



# TOWN OF LADYSMITH

A MEETING OF THE MUNICIPAL SERVICES COMMITTEE  
WILL BE HELD IN COUNCIL CHAMBERS, CITY HALL  
MONDAY, NOVEMBER 14, 2016  
6:30 P.M.  
COUNCIL CHAMBERS, CITY HALL

*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 September 12, 2016 ..... 1 - 3

### 3. DELEGATIONS

3.1. Calum Matthews, Tourism Vancouver Island  
Value of Tourism .....4

### 4. REPORTS

4.1. Grants-in-Aid Policy ..... 5 - 14

Staff Recommendation:

That the Committee recommend that Council:

1. Approve the amended Grants-in-Aid policy as presented;
2. Direct staff to enter into a Service Agreement with the Ladysmith and District Historical Society for the operation of the Ladysmith Archives and Ladysmith Museum; and
3. Continue to consider providing annual financial assistance to the Ladysmith Resources Centre Association under the Grants-in-Aid program.

4.2. Parks, Recreation & Culture and Invasive Species Advisory Committees Terms of Reference ..... 15 - 30

Staff Recommendation:

That the Committee recommend that Council:

1. Adopt Terms of Reference for the Parks Recreation & Culture Advisory Committee;
2. Adopt Terms of Reference for the Invasive Species Advisory Committee;
3. Direct staff to prepare a letter of request from Council to the Cowichan Valley Regional District Directors of Area G and H, as well as to Stz'uminus First Nation Council requesting participation on the Town of Ladysmith Parks, Recreation & Culture and Invasive Species Advisory Committees; and
4. Repeal Town of Ladysmith Parks and Recreation Commission Bylaw 1278 and Amendment Bylaws 1311 and 1528.

**4.3. Coastal Animal Control Services Reports for July, August and September, 2016 ... 31 - 46**

Staff Recommendation:

That the Committee receive the Coastal Animal Control Services Reports for the months July to September, 2016.

**4.4. Ladysmith Fire/Rescue Reports for July, August and September, 2016 ..... 47 - 49**

Staff Recommendation:

That the Committee receive the Ladysmith Fire/Rescue Reports for the months July to September, 2016.

**4.5. Building Inspector's Report for the period July to September, 2016 ..... 50**

Staff Recommendation:

That the Committee receive the Building Inspector's Report for the period July to September, 2016.

**5. COUNCIL SUBMISSIONS**

**6. CORRESPONDENCE**

- 6.1. Rod Smith, Ladysmith Maritime Society  
and  
Kathy Holmes, Arts Council of Ladysmith and District**

**Request to Install Security Cameras at Machine Shop ..... 51 - 52**

Staff Recommendation:

That Council refer to staff the request from the Ladysmith Maritime Society and Ladysmith and District Arts Council to install security cameras in the vicinity of the Machine Shop and parking lot stairs to investigate feasibility and privacy concerns, and to report back to Council.

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS**

**ADJOURNMENT**



**TOWN OF LADYSMITH  
MINUTES OF A REGULAR SESSION OF  
THE MUNICIPAL SERVICES COMMITTEE  
MONDAY, SEPTEMBER 12, 2016  
COUNCIL CHAMBERS, CITY HALL  
6:31 P.M.**

**COUNCIL MEMBERS PRESENT:**

Councillor Steve Arnett (Chair)  
Councillor Joe Friesenhan  
Councillor Duck Paterson

Mayor Aaron Stone  
Councillor Carol Henderson

Councillor Cal Fradin  
Councillor Rob Hutchins

**STAFF PRESENT:**

Guillermo Ferrero  
Geoff Goodall  
Sue Bouma

Erin Anderson  
Clayton Postings

Felicity Adams  
Joanna Winter

---

**CALL TO ORDER**

Councillor Arnett called this meeting of the Municipal Services Committee to order at 6:31 p.m.

**AGENDA APPROVAL**

MS 2016-036

*Moved and seconded:*

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

**MINUTES**

MS 2016-037

*Moved and seconded:*

That the minutes of the Municipal Services Committee meeting held July 11, 2016 be approved.  
*Motion carried.*

**DELEGATIONS**

**Madeline Tremblay, British Columbia Ambassador, representing Ladysmith**

Madeline Tremblay provided an update to Council on her role as British Columbia Ambassador, representing Ladysmith. She highlighted her experiences during the pageant, presented her community table photo project, discussed events in which she would be representing the Town, and thanked Council for their support of her candidacy.

Council expressed appreciation for Ambassador Tremblay's hard work, dedication, and support of the Town, and presented her with flowers in honour of her role as British Columbia Ambassador.

**PROCLAMATIONS**

Mayor Stone 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.

MS 2016-038 *Moved and seconded:*  
That the Town place an advertisement in local media congratulating the Lions Club on all they have achieved and contributed.  
*Motion carried.*

**REPORTS**

**Fire Hall Roof Replacement Project**

MS 2016-039 *Moved and seconded:*  
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.

**\*AMENDMENT\***

MS 2016-040 *Moved and seconded:*  
That Resolution No. MS 2016-039 be amended to read as follows:  
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.

*Amendment carried.*

**OPPOSED:**

*Councillors Paterson and Henderson*

*Motion as amended carried.*

MS 2016-041 **Establishment of Parks, Recreation and Culture Advisory Committee**  
*Moved and seconded:*  
That the Committee recommend that Council direct staff to develop recommendations relating to the establishment of a new Parks, Recreation and Culture Advisory Committee.  
*Motion carried.*

**Operating and Capital Budgets – as of July 31, 2016**

Staff responded to questions from the Committee about the Financial Report.

MS 2016-042 *Moved and seconded:*  
That the Committee:

1. Receive the financial report for the period ending July 31, 2016.
2. Recommend that Council 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.

*Motion carried.*

**Coastal Animal Control Services Reports for April, May and June 2016**

Staff responded to questions regarding animal control patrol during special events and at Transfer Beach.

*Moved and seconded:*

**MS 2016-043** That the Committee receive the Coastal Animal Control Services Reports for the months April to June 2016.

*Motion carried.*

**CORRESPONDENCE**

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

*Moved and seconded:*

**MS 2016-044** That the Committee recommend that Council 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.

*Motion carried.*

**ADJOURNMENT**

*Moved and seconded:*

**MS 2016-045** That this meeting of the Municipal Services Committee adjourn at 7:15 p.m.

*Motion carried.*

**CERTIFIED CORRECT**

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

\_\_\_\_\_  
Corporate Officer (J. Winter)

---

**From:** Darsey Batchelor <darsey@tourismvi.ca>  
**Sent:** October 24, 2016 3:05 PM  
**To:** Guillermo Ferrero  
**Cc:** Sue Bouma; Clayton Postings  
**Subject:** Value of Tourism Presentation

Hi there,

Tourism Vancouver Island is seeking an opportunity to deliver a *Value of Tourism* presentation to your members. Depending on the available date, either Dave Petryk, President & CEO or Calum Matthews, Community & Industry Services Specialist, would deliver the presentation to your group.

The tourism industry in the Vancouver Island Region is a vast and interwoven network of tourism businesses, industry organizations, and government agencies all working together to grow and sustain a dynamic industry. Tourism is everyone's business and everyone can play their part by applying knowledge, expertise and resources to achieve the best outcomes for a flourishing industry and visitor economy. There are many ways to promote and support the industry to ensure its continued vitality and success.

The presentation we would deliver would be of a Prezi interactive format, with the presenter providing the details to the audience in various slides/images...a 3-5 minute video would be included as part of the presentation. Ideally, a 30-45 minute minimum timeframe would be preferred to deliver the message to your organization, which would include time for Q & A.

**Value of Tourism:** The tourism industry in the Vancouver Island Region is a vast and interwoven network of tourism businesses, industry organizations, and government agencies all working together to grow and sustain a dynamic industry. Tourism is everyone's business and everyone can play their part by applying knowledge, expertise and resources to achieve the best outcomes for a flourishing industry and visitor economy. There are many ways to promote and support the industry to ensure its continued vitality and success.

**Dave Petryk:** In Dave's present capacity as the President and CEO of Tourism Vancouver Island he leads a professional team to achieve the organization's vision of "the Vancouver Island region being internationally recognized as a preferred travel and getaway destination". Dave has been with Tourism Vancouver Island since December 2000 and has over 40 years experience working in various sectors of the Tourism industry. He has held lead positions with destination marketing organizations such as Tourism Prince George and Lesser Slave Lake Regional Tourism. Dave has also held positions as an educator, hotel manager, food/beverage manager, restaurant manager and executive chef.

**Calum Matthews:** Calum joined the Tourism Vancouver Island team in 2016 and holds a Bachelor of Arts and Science Degree from Quest University Canada as well as a Master of Arts Degree from the University of Toronto. After 12 years living in Ontario and the Sea to Sky Region, Calum happily returned home to Vancouver Island in 2015 and has since enjoyed being a tourist in his own backyard.

*Tourism Vancouver Island is one of five Regional Destination Marketing Organizations in British Columbia that represent Destination British Columbia through the delivery of cooperative marketing and community development programs.*

Feel free to reach out to me if you would like to arrange a presentation time and if you have any questions or comments about the presentation, I would be happy to answer them for you.

