
- Year end 2013
- Grants-in-aid deliberations
- Beer Garden and Special Occasion Licence Application Policy
- Weather station at Public Works yard
- Corporate Telephone System RFP Analysis/Award
- Transfer Beach concession Service RFP
- FJCC Fitness Centre cardio equipment replacement RFP
- Dog Licensing Bylaw Amendment to authorize issuance of tickets for dogs –at-large on private properties
- Downtown Banners

### **Completed activities:**

- Services Agreement with Stz'uminus First Nation
- Good Neighbour Agreement approved
- Joint Council meeting with SFN
- Public Hearing – Bylaw 1848

### **Bylaws Adopted:**

- Bylaw 1849 – WWTP Upgrade Phase 3 Temp. Borrowing
- Bylaw 1850 – Delegation Bylaw Amendment

**COMING UP NEXT MONTH!**  
**Budget Meetings**





# City Manager's Report

May 2014

This monthly report is from the City Manager to the Municipal 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 and 2014. 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 April 2014:**

### **Projects in progress this month:**

- Financial Plan for 2014-2018
- Database updates
- Zoning Bylaw project
- Service Extension Policy draft
- Stocking Lake Licensing (CVRD)
- South Ladysmith Industrial Park Access Road
- Organizational streamlining
- Couverdon Boundary Extension application/servicing review/options for proceeding to referendum
- Water Chlorination – In Construction
- Review of SFN Woodlot Proposal for 2014
- WWTP Upgrade – Review of MBBR/DAF equipment
- Succession Planning Policy and Procedure
- Preparation of 2013 Annual Report
- Downtown Parking Lot signage
- SCBA Air Compressor and Filling Station
- Joint presentation with SFN to LGMA conference

- City Hall replacement process
- MMBC-garbage collection communications
- Composting and public works yard reorganization
- 2014 Community Profile
- Regional Housing Needs Assessment Project input
- Disposition of land, alleyway
- Negotiations-supply of equipment MMBR/DAF for WWTP
- Year end 2013
- Beer Garden and Special Occasion Licence Application Policy
- Weather station at Public Works yard
- Corporate Telephone System RFP Analysis/Award
- Transfer Beach concession Service RFP
- Dog Licencing Bylaw Amendment to authorize issuance of tickets for dogs –at-large on private properties
- Downtown Banners
- Investigation of amending no-smoking regulations to include electronic cigarettes
- Tax Prepayment Plan
- Water Rates Bylaw Review

### **Completed activities:**

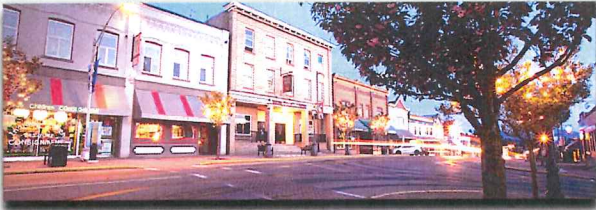
- Emergency Services desktop exercise
- 2013 Water Report & Filtration Recommendation
- Waste Water Treatment Plant (WWTP) Upgrade – Final Design
- 4 Council meetings
- Energy Retrofit of Frank Jameson Community Centre
- Collective Bargaining
- Fire Dept compensation negotiations
- Grants-in-aid deliberations
- FJCC Fitness Centre cardio equipment replacement RFP

### **Bylaws Adopted:**

- Bylaw 1848 – Zoning Bylaw Amendment No. 97
- Bylaw 1850 – Delegation Bylaw Amendment

**COMING UP NEXT MONTH!  
Draft Zoning Bylaw Presentation**





# City Manager's Report

June 2014

This monthly report is from the City Manager to the Municipal 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 2014. 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 May 2014:**

### **Projects in progress this month:**

- Database updates
- Zoning Bylaw project
- Service Extension Policy draft
- Stocking Lake Licensing (CVRD)
- South Ladysmith Industrial Park Access Road
- Organizational streamlining
- Couverdon Boundary Extension application/servicing review/options for proceeding to referendum
- Water Chlorination – In Construction
- Review of SFN Woodlot Proposal for 2014
- WWTP Upgrade – Review of MBBR/DAF equipment
- Succession Planning Policy and Procedure
- 2013 Annual Report / 2014 Community Profile
- Downtown Parking Lot signage
- SCBA Air Compressor and Filling Station
- Joint presentation with SFN to LGMA conference
- City Hall replacement process
- MMBC-garbage collection communications
- Composting and public works yard reorganization
- Regional Housing Needs Assessment Project input
- Disposition of land, alleyway
- Negotiations-supply of equipment MMBR/DAF for WWTP
- Beer Garden and Special Occasion Licence Application Policy
- Weather station at Public Works yard
- Corporate Telephone System RFP Analysis/Award
- Transfer Beach concession Service RFP
- Dog Licencing Bylaw Amendment to authorize issuance of tickets for dogs –at-large on private properties
- Downtown Banners
- Investigation of amending no-smoking regulations to include electronic cigarettes
- Traffic calming options on Jim Cram Drive

### **Completed activities:**

- Financial Plan for 2014-2018
- Financial Plan for 2014-2018
- 2014 Community Profile
- Year end 2013
- Water Rates Bylaw Review
- Chamber of Commerce 2014 Operating Agreement
- Draft Zoning Bylaw Presentation

