



TOWN OF LADYSMITH

A MEETING OF THE MUNICIPAL SERVICES COMMITTEE
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, AUGUST 18, 2014
5:00 p.m.

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
July 21, 2014 1 - 3

3. DELEGATIONS – None

4. REPORTS/PRESENTATIONS

- 4.1. Introduction of Manager of Operations, Kevin Goldfuss
- 4.2. City Manager’s Report to July 31, 2014..... 4 - 6
- 4.3. Financial Update to July 31, 2014 7 - 12
- 4.4. Building Inspector’s Report to July 31, 2014 13
- 4.5. Fire Chief’s Report to July 31, 2014..... 14
- 4.6. Coastal Animal Control Services Pound Report to July 30, 201415 - 16

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

- 6.1. S/Sgt. Dave Herman, Ladysmith RCMP Detachment.....17 - 19
Quarterly Mayor’s Report – to June 30, 2014

Staff Recommendation

That Council receive the second quarter Mayor’s Report from S/Sgt. Dave Herman of the Ladysmith RCMP Detachment.

7. NEW BUSINESS

8. UNFINISHED BUSINESS

ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A REGULAR SESSION OF
THE MUNICIPAL SERVICES COMMITTEE
MONDAY, JULY 21, 2014
CALL TO ORDER 5:22 P.M.

COUNCIL MEMBERS PRESENT:

Councillor Bill Drysdale (Chair)
Councillor Gord Horth
Councillor Glenda Patterson

Councillor Steve Arnett
Mayor Rob Hutchins

Councillor Jillian Dashwood
Councillor Duck Paterson

STAFF PRESENT:

Ruth Malli
John Manson

Sandy Bowden
Joanna Winter

Erin Anderson

CALL TO ORDER

Councillor Drysdale called the Municipal Services Committee meeting to order at 5:22 p.m.

AGENDA APPROVAL

MS 2014-039

Moved and seconded:

That the agenda for this meeting of the Municipal Services Committee be approved with the following additions:

- 5.1 Chamber of Commerce Trolley Rental
- 5.2 Promotion of Tourism and Small Business on the Town's website
- 5.3 Confirmation of Council Participation in Ladysmith Days Parade
- 5.4 Contaminated Site Profile – Option to Opt Out
- 5.5 Bayview Connector Streetlight
- 5.6 Martin Mars Bomber
- 6.2 Excessive Boat Speed in Ladysmith Harbour

Motion carried.

MINUTES

MS 2014-040

Moved and seconded:

That the minutes of the Municipal Services Committee meeting held June 16, 2014 be approved.

Motion carried.

REPORTS

MS 2014-041

City Manager's Report

Moved and seconded:

That the City Manager's Report to June 30, 2014 be received.

Motion carried.

MS 2014-042

Financial Update to May 31, 2014

Moved and seconded:

That the Financial Update to June 30, 2014 be received.

Motion carried.

Corporate Flag Protocol

Moved and seconded:

- MS 2014-043 That the Committee recommend to Council that the draft Corporate Flag Protocol Policy be approved as amended, with section 2.3 amended to read *"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 or the seventh day following the death, whichever occurs first."*
Motion carried.

Building Inspector's Report to June 30, 2014

Moved and seconded:

- MS 2014-044 That the Building Inspector's report to June 30, 2014, be received.
Motion carried.

Fire Chief's Report to June 30, 2014

Moved and seconded:

- MS 2014-045 That the Fire Chief's Report for the month of June 2014 be received.
Motion carried.

Coastal Animal Control Services – June 2014 Pound Report

Moved and seconded:

- MS 2014-046 That the Coastal Animal Control Services Pound Report for the month of June 2014 be received.
Motion carried.

COUNCIL SUBMISSIONS Ladysmith Chamber of Commerce – Trolley Rental Request

Moved and seconded:

- MS 2014-047 That the Committee recommend that Council waive the trolley rental fee in support of the Ladysmith tour during the Savour Cowichan Wine and Culinary Festival on September 30, 2014, subject to availability of funds in the Trolley Rental Grant-in-Aid.
Motion carried.

Promotion of Small Business and Tourism on Town Websites

It was agreed that the Tourism Ladysmith website may be an appropriate venue to promote "Life in Ladysmith".

Ladysmith Days Parade

Council members will take part in the Ladysmith Days Parade.

Contaminated Site Profile

Moved and seconded:

- MS 2014-048 That the Committee recommend that Council request staff to investigate options for opting in or out of the provincial Ministry of Environment's Contaminated Site Profile System and report back with their findings.
Motion carried.

