



# TOWN OF LADYSMITH

A MEETING OF THE MUNICIPAL SERVICES COMMITTEE  
WILL BE HELD IN COUNCIL CHAMBERS, CITY HALL  
MONDAY, SEPTEMBER 12, 2016  
6:30 P.M.  
COUNCIL CHAMBERS, CITY HALL

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*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 July 11, 2016 ..... 1 - 2

### 3. DELEGATIONS

3.1. Madeline Tremblay, British Columbia Ambassador, representing Ladysmith

### 4. PROCLAMATIONS

4.1. Mayor Stone has proclaimed the week of September 18 to September 24, 2016 as **Lions Week** in the Town of Ladysmith, recognizing how many organizations and individuals have been helped by their dedicated service ..... 3

### 5. REPORTS

5.1. Fire Hall Roof Replacement Project..... 4 - 6

Staff Recommendation:

That the Committee recommend that Council:

1. Direct staff to proceed with replacing the Fire Hall roof in 2016; and
2. Authorize an increase of \$75,000 in the Fire Hall roof replacement project budget to \$225,000 with the additional funds to be drawn from the Capital Replacement Reserve and the Fire Vehicle Reserve.

5.2. Establishment of Parks, Recreation and Culture Advisory Committee ..... 7 - 12

Staff Recommendation:

That the Committee recommend that Council direct staff to develop recommendations relating to the establishment of a new Parks, Recreation and Culture Advisory Committee.

**5.3. Operating and Capital Budgets – as of July 31, 2016 ..... 13 - 25**

Staff Recommendation:

That the Committee recommend that Council:

1. Receive the financial report for the period ending July 31, 2016.
  
2. Recommend to Council to amend the 2016 Financial Plan by allocating \$11,300 from Parks Operations to the Capital Projects to fund the installation of the downtown garbage cans.

**5.4. Coastal Animal Control Services Reports for April, May and June 2016 ..... 26 - 31**

Staff Recommendation:

That the Committee receive the Coastal Animal Control Services Reports for the months April to June 2016.

**6. COUNCIL SUBMISSIONS**

**7. CORRESPONDENCE**

**7.1. Chenoa Akey, Coast Salish Development Corporation  
Letter of Support for BC Rural Dividend Funding ..... 32**

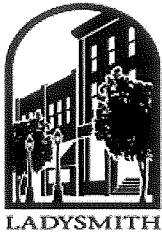
Staff Recommendation:

That the Committee recommend that Council consider whether it wishes to provide Coast Salish Development Corporation with a letter of support for funding under the BC Rural Dividend Fund for their Microtel hotel project at Oyster Bay Development.

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

**ADJOURNMENT**



**TOWN OF LADYSMITH  
MINUTES OF A REGULAR SESSION OF  
THE MUNICIPAL SERVICES COMMITTEE  
MONDAY, JULY 11, 2016  
COUNCIL CHAMBERS, CITY HALL  
6:33 P.M.**

**COUNCIL MEMBERS PRESENT:**

Councillor Steve Arnett (Chair)  
Councillor Carol Henderson

Councillor Cal Fradin  
Councillor Rob Hutchins

Councillor Joe Friesenhan  
Councillor Duck Paterson

**COUNCIL MEMBERS ABSENT:**

Mayor Aaron Stone

**STAFF PRESENT:**

Guillermo Ferrero  
Felicity Adams  
Joanna Winter

Sandy Bowden  
Geoff Goodall

Erin Anderson  
Clayton Postings

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**CALL TO ORDER**

Councillor Arnett called this meeting of the Municipal Services Committee to order at 6:33 p.m.

**AGENDA APPROVAL**

**MS 2016-028**

*Moved and seconded:*

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

*Motion carried.*

**MINUTES**

**MS 2016-029**

*Moved and seconded:*

That the minutes of the Municipal Services Committee meeting held June 13, 2016 be approved.

*Motion carried.*

**REPORTS**

**Julian North Art Collection**

**MS 2016-030**

*Moved and seconded:*

That the Committee recommend that Council direct staff to:

1. Enter into a memorandum of understanding (MOU) with the Ladysmith Arts Council (LAC) to manage the Julian North Art Collection;
2. Reallocate \$3,500.00 from Parks, Recreation and Culture appropriated equity to fund the shipping and storage of the art collection, and amend the 2016-2020 financial plan;
3. Include \$500.00 annually in the operational budget beginning in 2017, to manage the Julian North Art Collection on an ongoing basis;
4. Provide a thank you letter from Council to Victoria Bellefeuielle for her generous donation of the Reverend Julian North's artwork.

*Motion carried.*

OPPOSED:  
Councillor Henderson

**Canada 150 Community Committee**

*Moved and seconded:*

**MS 2016-031** That the Committee recommend that Council direct staff to proceed with recruiting representatives from community organizations having expressed interest in participating in the Canada 150 Community Committee, including Ladysmith Early Years Partnership, Ladysmith Chamber of Commerce, Ladysmith Arts Council, and the Ladysmith and District Historical Society.

*Motion carried.*

**Building Inspector's Report**

*Moved and seconded:*

**MS 2016-032** That the Committee receive the Building Inspector's Report for the period April to June 2016.

*Motion carried.*

**Ladysmith Fire/Rescue Reports for May and June 2016**

*Moved and seconded:*

**MS 2016-033** That the Committee receive the Ladysmith Fire/Rescue reports for May and June 2016.

*Motion carried.*

**UNFINISHED BUSINESS**

**Officers and Delegation of Authority Bylaw**

Staff responded to questions from Council regarding Officers and Delegation of Authority Bylaw 1905.

*Moved and seconded:*

**MS 2016-034** That the Committee receive the report from staff providing clarification of the Officers and Delegation of Authority Bylaw.

*Motion carried.*

**ADJOURNMENT**

*Moved and seconded:*

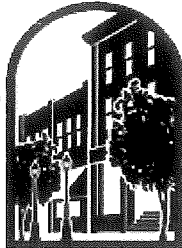
**MS 2016-035** That this meeting of the Municipal Services Committee adjourn at 7:43 p.m.

*Motion carried.*

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair (Councillor S. Arnett)

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



LADYSMITH

TOWN OF LADYSMITH

## PROCLAMATION

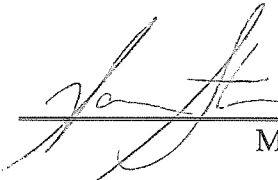
### LIONS WEEK

**WHEREAS:** *Ladysmith's Lions Club will celebrate 75 years of service in the community on September 24, 2016; and*

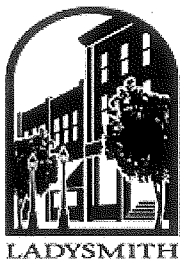
**WHEREAS:** *the Town of Ladysmith recognizes the many projects that the club has undertaken - such as the development of a number of playgrounds and parks - and the many organizations and individuals that have been helped by their dedicated service; and*

**WHEREAS:** *the Town of Ladysmith wishes to specifically highlight the Lions Club's dedication of the newly re-established Ginkgo grove, which was originally destroyed during the highway reconstruction and on which they have focused their efforts since 2012;*

**THEREFORE,** *I, Aaron Stone, Mayor of the Town of Ladysmith, do hereby proclaim the week of September 18 to September 24, 2016 as Lions Week in the Town of Ladysmith, British Columbia.*

  
\_\_\_\_\_  
Mayor A. Stone

September 6, 2016



## Town of Ladysmith

### **STAFF REPORT TO COUNCIL**

From: Clayton Postings, Director of Parks, Recreation & Culture  
Date: September 6, 2016  
File No: 0750-20

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**RE: FIRE HALL ROOF REPLACEMENT PROJECT**

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#### **RECOMMENDATION:**

1. That Council direct staff to proceed with replacing the Fire Hall roof in 2016; and
2. That Council authorize an increase of \$75,000 in the Fire Hall roof replacement project budget to \$225,000 with the additional funds to be drawn from the Capital Replacement Reserve and the Fire Vehicle Reserve.

