



TOWN OF LADYSMITH

A MEETING OF THE MUNICIPAL SERVICES COMMITTEE
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, JULY 21, 2014
Immediately following the 3:30 p.m. Council Meeting

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

CALL TO ORDER

1. AGENDA APPROVAL

2. MINUTES

- 2.1. Minutes of the Municipal Services Committee Meeting held
June 16, 2014..... 1 - 2

3. DELEGATIONS – None

4. REPORTS/PRESENTATIONS

- 4.1. City Manager’s Report to June 30, 2014 3 - 5
- 4.2. Financial Update to June 30, 2014..... 6 - 11
- 4.3. Corporate Flag Protocol Policy 12 - 16
- 4.4. Building Inspector’s Report to June 30, 2014 17
- 4.5. Fire Chief’s Report to June 30, 2014 18
- 4.6. Coastal Animal Control Services Pound Report to June 30, 2014..... 19 - 20

Council is advised that as of July 3, 2014, 928 dog licences had been issued for the Town of Ladysmith. 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.

- 4.7. Ladysmith Chamber of Commerce Visitor Centre Statistics to
June 30, 2014..... 21 - 22

5. COUNCIL SUBMISSIONS

6. CORRESPONDENCE

- 6.1. Coralee Oakes, Minister of Community, Sport and Cultural Development
Oath of Office and Local Government Elections23 - 25**

Staff Recommendation

That Council consider whether it wishes to amend the Town of Ladysmith Council member Oath of Office prior to the inaugural meeting and swearing-in of Council on December 1, 2014.

7. NEW BUSINESS

8. UNFINISHED BUSINESS

ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A REGULAR SESSION OF
THE MUNICIPAL SERVICES COMMITTEE
MONDAY, JUNE 16, 2014
5:30 P.M.

COUNCIL MEMBERS PRESENT:

Councillor Bill Drysdale (Chair)	Councillor Jillian Dashwood
Mayor Rob Hutchins	Councillor Glenda Patterson (entered later)
Councillor Duck Paterson	

COUNCIL MEMBERS ABSENT

Councillor Steve Arnett	Councillor Gord Horth
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STAFF PRESENT:

Ruth Malli	Joanna Winter
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CALL TO ORDER Councillor Drysdale called the Municipal Services Committee meeting to order at 5:32 p.m.

AGENDA APPROVAL

MS 2014-031

Moved and seconded:

That the agenda for this meeting of the Municipal Services Committee be approved.

Motion carried.

MINUTES

MS 2014-032

Moved and seconded:

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

Motion carried.

DELEGATION

Gretchen Hartley, MaryAnn Deacon, Cowichan Valley Hospice Society Hospice Services in Ladysmith and the Cowichan Region

G. Hartley and MaryAnn Deacon, accompanied by volunteers, staff and Board members, provided Council with an overview of the extensive services provided by the Cowichan Valley Hospice Society, with a focus on the 67 clients served in the Town of Ladysmith.

Ms. Hartley outlined a request for the Town to support the Cowichan Valley Regional District bylaw that will provide funding to the Cowichan Valley Hospice Society. Council thanked Ms. Hartley and associates for the excellent services provided by the society.

REPORTS

City Manager's Report

Moved and seconded:

MS 2014-033

That the City Manager's Report for the months of March, April and May 2014 be received.

Motion carried.

Financial Update to May 31, 2014

Moved and seconded:

- MS 2014-034** That the Financial Update to May 31, 2014 be received.
Motion carried.

Building Inspector's Reports – March, April and May 2014

Moved and seconded:

- MS 2014-035** That the Building Inspector's reports for the months of March, April and May 2014 be received.
Motion carried.

Fire Chief's Report – March, April and May 2014

Moved and seconded:

- MS 2014-036** That the Fire Chief's Reports for the months of March, April and May 2014 be received.
Motion carried.

The Committee requested that the Protective Services Committee consider the potential cost savings of reducing the involvement of Ladysmith Fire/Rescue in accident traffic control and report back with any recommendations.

Coastal Animal Control Services – March, April and May 2014 Pound Reports

Moved and seconded:

- MS 2014-037** That the Coastal Animal Control Services Pound Report for the months of March, April and May 2014 be received.
Motion carried.

The Committee requested that they be provided with the number of dog licences issued for 2014 in Ladysmith.