### **Bylaws Adopted:**

- Bylaw 1790 – Zoning Bylaw Amendment (No. 38)
- Bylaw 1791 – Zoning Bylaw Amendment (No. 88)
- Bylaw 1843 – OCP Bylaw Amendment (No. 42)
- Bylaw 1844 – Zoning Bylaw Amendment (No. 96)
- Bylaw 1851 – Property Tax Prepayment Plan
- Bylaw 1853 – 2014-2018 Financial Plan
- Bylaw 1854 – 2014 Tax Rates
- Bylaw 1855 – 2014 Water Parcel Tax
- Bylaw 1856 – 2014 Sewer Parcel Tax
- Bylaw 1857 – 2013 Audited Financial Statement

**COMING UP NEXT MONTH!**  
**Zoning Bylaw Project – Final Draft**



## City Manager Report-May 2014

### ACTIVE, RESEARCHING AND EMERGING PROJECTS

Council has identified “Community Resiliency” as the primary focus for 2014 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) (long-term; on going)	Infrastructure upgrades-city hall, fire hall (funding and planning commenced)	Asset management and pavement management system
Land Sales-immediate	Land sales-other	Land acquisition and disposition-other
Zoning Bylaw (near completion)	Waterfront Area Plan	Holland Creek Area Plan
Liquid Waste Management Plan (complete, implementation in progress)	Partnership with CVRD-composting (underway)	District Energy System; Watershed Management Project (Holland Creek)
Sustainability Implementation Plan (Plan completed, implementation in progress)	Implement Plan, such as DCC’s low water use and other incentives	Implement Energy Plan
Information Services Strategic Plan (complete, implementation in progress)	Implement new IT systems (plan complete, implementation pending)	Technology upgrades (hardware)
Organizational Review (complete)	Lean systems (underway)	Risk analysis and business case
Payroll Systems Streamline (underway)	Succession Plan (draft completed)	Staff surveys and 360 reviews
Financial Plan (complete)	Equipment reserve fund review	25 year financial plan
Naut’sa mawt Steering Committee and services agreement (complete)	SFN servicing connection (complete)	Servicing to IR 13
Boundary expansion (application processed; AAP held)	Boundary expansion land and servicing plans (referendum required to proceed)	Boundary expansion processing and servicing
Waterfront (DL 2016, Environmental Report) (complete)	DL 651 clean up-partnerships	Marine Park and small craft launch
Connector bike routes	Downtown parking	Downtown safety issues
Heritage Brochure/Tourism maps (complete)	Blue Highway signage	Heritage Façade-painting program
EOC Training-corporate (complete)	Community EOC training (underway)	Community emergency exercise
Commissions and committees; Mayors open Door (complete)	Citizen surveys (not approved in budget)	Enhance citizen engagement-electronic and other
Parks-Wickham (complete) and dog park	Gourlay Janes Park (underway)	Golf course culvert (funded and planning)
Towns for Tomorrow grant FJCC (complete)	Regional Sport Tourism Strategy-CVRD	Ball fields at Lot 108



## City Manager Report-May 2014

### TOP PRIORITIES OF COUNCIL-STATUS

Priority	Funded in Financial Plan?	IN current workplans?	Resourced with staff?	Comments
Sewer Capital	Yes	Yes	Yes	Tenders closed for construction
Water Capital	Yes	Yes	Yes	Filtration pilot approved by Council. Awaiting grant announcements from Federal Govt.
Economic Development	Partially	No (new work to be defined)	No	Meetings with key stakeholders to define scope of work
Waterfront Area Plan	Funding being researched	No	Partially	In process of identifying funding sources for project for waterfront area plan
Boundary Expansion	Yes	Yes	Partially	Application reviewed. AAP held.
Stz'uminus First Nation-partnerships & servicing	Yes	Yes	Partially	Services Agreement (100 units) complete; presentation at LGMA
Organizational Streamlining	Yes	Yes	Yes	Project Phase 1 approval, project underway
Business Case / Risk Analysis Protocols	Yes	Yes	Yes	Implemented business case protocols
Inventory all plans-Zoning underway	Yes	Yes	Yes	Zoning bylaw near completion
Succession Plan	Yes	Yes	Yes	Draft completed
Technology Upgrade	Partially	Yes	Partially	Strategic Plan is completed, implementation in 2014 Financial Plan
Citizen/Staff Surveys	No	No	No	Project cancelled during budget deliberations
Reporting System	Yes	Yes	Partially	Tied to streamlining



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Erin Anderson, Director of Financial Services  
Date: June 6, 2014  
File No:

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Re: Financial Update – May 2014

**RECOMMENDATION:**

That the Committee receive this report for information purposes.

**PURPOSE:**

To inform the Municipal Services Committee regarding the status of the Town's finances up to the end of May 2014.

**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:**

This is the first report regarding the Town's finance for 2014 after the 2014-2018 Financial Plan was adopted on May 12, 2014.

*Notes and Trends*

Revenues:

The 2014 Property Tax notices were mailed the last week of May. Payment, along with the claiming of the 2014 Home Owner Grant (if applicable) is required to be made by Wednesday, July 2<sup>nd</sup> 2014. Again this year, payments are accepted in-person at City Hall, placed in the after-hours drop-box at City Hall, and online through various financial institution websites. The Home Owner Grant can be claimed by submitting it in-person at City Hall, placing it in the after-hours drop box, or claiming it online on the Town's website at [www.ladysmith.ca](http://www.ladysmith.ca). There is a prescribed 10% penalty for payments and grants not claimed by July 2, 2014.