Bayview Connector Lighting

Moved and seconded:

MS 2014-049

That the Committee recommend that Council direct staff to improve the lighting on the Bayview Connector.

Motion carried.

Martin Mars Water Bomber

Councillor Dashwood will bring information on the reasons behind the decision not to deploy the Martin Mars Water Bomber to fight forest fires in British Columbia this summer.

CORRESPONDENCE

Coralee Oakes, Minister of Community, Sport and Cultural Development

Oath of Office and Local Government Elections

Moved and seconded:

MS 2014-050

That the correspondence from the Minister of Community, Sport and Cultural Development regarding the Council member Oath of Office be received.

Motion carried.

Rod Smith, Ladysmith Maritime Society

Speeding Boats in Ladysmith Harbour

Moved and seconded:

MS 2014-051

That the Committee recommend that Council request Transport Canada to install signage for appropriate speeds adjacent to the channel between Woods Island and Slack Point to regulate the speed of boats in Ladysmith's inner harbour.

Motion carried.

ADJOURNMENT

Moved and seconded:

MS 2014-052

That this meeting of the Municipal Services Committee adjourn at 5:59 p.m.

Motion carried.

CERTIFIED CORRECT

Chair (Councillor B. Drysdale)

Corporate Officer (S. Bowden)



City Manager's Report

August 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 July 2014:

Projects in progress this month:

- WWTP Stage 3 Construction
- Zoning Bylaw project
- Service Extension Policy draft
- Stocking Lake Licensing (CVRD)
- Organizational streamlining
- Couverdon Boundary Extension application
- PRC Fees & Charges annual review
- Succession Planning Policy and Procedure
- Downtown Parking Lot signage
- Review of upper Transfer Beach area
- 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
- Corporate Telephone System RFP Analysis/Award
- Dog Licencing Bylaw Amendment to authorize issuance of tickets for dogs-at-large on private properties
- Watershed Modelling Study
- Investigation of amending no-smoking regulations to include electronic cigarettes
- Traffic calming options on Jim Cram Drive
- Partnerships with Kinsmen Club and Festival of Lights for grant support
- Downtown Parking Lot Signage
- Rezoning application for new business
- Research speed and noise on highway through Ladysmith
- Machine Shop Business Case Analysis
- Coordinate UBCM Conference Registrations

Completed activities:

- Water Chlorination Upgrade
- FOI Application to Access Records
- Weather station at Public Works yard
- Emergency Operations Centre Training
- Air Compressor/Fill Station RFQ Awarded
- Development permit for new pub-style restaurant
- Research Victim Services funding in other jurisdictions
- Regional Sport Tourism Strategy presented to CVRD Board
- Holland Creek Estates PLA Issuance; Gourlay-Janes Park wall reconstruction
- Completed UBCM audit requirements for Federal Community Works Fund (Gas Tax Fund)

COMING UP NEXT MONTH!

- Commence construction of WWTP upgrade
- Holland Creek bridge reconstruction
- Watershed modelling results
- Waterfront Area Plan process

City Manager Report-July 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

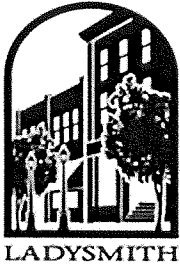
Active (in progress, resources assigned)	Researching (resources pending)	Emerging (not resourced)
Infrastructure Upgrades (WWTP & Water) (long-term; on going)	Infrastructure upgrades-city hall, fire hall (funding and planning commenced)	Asset management and pavement management system
Land Sales-immediate	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
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
Dog park	Golf course culvert (funded and planning)	Upper Transfer Beach area review
Holland Creek bridge replacement	Partnership with stewardship groups	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-July 2014

TOP PRIORITIES OF COUNCIL-STATUS

Priority	Funded in Financial Plan?	IN current workplans?	Resourced with staff?	Comments
Sewer Capital	Yes	Yes	Yes	Stage 3 Upgrade Under Way
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	Pending	Pending	Pending	In process of identifying funding sources for project for waterfront area plan
Boundary Expansion	Yes	Yes	Partially	Application reviewed. AAP held. Awaiting results of watershed review
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 being reviewed
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: August 6, 2014
File No:

Re: Financial Update – July 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 July 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 month, the Town of Ladysmith joined with a number of other municipalities in offering online Tax Certificates through BC Online. A Tax Certificate is a Town of Ladysmith property specific report listing the balance of the property tax and utility accounts. It is mainly used in a conveyance or refinancing. Lawyers, Notaries and Financial Institutions have the ability to receive these certificates as well as other Land Titles Records whenever they want. The Town will continue to receive the same amount of revenue (\$20.00) per certificate.