ADJOURNMENT

Moved and seconded:

- MS 2014-038** That this meeting of the Municipal Services Committee adjourn at 6:07 p.m.
Motion carried.

CERTIFIED CORRECT

Chair (Councillor B. Drysdale)

Corporate Officer (S. Bowden)



City Manager's Report

July 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 ended June 2014:

Projects in progress this month:

- Database updates
- Zoning Bylaw project – Council review completed; public hearing scheduled
- 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 main tender submissions
- PRC Fees & Charges annual review
- Temporary Position Filling – Public Works
- Succession Planning Policy and Procedure
- Downtown Parking Lot signage
- SCBA Air Compressor and Filling Station
- Review of upper Transfer Beach area
- Emergency Operations Centre Exercise
- Directional Signage for Forrest Field & FJCC
- City Hall replacement process
- Composting and public works yard reorganization
- Regional Housing Needs Assessment Project input
- Disposition of land, alleyway
- Negotiations-supply of equipment MMBR/DAF for WWTP
- Weather station at Public Works yard
- Corporate Telephone System RFP Analysis/Award
- Dog Licencing Bylaw Amendment to authorize issuance of tickets for dogs –at-large on private properties
- Holland Creek Estates PLA Review
- Watershed Modelling Study
- Investigation of amending no-smoking regulations to include electronic cigarettes
- Traffic calming options on Jim Cram Drive
- Forward Road - Hydrocarbon Contamination action
- Partnerships with Kinsmen Club and Festival of Lights for grant support
- Downtown Parking Lot Signage
- Rezoning application for new business
- Development permit for new pub-style restaurant
- Gourlay-Janes Park wall reconstruction

Completed activities:

- Joint presentation with SFN at LGMA conference
- MMBC-garbage collection communications
- Public Works washdown station
- Water Chlorination Upgrade
- WWTP Stage 3 Tender Call
- 2013 Annual Report
- 2014 Community Profile
- Downtown Banners

Bylaws Adopted:

Bylaw 1852 – Dog Licencing, Control & Pound Bylaw Amendment

Bylaw 1862 – Indemnification Bylaw

Bylaw 1863 – Waterworks Regulations Bylaw Amendment

Bylaw 1864 – Sanitary Sewer Rates Bylaw Amendment

**COMING UP NEXT MONTH!
Zoning Bylaw Public Hearing**

City Manager Report-June 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

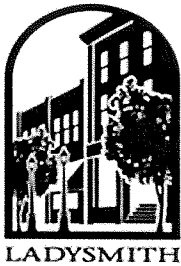
Active (in progress, resources assigned)	Researching (resources pending)	Emerging (not resourced)
Infrastructure Upgrades (WWTP & Water) (long-term; on going)	Infrastructure upgrades-city hall, fire hall (funding and planning commenced)	Asset management and pavement management system
Land Sales-immediate	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 (concept commenced)
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
Dog park	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
EOC Training-corporate (complete)	Golf course culvert (funded and planning)	Upper Transfer Beach area review
Holland Creek bridge replacement	Regional Sport Tourism Strategy-CVRD	Ball fields at Lot 108

It is not enough to have good ideas, results come from the implementation of good ideas and that requires focus and resource allocation.

City Manager Report-June 2014

TOP PRIORITIES OF COUNCIL-STATUS

Priority	Funded in Financial Plan?	IN current workplans?	Resourced with staff?	Comments
Sewer Capital	Yes	Yes	Yes	Tenders reviewed 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: July 6, 2014
File No:

Re: Financial Update – June 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 June 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.

The financial information contained in this report is relevant up to the end of June, 2014. Where noted, additional information relevant to the tax due-date has been included.

SCOPE OF WORK:

Again this year, the use of the electronic Home Owner Grant has proved successful. There have been 135 more Home Owner grants claimed online this year versus 2013.

As of tax due date	Online (2014)	Online (2013)	Online (2012)	Paper (2014)	Paper (2013)	Paper (2012)
Under 65	380	291	279	1099	1266	1267
Over 65	69	50	37	1084	1079	1058
% of Total Claimed	17%	13%	12%	83%	87%	88%

Similar to previous years, the amount of taxes outstanding as of the property tax due date is 6.7% (2013 – 6.8%). The remaining outstanding taxes is then levied a 10% penalty. The penalty is levied in accordance with the *Community Charter* Municipal Tax Regulation 426/2003.