#### **PURPOSE:**

The purpose of this staff report is to seek Council's authorization to proceed with awarding the contract to replace the Fire Hall roof to the successful bid received as part of the Fire Hall roof replacement tender.

#### **INTRODUCTION/BACKGROUND:**

As part of the 2016 capital plan the Fire Hall roof was scheduled to be replaced. The project was budgeted for \$150,000. The Town hired a roofing consultant to assist with defining the scope of the project, developing the tender package, evaluating submissions and assisting in the final project review. The tender for the project closed on August 30<sup>th</sup>. The Town received 8 submissions with quotes ranging from \$180,150 to \$229,900, with six of the submissions being between \$180,000 and \$195,000.

As part of the roofing consultant's inspection it was also noted that repairs to the roof over-hang were also required. It was recommended to have an engineer review this area to determine the required work and anticipated costs. The Town had an engineer on site who has confirmed the work to be completed is more extensive than previously identified. The engineer is suggesting these repairs will cost approximately between \$25,000 and \$30,000. There could be additional costs associated with repairs to this area once the roof is removed.

As has been experienced with recent projects the Town has completed, replacing a roof can often lead to additional unknown repairs, as some repairs cannot be identified until the existing roof is removed. Staff have in the past therefore recommended budgeting for roof repairs with a 20% contingency.

The bidding contractors have indicated that they can commence the project once awarded within 10 days and complete the project within 30 days. If the project is awarded early in September it should be able to be completed prior to the fall/winter rains. If the project cannot be awarded by this time it would be recommended to look at completing this work in 2017.

The roofing consultant has noted that the roof is at the end of its useful life, and needs to be replaced. The consultant has also noted that if the Town is unable to complete in 2016, the roof could be replaced in 2017. In this case, some minor work would likely need to be completed in the interim. The costs associated with ongoing maintenance are unknown.

SCOPE OF WORK:

Upon Council's direction, staff will award the project to the successful roofing contractor. The roofing consultant will assist in ensuring the project is managed appropriately and that the roof installed meets the defined standards of the industry.

ALTERNATIVES:

Alternatives Council may wish to consider include:

1. Defer the project to the 2017 to 2021 Financial Plan discussions.

FINANCIAL IMPLICATIONS:

The project of replacing the Fire Hall roof replacement project is included in the 2016-2020 Financial Plan, though the funding was for \$150,000. This funding was to come from taxation for \$20,000 and prior Fire Hall roof replacement (\$130,000).

There is an additional \$20,000 allocated for a pickup truck for the Fire Hall. This money could be diverted to the Fire Hall roof replacement project.

In the Financial Plan, Council has also allocated a portion of taxation for capital replacement. A portion of this funding could be used to fund the additional contingency costs related to the Fire Hall roof replacement.

LEGAL IMPLICATIONS:

N/A

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Being that the building is a public safety building, the roof replacement project consultant and facilities staff have been working with the Fire Chief to ensure that the work will not impact the operations of the Fire Department.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Fire Services will be involved in the project.

RESOURCE IMPLICATIONS:

No additional resources for this initiative are required at this time.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

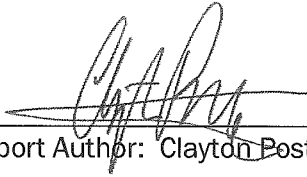
N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

Falls under the Strategic Priority of Natural and Built Infrastructure

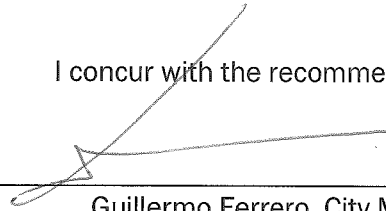
SUMMARY:

The Fire Hall roof has come to the end of its useful life. The project has been identified in the 2016-2020 Financial Plan and scheduled to be replaced in 2016. The project costs exceed the budget estimates and additional funding is required to complete the required roof replacement.



Report Author: Clayton Postings, Director Parks, Recreation and Culture

I concur with the recommendation.

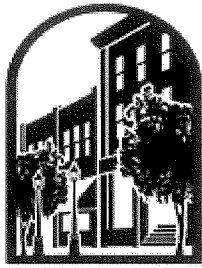


Guillermo Ferrero, City Manager

ATTACHMENTS:

None





LADYSMITH

## Town of Ladysmith

### **STAFF REPORT TO COUNCIL**

From: Clayton Postings, Director of Parks, Recreation & Culture  
Date: September 2, 2016  
File No: 0540-20

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RE: ESTABLISHMENT OF PARKS, RECREATION AND CULTURE ADVISORY COMMITTEE

#### RECOMMENDATIONS:

That Council direct Staff to report back to Council with Term of Reference relating to the establishment of a new Parks, Recreation and Culture Advisory Committee.

#### PURPOSE:

This report is intended to provide the rationale for a new structure of community engagement and to seek Council approval to proceed with establishing a new model of service delivery by creating a new Parks, Recreation and Culture Advisory Committee (PRCAC).

#### INTRODUCTION/BACKGROUND:

The Town of Ladysmith has had a number of versions of the current "Parks and Recreation Commission", from prior to the opening of the community centre in 1982 when there was a single part-time employee of the volunteer Commission, through the dissolution of the Commission in the mid-1980s, to its reestablishment in 1998, and as an informal "sounding board" for Council and the department in the more recent past.

The PRC master plan completed in June 2016 identified the following recommendation:

*Disband/eliminate the Parks, Recreation and Culture Commission, and set up an Advisory Committee (with Terms of reference) to provide information and support for Council on Parks, Recreation and Culture matters.*

The rationale for this was the need for a stable, consistent, cross-sectoral community-based entity to provide advice and feedback on the many priorities it faces on a regular basis, and to establish an implementation plan for the new Parks, Recreation and Culture Master Plan.

The PRCAC could also serve as an umbrella reporting structure for other ad hoc or "select" committees (e.g. the Invasive Plant Management Advisory Group or the Machine Shop Advisory Group), and would also consider issues referred by Council, as well as items brought forward by the general public where appropriate.

It would be expected that Council would appoint a designate to the PRCAC, invite delegates from neighbouring communities (Stz'uminus First Nation, CVRD Areas G & H), and appoint citizen members of the committee from identified local organizations to represent a cross-section of community interests (e.g. the Ladysmith Arts Council, Chamber of Commerce,



BC CLIMATE ACTION  
COMMUNITY 2014

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environmental and sports organizations, Resources Centre, and/or others) through a transparent public recruitment process; staff would develop Terms of Reference for Council's approval, and would facilitate meetings, recording, and reporting.