We are in receipt of the first payment from Multi-Materials BC. The payment was for \$8,812.50 which is based on 3,000 collections. It is expected that this amount will be received by the Town each month, providing that the amount of clean and approved recyclables achieves the agreed upon targets. As this amount is greater than the amount expected at budget time, staff is looking at bringing additional service options back to Council for consideration.

Notes and Trends for July 2014

Revenues:

Property taxes, parcel taxes and payments in lieu of taxation have all been billed. The Town has not received any supplementary adjustments for 2014 from BC Assessment. The majority of property tax requisitions and pay-overs to the other agencies (CVRD, CVRD Hospital, BC Assessment, MFA and a percentage of School Tax) have been made, as

required by legislation. This amount is reflected in the Accounts Payable and Accrued Liabilities value.

The amount of property taxes remaining unpaid at the end of July is slightly greater in 2014 at 5.9% remaining unpaid versus 5.6% in 2013. Arrears taxes and delinquent taxes are also greater than prior years. Notices have been mailed to property owners advising them of any outstanding taxes. Property owners with three years of taxes owing (2012, 2013 and 2014) will see their property put on the list to sell at the Tax Sale auction set, by legislation, to take place on September 29, 2014 at 10:00 am.

The remaining receivables have decreased over last month with the payment of an outstanding holdback grant from prior year.

The first Community Works (Gas Tax) contribution is expected shortly. Council authorized the signing of the new agreement in July.

Fees & Charges revenues are on track:

- The second quarter utility bills have been generated and mailed, due August 27, 2014. The sewer and garbage fees are at 50% of budget which is on track for the billing of half the year. Water fees are at 43% of budget as water consumption is expected to increase over the third quarter billing.
- Subdivision Permits & Fees continue to be less than budget expectations at 40% of budget, though greater than this time in 2013.
- Park, Recreation & Culture revenue is at 61% of budget which is consistent with revenues this time last year.

Investment Income is at 73.76% of expected budget.

Overall penalty and interest on taxation is at 80% of budget. Specifically, the penalty revenue has met budget expectations; interest on arrears and delinquent payments, which is recorded as it is paid throughout the year until December 31st, is at 29% of 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 48% 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 47% of their budget which is approximately \$30k less than this time period in 2013.
 - The Town has received the April to June billing for the RCMP member and support staff costs. This billing is consistent in comparison to the budget. An additional credit was received from the 2013/14 billing in the amount of \$40k. This credit could be used to offset the anticipated additional costs for the installation of the Closed Circuit Video Equipment (CCVE) and server room. The Town has received approval from RCMP E-Division to issue the Request for Proposals for the installation of the CCVE at the local detachment.
- Transportation Services is still within budget, though greater than this time last year.
- Garbage Services are within budget.
- Cemetery costs have remained consistent from last month and are 59% of the budget.
- Development Services spending is in line with last year at this time.
- Recreation & Culture spending is within budget.
- Parks spending is slightly greater than the same period last year, though within budget.
- The Sewer Utility operation is at 63% of budget. It is expected that this Utility will be on budget at the end of the year.
- The Water Utility operation is at 49% of budget.

Capital projects are continuing. Much of Public Works is focused on the storm main replacement on Oyster Bay Drive while other projects, such as the Gourlay Janes Park retaining wall are nearing completion. Parks, Recreation & Culture will focus on the scheduled facility work during the annual shutdown in mid-August. Development Services is finishing the Zoning Bylaw project and will begin work on the Waterfront Area Plan. This is a multi-year project budgeted to be funded by grants and Gas Tax. Corporate Services and Finance are currently managing various RFP submissions. A detail of each project status and expenses will be provided in the next quarterly update (September).

The Principal Payments on debt remain at 28% of budget as the borrowing has not been executed. As mentioned, it is expected that already authorized short term borrowing will be initiated over the next few months.

Internal funding (the use of appropriated equity as well as the transfers to reserves) is used as needed to fund the approved projects. The majority of these funding transactions occur at year-end.