The newly offered Property Tax Pre-Payment Plan has resulted in 66 property owners signing up for the program. It is expected that more people will sign-up before the deadline of July 21, 2014. This is the program whereby property owners can choose to have

their 2015 property taxes withdrawn automatically from their bank account each month, starting August 2014.

Notes and Trends for June 2014

Revenues:

Property taxes, parcel taxes and payments in lieu of taxation have all been billed. At this time, no supplementary adjustments have been received for 2014 from BC Assessment. The property tax requisitions and pay-overs to the other agencies (CVRD, CVRD Hospital, BC Assessment, MFA and a percentage of School Tax) will be paid in the month of July.

Fees & Charges revenues are on track:

- The water, sewer and garbage revenues remain unchanged from last month (25%, 25% and 17% of budget respectively). The water meters were read by Public Works staff at the end of June and the bills were generated and mailed the second week of July. These second quarter utility bills are due August 27, 2014.
- Park, Recreation & Culture revenue is at 51% of budget half-way through the year, which is slightly less than this time last year, but in line with budget. It is expected that revenues will be on-target at the end of the year.
- Within the General Fees & Charges, Permits & Fees, which consist of Subdivision fees, Planning permits and Building Inspection Permits are 36% of budget which is still greater than this time last year, but less than expected. The number of applications from community developers is less than this time last year, but it is expected to increase in the second half of the year.

Investment Income is at 58.7% of expected budget.

Most of the Penalty and interest revenue will not be realized until after the tax due date of July 2, 2014, but the preliminary numbers indicate that the penalty revenue will be on budget.

The Town continues to utilize grants where available. The active grants are the Waste Water Treatment Plant, completion of the Zoning Bylaw, the First Nations Protocol and the completion of the FJCC Energy Upgrades.

Gas Tax Funds have been used to pay the non-grant amounts for the FJCC Energy Upgrades. Other budgeted projects are the Master Transportation Plan and the Golf Course Culvert Replacement.

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 continue to be on target at approximately 41% of budget, though slightly higher than previous years due to vacant positions in 2013.

- The Protective Services remains under budget at this time. Some of this is due to:
 - The Fire Department spending is at 46% of their budget which is less than this time period in 2013.
 - The Town is expecting the last quarterly billing (April to June) for the RCMP member and support staff costs which results in the Policing budget significantly under budget at this time (25% of budget).
- Transportation Services is within budget, though greater than this time last year.
- Garbage Services are within budget.
- Cemetery costs are 58% of the budget though there is also a correlating revenue budget to offset 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 with the addition of the composting operations, though overall both utilities are projected to be within budget.
- Capital projects are continuing. A detail of each project status and expenses will be provided in the next quarterly update (September).

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

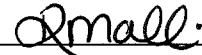
ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

It is recommended that Council receive this report.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Statement of Operations – June 2014

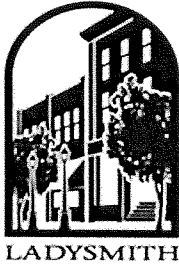
Statement of Financial Position – June 2014

Town of Ladysmith
Statement of Operations
as of June 30, 2014

	June '14	Amended Budget	%
Revenues			
Property Tax - Municipal	5,960,732	5,960,761	100%
Property Tax - Police	1,061,397	1,061,409	100%
Parcel Taxes	1,431,141	1,427,384	100%
Grants in Lieu & 1% Tax Levies	165,984	165,163	100%
Water Fees	124,913	694,130	18%
Sewer Fees	182,669	711,437	26%
General Fees & Charges	728,955	1,679,369	43%
Return on Investment	49,922	85,000	59%
Penalty & Interest	6,067	122,000	5%
Grants	819,812	5,319,777	15%
Donations & Contributions	28,469	268,500	11%
Loss on disposal	(5,286)	0	0%
Development Fees	108,075	108,075	100%
Gas Tax Funds utilized	117,674	253,550	46%
Local Improvement	8,922	8,922	100%
Total Revenue	10,789,445	17,865,477	60%
Expenses			
General Government	930,491	2,086,460	45%
Protective Services	586,738	1,783,428	33%
Transportation Services	581,463	1,285,090	45%
Garbage Services	200,085	534,456	37%
Cemetery Services	16,547	28,505	58%
Development Services	226,837	571,315	40%
Recreation & Culture	1,003,920	2,164,871	46%
Parks	279,690	630,250	44%
Sewer	369,904	949,014	39%
Water	257,824	602,306	43%
Total Expenses	4,453,499	10,635,695	42%
Surplus / Deficit (-)	6,335,947	7,229,782	88%
Capital	1,461,834	12,091,690	12%
Proceeds from New Debt	0	(4,060,000)	0%
Principal Payments	125,726	471,851	27%
Internal Funding	(664,912)	(1,273,759)	52%
BALANCE	5,413,298	-	