All the best,



## **STAFF REPORT TO THE MUNICIPAL SERVICES COMMITTEE**

From: Erin Anderson, Director of Financial Services  
Date: November 1, 2016  
File No: 1850

---

### **Re: 2016 Grants in Aid Policy Update**

#### **RECOMMENDATION(S):**

That the Committee recommend that Council:

1. Approve the amended Grants-in-Aid Policy as presented;
2. Recommend that Council direct staff to enter into a Service Agreement with the Ladysmith and District Historical Society for the operation of the Ladysmith Archives and Ladysmith Museum; and
3. Continue to consider providing annual financial assistance to the Ladysmith Resources Centre Association under the Grant in Aid program.

#### **PURPOSE:**

The purpose of this report is to bring back for the Committee's consideration a revised Grants-in-Aid policy incorporating the decisions made at the Municipal Services meeting held June 13<sup>th</sup>, 2016.

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

The Committee may recall that at a Municipal Services meeting held June 13<sup>th</sup>, 2016, a number of recommendations were made to amend the Grants in Aid policy. These recommendations were adopted by Council on July 6, 2016.

*MS 2016-018 That the Committee recommend that Council direct staff to amend the Town's Grants-in-Aid Policy to change the deadline for submission of a grant report to December 31, with a reminder of the deadline to be sent by staff prior to December 1.*

*MS 2016-019 That the Committee recommend that Council direct staff to amend the Town's Grants-in-Aid Policy, Item 1, for 2017 to read as follows:*

*The primary purpose of a grant-in-aid is to provide financial assistance to an organization for a specific project, event or service that benefits the residents of the Town of Ladysmith. The organization should be registered as, or belong to, a parent Society under the laws of British Columbia and/or Canada.*

*MS 2016-022 That the Committee recommend that Council direct staff to maintain the current policy with respect to timing of grants-in-aid applications and deliberations for the 2017 budget deliberations.*

*MS 2016-023 That the Committee recommend that Council direct staff to amend the Town's Grants-in-Aid Policy to remove the requirement for audited financial statements/engagement review, and to require that societies submit their Annual*

*General Meeting minutes and agenda, including financial information when applying for a grant-in-aid.*

*MS 2016-024 That the Committee recommend that Council direct staff to maintain the current grants-in-aid policy that allows organizations that receive a Permissive Tax Exemption to also receive Grant-in-Aid funding.*

*MS 2016-025 That the Committee recommend that Council direct staff to bring an amended Grants-in-Aid Policy for consideration at a future meeting of the Municipal Services Committee.*

Included with this report is the updated Grant-in-Aid Policy reflecting the above changes.

### Service Agreements

The Committee also requested information from Staff regarding establishing service agreements with the Ladysmith & District Historical Society and the Ladysmith Resources Centre Association.

*MS 2016-020 That the Committee recommend that Council direct staff to develop recommendations for service agreements with the Ladysmith and District Historical Society (Archives and Museum), Ladysmith Resources Centre Association and other agencies who currently receive grants-in-aid for providing a service to the community, and bring the recommendations to the Committee for consideration.*

The Town currently has different agreements in place with not-for-profit agencies for providing specific services to the Town. These include the agreement with the Ladysmith Chamber of Commerce for the visitor information centre and business support services, and with the Ladysmith and District Historical Society for maintaining the Ladysmith Archives. On expiry, these agreements are revised and brought back to Council to authorize the renewal of the agreement.

The original intent of Grants-in-Aid was to support specific projects or events that benefit the residents of the Town. Over time, it has been Council's practice to award grants-in-aid to organizations for the provision of ongoing services resulting in the grants being ongoing core funding rather than specific to a project or event.

The advantage of a service agreement rather than a grant-in-aid is that it enables the Town to identify specific, measurable criteria for provision of the service. In this way, the Town is better able to account for funds it provides organizations and to measure return on investment in the form of specific services.

For the Ladysmith & District Historical Society, it is recommended that Council establish a single Service Agreement for the Museum and the Archives. The terms of the agreement would include hours of operation, and any other requirements for specific services desired by Council. This Service agreement would replace the current operating agreement between the Town and the Historical Society for the operation of the Ladysmith Archives. The new Service Agreement would also lay out requirements for regular reporting to Council regarding the number of visitors and use of funds, and the availability of a public washroom for the summer months the Museum is open. In 2016, the Historical Society received grants-in-aid in the amount of \$10,000 to operate the Museum, and \$13,500 for operation of the Archives.

The Committee also recommended establishing a service agreement with the Ladysmith Resources Centre Association (LRCA). In 2016, the Town provided \$37,500 in Grants-in-Aid to the Ladysmith Resources Centre Association for general programming (\$8k), victim services (\$12k), volunteer counselling (\$1.5k), family support (\$8k) and youth at risk (\$8k). Being that there are multiple services provided, Staff do not recommend entering into a service agreement with the LRCA.

#### *Budget*

As the new fiscal year begins, a preliminary budget figure will be used based on the prior year's Grant-in-Aid amount. Any increases to the Grant-in-Aid budget will be funded from taxation. Staff recommended that Council consider establishing a set budget for annual grants-in-aid. In response, the Municipal Services Committee passed the following resolution:

*MS 2016-021 That the Committee recommend that Council refer consideration of a proposed set budget for grants-in-aid until after the Committee has determined whether to establish Service Agreements instead of grants-in-aid for organizations that provide a service to the community.*

#### SCOPE OF WORK:

The amendments to the Town's Grants-in-aid Policy as previously directed by the Committee are complete. The amended policy must be approved by Council.

If approved, the new Grant-in-Aid Policy will form part of the 2017 Grant-in-Aid application package. Applications are due on February 28, 2017.

Staff will begin drafting service agreements as relevant upon direction by the Council.

#### ALTERNATIVES:

The Committee may consider any other changes to the Grant-in-Aid policy.

#### FINANCIAL IMPLICATIONS:

The Grants-in-Aid budget for 2016 was \$119,400 and was funded through property taxation. It is expected that any amounts moved from the grants-in-aid budget as the result of service agreements will not result in any savings in taxation.

#### LEGAL IMPLICATIONS:

Authority to provide Grants-in-Aid is derived from the *Local Government Act* s.176 (c).

#### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Many community groups rely on this funding. Any changes to the funding could affect the services those organizations deliver.

#### INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

With direction from Council, the Finance Department leads the grants-in-aid process.

#### RESOURCE IMPLICATIONS:

The grant-in-aid process demands considerable staff time in review of applications and supporting documentation. Once Council has determined the grant-in-aid allocation, minimal time is taken to complete the payment process in May.

#### ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This is supporting a safe and healthy community

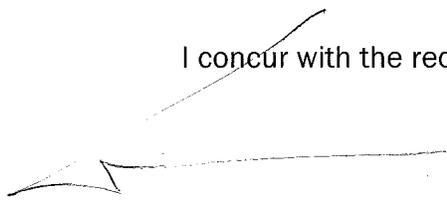
SUMMARY:

A number of revisions to the Grant-in-Aid policy were directed by the Committee in June 2016. The Policy has been amended and is awaiting approval. The Committee also directed Staff to review options for service agreements with the Ladysmith and District Historical Society and the Ladysmith Resources Centre Association. Staff concur with the Committee's recommendation to establish a service agreement to operate the Museum and Archives with the Ladysmith and District Historical Society rather than provide the Society with a Grant-in-Aid and maintain the existing Grant-in-Aid approval process with the Ladysmith Resources Centre Association.



Report Author: Erin Anderson, Director of Financial Services

I concur with the recommendation.



Guillermo Ferrero, City Manager

ATTACHMENTS

Proposed revision of the Grants in Aid Policy



**TOWN OF LADYSMITH**  
**POLICIES AND PROCEDURE MANUAL**

<b>TOPIC: Grants-in-Aid</b>	
<b>APPROVED BY:</b> Council	<b>DATE:</b> Aug 6, 2013
<b>RESOLUTION #:</b> 2013-266	
<i>(Amended)</i>	
<p><b>Purpose:</b></p> <p>To establish a policy for Council of the Town of Ladysmith that is designed to assist organizations with projects or special activities, or to allow them to take advantage of development opportunities and events.</p> <p><b>Policy:</b></p> <p>In granting financial assistance to an organization for a discretionary Grant-in-Aid, the Council of the Town of Ladysmith will take into account the following objectives:</p> <ol style="list-style-type: none"> <li>1. The primary purpose of a grant in aid is to provide financial assistance to an organization for a specific project or event or service that benefits the residents of the Town of Ladysmith. The organization should be registered as, or belong to a parent Society under the laws of British Columbia and/or Canada.</li> <li>2. Preference will be given to organizations that are locally based and whose efforts are community based in nature.</li> <li>3. The Council of the Town of Ladysmith will not grant monies for a 'for profit' organization.</li> </ol> <p><b>Procedure:</b></p> <ol style="list-style-type: none"> <li>1. An organization applying for a grant in aid must provide the following information in order to have its application considered by Council: <ul style="list-style-type: none"> <li>• Name of the organization</li> <li>• Name of the individual making the application</li> <li>• Description of the project or event for which funding is requested</li> <li>• Indicate whether or not the project or event or service is already provided in the community</li> <li>• Identify the beneficiaries of the project or event or service</li> <li>• Indicate the total cost of the project or event or service</li> <li>• Indicate other sources of funding for the project or event or service</li> <li>• Indicate whether the application to other local governments has been made</li> <li>• Indicate the volunteer labor and in-kind donations to be contributed towards the project or event or service by the members of the organization</li> <li>• Specify the amount of financial assistance required; and</li> <li>• Provide the organization's current annual budget and previous year's financial statements as presented at the last Annual General Meeting.</li> </ul> </li> <li>2. All Grant in Aid applications must be submitted, in writing, to the Finance Department by February 28<sup>th</sup> in order to be considered by the Council of the Town of Ladysmith for funding in the current year.</li> <li>3. Grant in Aid applications received after February 28<sup>th</sup> may not be considered for funding in the current year. Further, the organization applying for the Grant in Aid must re-submit their application should they still be requesting financial assistance for the following year.</li> </ol>	