Fees & Charges revenues are on track:

- The Sewer and Garbage revenues at 25% of budget reflect the first quarter billing charges.
- Water charges are at 17% of budget, which is slightly higher than this time in 2013. Business Licence revenue is on budget.
- The Inter-Community Business Licence has resulted in approximately \$2,000 increase in revenues.

- Dog Licence revenue is 96% of budget though the Town has received \$2k more than this time in 2013.
- Cemetery Revenue is 49% of budgeted revenue which is consistent with this time last year.
- Park, Recreation & Culture revenue is close to 2013 at this time, with projections that it will be within budget at the end of the year.
- Permits & Fees are approximately \$10k greater than this time last year.

Investment Income is at 52% of budget.

Most of the Penalty and interest revenue will not be realized until after the tax due date of July 2, 2014.

The Town continues to utilize grants where available. The Town is expecting payment for the Small Communities Protection (\$297,041) and Traffic Fine Revenue Sharing (\$31,676) in June. As noted in the Financial Plan, these funds have been used to reduce taxation. Various projects, such as the Zoning Bylaw, the First Nations Protocol, the FJCC Energy Upgrade and the Waste Water Treatment Plan are actively being funded by grants.

Gas Tax Funds have been used to pay the non-grant amounts for the FJCC Energy Upgrades.

The authorized debt for the Waste Water Treatment Plant has not yet been exercised. It is expected that the funds will be needed in the late summer/early fall.

#### Departmental Expenses:

- General Government Services is within the expected levels at this time. Employee expenses are higher than this time last year as there was a vacant position in 2013.
- The Protective Services is under budget at this time. Part of this is due to a decrease in the Fire Department costs as well as the RCMP member billing is only up to the end of March.
- Transportation Services is within budget, though slightly greater than this time in 2013. Some of the additional costs can be attributed to greater Snow & Ice Removal costs earlier in the year.
- Garbage Services are within budget.
- Cemetery costs are 57% of the budget though there is also a correlating revenue budget to offset most of the expense.
- Development Services spending is in line with last year at this time.
- Recreation & Culture spending is the same as this time last year.
- Parks spending is slightly greater than the same period last year, though within budget.
- Both the Sewer and Water Utilities are within budget. There has been greater spending in Sewer than Water over this time last year, though overall both utilities are projected to be within budget.

A list of the capital projects are attached as well as a listing of all of the Vendor payments made from January to May 30, 2014 over \$25,000.



ALTERNATIVES:

Not applicable.

FINANCIAL IMPLICATIONS:

Keeping Council informed of the financial state of the organization.

LEGAL IMPLICATIONS:

This is a snapshot 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.



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Ruth Malli, City Manager

ATTACHMENTS:

Statement of Operations – May 2014

Statement of Financial Position – May 2014

Accounts Payable over \$25,000 – January 1 – May 31, 2014

Status of capital projects as of May 30, 2014

Town of Ladysmith  
Statement of Operations  
as of May 31, 2014

	May '14	Amended Budget	%
<b>Revenues</b>			
Property Tax - Municipal	5,960,732	5,960,761	100%
Property Tax - Police	1,061,397	1,061,409	100%
Parcel Taxes	1,430,343	1,427,384	100%
Grants in Lieu & 1% Tax Levies	157,017	165,163	95%
Water Fees	121,888	694,130	18%
Sewer Fees	182,472	711,437	26%
General Fees & Charges	659,230	1,679,369	39%
Return on Investment	43,250	85,000	51%
Penalty & Interest	1,850	122,000	2%
Grants	369,220	5,319,777	7%
Donations & Contributions	11,615	268,500	4%
Loss on disposal	(5,286)	0	0%
Development Fees	0	108,075	0%
Gas Tax Funds utilized	117,674	253,550	46%
Local Improvement	8,922	8,922	100%
<b>Total Revenue</b>	<b>10,120,324</b>	<b>17,865,477</b>	<b>57%</b>
<b>Expenses</b>			
General Government	919,785	2,086,460	44%
Protective Services	530,592	1,783,428	30%
Transportation Services	529,938	1,285,090	41%
Garbage Services	145,712	534,456	27%
Cemetery Services	16,248	28,505	57%
Development Services	191,660	571,315	34%
Recreation & Culture	804,879	2,164,871	37%
Parks	187,593	630,250	30%
Sewer	253,333	949,014	27%
Water	156,987	602,306	26%
<b>Total Expenses</b>	<b>3,736,728</b>	<b>10,635,695</b>	<b>35%</b>
Surplus / Deficit (-)	6,383,596	7,229,782	88%
Capital	1,115,681	12,091,690	9%
Proceeds from New Debt	0	(4,060,000)	0%
Principal Payments	119,240	471,851	25%
Internal Funding	(583,645)	(1,273,759)	46%
<b>BALANCE</b>	<b>5,732,320</b>	<b>-</b>	

Town of Ladysmith  
Statement of Financial Position  
as of May 31, 2014

	<u>May '14</u>
Cash & Short Term Deposits	\$ 8,591,321
Accounts Receivable:	
Property Tax Receivable	14,347,146
User Fee Receivable	842,020
Other Receivables	440,109
Accounts Payable	(694,573)
Taxes Payable to Other Agencies	(4,593,814)
Post Employment Benefits	(225,900)
Deferred Revenue	(90,847)
Restricted Revenue:	
Development Cost Charges	(1,560,370)
Gas Tax Funds	(741,130)
Other Restricted	(478,352)
Refundable Deposits	(338,567)
Long Term Debt	(3,381,645)
Capital Lease Obligations	(598,792)
Tangible Capital Assets	79,035,836
Prepaid	10,257
Inventory	82,670
	\$ 90,645,368