If Council supports moving toward an advisory committee structure, the Bylaw in place for the Parks and Recreation commission will need to be repealed.

**SCOPE OF WORK:**

Staff would develop for Council's approval a Terms of Reference for the new committee, which define roles and responsibilities.

Recruitment would commence for membership of the committee with the objective to have the initial meeting in the Fall of 2016.

Parks, Recreation and Culture staff would be the lead in supporting the advisory committee, both in the development of the committee and with ongoing support for committee.

**ALTERNATIVES:**

Council may choose to maintain the existing Commission structure.

**FINANCIAL IMPLICATIONS:**

The cost of supporting this new structure would be limited to recruitment and meeting expenses.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Transition to the proposed structure would improve engagement with Ladysmith citizens, organizations and neighbouring communities.

**INTERDEPARTMENTAL INVOLVMENT/IMPLICATIONS:**

The involvement of other departments would be on an as-needed basis, depending on the deliberations of the PRCAC, including, but not limited to Planning, Finance, Public Works, and Corporate Services.

**RESOURCE IMPLICATIONS:**

Town staff resources would be required to sustain this model.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

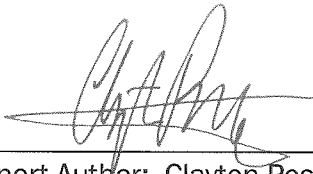
The proposed model aligns with the vision of a Healthy Community.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Aligns with Strategic Priority: Communication and Engagement

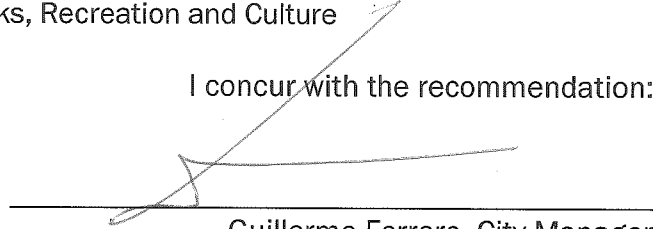
**SUMMARY:**

Staff seeks Council approval to proceed with developing Terms of Reference for the establishment of a new Ladysmith Parks, Recreation and Culture Advisory Committee, and to repeal the existing bylaws relating to the existing Parks and Recreation Commission.



Report Author: Clayton Postings, Director Parks, Recreation and Culture

I concur with the recommendation:



Guillermo Ferrero, City Manager

**ATTACHMENTS:**

Town of Ladysmith Bylaw 1278 Parks & Recreation Commission Bylaw

**TOWN OF LADYSMITH  
BYLAW NO. 1278**

**WHEREAS**, pursuant to the Municipal Act, Council may, by bylaw, establish a Parks and Recreation Commission;

**NOW THEREFORE** the Municipal Council of the Town of Ladysmith in open meeting assembled enacts as follows:

**1.0 ESTABLISHMENT OF COMMISSION**

- 1.1 There is hereby established a Commission known as the Parks and Recreation Commission (hereinafter referred to as the Commission).
- 1.2 The Commission is established for the purpose of advising Council on all matters which may be referred to the Commission pertaining to parks and recreational needs of the community.

**2.0 MEMBERSHIP**

- 2.1 The Commission shall be comprised of eleven (11) members, seven of whom shall be appointed by Council
  - 2.2 The membership of the Commission shall be comprised of:
    - (a) 7 members selected from residents of the Town of Ladysmith
    - (b) 1 member from Electoral Area "G" (Saltair) of the Cowichan Valley Regional District
    - (c) 1 member from Electoral Area "H" (North Oyster) of the Cowichan Valley Regional District
    - (d) 1 member from the Council of the Town of Ladysmith who shall be an "ex-officio" member of the Commission
    - (e) 1 member representing School District #68 who shall be an "ex-officio" member of the Commission
  - (f) 1 member representing Town of Ladysmith staff who shall be an "ex-officio" member of the Commission
  - 2.3 Members of the Commission shall serve without remuneration; except for actual expenses incurred in the discharge of their official duties.
  - 2.4 The members, other than ex-officio members, appointed by Council shall hold office at the pleasure of Council for a two year term, unless they have been re-appointed at the expiration of such term. Appointees are limited to a maximum of six years continuous service, followed by a one year exclusion from appointment from the Commission.
  - 2.5 Notwithstanding Section 2.4, all members shall hold office until their successors are appointed and in the event of any such vacancy occurring in the membership of the Commission, the Council shall appoint a person to fill such vacancy for the unexpired term of office of the member being replaced.
  - 2.6 Commission members may be removed by a 2/3 vote of Council.
- 3.0 VOTING**
- 3.1 All matters before any meeting of the Commission shall be decided by a majority of the members present.
  - 3.2 Ex-officio members of the Commission are not entitled to vote on any matter, but shall act in an advisory capacity only.

**4.0 ELECTION OF CHAIRPERSON**

- 4.1 The appointed members of the Commission shall, at the first regular meeting of the Commission held after July 1st, elect a Chairperson who shall preside at all meetings for the balance of the year.
- 4.2 If the Chairperson fails to attend any meeting of the Commission, the appointed members present shall elect one of their number to be Acting Chairperson and the member so elected shall preside at such meeting.
- 4.3 If the Chairperson ceases to be a member of the Commission, the appointed members present at the next meeting shall elect from among their number a Chairperson who shall preside at all meetings for the balance of the year.
- 4.4 Chairmanship is to be limited to a maximum of four years, unless an extension is recommended by the Commission.

**5.0 QUORUM**

- 5.1 Five (5) appointed members of the Commission is a quorum.

**6.0 MEETINGS AND ATTENDANCE**

- 6.1 Meetings shall be conducted according to Canadian Parliamentary Procedure in accordance with Roberts Rules of Order.
- 6.2 Meetings of the Commission shall be held monthly on a regular day. Meetings may be cancelled due to insufficient agenda items, at the call of the Chairperson.
- 6.3 Notwithstanding Section 6.1, special meetings may be held at the call of the Chairperson, provided that at least 24 hours notice of such meeting is given to all the members.
- 6.4 If the Chairperson refuses or neglects to call a special meeting, at the request of not less than three members, within 48 hours of the receipt of such request, then such members may call a special meeting giving at least 24 hours notice of such meeting to all members.
- 6.5 Save with respect to matters expressly dealt with or provided for in this bylaw, the rules governing proceedings of the Commission shall be those governing proceedings of the Council under the Procedure Bylaw, insofar as the said rules may be applicable.
- 6.6 The Chairperson may appoint such committees from within the members of the Commission that may be deemed necessary for the efficient operation of the Commission.
- 6.7 The Chairperson shall preside at all meetings of the Commission, and shall preserve order and decide all points of order which may arise, subject to an appeal to the other members present. All such appeals will be decided without debate.
- 6.8 All members of the Commission may vote on all questions. In the event of the equality of votes, the question shall be decided in the negative. Any member of Commission who abstains from voting shall be deemed to have voted in the affirmative.
- 6.9 All questions put before the meeting of the Commission shall be decided by a majority vote.

6.10 No act or proceeding of the Commission is valid unless it is authorized by resolution at a regular or special meeting of the Commission.