**Comment [EA1]:** MS 2016-019

**Comment [EA2]:** MS 2016-023

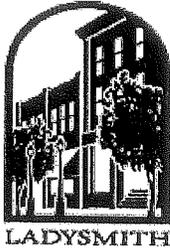
<b>TOPIC: Grants-in-Aid</b>	
<b>APPROVED BY:</b> Council	<b>DATE:</b> Aug 6, 2013
<b>RESOLUTION #:</b> 2013-266	
<i>(Amended)</i>	
<ol style="list-style-type: none"> <li>4. Organizations submitting an application for a Grant in Aid must complete the prescribed application.</li> <li>5. Applications for funding will be considered at an open Council Meeting during the budget process. All decisions are final following ratification at the next Regular Meeting of Council.</li> <li>6. An organization must, using the form provided, report back to Council by December 31<sup>st</sup> of the same year funding was received regarding how the monies were spent, including a budget sheet and pictures, if available. If a report is not received by the Town on or before December 31<sup>st</sup>, the organization shall be notified that they may be ineligible for further grant funding for a 3 year period from the year the grant was received.</li> </ol>	
<b>Conditions of Funding:</b>	
<ol style="list-style-type: none"> <li>1. If applicable, the applicant must acknowledge the support of the Town of Ladysmith in all print and publicity material related to the project including banners and signs on site during the event.</li> <li>2. Funds must be used for the purpose for which they were requested.</li> <li>3. In the event that the project is not completed, the Town of Ladysmith reserves the right to request the return of the grant.</li> <li>4. An organization must prepare, using the form provided, a report regarding how the monies were spent, including a budget sheet and pictures, if available. If a report is not received by the Town on or before December 31<sup>st</sup>, the organization shall be notified that they may be ineligible for further grant funding for a period of 3 years from the year the grant was received.</li> </ol>	
Applications may be mailed to the following address:	
<b>Town of Ladysmith          PO Box 220          Ladysmith, BC V9G 1A2</b>	
Or picked up at City Hall at:	
<b>410 Esplanade          Ladysmith, BC</b>	

**Comment [EA3]:** MS 2016-018

**Comment [EA4]:** MS 2016-018

**Comment [EA5]:** MS 2016-018

**05 – 1850 - A**



Town of Ladysmith  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Erin Anderson, Director of Financial Services  
Date: March 15, 2016  
File No: 1850-01

---

RE: Grants in Aid Policy

---

**RECOMMENDATION(S):**

That the Committee request staff to amend the Grants in Aid Policy to include the options outlined below and present an amended Policy for Council's consideration.

**PURPOSE:**

To seek the Committee's direction on Grants in Aid allocation.

**INTRODUCTION/BACKGROUND:**

The 2016 Grants-in-Aid deliberations led to an overall increase to the Financial Plan. Coordination between the Financial Plan and the Grants in Aid must be established to ensure that proper funding is allocated in the Financial Plan.

Council adopted a Grants-in-Aid policy in 2013. In 2016, parts of that policy were waived in order to ensure the applying agencies received funding. Staff are requesting direction on a number of items to include in a revised Grants-in-Aid Policy.

**#1 - Requirement to report how the current year funds were spent**

Current Policy:

*If a report is not received by the Town on or before December 1<sup>st</sup>, the organization shall be notified that they may be ineligible for further grant funding for a 3 year period from the year the grant was received.*

Rationale:

This requirement is to ensure the funds were spent in accordance with the request that was made to Council earlier in the year. In 2015, nearly half of the agencies failed to submit their one page report by the December 1<sup>st</sup> deadline, although every agency in 2014 met the deadline. This requirement is consistent with other municipalities and is strictly enforced.

Options:

- A. Remove the reporting requirement.
- B. Permit a grace period of 1 week.
- C. Change the reporting date to the end of the year.
- D. Starting for 2016, permit one late application per agency in a 5 year period.
- E. Direct staff to contact each agency to request the information on how that agency benefited from the funding. With approximately 26 agencies, this would require additional staff time.



BC CLIMATE ACTION  
COMMUNITY 2014

cowichan



## #2 – No funding for operations

### Current Policy:

*The primary purpose of a grant in aid is to provide financial assistance to an organization for a specific project or event that benefits the residents of the Town of Ladysmith.*

### Rationale:

Organizations that rely on Grants-in-Aid funding from the Town are not financially sustainable.

### Options:

- A. Status Quo of funding core operational expenses.
- B. For 2016, implement a consecutive 3-year maximum term for any agency to receive a grant, every 5 years. For example, an agency could receive a grant in 2016, 2017, and 2018. The next opportunity for grant funding would be 2021. This would be for the entire agency or society so special projects within that 5 year window would also be ineligible.

## #3 – Allocate a set percentage of taxes for Grant in Aid

### Current Policy:

*Nothing stated*

### Rationale:

In 2016, much of the 2016-2020 Financial Plan work was completed before the Grants-in-Aid deliberations. The final GIA amount exceeded the budgeted amount by \$2,400.

### Options:

- A. Status quo of increasing the budget based on increasing demand for Grants-in-Aid.
- B. The current Grant-in-Aid budget, at \$114,400 is 1.8% of the prior year municipal taxation budget. Similar to the Capital Reserve Funding of 5% of prior year capital projects, Council could allocate a set percentage of 1.8% of prior year municipal taxes towards Grants-in-Aid.

## #4 – Timing of the Grants-in-Aid deliberations and Reporting

### Current Policy:

*All Grant in Aid applications must be submitted, in writing, to the Finance Department by February 28<sup>th</sup> in order to be considered by the Council of the Town of Ladysmith for funding in the current year.*

*Applications for funding will be considered at an open Council meeting during the budget process.*

### Rationale:

A deadline to submit an application is necessary to ensure the applications can be collected, analyzed and reviewed by Council. If a maximum Grant-in-Aid (GIA) budget is not established, the deadline to review the application must be during the budget process.

Options:

- A. Confirm the last day in February as the deadline to receive applications with no grace period.
- B. Establish a maximum GIA budget, remove the application deadline and permit applications to be received throughout the fiscal year on a first come, first served basis.
- C. Confirm a maximum GIA budget and establish a Grants-in-Aid Committee made up of Council members and Community Representatives.

#5 – Remove the requirement of audited financial statements/engagement review

Current Policy:

*Audited Financial Statements or Engagement Review to be submitted with application.*

Rationale:

To ensure that the financial records submitted are accurate and reviewed by an external party.

Options:

- A. Remove the requirement.
- B. Require the Societies to submit their Annual General Meeting (AGM) minutes and agenda as it should include financial information.
- C. Insist on audits or engagement reviews.

#6 – Other benefits received from the Town

Current Policy:

*None in GIA Policy.*

Rationale:

There are other benefits that some agencies receive, such as reduced Permissive Tax Exemptions, reduced rent, reduce utilities etc. Grants-in-Aid funding comes directly from property taxation. Organizations that receive a Permissive Tax Exemption do not contribute towards property taxation. Essentially, the remaining tax payers pay for the tax exemption as well as the grant in aid.

Options:

- A. Status Quo, allowing organizations that receive a Permissive Tax Exemption to also receive Grants in Aid funding.
- B. Limit the receiving organization to either a Permissive Tax Exemption or a Grant-In-Aid.

**SCOPE OF WORK:**

Depending on the Committee's direction, a revised policy will be created and presented to Council for approval for the 2017 Grants- in-Aid deliberations.

**ALTERNATIVES:**

Alternatives are listed above.

**FINANCIAL IMPLICATIONS:**

Grants-in-Aid made up 1.8% of the municipal taxation for 2016. Any increase to the Grants-in-Aid budget is directly linked to an increase in taxation.

**LEGAL IMPLICATIONS:**

n/a

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Many of the agencies rely heavily on the funding from the Town of Ladysmith to operate. Any changes to the policy will be communicated to the receiving agencies as early as possible to minimize any disruptions to service.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

n/a

**RESOURCE IMPLICATIONS:**

The Financial Services Department coordinates the Grants-in-Aid program.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

n/a

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

This aligns with Supportive Corporate Governance.

**SUMMARY:**

Council requested changes to the current Grants-in-Aid policy. This report provides rationale to the policy statements and suggests alternatives for Council's consideration.

I concur with the recommendation.



Ruth Malli, City Manager

**ATTACHMENT:**

Current Grants-in-Aid Policy



## Town of Ladysmith

### **STAFF REPORT TO COUNCIL**

From: Clayton Postings, Director of Parks, Recreation & Culture  
Date: October 27, 2016  
File No:

---

**RE: PARKS, RECREATION & CULTURE AND INVASIVE SPECIES ADVISORY COMMITTEES  
IMPLEMENTATION PLAN**

---

#### **RECOMMENDATION(S):**

That Council:

1. Approve draft Terms of Reference for the Parks, Recreation & Culture Advisory Committee;
2. Approve draft Terms of Reference for the Invasive Species Advisory Committee;
3. Extend a personal invitation to the Directors of Cowichan Valley Regional District Areas G and H as well as Stz'uminus First Nation Council requesting participation on the Town of Ladysmith Parks, Recreation & Culture and Invasive Species Advisory Committees;
4. Direct Staff to commence the membership recruitment process for Town of Ladysmith citizen representatives for the Parks, Recreation & Culture and Invasive Species Advisory Committees; and
5. Repeal Town of Ladysmith Parks and Recreation Commission Bylaw 1278 and Amendment Bylaws 1311 and 1528.