Town of Ladysmith  
Accounts Payable  
January 1 to May 30, 2014

512 PARKS DRIVE HOLDINGS LTD	50,000.00
BC HYDRO & POWER AUTHORITY	167,329.74
BFI CANADA INC	229,813.32
COWICHAN VALLEY REGIONAL DISTRICT	291,687.93
ENEX FUELS	43,769.92
ESC AUTOMATION INC.	130,454.54
FORTISBC - NATURAL GAS	29,564.23
HUB INTERNATIONAL BARTON	81,567.00
ICBC	35,792.00
KNAPPETT INDUSTRIES LTD	585,435.92
KNAPPETT PROJECTS INC	34,408.45
KOERS & ASSOCIATES ENGINEERING LTD	104,620.53
LADYSMITH & DISTRICT HISTORICAL SOCIETY	30,000.00
LADYSMITH RESOURCES CENTRE ASSOCIATION	35,061.29
MANULIFE FINANCIAL	55,481.72
MAZZEI ELECTRIC	26,236.39
MEDICAL SERVICES PLAN	27,554.25
MINISTRY OF SMALL BUSINESS AND REVENUE	468,525.93
MUNICIPAL FINANCE AUTHORITY	30,248.48
MUNICIPAL PENSION FUND	165,534.57
NOVUS CONSULTING INC	38,416.99
OPUS DAYTONKNIGHT CONSULTANTS LTD	155,260.84
PACIFIC BLUE CROSS	66,287.69
RAM MECHANICAL	177,660.00
RECEIVER GENERAL	132,364.10
RECEIVER GENERAL FOR CANADA	253,134.41
VANCOUVER ISLAND REGIONAL LIBRARY	164,095.00
WORKSAFE BC	33,045.00
Under \$25,000	857,197.21



Status of capital projects as of May 30, 2014

Project	Costs including Commitments	2014 Budget	Budget Remaining	Area:	Notes:
SFN Cooperation Protocol	6,515.85	27,000.00	76%	ADMIN	Ongoing
City Hall A/V Equipment	0.00	3,800.00	100%	CS	To be reviewed in the fall
Telephone System	3,800.00	70,000.00	95%	CS	RFP Closed; currently interviewing submission.
Information Technology Software & Server	0.00	27,550.00	100%	CS	Work with contractor to purchase & install the VMHOST server
Annexation	614.81	250,000.00	100%	DEV	Amounts to be billed back to developer
Directional Signage	0.00	25,000.00	100%	DEV	Seeking consultant in fall
Downtown Parking Signage	8,957.04	11,500.00	22%	DEV	Ordered signage
Waterfront Area Plan	0.00	100,000.00	100%	DEV	Commence following completion of Zoning Bylaw project
Zoning Bylaw	19,554.98	23,000.00	15%	DEV	Nearing completion; draft Zoning Bylaw presented to Council
DCC Review	0.00	10,000.00	100%	FIN	Seeking consultant in fall
Police - Generator partial payment	0.00	25,000.00	100%	FIN	Potentially use money for CCVE equipment
RCMP Close Circuit Video	0.00	75,000.00	100%	FIN CS	Preparing to issue RFP
Fire Department - Turnout Gear	9,766.00	10,000.00	2%	FIRE	Complete - ordered equipment
SCBA Equipment	0.00	40,000.00	100%	FIRE	Preparing to issue RFP
Parks Bench/Pavers Program	754.48	0.00	0%	PARKS	Ongoing; funded by donations
Aggie Hall Chairs	0.00	7,000.00	100%	PRC	Currently being sourced
Municipal Signage	3,184.97	4,500.00	29%	PRC	Signs installed; looking at additional seating
FJCC Energy Upgrade	470,694.82	500,000.00	6%	PRC	Nearing completion - funded by grants & gas tax
FJCC Equipment	47,390.30	60,000.00	21%	PRC	Complete. Funded through MFA Leasing
FJCC Hydration Stations	0.00	5,500.00	100%	PRC	To be installed during FJCC shut-down
FJCC Reception Upgrade	0.00	5,200.00	100%	PRC	Work to be done during FJCC shut-down
Forrest Field Shower Floor	0.00	5,000.00	100%	PRC	Work to be done in summer

Project	Costs including Commitments	2014 Budget	Budget Remaining	Area:	Notes:
Gourlay Janes Park Wall	4,534.13	29,000.00	84%	PRC	Work to be done in June/July by Town crew
Holland Creek Trails Improvements	0.00	20,000.00	100%	PRC	Work to be done summer & fall. Partially consultant & Town crew
Holland Creek Bridge	0.00	100,000.00	100%	PRC	Work to be done in fall.
LMS Walkway	0.00	10,000.00	100%	PRC	Work to be done in July/August by Town crew.
Dog Park	0.00	14,000.00	100%	PRC	Proposed plan in progress; target work to be one in fall
Transfer Beach Washroom Heater	0.00	5,000.00	100%	PRC	Work to be done in fall
Machine Shop Assessment	10,960.04	12,000.00	91%	PRC/CS	Assessment complete; follow-up on report required; additional costs to building required.
Aggie Hall Parking	0.00	10,000.00	100%	PRC/PW	Currently assessing plan options
2nd Ave Geotechnical Investigation	0.00	15,000.00	100%	PW	Consultant to be hired in summer/fall
Dogwood Dr Bridge Capacity Assessment	5,350.00	10,000.00	47%	PW	Seeking consultant in fall
Forrest Field Fountain	6,361.99	7,500.00	15%	PW	Complete. Funded through a donation.
Master Transportation Plan	0.00	50,000.00	100%	PW	Preparing to issue RFP
Pavement Management	0.00	40,000.00	100%	PW	Preparing to issue RFP
PW Wash Station	30,886.91	35,000.00	12%	PW	Finishing the work at PW; work done by Town crew.
South End Industrial Access Rd	0.00	60,000.00	100%	PW	Awaiting Provincial approval and in discussions with adjacent property owners
Storm Main off Highway	0.00	140,000.00	100%	PW	Preparing design work by consultant; works to be done in June/July by Town crew
Storm Water Repair	0.00	50,000.00	100%	PW	Town crew to work on project in fall
Vehicle Replacements	0.00	135,000.00	100%	PW	Preparing to issue RFP
Golf Course Culvert Replacement	3,113.70	75,000.00	96%	PW/PRC	Design work currently been done; RFP for bridge is prepared for issuing.

