



GOVERNMENT SERVICES COMMITTEE

MONDAY, NOVEMBER 19, 2012

5:00 P.M.

COUNCIL CHAMBERS, CITY HALL

410 ESPLANADE

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

COUNCILLOR STEVE ARNETT, CHAIR

Page

CALL TO ORDER

1. AGENDA APPROVAL

2. MINUTES

- 2.1. Minutes of the Government Services Committee Meeting held October 17, 2012 1-3

3. DELEGATIONS

- 3.1. Doug Bell, Barrie McDonald, Ladysmith Maritime Society
2012 Update and 2013 Strategy

4. REPORTS

- 4.1. City Manager's Report (verbal report)
- 4.2. Financial Update to October 31, 2012 4-7
- 4.3. Film Production Policy – Update 8-23
- 4.4. Building Inspector's Report – October 2012 24
- 4.5. Trolley Report – October 2012 25
- 4.6. Fire Chief's Report – October 2012 26
- 4.7. Coastal Animal Control Services – October Pound Report 27-28

5. MEMBER SUBMISSIONS

- 5.1. Mayor Hutchins – Regional Hospital Update (verbal report)

- 6. CORRESPONDENCE** Page
- 6.1. Tara and Mike Pollock** **29-30**
Proposed Network of Hiking and Mountain Biking Trails
- Staff Recommendation
That the correspondence from Tara and Mike Pollock proposing an enhanced hiking and mountain biking network be referred to the Parks, Recreation and Culture Commission for review and recommendation.
- 6.2. Bowl for Kids' Sake** **31-36**
Invitation for Town of Ladysmith Council to enter a team in a Big Brothers Big Sisters Fundraiser
- Staff Recommendation
That Council consider whether it wishes to take part in the Big Brothers Big Sisters 'Bowl for Kids' event on February 24, 2013.
- 7. NEW BUSINESS**
- 8. UNFINISHED BUSINESS**
None
- ADJOURNMENT**



TOWN OF LADYSMITH
MINUTES OF A REGULAR SESSION OF
THE GOVERNMENT SERVICES COMMITTEE
MONDAY, OCTOBER 15, 2012
6:15 P.M.

COUNCIL MEMBERS PRESENT:

Councillor Steve Arnett Chair)
Councillor Bill Drysdale
Councillor Duck Paterson

Councillor Jill Dashwood
Councillor Gord Horth
Councillor Glenda Patterson

COUNCIL MEMBERS ABSENT

Mayor Rob Hutchins

STAFF PRESENT:

Ruth Malli
Felicity Adams
John Manson

Sandy Bowden
Erin Anderson
Joanna Winter

CALL TO ORDER

Councillor Arnett called the Government Services Committee meeting to order at 6:20 p.m.

AGENDA APPROVAL

Councillor Arnett requested the Committee's consideration of the following additions to the agenda:

7.1 School District Facilities in Ladysmith

GS 2012-108

It was moved, seconded and carried that the agenda for the Government Services Committee meeting of October 15, 2012 be adopted as amended.

MINUTES

GS 2012-109

It was moved, seconded and carried that the minutes of the Government Services Committee meeting held September 17, 2012 be adopted as circulated.

REPORTS

City Managers Report

The City Manager provided a verbal report to the Committee and responded to questions with respect to staff work plans and priorities, including the Information Technology Strategy, the Zoning Bylaw Update Project, the Sustainability implementation Plan, the Waste Water Treatment Plant and the Water Supply System Upgrades.

GS 2012-110 **Financial Plan Update to September 30, 2012**
It was moved, seconded and carried that the Financial Plan Update for the Town of Ladysmith to August 31, 2012 be received.

GS 2012-111 **Building Inspector's Report**
It was moved, seconded and carried that the Building Inspector's Report for September 2012 be received.

GS 2012-112 **Trolley Report**
It was moved, seconded and carried that the Trolley Report for September 2012 be received.

Staff were requested to determine why fewer passengers with bicycles are riding the Trolley.

GS 2012-113 **Ladysmith Fire/Rescue Report**
It was moved, seconded and carried that the Ladysmith Fire/Rescue Report for September 2012 be received.