#### **PURPOSE:**

This report is intended to provide Council with a draft Terms of Reference for the Parks, Recreation & Culture (PRC) and Invasive Species Advisory Committees, along with defining the next steps for forming these Committees.

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

As part of the Town of Ladysmith's 2016 Parks, Recreation & Culture Master Plan, one of the key recommendations was to update the existing commission structure as it relates to Parks, Recreation and Culture services. The recommendation was to utilize an Advisory Committee structure as it is expected this will allow the community to have a greater opportunity for input into ongoing matters related to Parks, Recreation and Culture, while also allowing Council increased opportunity for seeking comment and feedback on matters when Council requires additional information.

Council has provided direction relating to this as follows:

*July 4, 2016: Council directed staff to prepare draft Terms of Reference for an Invasive Species Select Committee in Accordance with Section 142 of the Community Charter for the purposes of addressing invasive species in the Town of Ladysmith and present the Terms of Reference for review at a future meeting*

*September 19, 2016: Council directed staff to develop recommendations relating to the establishment of a new Parks, recreation & Culture Advisory Committee*

*November 7, 2016: Council referred the Parks, Recreation & Culture and Invasive Species Advisory Committee Terms of Reference to the next Municipal Services Committee meeting, and directed staff to incorporate amendments as discussed.*

Staff have developed draft Terms of Reference for both committees. Once the Terms of Reference are approved by Council, staff will commence recruitment of Committee members, It is expected this recruitment will commence in November 2016 with the objective to have applications available to be reviewed by Council in December 2016. The plan would be to activate the Committees in January 2017.

**SCOPE OF WORK:**

Staff will complete the recruitment of members for each Committee. Once the Committees are formed Staff will complete a Committee orientation for the new members.

**ALTERNATIVES:**

1. Direct Staff to proceed only with a Parks, Recreation & Culture Advisory Committee and include an invasive species representative on the Committee.
2. Maintain existing Parks & Recreation Commission, and direct Staff to begin recruitment for the Commission.

**FINANCIAL IMPLICATIONS:**

Currently the PRC department does budget for Advsiory Committee functions, along with staff time to support the Committees and this budget will remain with no changes expected in 2017.

**LEGAL IMPLICATIONS:**

None identified.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Increased public participation and broader community involvement are expected with the new Committee structure.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Corporate Services will be required to assist in membership recruitment for the Committees along with assist in repealing all associated Parks and Recreation Commission Bylaws

**RESOURCE IMPLICATIONS:**

No changes anticipated.

**ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:**

Healthy Community.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

Communications and Engagement – improve community engagement and communications through active collaboration with partners and investment in information technology.

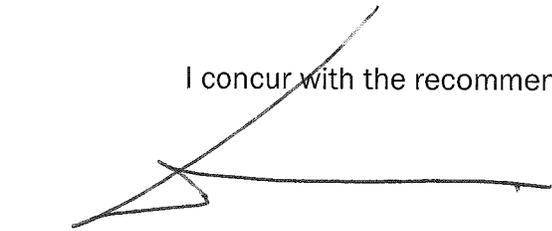
**SUMMARY:**

Council has provided direction as it relates to the creation of a Parks, Recreation & Culture Advisory Committee along with an Invasive Species Advisory Committee. These Committees will be a foundation to move forward in developing increased opportunities for the community to participate and provide feedback to Council on ongoing matters relating to Parks, Recreation & Culture in the Town of Ladysmith. Draft Terms of Reference for both Committees are provided for Council's consideration and approval.



Director of Parks, Recreation and Culture

I concur with the recommendation.



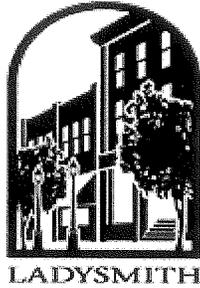
Guillermo Ferrero, City Manager

**ATTACHMENT:**

DRAFT - PRC Advisory Committee Terms of Reference

DRAFT - Invasive Species Committee Terms of Reference'

Bylaw No. 1528 Town of Ladysmith Parks, Recreation & Culture Commission



## PARKS, RECREATION AND CULTURE ADVISORY COMMITTEE

### TERMS OF REFERENCE

#### APPROVED BY COUNCIL ON:

#### 1. Purpose

The Parks, Recreation and Culture Advisory Committee (PRCAC) is a select advisory committee of Council pursuant to section 142 of the *Community Charter*.

The purpose of the PRCAC is *to assist the Town of Ladysmith Council by:*

- Providing advice and recommendations to Council on any matters referred to the Committee by Council;
- Providing input consistent with the Parks, Recreation and Culture (PRC) Master Plan;
- Working cooperatively toward securing funds for implementation of the plan; and,
- Recommending activities, project, or work that the Committee thinks would assist Council to achieve the PRC Master Plan or other matters for which Council requests input.

#### 2. Goals / Outcomes

The goal of the PRCAC is to provide advice and recommendations to Council regarding the establishment and implementation of PRC priorities in the Town of Ladysmith.

#### 3. Operating Principles

The PRCAC will consider these operating principles when deliberating/reviewing matters related to PRC in Ladysmith:

- Budgetary restrictions/implications;
- Public spaces significance considerations;
- Public assembly/usage;
- Staffing/resource implications;
- Public consultation.

#### Process Principles:

- Staff will provide information regarding ongoing issues including maintenance, budget, process, procedures, comments from Council, and other matters as requested.
- The PRCAC will provide its advice and recommendations to Council in a prompt manner once it has completed its consideration/review of specific matters.
- The Procedure Bylaw of the Town applies to meetings of the PRCAC.

#### 4. Administrative Matters

##### i. Membership

The PRCAC consists of eight members, including:

- Five citizen representatives appointed by Council through a public recruitment process ensuring a diverse cross-section of the community, including but not limited to Arts and Culture, Sports, youth, etc.;
- One representatives from CVRD Area H;
- One representatives from CVRD Area G;
- One representative from the Stz'uminus First Nation;
- Representatives from Select Committees of Council such as the Invasive Plant Management Advisory Group or others as required for the purpose of reporting and consultation (ex officio);
- One staff member (ex officio); and
- One Council member (ex officio).

##### ii. Term

The term of the members of the PRCAC is:

- Select Committee representatives – for the duration of their Select Committee terms or as required for appropriate reporting to PRCAC;
- Citizen representatives – For the first appointments: 2 members: one-year term; 3 members: two-year terms, ending June 30 or until the representative is replaced by Council. All subsequent terms for the citizen members will be 2 years;
- CVRD representatives – 2 years;
- Stz'uminus First Nation representative 2 years;
- Staff member– no expiry;
- Council member 1 year.

Citizen representatives may serve up to a maximum of three consecutive terms unless authorized by Council to serve additional consecutive terms.

iii. Chair

At the first regular meeting of the committee following July first each year, the members of the Committee with voting privileges will elect a Chair of the Committee from one of the five citizen member representatives appointed by the Town of Ladysmith Council.

If the Chair is unable to attend a meeting, the members present will select an acting Chair for that meeting.

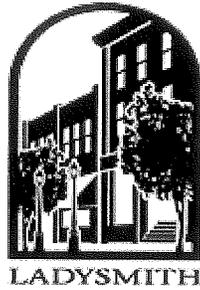
iii. Meeting Times and Location

The PRCAC will meet monthly September to June, or at the call of the Chair.

Meetings of the PRCAC will be open meetings pursuant to section 93 of the *Community Charter*.

iv. Agendas and Minutes

- The Parks, Recreation and Culture Department, in consultation with the Chair, will prepare the meeting agenda and distribute it to the members of the PRCAC prior to the meeting.
- A member of the Parks, Recreation and Culture Department will serve as Recorder for the PRCAC.
- Draft minutes will be distributed with the meeting agenda package.
- The date of the next meeting of the PRCAC will be considered at the end of each meeting.



## INVASIVE SPECIES ADVISORY GROUP

### TERMS OF REFERENCE

#### APPROVED BY COUNCIL ON:

#### 1. Purpose

The Invasive Species Advisory Group (ISAG) is a select committee of Council pursuant to section 142 of the *Community Charter*.

The purpose of the ISAG is to *assist the Town of Ladysmith Council with:*

- developing a strategy and implementation plan(s) for control of invasive plant species in Ladysmith through a cooperative process, considering staff and volunteer capacity, human and financial resources, and current evidence regarding invasive plant species;
- determining how to proceed with the strategy and implementation;
- establishing an annual schedule and priority control measures to be undertaken;
- ensuring plans align with the CVRD Invasive Plant Species Strategy and the Coastal Invasive Species Committee; and,
- working cooperatively toward securing funds for implementation of the plan.

#### 2. Goals / Outcomes

The goal of the ISAG is to provide advice to Ladysmith Council, and as requested the Parks, Recreation & Culture Advisory Committee, regarding the establishment and implementation of control of invasive plant species and reestablishing native plant species in Ladysmith. The ISAG will also assist the Town of Ladysmith in developing and implementing a public consultation process for control of invasive plant species and reestablishing native plant species in Ladysmith.