6.11 Any appointed member who is absent from three, consecutive, regular meetings in any six month period, without leave of absence or a valid reason satisfactory to the Commission, shall be deemed to have resigned from the Commission.

7.0 MINUTES

7.1 The Chairperson shall cause minutes of the meetings to be kept and such minutes shall be made available to all members of the Commission and Council.

8.0 ANNUAL BUDGET

8.1 All items of revenue and expenditure relating to the activities of the Commission shall be accounted for in the books of account of the Town of Ladysmith in accordance with the provisions of the Municipal Act.

8.2 No expenditure shall be made by the Commission that is not provided for in the annual budget of the Town of Ladysmith or in the annual budget as amended.

8.3 All monies received by the Commission shall be paid into the hands of the Director of Financial Services of the Town of Ladysmith for deposit to the credit of the Town in a general fund bank account.

8.4 Accounts for authorized expenditures of the Commission shall be paid by the Director of Financial Services of the Town of Ladysmith in the same manner as all other accounts.

8.5 Separate accounts shall be maintained in the books of the Town of Ladysmith to record the revenues by source and the expenditures of the Commission.

8.6 The Commission shall submit a funding request for the next budget year to the Director of Financial Services not later than October 1st in each year.

9.0 REPEAL OF PREVIOUS BYLAW

9.1 "Parks and Recreation Commission Bylaw 1990, No. 971" is hereby repealed.

10.0 CITATION

10.1 This bylaw may be cited for all purposes as "Parks and Recreation Commission Bylaw 1998, No. 1278".

READ A FIRST TIME on the 6th day of APRIL, 1998

READ A SECOND TIME on the 6th day of APRIL, 1998

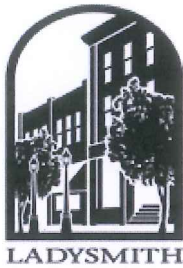
READ A THIRD TIME on the 6th day of APRIL, 1998

ADOPTED on the 20th day of APRIL, 1998

Mayor (R. Hutchins)
Clerk (P. Durban)

I hereby certify this to be a true and correct copy of "Parks & Recreation Commission Bylaw 1998, No. 1278".

Clerk



Town of Ladysmith  
**STAFF REPORT**

To: Guillermo Ferrero, City Manager  
From: Erin Anderson, Director of Financial Services  
Date: August 18, 2016  
File No:

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RE: Operating & Capital Budgets – as of July 31, 2016

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**RECOMMENDATION(S):**

That the Committee:

1. Receive the financial report for the period ending July 31, 2016 for information purposes.
2. Recommend to Council to amend the 2016 Financial Plan by allocating \$11,300 from Parks Operations to the Capital Projects to fund the installation of the downtown garbage cans.

**PURPOSE:**

To continue to inform the Municipal Services Committee of the financials.

**INTRODUCTION/BACKGROUND:**

Continuing with the objective of transparency and providing good information to Council and the taxpayers, this report is completed to provide regular financial information. This is the second report for the year 2016.

*Overall*

The Town is forecasting to be under budget at year-end. Each of the respective funds are projected to be within budget, though the water operations will require the use of funds budgeted to debt payments to be within budget.

Capital expenditures up to July 31, 2016 were \$3.811 million which is 16% of the budget allocated to all capital projects in 2016.

**OPERATING BUDGET**

As shown in Table 1, the Operations Budget with Projections to December 31<sup>st</sup> show an overall projected surplus due to un-issued debt payments.

Table 1 – Operations Budget with Projections to December 31<sup>st</sup>, 2016

	Operations					
	Actuals			Forecast		
	Actuals - to July 31, 2016	Amended Budget 2016	Actual Variance %	Year-End Forecast	Year End Forecast Variance	Variance %
Taxes	\$ 7,849,000	7,848,000	100%	7,849,000	1,000	100%
Parcel Tax	\$ 1,783,000	1,778,000	100%	1,783,000	5,000	100%
Water, Sewer, Solid Waste	\$ 1,145,000	2,206,000	52%	2,231,000	25,000	101%
Fees & Charges	\$ 803,000	1,208,000	66%	1,291,000	83,000	107%
Penalty & Interest on tax	\$ 106,000	120,000	88%	125,000	5,000	104%
Grants	\$ 511,000	621,000	82%	640,000	19,000	103%
Investment Income	\$ 75,000	105,000	71%	129,000	24,000	123%
<b>Total Revenues</b>	<b>\$ 12,272,000</b>	<b>13,886,000</b>	<b>88%</b>	<b>14,048,000</b>	<b>162,000</b>	<b>101%</b>
General Government Services	\$ 1,248,000	2,291,000	54%	2,240,000	- 51,000	98%
Protective Services	\$ 585,000	1,685,000	35%	1,676,000	- 9,000	99%
Transportation Services	\$ 664,000	1,277,000	52%	1,326,000	49,000	104%
Development Services	\$ 334,000	674,000	50%	666,000	- 8,000	99%
Garbage Services	\$ 223,000	493,000	45%	443,000	- 50,000	90%
Cemetery Operations	\$ 19,000	30,000	63%	26,000	- 4,000	87%
Parks	\$ 344,000	675,000	51%	663,000	- 12,000	98%
Recreation & Cultural Services	\$ 1,268,000	2,236,000	57%	2,212,000	- 24,000	99%
Sewer Services	\$ 513,000	881,000	58%	885,000	4,000	100%
Water Services	\$ 459,000	665,000	69%	824,000	159,000	124%
Debt payments	\$ 493,000	1,479,000	33%	744,000	- 735,000	50%
Transfers	\$ 186,000	1,500,000	12%	1,501,000	1,000	100%
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 6,336,000</b>	<b>13,886,000</b>	<b>46%</b>	<b>13,206,000</b>	<b>- 680,000</b>	<b>95%</b>
Surplus/ (Deficit)	\$ 5,936,000			842,000	842,000	

Revenue - Taxes Projected to be on budget

The 2016 annual property taxes were levied in May. Since that time, the Town has received 2 supplemental adjustments from BC Assessment. Overall, the adjustments to date have resulted in a net decrease in property tax decrease of \$672. At least one more supplemental adjustment is expected, again, for a decrease in taxation.





Revenue – Water & Sewer Parcel Taxes

Projected to be \$5k above budget

Additional lots with available services were registered. These resulted in additional parcel tax revenues.

Revenue – Water, Sewer & Solid Waste Fees

Projected to be \$25k above budget

The Utility billings (water, sewer and garbage) are billed up to the end of June. Water revenues are higher in this first half of the year due to the dryer than usual spring. Usually, the third billing quarter (July – September) is the largest consumption period. It is expected that the water rates revenues will be on budget, or slightly exceed it, by the end of the year. Flat-rate charges, such as sewer revenues, are expected to remain on budget. Solid waste (garbage, recycling & organics) will be greater than budget projections by the end of the year, though this additional amount will be reserved as directed.