Town of Ladysmith
Statement of Financial Position
as of June 30, 2014

	<u>June '14</u>
Cash & Short Term Deposits	\$ 13,359,815
Accounts Receivable:	
Property Tax Receivable	6,856,738
User Fee Receivable	947,792
Other Receivables	454,313
Accounts Payable	(475,470)
Taxes Payable to Other Agencies	(2,722,057)
Post Employment Benefits	(225,900)
Deferred Revenue	(102,005)
Restricted Revenue:	
Development Cost Charges	(1,453,778)
Gas Tax Funds	(741,803)
Other Restricted	(478,892)
Refundable Deposits	(335,267)
Long Term Debt	(3,381,645)
Capital Lease Obligations	(592,306)
Tangible Capital Assets	79,381,989
Pre-paid	20,423
Inventory	83,458
	<u>\$ 90,595,405</u>



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Sandy Bowden, Director of Corporate Services
Date: July 9, 2014
File No:

Re: Corporate Flag Protocol Policy

RECOMMENDATION:

That it be recommended to Council that the draft Corporate Flag Protocol Policy be approved and incorporated into the Town's Policy Manual.

PURPOSE:

The purpose of this staff report is to present the draft Corporate Flag Protocol Policy for Committee's consideration.

INTRODUCTION/BACKGROUND:

In light of the recent tragic deaths of RCMP officers in Moncton, New Brunswick, and the common practice of half-masting flags at government flag stations upon the death of certain members of the community, staff requests Committee's consideration of a Corporate Flag Protocol Policy which was drafted to address issues associated with flying flags at Town flag stations throughout Ladysmith. The policy will provide a standard for flying flags in Ladysmith and when to half-mast the flags in the future. Staff consulted a number of local governments within BC while researching this issue and note that similarities exist in all flag policies. The proposed policy is modelled after the City of Vancouver flag policy and incorporates many of the Federal government's flag rules.

Council's specific consideration of the highlighted text in the fourth bullet in Sec. 2.2 of the policy is requested. The City of Vancouver policy stipulates that a Council member must have served at least 10 years for the flag(s) to be flown at half-mast upon their death. Does Council wish to stipulate this time frame in the policy?

SCOPE OF WORK:

Staff will process the policy in accordance with the standard practice and advise staff as appropriate about the policy.

ALTERNATIVES:

Council may wish to amend the draft policy or choose not to adopt a flag protocol policy at all.

FINANCIAL IMPLICATIONS:

n/a

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Staff anticipates that the draft Corporate Flag Protocol Policy will be positively received by members of the public. The policy will ensure that flags are flown throughout the Town in a respectful and consistent manner.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Implementation of the policy will involve the Corporate Services and Infrastructure Services Departments.

RESOURCE IMPLICATIONS:

n/a

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

n/a

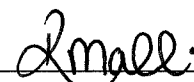
ALIGNMENT WITH STRATEGIC PRIORITIES:

n/a

SUMMARY:

In order to ensure a consistent approach when flying flags on Town flag stations throughout Ladysmith, Staff requests Committee's consideration of the attached Corporate Flag Protocol Policy.

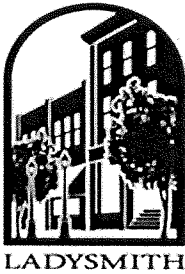
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Draft Corporate Flag Protocol Policy



TOWN OF LADYSMITH.