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 – July 2014
Statement of Financial Position – July 2014

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

	July '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	298,289	694,130	43%
Sewer Fees	360,538	711,437	51%
General Fees & Charges	958,215	1,679,369	57%
Return on Investment	62,697	85,000	74%
Penalty & Interest	98,289	122,000	81%
Grants	833,568	5,319,777	16%
Donations & Contributions	25,469	268,500	9%
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	11,485,704	17,865,477	64%
Expenses			
General Government	1,086,507	2,086,460	52%
Protective Services	820,693	1,783,428	46%
Transportation Services	662,851	1,285,090	52%
Garbage Services	200,748	534,456	38%
Cemetery Services	16,952	28,505	59%
Development Services	266,256	571,315	47%
Recreation & Culture	1,145,988	2,164,871	53%
Parks	331,930	630,250	53%
Sewer	405,407	949,014	43%
Water	286,652	602,306	48%
Total Expenses	5,223,985	10,635,695	49%
Surplus / Deficit (-)	6,261,719	7,229,782	87%
Capital	1,547,671	12,091,690	13%
Proceeds from New Debt	0	(4,060,000)	0%
Principal Payments	131,495	471,851	28%
Internal Funding	(687,815)	(1,273,759)	54%
BALANCE	5,270,368	-	

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

	<u>July '14</u>
Cash & Short Term Deposits	\$ 16,338,854
Accounts Receivable:	
Property Tax Receivable	1,609,012
User Fee Receivable	991,900
Other Receivables	119,082
Accounts Payable	(576,724)
Taxes Payable to Other Agencies	(237,574)
Post Employment Benefits	(225,900)
Deferred Revenue	(82,069)
Restricted Revenue:	
Development Cost Charges	(1,470,379)
Gas Tax Funds	(742,496)
Other Restricted	(480,679)
Refundable Deposits	(331,617)
Long Term Debt	(3,381,645)
Capital Lease Obligations	(586,537)
Tangible Capital Assets	79,467,826
Prepays	24,023
Inventory	86,101
	<u>\$ 90,521,178</u>



TOWN OF LADYSMITH
Building Permit Summary - July 2014

	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
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
JUL	3	\$ 146,760	0	\$ -	0	\$ -	3	\$ -	6	\$ 4,800	2	12	\$ 2,740	\$ 151,560	\$ 2,896,313

Year to Date

Year to Date	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values	Dwelling Units	Total Permits	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	\$1,278,553
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	3	\$146,760	0	\$0	0	\$0	3	\$0	6	\$4,800	2	12	\$2,740	\$151,560	\$2,896,313
AUG															\$2,896,313
SEP															\$2,896,313
OCT															\$2,896,313
NOV															\$2,896,313
DEC															\$2,896,313
TOTAL	6	\$231,760	1	\$7,000	0	\$0	15	\$2,394,623	27	\$262,930	27	49	\$35,077	\$2,896,313	\$2,896,313

Demos Mth	#DU	Value	#BP	Value
1	1		1	

Comparison	#DU	Value	#BP	Value
YTD 2014	17	\$2,394,623	49	\$2,896,313
YTD 2013	22	\$2,614,732	51	\$3,228,890
YTD 2012	29	\$4,822,649	55	\$6,801,429

Tom Skarwig

Tom Skarwig 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: **July 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	2						8
Electrical problem				2		2							4
Due to cooking	1		1		2	1							5
Assistance	1	1	1	3	1	1	1						9
Burning Complaint			2		1	1	2						6
Fire: Structure			1		1								2
Chimney	2	2											4
Interface / Bush				1			2						3
Vehicle			2	1									3
Other	1		1			2							4
Hazardous Materials	1	1	2	2	3	3	1						13
Hydro Lines: Down / Fire				1									1
Medical Aid		1			2	3	3						9
MVI		4	4	2	3	2	4						19
Rescue					2								2
Mutual Aid provided by Ladysmith to outside areas				1			1						2
MONTH TOTALS (exc.. Practises)	9	11	17	14	15	16	16	0	0	0	0	0	98
Practises (Totals for each Month)	4	4	4	5	4	4	5						30
Mutual Aid requested by Ladysmith from outside areas			1		2	1							4

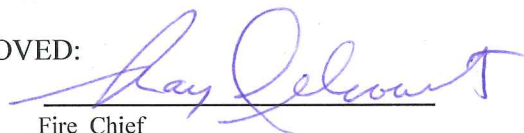
ALARMS ACTIVATED (Location/Owner)

- 370 Davis Rd Coronation Mall (accidental pulling of alarm)
- LSS (Working on system. Fire Department was notified, but someone called alarm in from the parking lot.)