Revenue - Other Fees & Charges

Projected to be \$83k above budget

- Parks, Recreation & Culture revenues, especially the recreation programs are trending higher in 2016 than 2015 and are expected to exceed budget by year end by approximately \$8k.
- Cemetery revenue is expected to be above budget by \$10k at year-end, but it has a corresponding expense that offset increases in revenue.
- Facility Rentals revenues are less than the same time in 2015 due to the adjustment in the interest rate on the debt for the RCMP detachment. A portion of the debt is paid by the Federal Government through the RCMP lease; hence a reduction in interest rate translates to a reduction in lease payments. There is a corresponding expense reduction to offset this loss in revenue.
- Fees from Licences (Dogs and Business Licences) has exceeded budget by \$4k. Since most of these billings occur early in the year, this number is not expected to increase significantly by the end of the year.
- General and Miscellaneous revenue includes the revenues from property tax searches and administration fees. At year end, it is anticipated that this area will be \$5k greater than budget.
- Actual Permits & Fees revenues have nearly reached budget amounts in July and are expected to exceed budget amounts by year end. Much of this is due to subdivision approval fees and building inspection fees which are significantly greater in 2016 than in 2015.

Revenue – Penalties & Interest on taxes

Projected to be \$5k above budget

The 2016 property taxes were due July 4, 2016. At that time, just over 94% of the property owners paid their taxes on time. In accordance with the legislation, a 10% penalty was applied to all accounts with outstanding 2016 taxes.

Interest amounts accrue daily based on a rate prescribed by the Province.

Revenue – Operating Grants	Projected to be \$19k above budget
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The Small Communities grant received from the Province was nearly \$16k greater than budgeted resulting in the forecasted balance exceeding budget.

Revenue – Investment Income	Projected to be \$24k above budget
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The Waste Water Treatment Plant construction was delayed in 2016, resulting in funds accruing investment income. The forecast is to exceed budget revenues by \$24k.

Expenses - General Government Services	Projected to be \$51k under budget
----------------------------------------	------------------------------------

The expenses for general government services are on budget, though significantly greater than in previous years. This is due to making a budgeted principal payment of \$250,000 towards the debt on the properties at Buller and 1<sup>st</sup> Avenue. Administration charges are greater due to the overlap between a new employee and a retiring employee. Human Resource expenses are greater due to recruitment costs in 2016, though legal costs are down corporately. Some savings in staff time are expected to be realized by year-end.

Expenses - Protective Services	Projected to be \$9k under budget
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The overall protective services area is under budget. Policing costs are greater due to the RCMP membership at full municipal strength. The debt on the RCMP detachment is expected to be less by the end of the year as there has been a decrease in the interest rate, but it should have minimal impact as the offsetting lease payments made by RCMP E Division are also reduced by virtually the same amount.

Expenses - Transportation/Public Works	Projected to be \$49k above budget
----------------------------------------	------------------------------------

Storm water infrastructure failures have resulted in more staff time, equipment use and materials used to repair the breaks.

Public Works operations is trending higher than anticipated in the budget. Much of this work is the result of the crews performing routine repairs and maintenance rather than capital projects as in prior years. Based on this trend, this area is expected to be over budget by year-end.

Expenses –Development Services	Projected to be \$8k under budget
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Overall, this area's expenses are less than in previous years. Heritage costs are greater than in 2015 due to additional projects, such as the Transfer Beach History Pictorial Project. The Board of Variance budget is not expected to be spent this year, resulting in this department forecasted to be under budget.

Expenses – Solid Waste	Projected to be \$50k under budget
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The expenses for solid waste are expect to be under budget by year end.

*Expenses – Cemetery Operations* **Projected to be \$4k under budget**

Cemetery expenses are trending higher than anticipated though much of these costs are offset with the corresponding revenue.

*Expenses –Parks* **Projected to be \$12k under budget**

Parks services is currently under budget compared to 2015. This is partially due to the Parks crews working on capital projects, specifically the downtown garbage cans. As this project was over budget by \$11,200, it is recommended that Council authorize a budget transfer between Parks operations and this capital project.

*Expenses –Recreation & Culture Services* **Projected to be \$24k under budget**

Overall, this department is on budget, though some areas, such as Facility Maintenance, are seeing greater expenses in 2016 versus 2015, for the period ending July. Extending the pool shut-down by 4 days will see additional cost savings, though minimal revenues will also be lost during this time.

*Expenses –Sewer Services* **Projected to be \$4k over budget**

The Sewer operations are on budget and are expected to be slightly over budget by yearend. Ongoing maintenance of the lift station is pushing this budget higher.

*Expenses – Water Services* **Projected to be \$159k over budget**

Water operations is expected to be significantly over budget by approximately \$160,000 by the end of the year. Malfunctions with water treatment equipment has resulted in extra staff time and materials expensed to ensure the water quality is maintained, Pressure Reducing Valve (PRV) infrastructure failures required additional staff time to complete repairs. As well, additional expense in advertising, legal costs for negotiating water servicing agreements and other contract services, such as leak detection consultants, have increased the operational expenses.

Included in the water services budget was funding to pay for the interest payments on the new Water Filtration plant which has yet to be constructed. These budgeted water funds will be used to offset the increase operational costs.

*Expenses – Debt Payments* **Projected to be \$735 under budget**

As mentioned previously, full year debt payments for the Waste Water Treatment Plant and the Water Filtration Plant were budgeted. Not all of the funds will be utilized in 2016, resulting in a substantial surplus.

## Capital Projects

Below is a summary of all of the capital projects to the end of July:

Not Started	On Track	Delayed	Requires add't funds	Complete
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General:

Account Name	Year to Date	Budget Amount	Variance	% Variance	Status
Asset Management	-	110,000	110,000	100	
Mobile Version of Website	-	10,250	10,250	100	
Waterfront Area Plan	-	180,000	180,000	100	
DCC Review	-	30,000	30,000	100	
Recreation Software Upgrade	-	25,000	25,000	100	
Vadim Upgrades	-	10,000	10,000	100	
Email Server	7,678	10,000	2,322	23	
Pumper Truck	-	635,000	635,000	100	
Vehicle Replacements	131,603	195,000	63,397	33	
Equipment Replacements	4,749	14,500	9,751	67	
Fire Hall Upgrade	-	150,000	150,000	100	
Firefighter Truck	-	20,000	20,000	100	
Fire Department - Turnout Gear	9,927	10,000	73	1	
4th Ave Improvements (Hambrook north)	162,783	1,215,897	1,053,114	87	
Buller St Property Demolition	6,299	98,500	92,201	94	
Fueling System Replacement	-	150,000	150,000	100	
2nd Ave/High St Crosswalk	-	45,000	45,000	100	
Traffic Safety Audit	-	15,000	15,000	100	
1st Ave/Roundabout Sidewalk	10,239	30,000	19,761	66	
Downtown Garbage Bins	26,282	15,000	-11,282	-75	
Aggie Bleachers Storage & Field Security	23,269	34,000	10,731	32	
Dog Park	-	25,000	25,000	100	
Directional Signage	-	37,000	37,000	100	
Dev Services Front Office Improvements	-	10,000	10,000	100	
Open for Business	-	20,000	20,000	100	
Development Services Photocopier	-	7,500	7,500	100	
520 Jim Cram Drive	5,344	-	- 5,344	-	
SFN Cooperation Protocol	7,111	9,000	1,889	21	
Machine Shop Assessment	180	18,500	18,320	99	
PRC Master Plan	36,438	40,000	3,562	9	
Energy & Facility Assessment	20,000	20,000	-	-	
Upper Transfer Beach Improvements	-	25,000	25,000	100	
Liquid Chlorination System Conversion	40,175	68,750	28,575	42	
TB Rotary Playground	16,576	22,000	5,424	25	
FJCC Emergency Roof Repair	10,600	75,000	64,400	86	
Aggie Parking & Signage	-	5,000	5,000	100	