Project	Costs including Commitments	2014 Budget	Budget Remaining	Area:	Notes:
Chlorination Facility	521,853.84	707,240.00	74%	Water	Modified scope & budget. Work currently being done; to be complete in mid-summer
Facilities-Low Flow Toilets	1,857.18	10,000.00	81%	Water	Ongoing
Filtration Pilot Study	0.00	165,000.00	100%	Water	Work to be done in fall
Parks-Irrigation Controllers	0.00	10,000.00	100%	Water	Work to be done in fall
Water main Replacement	0.00	35,000.00	100%	Water	Small project to be done in fall
Watershed Modeling	33,500.99	35,000.00	4%	Water	75% complete
Watershed Security	0.00	5,000.00	100%	Water	As required
Weather Station	23,968.00	25,000.00	4%	Water	Working with consultant; work to be completed in mid-summer
Annual Sewage Smoke Test	0.00	20,000.00	100%	Sewer	Work to be done in fall
Lift Station Upgrades	0.00	30,000.00	100%	Sewer	Working with consultant - target work to be done in late summer
Main Upgrades (I&I)	0.00	150,000.00	100%	Sewer	Work to be done in fall
MBBR - DAF Process Phase 3	30,681.05	8,000,000.00	100%	Sewer	Ongoing; tenders to close and be awarded in June
PW Composting Upgrade	0.00	800,000.00	100%	Sewer	Waiting for confirmation of Regional District funding





**TOWN OF LADYSMITH**  
 Building Permit Summary - March 2014

MAR	Commercial		Industrial		Institutional		Residential (NEW)		Residential Adds, Renovs, Other		Dwelling Units	Total Permits	Blgg & Pibg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2013	
	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	\$	3	\$ 393,570	5	\$ 100,600	3	8	\$	5,767	\$ 494,170	\$ 1,772,723

**Year to Date**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
No. of Permits	0	0	0	0	0	0	0	0	0	0	0	0	0
Values	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
No. of Permits (new res)	1	4	3										8
Values	\$232,928	\$1,033,625	\$393,570										\$1,660,123
No. of Permits	2	0	5										7
Values	\$12,000	\$0	\$100,600										\$112,600
Dwelling Units	2	6	3										11
Total Permits	3	4	8										15
Blgg & Pibg Permit Fees This Month	\$2,905	\$11,288	\$5,767										\$19,960
Permit Values This Month	\$244,928	\$1,033,625	\$494,170										\$1,772,723
Permit Values Year to Date 2013	\$244,928	\$1,278,553	\$1,772,723										\$1,772,723

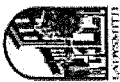
Demos Mth	#DU	Value	#BP	Value
0	0	0	0	0

Comparison	#DU	Value	#BP	Value
YTD 2014	11	\$1,660,123	15	\$1,772,723
YTD 2013	8	\$892,069	15	\$1,124,134
YTD 2012	14	\$2,072,473	20	\$2,765,835

*[Signature]*  
 Tom Skarvig, Building Inspector

*[Signature]*  
 John Manson, Director of Infrastructure Services





**TOWN OF LADYSMITH**  
 Building Permit Summary - April 2014

Month	Commercial		Industrial		Institutional		Residential (NEW)		Residential Addis, Renos, Other		Dwelling Units	Total Permits	Bldg & Pibg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2013
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
APR	2	\$ 80,000	0	\$ -	0	\$ -	3	\$ 527,880	2	\$ 21,000	3	7	\$ 8,362	\$ 628,880	\$ 2,401,603

**Year to Date**

Month	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	Bldg & Pibg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2013
JAN	0	\$0	0	\$0	0	\$0	1	\$232,928	2	\$12,000	2	3	\$2,905	\$244,928	\$244,928
FEB	0	\$0	0	\$0	0	\$0	4	\$1,033,625	0	\$0	6	4	\$11,288	\$1,033,625	\$1,279,553
MAR	0	\$0	0	\$0	0	\$0	3	\$393,570	5	\$100,600	3	8	\$5,767	\$494,170	\$1,772,723
APR	2	\$80,000	0	\$0	0	\$0	3	\$527,880	2	\$21,000	3	7	\$8,362	\$628,880	\$2,401,603
MAY															\$2,401,603
JUN															\$2,401,603
JUL															\$2,401,603
AUG															\$2,401,603
SEP															\$2,401,603
OCT															\$2,401,603
NOV															\$2,401,603
DEC															\$2,401,603
TOTAL	2	\$80,000	0	\$0	0	\$0	11	\$2,188,003	9	\$133,600	14	22	\$28,322	\$2,401,603	\$2,401,603