POLICIES AND PROCEDURES MANUAL

TOPIC:	CORPORATE FLAG PROTOCOL	
APPROVED BY:	COUNCIL	DATE:
RESOLUTION #:		
PURPOSE		
<p>This policy sets out the Town of Ladysmith's policies and procedures for flying flags on all Town-owned buildings and structures.</p>		
POLICY		
1. General Flag Etiquette		
<p>1.1. The Canadian Flag shall always be displayed in the position of priority.</p> <ul style="list-style-type: none"> • When flags are displayed at the same height, the Canadian flag is flown on the left as seen by the observer of the flags. • In a line of three flags, the Canadian flag should be in the centre. • When flags are displayed on an angle such that the centre flag is higher than the other flags, the Canadian flag is flown in the centre. 		
<p>1.2. It is acceptable to fly the Canadian flag at night.</p>		
2. Half-masting		
<p>2.1. Flags are flown at half-mast as a sign of mourning. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast. When one flag is flown at half-mast, all flags flown together should also be at half-mast.</p>		
<p>2.2. All Canadian flags that are displayed on flagpoles with halyards will be flown at half-mast on the following occasions:</p> <ul style="list-style-type: none"> • On the death of a Sovereign or a member of the Royal Family related in the first degree to the Sovereign, the Governor General, the Prime Minister, a former governor general, a former prime minister, or a federal cabinet minister; • On the death of the Lieutenant Governor or the Premier; • On the death of a Member of the House of Commons or a Member of the Legislative Assembly when that member represents the Town of Ladysmith; 		

TOPIC:	CORPORATE FLAG PROTOCOL	
APPROVED BY:	COUNCIL	DATE:
RESOLUTION #:		
<ul style="list-style-type: none"> • On the death of the Mayor, former Mayor, a current Town of Ladysmith Councillor or a former Town Councillor that has served at least 10 years; • On the death of a Town of Ladysmith employee when their death has occurred as a direct result of performing their duties; • On Remembrance Day (November 11) from 11 a.m. until sunset; • On the Day of Mourning for Persons Killed or Injured in the Workplace (April 28) from sunrise to sunset; • On the National Day of Remembrance and Action on Violence Against Women (December 6) from sunrise to sunset; and, • On the death of a person to whom Council wishes to bestow this honour or an event that Council wishes to recognize. <p>2.3. In the case of a death, flags shall be flown at half-mast from the day of the death until sunset on the day of the funeral.</p> <p>2.4. The flags to be flown at half-mast will include all flags flown on Town-owned properties and all of the flags flown on the Town's flag islands.</p> <p>2.5. In the event of a death not specified in this policy, the Town of Ladysmith will follow the direction of the Federal Department of Canadian Heritage.</p> <p>2.6. When half-masting has been deemed appropriate based on 2.2 or 2.5 above, the Corporate Officer or designate will notify the following by e-mail:</p> <ul style="list-style-type: none"> • Town Council • Senior Management Team • Manager of Operations (to arrange for lowering the flags) • Ladysmith Fire/Rescue Department • Ladysmith Detachment of the RCMP <p>3. Guest Flags</p> <p>3.1. At the direction of the Council, the Town will fly the flags of other sovereign nations, non-profit societies and other local organizations upon request.</p> <p>3.2. Flags of other sovereign nations will be displayed at City Hall. In these cases, the flags normally flown will be removed so that only the guest flag will be flown in that location.</p> <p>3.3. In the event of an overlap, more than one guest flag may be flown. All guest flags will be displayed at City Hall.</p>		

TOPIC: CORPORATE FLAG PROTOCOL

APPROVED BY: COUNCIL

DATE:

RESOLUTION #:

3.4. The Town reserves the right to decide whether or not to fly the flag of a nation when there is political unrest or conflict in that country. The decision to fly the flag of any nation neither implies nor expresses support for the politics of those nations.

3.5. Flags or banners of non-profit organizations may be displayed at City Hall or on other flag stations throughout the Town.

3.6. Parties wishing to have their flags displayed by the Town are required to supply the flag(s). These flags must be in good condition.

3.7. Events involving flag raising ceremonies may be held at City Hall upon request and at the Town's discretion. Corporate Services should be contacted to make arrangements for such events.

3.8. The Corporate Officer or designate shall notify the Manager of Operations of all flag raising ceremonies pertaining to City Hall.

4. Responsibility and Maintenance of Flags

4.1. The Corporate Officer has the responsibility and authority to manage the flying of guest flags, half-masting and any other discretionary matters.

4.2. Maintenance of the flags flown at City Hall is the responsibility of the Corporate Services Department.

4.3. Maintenance of the flags flown at other sites throughout the Town is the responsibility of the Infrastructure Services Department.