FJCC Surveillance System Upgrade	-	10,000	10,000	100	
Machine Shop Improvements	842	51,000	50,158	98	
Spin Bikes	-	18,000	18,000	100	
Parks Bench/Pavers Program	3,642	-	- 3,642	-	ongoing

Sewer:

Not Started	On Track	Delayed	Requires add't funds	Complete

Account Name	Year to Date	Budget Amount	Variance	% Variance	Status
Chemainus Rd Lift Stn Access Improvement	-	90,000	90,000	100	
Composting Facility Upgrade @ PW	88,017	870,224	782,207	90	
Main Upgrades (I&I)	10,483	150,000	139,517	93	
MBBR - DAF Process Phase 3	3,665,028	5,270,684	1,605,656	30	
Sanitary Pump station Ops Review	-	25,000	25,000	100	
SCADA Upgrade	-	25,000	25,000	100	
Sewer Source Control Program	-	43,000	43,000	100	
Vehicle Replacements	1,665	27,500	25,835	94	

Water:

Not Started	On Track	Delayed	Requires add't funds	Complete

Account Name	Year to Date	Budget Amount	Variance	% Variance	Status
Arbutus Reservoir Access Ladder	-	20,000	20,000	100	
Fibre optics Connection	421	8,000	7,579	95	
Filtration Pilot Study	6,605	6,605	0	0	
Golf Course Greens Irrigation System	9,402	10,000	598	6	
Holland Dam Inundation Study	-	25,000	25,000	100	
Holland Dam Storage Feasibility	-	40,000	40,000	100	
Holland to Stocking Supply Main Design	-	300,000	300,000	100	
Sentinel Upgrades	-	10,000	10,000	100	
Vehicle/Equipment Replacements	1,665	7,500	5,835	78	
Water Computer Hardware	5,511	7,940	2,429	31	
Water Filtration Plant	-	14,000,000	14,000,000	100	
Water Main Valve Equipment	30,560	30,560	0	0	
Watershed Management	-	20,000	20,000	100	
Watershed Modeling	-	8,000	8,000	100	

Use of Gas Tax Funds



There were a number of capital projects funded by Gas Tax money.

Opening Balance at January 1, 2016	\$ 1,060,650
Actuals:	-
Less amounts spent to date on eligible projects	- 79,032
Add funding contributions received to date	193,322
Budget:	
Less amounts budgeted to be spent by year end:	
Waterfront Area Plan	- 130,000
Aggie Improvements & Security	- 23,405
Enclosed Dog Park	- 7,000
Traffic Safety Study	- 7,500
Sidewalk – 1 <sup>st</sup> Ave/Roundabout	- 25,000
4 <sup>th</sup> Avenue Paving	- 240,000
Roof – FJCC	- 40,000
Add expected funding contribution	184,161
Total expected balance at year-end	\$ 886,196

### Status of 2015 Capital Projects

Many projects in 2016 were continuations from the 2015 budget. The taxation funding from these projects was reserved in 2015 to be used in 2016. These are projects are:

- Chlorination system conversion \$68,750
- Machine Shop Assessment \$18,860
- Signage Initiative \$37,000
- Fire Vehicle \$20,000
- Fire Hall Upgrade \$30,000
- E-mail Server \$17,800
- Recreation Software Upgrade \$25,000
- Upper Transfer Beach Improvements \$9,000
- Asset Management \$40,000
- Water Valve Equipment & Hardware \$38,500
- Fibre Optics Equipment \$7,950
- Holland Dam Inundation Study \$25,000
- Holland Dam Storage Feasibility \$40,000
- Watershed Management \$20,000
- Sewer SCADA programming \$20,000
- Chemainus Rd Lift Station Access \$90,000
- Sewer Main Upgrades \$141,000

The following amounts were allocated to appropriate equity (reserved) for a future year:

- FJCC Locker Replacement \$13,500
- Corporate Strategic Plan \$15,000
- Sewer Communications upgrade \$30,000

The following amounts were not reserved:

- Sidewalks - \$40,000. Instead, the funds were used for the Gatacre Project
- FJCC Locker Replacement (remainder) - \$ 8,000. Instead, the funds were used for the Pool Filter Replacement

- Water - Communications Upgrade- \$20,000. Instead, the funds were used for the Water Filtration Pilot
- Watershed modelling - \$17,000. Instead, the funds were used for the Water Filtration Pilot
- Holland Main Replacement - \$30,000, Instead, the funds were used for the Water Filtration Pilot
- Watershed Management (remainder) - \$48,000. Instead, the funds were used for the Water Filtration Pilot
- Emergency Sewer Operations - \$25,000. Instead, the funds were used for the Ludlow Lift Station repair.

### Capital Replacement

As per Council's direction in 2015 (Council Resolution CS 2015-157) for a 5% capital reserve, around \$300,000 was allocated to the Infrastructure Deficit Capital Reserve at the end of 2015. These funds were placed in the City Hall Reserve (\$164), Fire Hall Reserve (\$60k), and Infrastructure reserve (\$74k). Only funds for the Fire Hall were budgeted to be used in the 2016 budget for the roof replacement.

A further \$ \$318k will be allocated in 2016 for Capital Replacement.

### ALTERNATIVES:

Not applicable.

### FINANCIAL IMPLICATIONS:

Keeping Council informed of the financial state of the organization.

### LEGAL IMPLICATIONS:

This is a snapshot of the Town's 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 comments.

### INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

There is coordination among the various departments to ensure all information is coded properly and received in a timely manner 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".

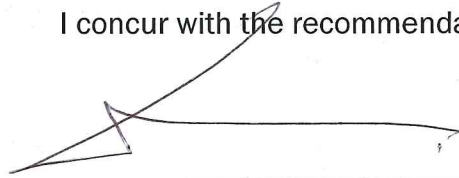
**SUMMARY:**

It is recommended that the Committee receive this report.



Report Author: Erin Anderson, Director of Financial Services

I concur with the recommendation.