Demos Mth	#DU	Value	#BP	Value
YTD 2014	14	\$2,188,003	22	\$2,401,603
YTD 2013	12	\$1,362,960	27	\$1,698,836
YTD 2012	17	\$2,778,810	31	\$4,591,365

Comparison	#DU	Value	#BP	Value
YTD 2014	14	\$2,188,003	22	\$2,401,603
YTD 2013	12	\$1,362,960	27	\$1,698,836
YTD 2012	17	\$2,778,810	31	\$4,591,365

*Tom Skarvig*  
 Tom Skarvig, Building Inspector

*John Manson*  
 John Manson, Director of Infrastructure Services



**TOWN OF LADYSMITH**  
Building Permit Summary - May 2014

No. of Permits	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 2013
	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values						
MAY 1	\$ 5,000	0	\$ -	0	\$ -	0	\$ -	0	7	\$ 102,730	0	8	\$ 1,257	\$ 107,730	\$ 2,509,333

**Year to Date**

Year to Date	Commercial Values	Commercial No. of Permits	Industrial Values	Industrial No. of Permits	Institutional Values	Institutional No. of Permits (new res)	Residential (NEW) Values	Residential (NEW) No. of Permits	Residential Adds, Renos, Other Values	Residential Adds, Renos, Other No. of Permits	Dwelling Units	Total Permits	Bldg & Pibg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2013
JAN 0	\$0	0	\$0	0	\$0	1	\$232,928	2	\$12,000	2	2	3	\$2,905	\$244,928	\$244,928
FEB 0	\$0	0	\$0	0	\$0	4	\$1,033,625	0	\$0	0	6	4	\$11,288	\$1,033,625	\$1,278,553
MAR 0	\$0	0	\$0	0	\$0	3	\$393,570	5	\$100,600	5	3	8	\$5,767	\$494,170	\$1,772,723
APR 2	\$80,000	0	\$0	0	\$0	3	\$527,880	2	\$21,000	2	3	7	\$8,362	\$628,880	\$2,401,603
MAY 1	\$5,000	0	\$0	0	\$0	0	\$0	7	\$102,730	7	0	8	\$1,257	\$107,730	\$2,509,333
JUN															\$2,509,333
JUL															\$2,509,333
AUG															\$2,509,333
SEP															\$2,509,333
OCT															\$2,509,333
NOV															\$2,509,333
DEC															\$2,509,333
TOTAL 3	\$85,000	0	\$0	0	\$0	11	\$2,188,003	16	\$236,330	16	14	30	\$29,579	\$2,509,333	\$2,509,333

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

Comparison	#DU	Value	#BP	Value
YTD 2014	14	\$2,188,003	30	\$2,509,333
YTD 2013	15	\$1,716,697	35	\$2,123,353
YTD 2012	19	\$3,128,254	39	\$5,005,164

*Tom Skaryga*

Tom Skaryga, Building Inspector

John Manson, Director of Infrastructure Services



# 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: **March 2014**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station	1	1	2										4
By mistake	2	1	1										4
Electrical problem													0
Due to cooking	1		1										2
Assistance	1	1	1										3
Burning Complaint			2										2
Fire: Structure			1										1
Chimney	2	2											4
Interface / Bush													0
Vehicle			2										2
Other	1		1										2
Hazardous Materials	1	1	2										4
Hydro Lines: Down / Fire													0
Medical Aid		1											1
MVI		4	4										8
Rescue													0
Mutual Aid provided by Ladysmith to outside areas													0
<b>MONTH TOTALS (exc.. Practises)</b>	9	11	17	0	0	0	0	0	0	0	0	0	37
Practises (Totals for each Month)	4	4	4										12
Mutual Aid requested by Ladysmith from outside areas			1										1

### ALARMS ACTIVATED (Location/Owner)

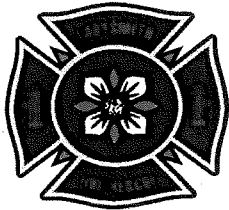
1. 1020 - 6th Ave Cooking on stove
2. 1111 - 4th Ave Workers pulled alarm apart during maintenace
3. 1127 Lodge on 4th Patient pulled pull station
4. 1127 Lodge on 4th Patient pulled pull station

### COMPARISONS:

Year to Date 2014	<u>37</u> (exc. practices)
Year to Date 2013	<u>44</u> (exc. practices)
Year to Date 2012	<u>41</u> (exc. practices)

APPROVED:

*Ray Delcourt*  
 Fire Chief



# 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: **April 2014**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station	1	1	2										4
By mistake	2	1	1	1									5
Electrical problem				2									2
Due to cooking	1		1										2
Assistance	1	1	1	3									6
Burning Complaint			2										2
Fire: Structure			1										1
Chimney	2	2											4
Interface / Bush				1									1
Vehicle			2	1									3
Other	1		1										2
Hazardous Materials	1	1	2	2									6
Hydro Lines: Down / Fire				1									1
Medical Aid		1											1
MVI		4	4	2									10
Rescue													0
Mutual Aid provided by Ladysmith to outside areas				1									1
<b>MONTH TOTALS (exc.. Practises)</b>	<b>9</b>	<b>11</b>	<b>17</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51</b>
Practises (Totals for each Month)	4	4	4	5									17
Mutual Aid requested by Ladysmith from outside areas			1										1