4.4. Maintenance of the flags flown at other work sites is delegated within each department as appropriate.

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TOWN OF LADYSMITH
 Building Permit Summary - June 2014

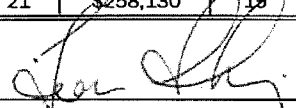
	Commercial		Industrial		Institutional		Residential (NEW)		Residential Adds, Renos, Other		Dwelling Units	Total Permits	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2013
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
JUN	0	\$ -	1	\$ 7,000	0	\$ -	1	\$ 206,620	5	\$ 21,800	1	7	\$ 2,758	\$ 235,420	\$ 2,744,753

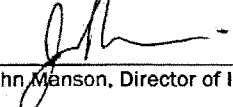
Year to Date

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	\$1,278,553
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	1	\$5,000	0	\$0	0	\$0	0	\$0	7	\$102,730	0	8	\$1,257	\$107,730	\$2,509,333
JUN	0	\$0	1	\$7,000	0	\$0	1	\$206,620	5	\$21,800	1	7	\$2,758	\$235,420	\$2,744,753
JUL															\$2,744,753
AUG															\$2,744,753
SEP															\$2,744,753
OCT															\$2,744,753
NOV															\$2,744,753
DEC															\$2,744,753
TOTAL	3	\$85,000	1	\$7,000	0	\$0	12	\$2,394,623	21	\$258,130	15	37	\$32,337	\$2,744,753	

Demos Mth	0	Demos YTD	0
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Comparison	#DU	Value	#BP	Value
YTD 2014	15	\$2,394,623	37	\$2,744,753
YTD 2013	20	\$2,299,832	43	\$2,798,768
YTD 2012	29	\$4,822,649	52	\$6,752,438


 Tom Skarvig 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: **June 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		1							6
Electrical problem				2		2							4
Due to cooking	1		1		2	1							5
Assistance	1	1	1	3	1	1							8
Burning Complaint			2		1	1							4
Fire: Structure			1		1								2
Chimney	2	2											4
Interface / Bush				1									1
Vehicle			2	1									3
Other	1		1			2							4
Hazardous Materials	1	1	2	2	3	3							12
Hydro Lines: Down / Fire				1									1
Medical Aid		1			2	3							6
MVI		4	4	2	3	2							15
Rescue					2								2
Mutual Aid provided by Ladysmith to outside areas				1									1
MONTH TOTALS (exc.. Practises)	9	11	17	14	15	16	0	0	0	0	0	0	82
Practises (Totals for each Month)	4	4	4	5	4	4							25
Mutual Aid requested by Ladysmith from outside areas			1		2	1							4

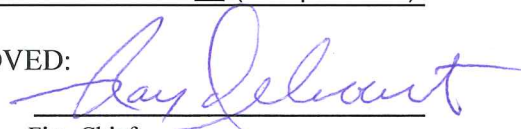
ALARMS ACTIVATED (Location/Owner)

- 524 2nd Ave. - Cooking
- 710 6th Ave - Faulty Sensor LSS
- 218 Bayview Seaview Apartments (activated by steam from bathroom)
- 433 Baden Powell - Faulty Co Monitor

COMPARISONS:

Year to Date 2014	<u>82</u> (exc. practices)
Year to Date 2013	<u>73</u> (exc. practices)
Year to Date 2012	<u>79</u> (exc. practices)

APPROVED:


 Fire Chief

COASTAL ANIMAL CONTROL SERVICES OF BC LTD

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

TOWN OF LADYSMITH POUND REPORT

June 2014

RECEIVED
JUL 08 2014

CEIVE
JUL 09 2014

Disposition of Impounded Dogs	Current Month	2014 Totals
Stray dogs impounded	0	5
Stray dogs claimed	0	4
Stray dogs put up for adoption	0	1
Stray dogs pending	0	0
Stray dogs euthanized	0	0
Stray livestock / cats	0	0
Other (rat)	0	1
Calls Received and Investigated	5	44
Aggressive dogs	1	5
Dogs at large	2	18
Confined dog	0	4
Noise (barking) complaints	1	8
Other non specific dog related calls	1	9
Wildlife / livestock / cats	0	0
Unlicensed	0	0
After hour call outs	0	1
Pick Up fees	\$0.00	\$0.00
Impound fees	\$0.00	\$300.00
Daily board fees	\$0.00	\$70.00
Monthly Pound and Board Fees Collected	\$00.00	\$370.00
Tickets issued	0	1
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
Licencing Statistics		
	Tags	1
	Revenue	\$32.00
		7
		\$194.00