COMPARISONS:

Year to Date 2014	<u>98</u> (exc. practices)
Year to Date 2013	<u>84</u> (exc. practices)
Year to Date 2012	<u>95</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
 July 2014

Disposition of Impounded Dogs	Current Month	2014 Totals
Stray dogs impounded	3	8
Stray dogs claimed	3	7
Stray dogs put up for adoption	0	1
Stray dogs pending	0	0
Stray dogs euthanized	0	0
Stray livestock / cats	0	0
Other	0	1
Calls Received and Investigated	16	60
Aggressive dogs	3	8
Dogs at large	5	23
Confined dog	2	6
Noise (barking) complaints	2	10
Other non specific dog related calls	3	12
Wildlife / livestock / cats	0	0
Unlicensed	1	1
After hour call outs	1	2
Pick Up fees	\$35.00	\$35.00
Impound fees	\$250.00	\$550.00
Daily board fees	\$40.00	\$110.00
Monthly Pound and Board Fees Collected	\$325.00	\$695.00
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	3
	Revenue	\$86.00

CAS Summary of Service Calls

01-Jul-14 to 31-Jul-14

Total calls by type:	16
Aggressive	3
At large	5
Confined	2
Noisy	2
Other	3
Unlicenced	1

Issue	Call #	Received	Type	Completed
Ladysmith			16 calls	
Aggressive			3	
	1227	22-Jul-14	Dog	01-Aug-14
	1226	21-Jul-14	Dog	01-Aug-14
	1216	02-Jul-14	Dog	08-Jul-14
At large			5	
	1230	31-Jul-14	Dog	
	1221	07-Jul-14	Dog	11-Jul-14
	1218	03-Jul-14	Dog	11-Jul-14
	1217	03-Jul-14	Dog	
	1214	02-Jul-14	Dog	08-Jul-14
Confined			2	
	1228	23-Jul-14	Dog	24-Jul-14
	1222	10-Jul-14	Dog	10-Jul-14
Noisy			2	
	1225	18-Jul-14	Dog	
	1215	02-Jul-14	Dog	
Other			3	
	1229	29-Jul-14	Dog	01-Aug-14
	1224	14-Jul-14	Dog	21-Jul-14
	1223	11-Jul-14	Dog	21-Jul-14
Unlicenced			1	
	1219	02-Jul-14	Dog	
Total:			16 calls	



Royal Canadian
Mounted Police

Gendarmerie Royale
du Canada

Security Classification/Designation
Classification/désignation sécuritaire

Ladysmith Detachment
320 6th Ave, P.O. Box 280
Ladysmith, B.C.
V9G 1A2

Your File - Votre référence

Our File - Notre référence

Mayor Rob Hutchins
Town of Ladysmith
410 Esplanade
Ladysmith, B.C.
V9G 1A2

302-4

Date

July 15th 2014

2nd Quarter Mayor's Report – April, May and June 2014

There were four hundred and eighty six (486) calls for service (year to date calls 893) received during the months of April, May and June 2014 in the immediate Town of Ladysmith. Below is an overview of various police occurrences for the 2nd Quarter and from previous years.

Occurrences	April, May, June 2014	2014YTD	2013YTD	2012YTD
Sexual Assaults	4	7	7	5
Assaults	16	36	36	30
Break & Enter - Business	2	7	5	10
Break & Enter - Residence	5	14	7	19
Break & Enter - Other	2	8	8	14
Theft of Vehicle	7	11	13	19
Theft fm Vehicle - Over \$5K	0	0	0	0
Theft fm Vehicle - Under \$5K	11	20	13	33
Theft Over \$5K	1	2	2	0
Theft Under \$5K	45	67	49	62
Possession Stolen Property	3	7	2	5
Mischief/Property Damage Over \$5K	0	0	0	0
Mischief/Property Damage Under \$5K	23	41	27	46
Total Calls for Service, Ladysmith	486	893	825	856
Total Calls for service, Detachment	1019	1860	1686	1726

For your information, please find enclosed a copy of the Guardroom and Criminal record check statistics report, YTD 2014.

Sincerely,

S/Sgt Dave Herman
Non Commissioned Officer in Charge
Ladysmith Detachment
(250) 245-2215
dave.herman@rcmp-grc.gc.ca

LADYSMITH RCMP 2014

	PRISONERS	CRIMINAL RECORD CHECKS	Fingerprinting Non-Criminal
JAN	6	60	6
FEB	6	35	5
MAR	7	46	4
APR	10	43	0
MAY	4	55	13
JUN	10	60	6
JUL			
AUG			
SEP			
OCT			
NOV			
DEC			
TOTAL	43	299	34