### ALARMS ACTIVATED (Location/Owner)

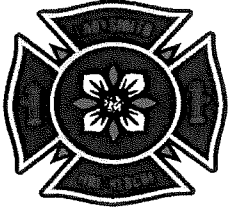
1. Seaview Apartments - water leak on sensor
2. Davis Road School - electrical problem in system
3. Old Town Bakery 510 1st Ave- maintenance person working on system (did not call alarm company as required)

### COMPARISONS:

Year to Date 2014	<u>51</u> (exc. practices)
Year to Date 2013	<u>49</u> (exc. practices)
Year to Date 2012	<u>47</u> (exc. practices)

APPROVED:

*Ray Delcourt*  
Fire Chief



# 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: **May 2014**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station	1	1	2										4
By mistake	2	1	1	1									5
Electrical problem				2									2
Due to cooking	1		1		2								4
Assistance	1	1	1	3	1								7
Burning Complaint			2		1								3
Fire: Structure			1		1								2
Chimney	2	2											4
Interface / Bush				1									1
Vehicle			2	1									3
Other	1		1										2
Hazardous Materials	1	1	2	2	3								9
Hydro Lines: Down / Fire				1									1
Medical Aid		1			2								3
MVI		4	4	2	3								13
Rescue					2								2
Mutual Aid provided by Ladysmith to outside areas				1									1
<b>MONTH TOTALS (exc.. Practises)</b>	<b>9</b>	<b>11</b>	<b>17</b>	<b>14</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>66</b>
Practises (Totals for each Month)	4	4	4	5	4								21
Mutual Aid requested by Ladysmith from outside areas			1		2								3

### ALARMS ACTIVATED (Location/Owner)

1. 526 Buller St. - Cooking
2. 822 Davidson - Cooking

### COMPARISONS:

Year to Date 2014	<u>66</u> (exc. practises)
Year to Date 2013	<u>62</u> (exc. practises)
Year to Date 2012	<u>57</u> (exc. practises)

APPROVED:

*Ray DeLeon*  
Fire Chief



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APR - 3 2014

**COASTAL ANIMAL CONTROL SERVICES OF BC LTD**

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

**TOWN OF LADYSMITH POUND REPORT**

March 2014

<b>Disposition of Impounded Dogs</b>	<b>Current Month</b>	<b>2014 Totals</b>	
Stray dogs impounded	1	2	
Stray dogs claimed	1	2	
Stray dogs put up for adoption	0	0	
Stray dogs pending	0	0	
Stray dogs euthanized	0	0	
Stray livestock / cats	0	0	
Other	0	0	
<b>Calls Received and Investigated</b>	<b>9</b>	<b>17</b>	
Aggressive dogs	0	2	
Dogs at large	5	8	
Confined dog	1	1	
Noise (barking) complaints	0	2	
Other non specific dog related calls	3	4	
Wildlife / livestock / cats	0	0	
Unlicensed	0	0	
<b>After hour call outs</b>	<b>0</b>	<b>0</b>	
Pick Up fees	\$0.00	\$0.00	
Impound fees	\$50.00	\$150.00	
Daily board fees	\$10.00	\$20.00	
<b>Monthly Pound and Board Fees Collected</b>	<b>\$60.00</b>	<b>\$170.00</b>	
<b>Tickets issued</b>	<b>0</b>	<b>0</b>	
Over 3 dog limit	\$0.00	\$00.00	
Unlicenced dog	\$00.00	\$00.00	
Dog at large	\$00.00	\$00.00	
Dog not effectively confined	\$00.00	\$00.00	
Habitually noisy	\$0.00	\$0.00	
<b>Licencing Statistics</b>	Tags	2	5
	Revenue	\$64.00	\$130.00

Judi Burnett

Coastal Animal Control Services of BC Ltd

# CAS Summary of Service Calls

*Total calls by type:* **9**  
 At large 5  
 Confined 1  
 Other 3

*01-Mar-14 to 31-Mar-14*

Issue	Call #	Received	Type	Completed
<b>Ladysmith</b>		<b>9</b>		
<b>At large</b>		<b>5</b>		
	1184	28-Mar-14	Dog	
	1182	26-Mar-14	Dog	
	1181	24-Mar-14	Dog	25-Mar-14
	1180	21-Mar-14	Dog	
	1179	20-Mar-14	Dog	
<b>Confined</b>		<b>1</b>		
	1185	28-Mar-14	Dog	28-Mar-14
<b>Other</b>		<b>3</b>		
	1183	27-Mar-14	Dog	27-Mar-14
	1178	18-Mar-14	Dog	18-Mar-14
	1177	12-Mar-14	Dog	14-Mar-14
<b>Total:</b>		<b>9</b>		

**COASTAL ANIMAL CONTROL SERVICES OF BC LTD**

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

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**TOWN OF LADYSMITH POUND REPORT**