Judi Burnett
Coastal Animal Control Services of BC Ltd

CAS Summary of Service Calls

Total calls by type:	5
Aggressive	1
At large	2
Noisy	1
Other	1

01-Jun-14 to 30-Jun-14

Issue	Call #	Received	Type	Completed
Ladysmith			5 calls	
Aggressive			1	
	1210	17-Jun-14	Dog	
At large			2	
	1213	26-Jun-14	Dog	27-Jun-14
	1212	19-Jun-14	Dog	25-Jun-14
Noisy			1	
	1209	09-Jun-14	Dog	12-Jun-14
Other			1	
	1211	18-Jun-14	Dog	23-Jun-14
Total:			5 calls	

Visitor Centre Network Statistics Program Year Over Year Report 2013-2014

LADYSMITH

Start Date: 01/01/2013

End Date: 30/06/2014

Parties Per Hour	January	February	March	Q1 Total	April	May	June	Q2 Total
2014	1.92	2.39	2.71	2.35	2.73	3.02	3.59	3.14
% change 2014 - 2013	3.8%	-1.3%	-4.8%	-0.5%	-1.7%	-2.0%	10.4%	2.8%
2013	1.85	2.42	2.85	2.36	2.78	3.08	3.25	3.06

Total Hours OPEN	January	February	March	Q1 Total	April	May	June	Q2 Total
2014	130.00	114.50	136.50	381.00	136.50	159.00	172.50	468.00
% change 2014 - 2013	-7.5%	-7.3%	5.0%	-3.3%	-3.5%	2.9%	-5.7%	-2.3%
2013	140.50	123.50	130.00	394.00	141.50	154.50	183.00	479.00

Total Parties	January	February	March	Q1 Total	April	May	June	Q2 Total
2014	250	274	370	894	372	480	619	1,471
% change 2014 - 2013	-3.8%	-8.4%	0.0%	-3.8%	-5.3%	0.8%	4.0%	0.5%
2013	260	299	370	929	393	476	595	1,464

Total Parties-Event/Roaming	January	February	March	Q1 Total	April	May	June	Q2 Total
2014 FARMERS MARKET	0	0	0	0	0	0	49	49
% change 2014 - 2013								
2013	0	0	0	0	0	0	0	0

Total Visitor-Event/Roaming	January	February	March	Q1 Total	April	May	June	Q2 Total
2014 FARMERS MARKET	0	0	0	0	0	0	88	88
% change 2014 - 2013								
2013	0	0	0	0	0	0	0	0

EVENT/ROAMING: New Option for tracking stats at events where the Visitor Centre has a booth with a Tourism Counsellor manir

Visitor Centre Network Statistics Program 2014

LADYSMITH

Start Date: 01/01/2014

End Date: 06/30/2014

YEAR TO DATE TOTAL	January	February	March	Q1 Total	April	May	June	Q2 Total
Administration Parties/Hour	2.52	3.13	3.86	3.18	5.41	4.52	5.81	5.26
# of hours open	130.00	114.50	136.50	381.00	136.50	159.00	172.50	468.00
# of parties	250	274	370	894	372	480	619	1,471
# of parties-event/roaming	0	0	0	0	0	0	49	49
FARMERS MARKET								
# of visitors	328	358	527	1,213	739	719	1,002	2,460
# of visitors-event/roaming	0	0	0	0	0	0	88	88
FARMERS MARKET								
Visitor Origin	222	241	325	788	339	420	515	1,274
Local Resident	117	110	144	371	143	166	178	487
BC	67	75	119	261	112	136	172	420
Alberta	21	33	37	91	36	33	35	104
Other Canada	13	18	12	43	22	34	39	95
Washington	1	2	3	6	2	10	5	17
California	0	0	0	0	3	1	2	6
Other US/Mexico	1	0	3	4	2	5	10	17
Europe	2	3	5	10	12	30	67	109
Asia/Australia	0	0	2	2	7	4	6	17
Other	0	0	0	0	0	1	1	2
Nights in Community	84	106	159	349	176	215	300	691
Same day	64	83	131	278	137	175	261	573
1	7	6	9	22	11	7	18	36
2	1	3	3	7	5	4	2	11
3	2	3	4	9	2	10	9	21
4-6 (1 week)	3	4	7	14	10	12	4	26
7-13 (2 weeks)	3	0	1	4	4	3	1	8
14+	4	7	4	15	7	4	5	16
Information Requested FOR ALL OF BC	298	422	579	1,299	682	837	991	2,510
Accommodation	8	11	2	21	26	36	42	104
Adventure Recreation	20	32	51	103	62	60	69	191
Attractions / Tours	8	24	47	79	60	86	101	247
Maps / Directions	59	46	81	186	106	159	201	466
Events / Conferences	14	34	61	109	59	65	68	192
Food / Beverage	19	38	47	104	43	63	85	191
Transportation	12	30	30	72	34	47	40	121
Shopping	13	33	30	76	37	25	24	86
Parks	21	30	23	74	41	80	92	213
First Nations	0	0	0	0	0	0	5	5
Community Services	42	49	54	145	61	46	37	144
Investment/Moving	20	22	25	67	32	15	14	61
Site Facilities (e.g. Washrooms)	57	71	125	253	120	123	170	413
Other	5	2	3	10	1	32	43	76
Community Specific Info LADYSMITH ONLY	195	245	314	754	406	453	440	1,299
Events	15	37	72	124	63	86	80	229
Town / Gov't / Chamber	70	55	68	193	89	68	54	211
Hotel / B&B Accommodations	7	9	3	19	18	16	14	48
Camping / RV	2	1	3	6	13	19	16	48
Dining	24	38	55	117	47	56	73	176
Parks / Recreation	32	33	34	99	58	69	89	216
Arts / Heritage	9	23	35	67	48	65	52	165
Marine Visitors	0	1	0	1	7	12	15	34
Shopping	14	29	32	75	39	26	24	89
Other Businesses	22	19	12	53	24	36	23	83