#### 3. Operating Principles

The ISAG will consider these operating principles when deliberating/reviewing matters related to control of invasive plant species and reestablishing native plant species:

- Budgetary restrictions/implications;

- Public spaces significance considerations;
- Public assembly/usage;
- Staffing/resource implications;
- Public consultation.

Process Principles:

- Staff will provide information regarding ongoing issues including maintenance, budget, process, procedures, comments from Council, and other matters as required.
- The ISAG will provide its advice to Ladysmith Council, and as requested the Parks, Recreation & Culture Advisory Committee, and/or seek authorization from Council in a prompt manner once it has completed its consideration/review of specific matters.
- Advice from the ISAG to Ladysmith Council, and as requested the Parks, Recreation & Culture Advisory Committee, will be included in Staff Reports.
- The Procedure Bylaw of the Town applies to meetings of the ISAG.

#### 4. Administrative Matters

i. Membership

The ISAG consists of six members, including:

- Three citizen representatives appointed by Council through a public recruitment process;
- One representative from the Stz'uminus First Nation;
- One representative from CVRD Area G;
- One representative from CVRD Area H;
- One Town staff member (ex officio); and
- One Council member (ex officio).

ii. Term

The term of the members of the ISAG is:

- Citizen representatives – For the first appointments: 1 members: one-year term; 2 members: two-year terms, ending June 30 or until the representative is replaced by Council. All subsequent terms for the citizen representatives will be 2 years;
- CVRD representatives – 2 years;
- Stz'uminus First Nation representative – 2 years;
- Staff members – no limit;
- Council member – 1 year.

Citizen representatives may serve up to a maximum of three consecutive terms unless authorized by Council to serve additional consecutive terms.

iii. Chair

At the first regular meeting of the Committee held after July 1 each year, the members of the Committee with voting privileges will elect a Chair of the Committee from one of the three citizen member representatives appointed by the Town of Ladysmith Council.

If the Chair is unable to attend a meeting, the members present will select an acting Chair for that meeting.

iii. Meeting Times and Location

The ISAG will meet quarterly, or at the call of the Chair.

Meetings of the ISAG will be open meetings pursuant to section 93 of the *Community Charter*.

iv. Agendas and Minutes

- The Parks, Recreation and Culture Department, in consultation with the Chair, will prepare the meeting agenda and distribute it to the members of the ISAG prior to the meeting.
- A member of the Parks, Recreation and Culture Department will serve as Recorder for the ISAG.
- Draft minutes will be distributed with the meeting agenda package.
- The date of the next meeting of the ISAG will be considered at the end of each meeting.

**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

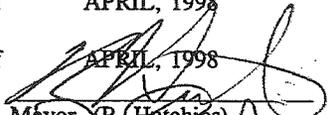
- 10.1 This bylaw may be cited for all purposes as "Parks and Recreation Commission Bylaw 1998, No. 1278".

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**

**BYLAW NO. 1311**

A bylaw to amend "Parks and Recreation Commission Bylaw 1998, No. 1278"

---

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

**AND WHEREAS** Council deems it appropriate to amend the membership of the Commission;

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

1. Section 2.1 is deleted and the following substituted therefor:  

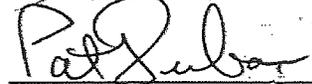
2.1 The Commission shall be comprised of twelve (12) members, seven of whom shall be appointed by Council.
2. Section 2.2 (d) is deleted and the following substituted therefor:  

2.2 (d) 2 members from the Council of the Town of Ladysmith who shall be "ex-officio" members of the Commission.
3. Citation

This bylaw may be cited for all purposes as "Parks and Recreation Commission Bylaw 1998, No. 1278, Amendment Bylaw 1998, No. 1311."

<b>READ A FIRST TIME</b> on the	19 <sup>th</sup> day of OCTOBER, 1998
<b>READ A SECOND TIME</b> on the	19 <sup>th</sup> day of OCTOBER, 1998
<b>READ A THIRD TIME</b> on the	19 <sup>th</sup> day of OCTOBER, 1998
<b>ADOPTED</b> on the	02 <sup>nd</sup> day of NOVEMBER, 1998

  
\_\_\_\_\_  
Mayor (R. Hutchins)

  
\_\_\_\_\_  
Clerk (P. Durban)



I hereby certify this to be a true and correct copy of "Parks and Recreation Commission Bylaw 1998, No. 1278, Amendment Bylaw 1998, No. 1311"

  
\_\_\_\_\_  
Clerk

**TOWN OF LADYSMITH  
BYLAW NO. 1528**

WHEREAS, pursuant to the Municipal Act, Council may, by bylaw, establish a Parks, Recreation and Culture 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, Recreation and Culture 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, recreational and cultural needs of the community and on all matters respecting the planting and care of trees on town boulevards.

**2.0 MEMBERSHIP**

- 2.1 The Commission shall be comprised of twelve (12) 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) 2 members from the Council of the Town of Ladysmith who shall be an "ex-officio" member of the Commission
  - (e) 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 canceled 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 "Green Street Committee Bylaw 1998, No. 1277" is hereby repealed.

10.0 CITATION

10.1 This bylaw may be cited for all purposes as "Town of Ladysmith Parks and Recreation Commission Bylaw 1998, No. 1278 Amendment Bylaw (No.1) 2004, No. 1528".

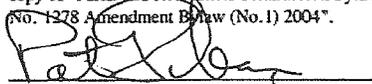
READ A FIRST TIME on the 3rd day of MAY, 2004

READ A SECOND TIME on the 3rd day of MAY, 2004

READ A THIRD TIME on the 17th day of MAY, 2004

ADOPTED on the 7th day of JUNE, 2004

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

I hereby certify this to be a true and correct copy of "Parks and Recreation Commission Bylaw 1998, No. 1278 Amendment Bylaw (No.1) 2004".  
  
Clerk

RECEIVED  
OCT 07 2016

**COASTAL ANIMAL CONTROL SERVICES OF BC LTD**

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

**TOWN OF LADYSMITH POUND REPORT**

July 2016

<b>Disposition of Impounded Dogs</b>	<b>Current Month</b>	<b>2016 Totals</b>
Stray dogs impounded	1	10
Stray dogs claimed	1	9
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>7</b>	<b>67</b>
Aggressive dogs	1	17
Dogs at large	0	14
Confined dog	1	7
Noise (barking) complaints	1	15
Other non specific dog related calls	3	11
Wildlife / livestock / cats	1	1
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
Dangerous dog not securely confined	1	1
Habitually noisy	0	0
Failure to clean up after dog	0	0
<b>Licencing Statistics</b>		
Tags	10	44
Revenue	396.00	\$1662.00

# CAS Summary of Service Calls

<i>Total calls by type:</i>	
Aggressive	7
Cats/Wildlife/Livestock	1
Confined	1
Noisy	1
Other	3

*01-Jul-16 to 31-Jul-16*

Issue	Call #	Received	Type	Completed
<b>Ladysmith</b>			<b>7 calls</b>	
Aggressive			<b>1</b>	
	1469	20-Jul-16	Dog	20-Jul-16
Cats/Wildlife/Livestock			<b>1</b>	
	1465	08-Jul-16	Dog	08-Jul-16
Confined			<b>1</b>	
	1466	10-Jul-16	Dog	11-Jul-16
Noisy			<b>1</b>	
	1468	12-Jul-16	Dog	12-Jul-16
Other			<b>3</b>	
	1471	26-Jul-16	Dog	26-Jul-16
	1470	21-Jul-16	Dog	21-Jul-16
	1467	11-Jul-16	Dog	13-Jul-16
<b>Total:</b>			<b>7 calls</b>	

Coastal Animal Control Services  
Park Patrol Sheets

DATE	TIME IN	TIME OUT	PARK/BEACH	COMMENTS	DOGS #	WN
01/07/16	1354	1630	Transfer Beach Can Day	12 Verbals. removed 25+ dogs in car 3 verbals 7 dogs. Many people	300+ ppl 30+ dogs	
02/07/16	1332	1314	Transfer Beach	Horseshoe Town, Wedding Farmers Mkt		
02/07/16	1314	1445	City Patrol	Kinsmen Plc. 1 verbal NO ISSUES.	2 ppl 3 dogs	
02/07/16	1445	1520	Transfer Beach	2 verbals - No other issues Horseshoe Town. Market	50 ppl 6 dogs	
03/07/16	12:12	12:30	Transfer Beach	NO ISSUES.	3 ppl 0 dogs	
03/07/16	12:30	13:53	City Patrol	NO ISSUES		
03/07/16	13:53	14:30	Transfer Beach	1 verbal in water PK	100 ppl 8 dogs	
04/07/16	12:37	1:26	Transfer Beach LIC	NO ISSUES puppy in rest area	50+ ppl 2 dogs 30 ppl	
05/07/16	12:50	1:25	Transfer Beach	1 verbal warn	3 dogs	
06/07/16	12:04	12:40	Transfer Beach	No issues	100 ppl 4 dogs	
07/07/16	10:48	3:12	Transfer Beach LIC	No issues	15 ppl 5 dogs	
09/07/16	12:25	12:57	Transfer Beach	4 verbals, dog in park Music Barbeque	200+ ppl 8 dogs	
09/07/16	14:34	15:26	Transfer Beach	Music in Park	250 ppl 10 dogs	
10/07/16	12:15	15:00	Transfer Beach	Car Show 6 verbals. Many dogs in show area.	400+ ppl 40 dogs	
12/07/16	11:08	1:25	City Patrol Transfer LIC	No issues	30+ ppl 2 dogs	
14/07/16	2:48	4:22	Patrol Transfer City	No issues	15 ppl	
15/07/16	1:55	2:45	Patrol Transfer Beach	Verbal puppy in rest area	100 ppl 6 dogs	