April 2014

<b>Disposition of Impounded Dogs</b>	<b>Current Month</b>	<b>2014 Totals</b>	
Stray dogs impounded	<b>0</b>	<b>2</b>	
Stray dogs claimed	0	2	
Stray dogs put up for adoption	0	0	
Stray dogs pending	0	0	
Stray dogs euthanized	0	0	
Stray livestock / cats	0	0	
Other	<b>0</b>	<b>0</b>	
<b>Calls Received and Investigated</b>	<b>8</b>	<b>25</b>	
Aggressive dogs	1	3	
Dogs at large	2	10	
Confined dog	0	1	
Noise (barking) complaints	3	5	
Other non specific dog related calls	2	6	
Wildlife / livestock / cats	0	0	
Unlicensed	0	0	
<b>After hour call outs</b>	0	0	
Pick Up fees	\$0.00	\$0.00	
Impound fees	\$00.00	\$150.00	
Daily board fees	\$00.00	\$20.00	
<b>Monthly Pound and Board Fees Collected</b>	<b>\$00.00</b>	<b>\$170.00</b>	
<b>Tickets issued</b>	<b>1</b>	<b>1</b>	
Over 3 dog limit	\$0.00	\$00.00	
Unlicenced dog	\$00.00	\$00.00	
Dog at large	\$00.00	\$00.00	
Dog not effectively confined	\$100.00	\$100.00	
Habitually noisy	\$0.00	\$0.00	
<b>Licencing Statistics</b>	Tags	0	5
	Revenue	\$00.00	\$130.00

# CAS Summary of Service Calls

<i>Total calls by type:</i>	<b>8</b>
Aggressive	1
At large	2
Noisy	3
Other	2

*01-Apr-14 to 30-Apr-14*

Issue	Call #	Received	Type	Completed
			<b>8 calls</b>	
<b>Ladysmith</b>				
Aggressive			<b>1</b>	
	1189	10-Apr-14	Dog	
At large			<b>2</b>	
	1193	29-Apr-14	Dog	
	1192	25-Apr-14	Dog	
Noisy			<b>3</b>	
	1190	11-Apr-14	Dog	12-Apr-14
	1188	04-Apr-14	Dog	09-Apr-14
	1186	03-Apr-14	Dog	
Other			<b>2</b>	
	1191	11-Apr-14	Dog	11-Apr-14
	1187	03-Apr-14	Dog	05-Apr-14
<b>Total:</b>			<b>8 calls</b>	

**COASTAL ANIMAL CONTROL SERVICES OF BC LTD**

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

**TOWN OF LADYSMITH POUND REPORT**

May 2014

<b>Disposition of Impounded Dogs</b>	<b>Current Month</b>	<b>2014 Totals</b>	
Stray dogs impounded	3	5	
Stray dogs claimed	2	4	
Stray dogs put up for adoption	1	1	
Stray dogs pending	0	0	
Stray dogs euthanized	0	0	
Stray livestock / cats	0	0	
Other (rat)	1	1	
<b>Calls Received and Investigated</b>	<b>14</b>	<b>39</b>	
Aggressive dogs	1	4	
Dogs at large	6	16	
Confined dog	3	4	
Noise (barking) complaints	2	7	
Other non specific dog related calls	2	8	
Wildlife / livestock / cats	0	0	
Unlicensed	0	0	
<b>After hour call outs</b>	<b>1</b>	<b>1</b>	
Pick Up fees	\$0.00	\$0.00	
Impound fees	\$150.00	\$300.00	
Daily board fees	\$50.00	\$70.00	
<b>Monthly Pound and Board Fees Collected</b>	<b>\$200.00</b>	<b>\$370.00</b>	
<b>Tickets issued</b>	<b>0</b>	<b>1</b>	
Over 3 dog limit	\$0.00	\$00.00	
Unlicenced dog	\$00.00	\$00.00	
Dog at large	\$00.00	\$00.00	
Dog not effectively confined	\$00.00	\$100.00	
Habitually noisy	\$0.00	\$0.00	
<b>Licencing Statistics</b>	Tags	1	6
	Revenue	\$32.00	\$162.00



# CAS Summary of Service Calls

<i>Total calls by type:</i>	<i>14</i>
Aggressive	1
At large	6
Confined	3
Noisy	2
Other	2

*01-May-14 to 31-May-14*

Issue	Call #	Received	Type	Completed
<b>Ladysmith</b>			<b>14 calls</b>	
Aggressive			<b>1</b>	
	1199	14-May-14	Dog	15-May-14
At large			<b>6</b>	
	1207	28-May-14	Dog	28-May-14
	1204	23-May-14	Dog	27-May-14
	1203	21-May-14	Dog	28-May-14
	1200	14-May-14	Dog	27-May-14
	1197	12-May-14	Unknown	14-May-14
	1195	05-May-14	Dog	05-May-14
Confined			<b>3</b>	
	1206	23-May-14	Dog	26-May-14
	1196	06-May-14	Dog	03-Jun-14
	1194	01-May-14	Dog	01-May-14
Noisy			<b>2</b>	
	1201	15-May-14	Dog	
	1198	12-May-14	Dog	28-May-14
Other			<b>2</b>	
	1208	28-May-14	Dog	28-May-14
	1202	15-May-14	Unknown	28-May-14
<b>Total:</b>			<b>14 calls</b>	

# Licence Fees Collected, Ladysmith

01-Mar-14 to 31-Mar-14

Tag #	Year	Date	Name	Address	City	Postal Code	Dog Name	Sex	Breed	Type	Fee
811	2014	24-Mar-14	HARRISON, JASON	105 BERTRAM PLACE	LADYSMITH	V9G 1T8	LOKI	NM	HUSKY	Late spayed/	\$32.00
812	2014	24-Mar-14	HARRISON, JASON	105 BERTRAM PLACE	LADYSMITH	V9G 1T8	ATOMIC	SF	BORDER COLLIE	Late spayed/	\$32.00
<b>Grand Total</b>											
										<b>Tags sold: 2</b>	<b>Fees collected: \$64.00</b>

RECEIVED  
APR - 3 2014