Guillermo Ferrero, City Manager

**ATTACHMENTS:**

- Consolidated Statement of Operations – July 31, 2016
- Consolidated Statement of Financial Position – July 31, 2016
- Listing of Vendor Payments over \$25,000 Jan 1 – July 31, 2016



**TOWN OF LADYSMITH  
CONSOLIDATED STATEMENT OF OPERATIONS  
AS AT July 31, 2016**

	Actuals 2016	Budget 2016	% of Budget
Revenue			
Taxes:			
Municipal purposes taxation	6,534,955	\$ 6,535,602	100%
Policing taxation	1,150,077	1,150,102	100%
Parcel taxes	1,783,272	1,778,053	100%
Grants in Lieu	163,974	162,379	101%
Fees and charges:			
General	1,114,367	1,817,999	61%
Sewer	420,650	847,625	50%
Water	412,895	821,615	50%
Investment Income	75,115	105,000	72%
Penalty and interest on tax	105,768	120,000	88%
Grants	1,160,319	12,318,540	9%
Donations and contributed property	12,130	18,500	66%
Gain (loss) on foreign exchange	-	-	0%
Gain (loss) on disposal of tangible capital assets	-	-	0%
Development fees	-	168,000	0%
Local area improvements	-	-	0%
Gas tax funds utilized	79,032	575,500	14%
	<u>13,012,554</u>	<u>26,418,915</u>	49%
Expenses: (excluding amortization)			
General government services	1,249,965	2,323,575	54%
Protective services	627,346	1,806,864	35%
Transportation services	674,606	1,318,599	51%
Garbage services	249,455	508,020	49%
Cemetery services	18,642	30,072	62%
Development services	345,628	883,358	39%
Recreation and cultural services	1,274,327	2,337,875	55%
Parks operation services	347,220	670,940	52%
Sewer	566,968	1,231,201	46%
Water	479,937	1,027,662	47%
Operating Expenses	<u>5,834,094</u>	<u>12,138,166</u>	48%
General Capital Projects	197,050	3,056,897	6%
Water Capital Projects	39,963	14,368,500	0%
Sewer Capital Projects	3,476,396	6,450,908	54%
Proceeds from New debt (capital financing)	-	(7,635,000)	36%
Principal Payments	382,091	793,650	48%
Internal Funding	-	(2,754,206)	4%
	<u>5,976,264</u>	<u>-</u>	
BALANCE			

**TOWN OF LADYSMITH  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
AS AT July 31, 2016**

	<b>2016</b>
<b>Financial Assets</b>	
Cash and short term deposits	21,319,922.64
Accounts receivable:	
Property Taxes	1,692,950.58
User Fees	592,398.80
Other	<u>1,450,916.35</u>
	<u>25,056,188.37</u>
<b>Liabilities</b>	
Accounts payable and accrued liabilities	1,248,412.23
Taxes payable to other agencies	318,984.15
Post-employment benefits	268,000.00
Deferred revenue	98,738.85
Refundable deposits and other	429,630.09
Restricted reserves - other	422,693.60
Development cost charge reserve	1,902,557.10
Federal gas tax reserve	986,173.41
Obligations under capital lease	408,766.51
Equipment Financing	37,848
Short term debt (financing)	10,670,000.00
Debenture debt	<u>2,886,186.75</u>
	<u>19,677,990.49</u>
<b>Net Financial Assets</b>	<b>5,378,197.88</b>
<b>Non-Financial Assets</b>	
Tangible Capital Assets	89,175,442.87
Capital Projects in Current Year	3,713,408.04
Prepays	13,945.10
Inventory	77,832.34
	<u>92,980,628.35</u>
<b>Accumulated Surplus</b>	<u><u>98,358,826.23</u></u>

Vendor Payments over \$25,000  
January 1, 2016 – July 31, 2016

Supplier Name	Total
AFD PETROLEUM LTD	34,326
BANK OF CANADA (CSB)	38,000
BC ASSESSMENT AUTHORITY	78,804
BC HYDRO & POWER AUTHORITY	274,809
BC LIFE & CASUALTY COMPANY	60,750
COAST AUTOMATION	77,195
COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT	770,973
COWICHAN VALLEY REGIONAL DISTRICT	1,325,168
CUPE LOCAL 401	41,578
DISTRICT OF NORTH COWICHAN	41,475
FINNING (CANADA)	147,078
GDH SOLUTIONS	45,958
GE WATER & PROCESS TECHNOLOGIES CANADA	36,400
HEROLD ENGINEERING LTD	39,832
HUB CITY PAVING LTD	28,527
ICBC	39,156
LADYSMITH & DISTRICT HISTORICAL SOCIETY	25,500
LADYSMITH CHAMBER OF COMMERCE	33,643
LADYSMITH RESOURCES CENTRE ASSOCIATION	112,949
MEDICAL SERVICES PLAN	46,630
METRO MOTORS LTD	64,165
MINISTRY OF SMALL BUSINESS AND REVENUE	279,994
MUNICIPAL FINANCE AUTHORITY	357,406
MUNICIPAL INSURANCE ASSOCIATION OF BC	98,117
MUNICIPAL PENSION FUND	429,302
OPUS DAYTONKNIGHT CONSULTANTS LTD	267,435
PACIFIC BLUE CROSS	108,495
PROGRESSIVE WASTE SOLUTIONS CANADA INC	274,901
RECEIVER GENERAL	874,293
RECEIVER GENERAL FOR CANADA	540,816
SIMARK CONTROLS LTD	63,318
SOFTCHOICE CORP.	33,062
TRITECH GROUP LTD	2,609,287
US BANK	110,673
VANCOUVER ISLAND REGIONAL LIBRARY	176,618
WOODGROVE CHRYSLER	37,005
WORKSAFE BC	66,629
WORLD WATER WORKS INC	243,865

JUL 12 2016

**COASTAL ANIMAL CONTROL SERVICES OF BC LTD**

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

**TOWN OF LADYSMITH POUND REPORT**

April 2016

<b>Disposition of Impounded Dogs</b>	<b>Current Month</b>	<b>2016 Totals</b>
Stray dogs impounded	0	9
Stray dogs claimed	0	8
Stray dogs put up for adoption	0	0
Stray dogs pending	0	1
Stray dogs euthanized	0	0
Stray livestock / cats	0	0
Other	0	0
<b>Calls Received and Investigated</b>	<b>3</b>	<b>37</b>
Aggressive dogs	1	7
Dogs at large	0	10
Confined dog	0	6
Noise (barking) complaints	1	8
Other non specific dog related calls	1	6
Wildlife / livestock / cats	0	0
Unlicensed	0	0
<b>After hour call outs</b>	<b>0</b>	<b>1</b>
Pick Up fees	\$00.00	\$50.00
Impound fees	\$00.00	\$700.00
Daily board fees	\$00.00	\$220.00
<b>Monthly Pound and Board Fees Collected</b>	<b>\$00.00</b>	<b>\$970.00</b>
<b>Tickets issued</b>		<b>YTD</b>
Over 3 dog limit	0	0
Unlicenced dog	0	0
Dog at large	0	0
Restricted dog not muzzled or leashed	0	0
Habitually noisy	0	0
Failure to clean up after dog	0	0
<b>Licencing Statistics</b>		
Tags	3	8
Revenue	\$98.00	\$276.00

Judi Burnett  
Coastal Animal Control Services of BC Ltd

# CAS Summary of Service Calls

<b>Total calls by type:</b>	<b>3</b>
Aggressive	1
Noisy	1
Other	1

*01-Apr-16 to 30-Apr-16*

<b>Issue</b>	<b>Call #</b>	<b>Received</b>	<b>Type</b>	<b>Completed</b>
<b>Ladysmith</b>			<b>3 calls</b>	
Aggressive			<b>1</b>	
	1439	04-Apr-16	Dog	05-Apr-16
Noisy			<b>1</b>	
	1441	29-Apr-16	Dog	
Other			<b>1</b>	
	1440	05-Apr-16	Dog	07-Apr-16
<b>Total:</b>			<b>3 calls</b>	