## COASTAL ANIMAL CONTROL SERVICES ACTIVITY REPORT

DATE	TIME IN	TIME OUT	SERVICE CALL # or PARK PATROL	COMMENTS	WN	MTI
July 26 2016			Transfer Beach	Conducted a foot patrol of Beach/Park Area - Nothing to Report		
July 28	12:15		Transfer Beach	Conducted foot patrol of Transfer Beach		
				Patrolled Ladysmith Parks		
July 29/16	12:30	1:30	Transfer Beach	Conducted foot patrol		
Aug 04/16	14:20	15:05	Transfer Beach			
"	15:05	15:37		Patrolled Ladysmith Parks		
Aug 05/16	14:30	15:15	Transfer beach	Patrolled on foot, PARK grounds		
"	15:15	15:45		Mobile patrol of parks/city		
Aug 08/16	13:00	13:40	Transfer Beach	Patrolled on foot park grounds		
	13:40	14:30		Mobile patrol of parks		
Aug 10/16	14:50	15:15	Transfer Beach	Foot Patrol of Beach/Park Area		
Aug 10/16	15:15	15:50		Patrolled city streets/parks		
Aug 10/16	15:00	15:25	Transfer beach	Foot patrol of Beach/Park		
	15:26			Patrolled city streets & park		
Aug 17/16	15:00	15:20	Transfer Beach	Foot Patrol of Beach/Park		
	15:20	15:45		Mobile patrol of parks/Town		
Aug 19/16	13:00	13:50	Transfer Beach	Foot Patrol. 1 verbal in restricted.		
Aug 19/16	14:00	14:45		Mobile patrol of City streets & PARKS.		

[Type text]

LS 0001

RECEIVED

OCT 07 2016

**COASTAL ANIMAL CONTROL SERVICES OF BC LTD**

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

**TOWN OF LADYSMITH POUND REPORT**

August 2016

<b>Disposition of Impounded Dogs</b>	<b>Current Month</b>	<b>2016 Totals</b>
Stray dogs impounded	1	11
Stray dogs claimed	1	10
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>12</b>	<b>79</b>
Aggressive dogs	1	18
Dogs at large	1	15
Confined dog	1	8
Noise (barking) complaints	6	21
Other non specific dog related calls	1	12
Wildlife / livestock / cats	0	1
Patrols	2	4
<b>After hour call outs</b>	<b>0</b>	<b>1</b>
Pick Up fees	\$00.00	\$50.00
Impound fees	\$50.00	\$750.00
Daily board fees	\$20.00	\$240.00
<b>Monthly Pound and Board Fees Collected</b>	<b>\$70.00</b>	<b>\$1060.00</b>
<b>Tickets issued</b>		<b>YTD</b>
Over 3 dog limit	0	0
Unlicenced dog	0	0
Restricted dog at large	0	1
Restricted dog not muzzled or leashed	0	0
Dangerous dog not securely confined	0	1
Habitually noisy	0	0
Failure to clean up after dog	0	0
<b>Licencing Statistics</b>		
Tags	0	44
Revenue	00.00	\$1662.00

Judi Burnett  
Coastal Animal Control Services of BC Ltd

# CAS Summary of Service Calls

*Total calls by type: 12*

Aggressive	1
At large	1
Confined	1
Noisy	6
Other	1
Park Patrols	2

*01-Aug-16 to 31-Aug-16*

Issue	Call #	Received	Type	Completed
			<b>12 calls</b>	
<b>Ladysmith</b>				
Aggressive			<b>1</b>	
	1480	30-Aug-16	Dog	
At large			<b>1</b>	
	1479	30-Aug-16	Dog	30-Aug-16
Confined			<b>1</b>	
	1476	24-Aug-16	Dog	29-Aug-16
Noisy			<b>6</b>	
	1481	31-Aug-16	Dog	01-Sep-16
	1478	29-Aug-16	Dog	30-Aug-16
	1477	25-Aug-16	Dog	26-Aug-16
	1475	20-Aug-16	Dog	26-Aug-16
	1474	17-Aug-16	Dog	19-Aug-16
	1473	16-Aug-16	Dog	
Other			<b>1</b>	
	1472	02-Aug-16	Dog	04-Aug-16
Park Patrols			<b>2</b>	
	1483	27-Aug-16	Dog	27-Aug-16
	1484	27-Aug-16	Dog	27-Aug-16
<b>Total:</b>			<b>12 calls</b>	

## COASTAL ANIMAL CONTROL SERVICES ACTIVITY REPORT

DATE	TIME IN	TIME OUT	SERVICE CALL # or PARK PATROL	COMMENTS	WN	MTI
July 26 2016			Transfer Beach	Conducted a foot patrol of Beach/Park Area - nothing to report		
July 28	12:15		Transfer Beach	Conducted foot patrol of Transfer Beach		
				Patrolled Ladysmith Parks		
July 29/16	12:30	1:30	Transfer Beach	Conducted foot patrol		
Aug 04/16	14:28	15:05	Transfer Beach			
"	15:05	15:37		Patrolled Ladysmith Parks		
Aug 05/16	14:30	15:15	Transfer beach	Patrolled on foot, PARK grounds		
"	15:15	15:45		Mobile patrol of parks/city		
Aug 08/16	13:00	13:40	Transfer Beach	Patrolled on foot park grounds		
	13:40	14:30		Mobile patrol of parks		
Aug 10/16	14:50	15:15	Transfer Beach	Foot Patrol of Beach/Park Area		
Aug 10/16	15:15	15:50		Patrolled city streets/parks		
Aug 10/16	15:00	15:25	Transfer beach	Foot patrol of Beach/Park		
	15:26			Patrolled city streets & park		
Aug 17/16	15:00	15:20	Transfer Beach	Foot Patrol of Beach/Park		
	15:20	15:45		Mobile patrol of parks/Town		
Aug 19/16	13:00	13:50	Transfer Beach	Foot Patrol. 1 Verbal in restricted.		
Aug 19/16	14:00	14:45		Mobile patrol of City streets & PARKS.		

[Type text]



Coastal Animal Control Services  
Park Patrol Sheets

DATE	TIME IN	TIME OUT	PARK/BEACH	COMMENTS	DOGS #	WN
AUG 14	4:00	4:42	Transfer Beach	Very hot. Very busy	83	
AUG 14	4:45	5:40	City PK Patrol	no issues.		
AUG 14	5:42	6:45	Transfer	still busy	77	
AUG 20	3:00	3:42	Transfer Beach.	busy	31	
AUG 20	6:00	6:30	Transfer Beach.	no issues. 1 verbal.	11	
AUG 22	5:00	7:00	Transfer Beach	very busy	66	
AUG 27	18:20	18:55	Transfer Beach.	very quiet	4	
AUG 27	18:55	21:30		light up thru night	39 dogs. asked to leave the area	
AUG 31	11:30	12:45	City Patrol. r. Transfer Beach.		20 ppl. 4 dogs.	

**COASTAL ANIMAL CONTROL SERVICES OF BC LTD**

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

**TOWN OF LADYSMITH POUND REPORT**

September 2016

<b>Disposition of Impounded Dogs</b>	<b>Current Month</b>	<b>2016 Totals</b>
Stray dogs impounded	3	14
Stray dogs claimed	3	13
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>38</b>	<b>117</b>
Aggressive dogs	0	18
Dogs at large	2	17
Confined dog	3	11
Noise (barking) complaints	1	22
Other non specific dog related calls	0	12
Wildlife / livestock / cats	0	1
Patrols	32	36
<b>After hour call outs</b>	<b>1</b>	<b>2</b>
Pick Up fees	\$50.00	\$100.00
Impound fees	\$250.00	\$1000.00
Daily board fees	\$40.00	\$280.00
<b>Monthly Pound and Board Fees Collected</b>	<b>\$340.00</b>	<b>\$1380.00</b>
<b>Tickets issued</b>		<b>YTD</b>
Over 3 dog limit	0	0
Unlicensed dog	0	0
Restricted dog at large	0	1
Restricted dog not muzzled or leashed	0	0
Dangerous dog not securely confined	0	1
Habitually noisy	0	0
Failure to clean up after dog	0	0
<b>Licencing Statistics</b>		
Tags	3	47
Revenue	134.00	\$1796.00

Judi Burnett

Coastal Animal Control Services of BC Ltd

# CAS Summary of Service Calls

<i>Total calls by type:</i>	<b>38</b>
At large	2
Confined	3
Noisy	1
Park Patrols	32