New option available: Event Roaming where we can keep stats at Ladysmith Events outside of our office.

From: Minister, CSCD CSCD:EX <CSCD.minister@gov.bc.ca>
Sent: June 19, 2014 1:42 PM
Subject: Oath of Office and Local Government Elections
Attachments: 155732 Enclosure Oath Examples.docx

Dear Mayors and Chief:

The Legislative Assembly of British Columbia recently passed legislation making changes to local elections campaign finance, and some targeted changes to other elections rules. Bill 21, the *Local Elections Statutes Amendments Act*, included amendments that enable regional districts to adopt their own, customized oath of office for members of their board by bylaw under the *Local Government Act*. I would like to take this opportunity to remind you that municipalities currently have this authority under s. 120 of the *Community Charter*.

Municipalities may use a customized oath of office to emphasize the powers and responsibilities of the office that reflect the values and priorities of their communities. This strengthens the accountability of council members to their electors. It is not mandatory for any local government to adopt its own oath of office and if a local government does not adopt its own oath of office, the standard oath of office contained in the Local Government Elections Regulation applies. However, I encourage all local governments to consider whether adopting their own oath of office would be beneficial in promoting accountability. Consideration of a new oath of office is timely given that successful candidates (and those who are acclaimed) in the November 2014 elections will need to make their oath of office in order to take their places at council and board tables.

The Province of British Columbia appears to be unique in Canada in providing local governments the authority to set their own oaths of office. As a result, there are not a large number of best practice examples to consider if you are interested in adopting your own oath of office. However, you may wish to refer to the customized oaths of office developed by your local government colleagues, Kelowna and Richmond, which are enclosed.

Sincerely,

Coralee Oakes
Minister



City of Richmond

Oath of Office

Bylaw No. 8779

I,[name of person elected or appointed]....., do [swear]/[solemnly affirm] that:

- I will perform the duties of the office of [Mayor]/[Councillor] faithfully and with integrity and will not allow any private interest to influence my conduct in public matters;*
- I will abide by the statutes, bylaws and policies that govern the City and will promote openness, accountability, and responsible leadership; and*
- I will dedicate myself at all times to acting in the best interests of the residents of the City of Richmond.*

City of Kelowna

Oath of Office

Bylaw No. 10750

I, [insert name of person elected or appointed], do (swear)(solemnly) affirm as (Mayor)/(Councillor) for the City of Kelowna, that I shall:

- *Perform the duties of the office of (Mayor)(Councillor) faithfully and with integrity;*
- *Abide by the statutes, bylaws and policies that govern the City and promote openness, accountability, and responsible leadership;*
- *Provide stewardship of the public assets through the development and evaluation of the City's policies and programs; and*
- *Always consider the well-being and interests of the community as a whole leading the development of a safe, vibrant and sustainable City.*