23/07/16

**COASTAL ANIMAL CONTROL SERVICES OF BC LTD**

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

**TOWN OF LADYSMITH POUND REPORT**

May 2016

<b>Disposition of Impounded Dogs</b>	<b>Current Month</b>	<b>2016 Totals</b>
Stray dogs impounded	0	9
Stray dogs claimed	0	8
Stray dogs put up for adoption	0	0
Stray dogs pending	0	1
Stray dogs euthanized	0	0
Stray livestock / cats	0	0
Other	0	0
<b>Calls Received and Investigated</b>	<b>14</b>	<b>51</b>
Aggressive dogs	4	11
Dogs at large	2	12
Confined dog	0	6
Noise (barking) complaints	4	12
Other non specific dog related calls	2	8
Wildlife / livestock / cats	0	0
Unlicensed	2	2
<b>After hour call outs</b>	<b>0</b>	<b>1</b>
Pick Up fees	\$00.00	\$50.00
Impound fees	\$00.00	\$700.00
Daily board fees	\$00.00	\$220.00
<b>Monthly Pound and Board Fees Collected</b>	<b>\$00.00</b>	<b>\$970.00</b>
<b>Tickets issued</b>		<b>YTD</b>
Over 3 dog limit	0	0
Unlicenced dog	0	0
Dog at large	0	0
Restricted dog not muzzled or leashed	0	0
Habitually noisy	0	0
Failure to clean up after dog	0	0
<b>Licencing Statistics</b>		
Tags	1	9
Revenue	\$36.00	\$312.00

Judi Burnett  
Coastal Animal Control Services of BC Ltd

# CAS Summary of Service Calls

*Total calls by type: 14*

Aggressive	4
At large	2
Noisy	4
Other	2
Unlicensed	2

*01-May-16 to 31-May-16*

Issue	Call #	Received	Type	Completed
<b>Ladysmith</b>			<b>14 calls</b>	
<b>Aggressive 4</b>				
	1453	24-May-16	Dog	27-May-16
	1445	06-May-16	Dog	20-May-16
	1446	06-May-16	Dog	10-May-16
	1444	06-May-16	Dog	19-May-16
<b>At large 2</b>				
	1452	23-May-16	Dog	25-May-16
	1450	13-May-16	Dog	16-May-16
<b>Noisy 4</b>				
	1454	25-May-16	Dog	26-May-16
	1448	11-May-16	Dog	11-May-16
	1443	05-May-16	Dog	19-May-16
	1442	02-May-16	Dog	27-May-16
<b>Other 2</b>				
	1451	17-May-16	Dog	18-May-16
	1449	11-May-16	Dog	12-May-16
<b>Unlicensed 2</b>				
	1455	31-May-16	Dog	31-May-16
	1447	09-May-16	Dog	09-May-16
<b>Total:</b>			<b>14 calls</b>	

**COASTAL ANIMAL CONTROL SERVICES OF BC LTD**

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

**TOWN OF LADYSMITH POUND REPORT**

June 2016

<b>Disposition of Impounded Dogs</b>	<b>Current Month</b>	<b>2016 Totals</b>
Stray dogs impounded	0	9
Stray dogs claimed	0	8
Stray dogs put up for adoption	0	0
Stray dogs pending	0	1
Stray dogs euthanized	0	0
Stray livestock / cats	0	0
Other	0	0
<b>Calls Received and Investigated</b>	<b>9</b>	<b>60</b>
Aggressive dogs	5	16
Dogs at large	2	14
Confined dog	0	6
Noise (barking) complaints	2	14
Other non specific dog related calls	0	8
Wildlife / livestock / cats	0	0
Unlicensed	0	2
<b>After hour call outs</b>	<b>0</b>	<b>1</b>
Pick Up fees	\$00.00	\$50.00
Impound fees	\$00.00	\$700.00
Daily board fees	\$00.00	\$220.00
<b>Monthly Pound and Board Fees Collected</b>	<b>\$00.00</b>	<b>\$970.00</b>
<b>Tickets issued</b>		<b>YTD</b>
Over 3 dog limit	0	0
Unlicenced dog	0	0
Restricted dog at large	1	1
Restricted dog not muzzled or leashed	0	0
Habitually noisy	0	0
Failure to clean up after dog	0	0
<b>Licencing Statistics</b>		
Tags	25	34
Revenue	954.00	\$1266.00

Judi Burnett

Coastal Animal Control Services of BC Ltd



# CAS Summary of Service Calls

*Total calls by type:* **9**

Aggressive 5

At large 2

Noisy 2

*01-Jun-16 to 30-Jun-16*

<b>Issue</b>	<b>Call #</b>	<b>Received</b>	<b>Type</b>	<b>Completed</b>
<b>Ladysmith</b>			<b>9 calls</b>	
<b>Aggressive</b>			<b>5</b>	
	1463	14-Jun-16	Dog	23-Jun-16
	1462	13-Jun-16	Dog	13-Jun-16
	1460	09-Jun-16	Dog	10-Jun-16
	1458	06-Jun-16	Dog	06-Jun-16
	1457	03-Jun-16	Dog	24-Jun-16
<b>At large</b>			<b>2</b>	
	1464	15-Jun-16		
	1461	10-Jun-16	Dog	13-Jun-16
<b>Noisy</b>			<b>2</b>	
	1459	09-Jun-16	Dog	21-Jun-16
	1456	01-Jun-16	Dog	02-Jun-16
<b>Total:</b>			<b>9 calls</b>	

From: Chenoa Akey <[referrals@coastsalishdevcorp.com](mailto:referrals@coastsalishdevcorp.com)>  
Date: 2016-08-25 2:25 PM (GMT-08:00)  
To: Aaron Stone <[astone@ladysmith.ca](mailto:astone@ladysmith.ca)>  
Subject: Letter of Support for BC Rural Dividend funding

Hi Aaron, as discussed, we've applied for funding through the BC Rural Dividend fund for planning related to our Microtel hotel project. They've come back to us requesting information/clarification that the project will not negatively impact other businesses and that it will bring broader regional/community benefits. We would be grateful if the Town can provide us with a letter of support? Some key points you could pull from...

- 1) SFN & TOL have signed a Cooperation Protocol and, more recently, the Naut'sa Mawt Community Accord to further our relationship; collaborate on shared objectives; make our communities closer, better, happier, etc.
- 2) A Microtel hotel at Oyster Bay will benefit the Town because...
  - a. Promote tourism in Ladysmith – positive economic impact
  - b. Draw airport traffic into Ladysmith
  - c. A service that's needed in our area...no existing branded accommodation between Nanaimo & Chemainus
  - d. Shouldn't impact existing accommodation providers (this is different accommodation category than B&B's; lodges; motels)
  - e. Creates job opportunities
  - f. Water & Sewer Agreement –municipal DCC's; usage
  - g. Promotes overall growth of Ladysmith
- 3) The Town supports this project
- 4) Support from the Province will help make this project a reality
- 5) TOL is Looking forward to collaboration/partnership on other development with SFN (from the MOU)... Ladysmith Harbour/Slag Point; Peerless Road light industrial area
- 6) Etc.

Let me know if you need more information or detail for the letter or if preparing a draft would help. Time is tight – they didn't give us a date for clarifications but said that they want asap ☺  
Thanks again!

Chenoa Akey  
Coast Salish Development  
P:250-924-2444