*01-Sep-16 to 30-Sep-16*

Issue	Call #	Received	Type	Completed
<b>Ladysmith</b>			<b>38 calls</b>	
At large			<b>2</b>	
	1508	23-Sep-16	Dog	27-Sep-16
	1496	15-Sep-16	Dog	21-Sep-16
Confined			<b>3</b>	
	1518	29-Sep-16	Dog	29-Sep-16
	1497	17-Sep-16	Dog	17-Sep-16
	1482	02-Sep-16	Dog	03-Sep-16
Noisy			<b>1</b>	
	1485	09-Sep-16	Dog	10-Sep-16
Park Patrols			<b>32</b>	
	1521	30-Sep-16	Dog	30-Sep-16
	1520	29-Sep-16	Dog	29-Sep-16
	1519	29-Sep-16	Dog	29-Sep-16
	1517	28-Sep-16	Dog	28-Sep-16
	1516	27-Sep-16	Dog	27-Sep-16
	1514	24-Sep-16	Dog	24-Sep-16
	1515	24-Sep-16	Dog	24-Sep-16
	1513	23-Sep-16	Dog	23-Sep-16
	1512	23-Sep-16	Dog	23-Sep-16
	1511	22-Sep-16	Dog	22-Sep-16
	1510	22-Sep-16	Dog	22-Sep-16
	1507	21-Sep-16	Dog	21-Sep-16
	1509	21-Sep-16	Dog	21-Sep-16
	1505	20-Sep-16	Dog	20-Sep-16
	1506	20-Sep-16	Dog	20-Sep-16
	1504	16-Sep-16	Dog	16-Sep-16
	1503	16-Sep-16	Dog	16-Sep-16
	1501	15-Sep-16	Dog	15-Sep-16
	1500	15-Sep-16	Dog	15-Sep-16
	1502	15-Sep-16	Dog	15-Sep-16
	1498	14-Sep-16	Dog	14-Sep-16
	1499	14-Sep-16	Dog	14-Sep-16
	1495	10-Sep-16	Dog	10-Sep-16
	1494	10-Sep-16	Dog	10-Sep-16
	1493	10-Sep-16	Dog	10-Sep-16
	1492	09-Sep-16	Dog	09-Sep-16
	1491	09-Sep-16	Dog	09-Sep-16
	1487	08-Sep-16	Dog	08-Sep-16
	1490	08-Sep-16	Dog	08-Sep-16

---

<b>Issue</b>	<b>Call #</b>	<b>Received</b>	<b>Type</b>	<b>Completed</b>
	1489	08-Sep-16	Dog	08-Sep-16
	1488	08-Sep-16	Dog	08-Sep-16
	1486	07-Sep-16	Dog	07-Sep-16
<b>Total:</b>			<b>38 calls</b>	

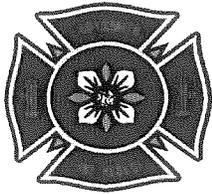
Coastal Animal Control Services  
Park Patrol Sheets

DATE	TIME IN	TIME OUT	PARK/BEACH	COMMENTS	DOGS #	WN
✓ Sep 8	11:00	11:50	<del>Bob Stuart Park</del> Davis Road park Aggie fields High street field		2	
✓ Sep 8			Forrest Field Holland creek Ball Park Root st. Park			
✓ Sep 7	3:30pm	3:45pm	transfer beach	Rainy / Quiet	1	
✓ Sep 8	12:00	12:15	Transfer Beach	1 dog on Beach side of Road - owner asked to leave - complied.	5	
✓ Sep 8	3:15 pm	4:00 pm	Transfer Beach	quiet	8 10	
✓ Sep 8	4:00pm	4:30p	High street field, Bob Stuart, Spirit square lions park Forrest field Kinsmen park, Aggie fields	people walk dogs around outer edge of Forrest field. (2 present)	2	
✓ Sep 9	10:00 AM	10:30	Forrest Field, Aggie fields, Kinsmen park, High street field, Spirit square, Root St. park Holland cr. Ball Park	Nothing to report.	1	
✓ Sep 9	10:40	11:00	Transfer Beach	Many people, very busy	6	
✓ Sep 10	12:40	1:15	Forrest Field, Kinsmen park, Root St park, Holland creek Ball Park, spirit square park, Aggie fields, Bob Stuart park	Quiet	1	
✓ Sep 10	1:15pm	3:00pm	Transfer beach	Live music, BBQ happening. I verbal warning to 1 dog owner before into no-dog area.	14	
✓ Sep 10	3:00pm	4:10	Kinsmen park, Forrest field Aggie fields, Harbourview park Stonewall park, Bob Stuart park High st. field, spirit square, community hall area	Resident near Harbourview park reported dogs are there early morning, and just before dark	2	
✓ Sep 14	10:30p	11:30 A	Aggie fields, Forrest field, High st. field, spirit square, Root St. park, Kinsmen Park, Holland cr. Ball Park, harbourview park	No dogs, few people	0	
✓ Sep 14	11 AM	11:15 A	Transfer Beach	Quiet	0	
✓ Sep 15	11 AM	11:30	Forrest field, Kinsmen park, Root st. park, Holland cr. Ball park, Harbourview pk. High st. field, spirit sq., Aggie fids.	Quiet	2	
✓ Sep 15	11:50A	12:00	Transfer beach	1 warning issued to dog in Amphitheatre area	4 1 in wrong area	
✓ Sep 15	4:40p	4:50p	Transfer Beach	1 dog by basketball court, asked to move.	5	

Coastal Animal Control Services  
Park Patrol Sheets

DATE	TIME IN	TIME OUT	PARK/BEACH	COMMENTS	DOGS #	WN
✓ Sep 16	10:30A	11:00A	Forrest field, Kingsmen Pk, Root St. Pk, Holland Cr. B. Pk, Harbourview Pk, High St Field, Spirit Sq. Aggie fields, Bob Stewart Pk	1 dog off leash next to Aggie field play area, verbal warning given	1	
✓ Sep 16	11:00A	12:45p	Transfer Beach	Prep for logger sports	25	
✓ Sep 20	10:40A	10:55	Transfer Beach	1 dog ran off the upper off leash area into playground. owner caught and removed dog.	5	
✓ Sep 20	11:00	11:40A	Root St Pk, Kingsmen Park, Forrest field, Aggie fields, Spirit square, High St park, Wickham Pk, Holland Crk Ball Park, Harbourview Pk	Nothing to report	0	
✓ Sep 21	12:50	1:05p	Transfer Beach	Nothing to report.	7	
✓ Sep 21	4:30p	5p	Harbourview Pk, Holland Cr. Ball park, Root St. Park, Kingsmen park, Forrest field, High St Field, Spirit sq, Aggie fields, Bob Stewart	Nothing	0	
✓ Sep 22	3:10p	3:45	Transfer beach	3 dogs in no dog area. asked to leave, owners complied. Aprox 30 ppl @ Beach	13	
✓ Sep 22	3:45p	4:50	High St. Field, Spirit sq park, Aggie fields, Root St Pk, Holland Crk Ball Park, Harbourview Pk, Kingsmen park, Forrest field.	4:20pm - Baker found running loose from school field on Malone Rd. to Mackie Rd. Pursued, lost near Holland Cr. park trail access.	1	
✓ Sep 23	10:30A	10:45A	Transfer Beach	Rainy. Grounds keepers working	0	
✓ Sep 23	10:45A	11:30	Bob Stewart Pk, Aggie Pk, Forrest field, Kingsmen Pk, High St Field, Spirit sq park, Wickham Pk, Harbourview Pk.	Rainy, very little activity	0	
✓ Sep 24	1:30p	3:30p	Transfer Beach	Many people. Dogs in correct area.	14	
✓ Sep 24	4:10p	5:00 pm	Harbourview park, Holland creek ball park, Root St. park, High St Field, Spirit sq, Pk, Kingsmen Pk, Forrest field, Aggie fields.	soccer match @ Forrest field Everything else quiet. Rainy.	0	
✓ Sep 27	1:15p	2:15	Transfer beach.	Nothing to report. 1 pm in amph. headed to beach, asked to leave, compliant.	9/10 1 in wrong area	
✓ Sep 27	4:10p	4:20p	Transfer beach	2 dogs near playground, asked to leave, complied	4	
✓ Sep 28	11:55A	12:00	Transfer Beach.	Quiet	3	
✓ Sep 29	<del>2:30p</del> 4:45p	3:40p 5:00p	Transfer Beach	2 dogs on wrong side, 1 was an escapee from upper Area. Both removed. All good.	0 4	





# 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 2016**

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
By mistake		1	1				1						3
Electrical problem			1	1		1	5						8
Due to cooking		2	1	1									4
Assistance	1			1	1	1	2						6
Burning Complaint		2		4		1	6						13
Fire: Structure	1		1										2
Chimney			1										1
Interface / Bush							1						1
Vehicle		1											1
Other		1			1	1							3
Hazardous Materials					1	2							3
Hydro Lines: Down / Fire		1	1			1							3
Medical Aid	5	2	2	2	3	5	2						21
MVI	5	4	10	2	1	5	3						30
Rescue													0
Mutual Aid provided by Ladysmith to outside areas	2	1	1		2	1	3						10
<b>MONTH TOTALS (exc.. Practises)</b>	<b>14</b>	<b>15</b>	<b>20</b>	<b>11</b>	<b>10</b>	<b>18</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>111</b>
Practises (Totals for each Month)	4	4	5	4	5	4	5						31
Mutual Aid requested by Ladysmith from outside areas	1		1			1							3

### ALARMS ACTIVATED (Location/Owner)

- 631 - 1st Ave - Rialto Apartments - sensor problems
- 631 - 1st Ave - Rialto Apartments - faulty sensor
- 310 - 4th Ave - faulty sensor
- 1244 - 4th Ave - Executive By the Creek - faulty smoke alarms
- 510 - 6th Ave - Ladysmith Primary School - faulty sensor (portable)
- 810 - 6th Ave - FJCC testing system

### COMPARISONS:

Year to Date 2016	<u>111</u> (exc. practices)
Year to Date 2015	<u>113</u> (exc. practices)
Year to Date 2014	<u>98</u> (exc. practices)

APPROVED:

  
 Fire Chief



# Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5  
 Phone: 250-245-6436 · Fax: 250-245-0917



## FIRE CHIEF'S REPORT

MONTH: **August 2016**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station			1		1			1					3
By mistake		1	1				1						3
Electrical problem			1	1		1	5						8
Due to cooking		2	1	1				2					6
Assistance	1			1	1	1	2	2					8
Burning Complaint		2		4		1	6	4					17
Fire: Structure	1		1										2
Chimney			1										1
Interface / Bush							1	1					2
Vehicle		1						2					3
Other		1			1	1		1					4
Hazardous Materials					1	2		1					4
Hydro Lines: Down / Fire		1	1			1		3					6
Medical Aid	5	2	2	2	3	5	2	3					24
MVI	5	4	10	2	1	5	3	3					33
Rescue													0
Mutual Aid provided by Ladysmith to outside areas	2	1	1		2	1	3	1					11
<b>MONTH TOTALS</b> (exc.. Practises)	14	15	20	11	10	18	23	24	0	0	0	0	135
Practises (Totals for each Month)	4	4	5	4	5	4	5	5					36
Mutual Aid requested by Ladysmith from outside areas	1		1			1		1					4

### ALARMS ACTIVATED (Location/Owner)

1. 542 Fourmeaux Cres. - Cooking
2. 440 - 4th Ave. - Cooking
3. 1127 - 4th Ave - pull station pulled by resident at Lodge on 4th

### COMPARISONS:

Year to Date 2016	<u>135</u> (exc. practices)
Year to Date 2015	<u>135</u> (exc. practices)
Year to Date 2014	<u>119</u> (exc. practices)

APPROVED:

*Ray Delcourt*  
 Fire Chief



# Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5  
 Phone: 250-245-6436 • Fax: 250-245-0917



## FIRE CHIEF'S REPORT

MONTH: **September 2016**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station			1		1			1					3
By mistake		1	1				1						3
Electrical problem			1	1		1	5		2				10
Due to cooking		2	1	1				2	1				7
Assistance	1			1	1	1	2	2					8
Burning Complaint		2		4		1	6	4					17
Fire: Structure	1		1							1			3
Chimney			1										1
Interface / Bush							1	1					2
Vehicle		1						2					3
Other		1			1	1		1					4
Hazardous Materials					1	2		1	1				5
Hydro Lines: Down / Fire		1	1			1		3					6
Medical Aid	5	2	2	2	3	5	2	3	4				28
MVI	5	4	10	2	1	5	3	3	3				36
Rescue													0
Mutual Aid provided by Ladysmith to outside areas	2	1	1		2	1	3	1	2				13
<b>MONTH TOTALS (exc.. Practises)</b>	<b>14</b>	<b>15</b>	<b>20</b>	<b>11</b>	<b>10</b>	<b>18</b>	<b>23</b>	<b>24</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>149</b>
Practises (Totals for each Month)	4	4	5	4	5	4	5	5	4				40
Mutual Aid requested by Ladysmith from outside areas	1		1			1		1					4

### ALARMS ACTIVATED (Location/Owner)

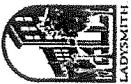
1. 111 Clark Road - Cooking
2. 17 Roberts Street Telus Building - Faulty sensor
3. 385 Davis Road Gulf View Estates - Faulty Sensor

### COMPARISONS:

Year to Date 2016	<u>149</u> (exc. practices)
Year to Date 2015	<u>146</u> (exc. practices)
Year to Date 2014	<u>140</u> (exc. practices)

APPROVED:

*Ray Delcourt*  
 Fire Chief



**TOWN OF LADYSMITH**

Quarterly Building Permit Summary - YTD September 2016

Month	Commercial		Industrial		Institutional		Residential (NEW)		Residential Adds, Renos, Other		Dwelling Units	Total Permits	Bidg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2016
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
SEP	1	\$ 25,000	0	\$ -	0	\$ -	6	\$ 1,805,114	3	\$ 40,218	12	14	\$ 22,722	\$ 1,870,332	\$ 8,889,659

Year to Date

Month	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values	Dwelling Units	Total Permits	Bidg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2016
JAN	1	\$250,000	0	\$0	1	\$100,000	1	\$267,375	0	\$0	2	3	\$7,067	\$617,375	\$617,375
FEB	0	\$0	0	\$0	0	\$0	0	\$0	7	\$217,520	2	7	\$2,549	\$217,520	\$834,895
MAR	1	\$65,000	0	\$0	0	\$0	2	\$447,510	4	\$44,000	2	7	\$6,554	\$556,510	\$1,391,405
APR	0	\$0	0	\$0	0	\$0	9	\$2,281,568	3	\$51,840	15	12	\$28,115	\$2,333,408	\$3,724,813
MAY	0	\$0	0	\$0	0	\$0	3	\$675,972	2	\$90,600	6	5	\$9,140	\$766,572	\$4,491,385
JUN	2	\$55,000	0	\$0	1	\$0	3	\$597,580	5	\$47,920	1	11	\$8,306	\$700,500	\$5,191,885
JUL	0	\$0	0	\$0	0	\$0	3	\$694,580	2	\$21,000	3	5	\$8,495	\$715,580	\$5,907,465
AUG	0	\$0	0	\$0	0	\$0	5	\$1,031,643	4	\$80,219	7	9	\$13,310	\$1,111,862	\$7,019,327
SEP	1	\$25,000	0	\$0	0	\$0	6	\$1,805,114	3	\$40,218	12	14	\$22,722	\$1,870,332	\$8,889,659
OCT															
NOV															
DEC															
TOTAL	5	\$395,000	0	\$0	2	\$100,000	32	\$7,801,342	30	\$593,317	50	73	\$106,258	\$8,889,659	

Demos Mth	#DU	Value	#BP	Value
YTD 2016	50	\$7,801,342	73	\$8,889,659
YTD 2015	38	\$4,495,976	73	\$5,384,946
YTD 2014	25	\$3,870,069	66	\$4,497,289

Comparison	#DU	Value	#BP	Value
YTD 2016	50	\$7,801,342	73	\$8,889,659
YTD 2015	38	\$4,495,976	73	\$5,384,946
YTD 2014	25	\$3,870,069	66	\$4,497,289

*Colin Bollinger*  
 Colin Bollinger, Senior Building Inspector

*Felicity Adams*  
 Felicity Adams, Director of Development Services



LADYSMITH  
MARITIME  
SOCIETY

610 Oyster Bay Drive  
PO Box 1030 Ladysmith, BC V9G 1A7  
T: 250.245.0109 F: 250.245.0108  
E: admin@lmsmarina.ca  
www.lmsmarina.ca

November 3, 2016

Clayton Postings  
Director Parks and Recreation  
Town of Ladysmith

Clayton:

As you know, security has been and is an issue for the Ladysmith Maritime Society (LMS) and the Ladysmith Arts Council. Break-ins to vehicles are a regular occurrence as are thefts of gas from vehicles. I believe so far this year there have been over twenty such occurrences most of them in the parking area north of the Expo building. Unfortunately break-ins to boats and our facilities have also seen an increase this past year.

In an effort to deter the individuals responsible for these activities LMS has recently invested in high-definition, infrared cameras. Fourteen of these cameras are already in place around the marina and working well.

I am seeking permission from the Town of Ladysmith to mount cameras on the Expo building in the hope that they will act as a deterrent or at least capture images of the individuals responsible for the break-ins to assist the RCMP in their investigations. In addition I would request that a powered pole (with light) be installed at the top to the stairs to the marina so we can mount a camera(s) in this area.

LMS will cover the cost of the cameras, installation and, if necessary, the cost of the pole. It is unfortunate that "security" has now become a significant line-item in the LMS budget but at a time when we can proudly say there is a waiting list for annual moorage in the Ladysmith Community Marina and that we are attracting more marine visitors than ever we can't let security be the reason people won't return.

A brief story: About a month ago one of our annual moorers was visited by his two sons (one from Victoria and one from Vancouver) The three of them parked their cars in the parking area on Oyster Bay Drive and headed out for a couple days of sailing. Upon returning they discovered all three of their vehicles had been broken into. Needless to say they were not happy. What's the story there sons will carry back with them about their Ladysmith visit? Fortunately (or unfortunately) I was able to tell their Dad that LMS spent \$10,000 in September in an effort to upgrade security. He was a little happier knowing we are doing something.

I respectfully request that we be given permission to install these cameras. I know the Arts Council will support this as they were about to purchase cameras as well.

Sincerely

Rod Smith, Executive Director, Ladysmith Maritime Society  
c. Kathy Holmes, Ladysmith Arts Council



## WATERFRONT GALLERY

---

610 OYSTER BAY DRIVE (ON THE WAY TO TRANSFER BEACH), LADYSMITH  
OPEN TUESDAY TO SUNDAY | NOON TO 4PM  
250.245.1252 | [www.ladysmithwaterfrontgallery.com](http://www.ladysmithwaterfrontgallery.com)

October 31, 2016

Town of Ladysmith  
Clayton Posting  
410 Esplanade, PO Box 220  
Ladysmith, British Columbia  
V9G 1A2

Dear Clayton:

Re: Security Cameras – Machine Shop

Thank you for meeting with the Ladysmith Maritime Society and the Arts Council last week.

The Arts Council is in support of security cameras being installed on the exterior of the Machine Shop. The added security in this area may help deter criminal activities. As well additional lights would also provide added security.

Sincerely

Kathy Holmes  
Arts Council of Ladysmith and District