GS 2012-114 **Coastal Animal Control Services – Pound Report**
It was moved, seconded and carried that the Pound Report from Coastal Animal Control Services for September 2012 be received.

GS 2012-115 **Visitor Information Centre Report**
It was moved, seconded and carried that the Ladysmith Visitor Information Centre Report for September 2012 be received.

GS 2012-116
It was moved, seconded and carried that a letter of congratulations be written to the Ladysmith Chamber of Commerce for hosting a successful Oktoberfest 2012.

MEMBER SUBMISSIONS

Union of BC Municipalities 2012 Convention – Delegate Reports
Councillors Arnett, Dashwood and Drysdale reported on highlights of the 2012 Union of BC Municipalities Convention held September 20 to 24, 2012. Highlights included:

- The number of communities that are concerned about control over water supplies
- The Town-sponsored resolution on derelict vessels in coastal waters was adopted by the convention delegates
- An opportunity to meet with representatives from China

Mayor Hutchins will report on meetings with Cabinet Ministers that he attended during the convention at the next meeting of Council.

NEW BUSINESS

The City Manager advised Council that the state of School District 68 facilities in Ladysmith (including the running track and tennis courts) has been the subject of discussions between Town and

School District representatives, and that funding opportunities are being pursued to assist with repairs and upgrades.

ADJOURNMENT

GS 2012-117

It was moved, seconded and carried that this meeting of the Government Services Committee be adjourned at 6:47 p.m.

Chair (Councillor S. Arnett)

CERTIFIED CORRECT

Corporate Officer (S. Bowden)

Subject to Adoption



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: October 10, 2012
File No:

Re: Financial Update - October 2012

RECOMMENDATION(S):

That the Committee receive this report.

PURPOSE:

To inform the Government Services Committee on the finances for the ten months ending October 31, 2012.

INTRODUCTION/BACKGROUND:

The purpose of this report is to provide financial information on a regular basis.

SCOPE OF WORK:

Notes & Trends

- As of the end of October, there were approximately 4.8% of 2012 property taxes remaining unpaid. This is consistent with this time period in 2011.
- The Permissive Tax Bylaw has been forwarded to BC Assessment to be included in the 2013 Completed Taxation Roll, set to be released January 1, 2013.
- It is projected that the Water Utility Fund will see revenues 2% higher than budgeted, though this increase in revenue will offset the increase in expenses associated with repairing water main breaks. The costs associated with water main breaks are up 40% over last year and will exceed budget. The overall Water Utility Fund is expected to be within budget.
- The Sewer Utility Fund is projected to see revenues slightly greater (~1%) over budget. Lights & Power costs will exceed budget but other savings will be realized in the rest of the sewer operations to ensure that the total Sewer Utility expenses will be within budget.
- The 3rd Quarter Utility bills are due December 5, 2012.
- Parks and Recreation revenue is 3% greater than actual revenue received for the first ten months last year, though it is projected that some revenue programs will not meet targeted budget amounts by the end of the year. These areas include the Pre-School programs, Fitness Studio Passes and Facility Rentals. Overall, the General Operating Fund will be within budget.
- As with all of the expenses, no accruals have been incorporated at this point. As such, the Protective Services expenses appear to be only at half of the budget. It is anticipated that once the Town receives up to date billing from the RCMP E-Division, the costs will be closer to budget.
- Finance continues to compile the 2013-2017 financial plans (budgets) based on information provided from the various departments.

- The 2012 interim audit performed by Hayes Stewart Little and Company will begin November 19th. This is a standard preliminary review of the Town's financial records. The actual 2012 year-end audit will start in March of 2013.

Capital:

- Information Technology Strategy Plan is in progress, with interviews and surveys currently being conducted.
- The Community Sustainability Implementation Plan is nearing completion.
- Reconstruction of the storm drainage at Bertram Place is continuing.
- Work continues on the various waterworks & sewer projects.

ALTERNATIVES:

Not applicable.

FINANCIAL IMPLICATIONS:

Keeping Council informed of the financial state of the organization.

LEGAL IMPLICATIONS:

This is a snap-shot of the Town finances for a point in time. No accruals have been made. Payments and deposits continue to be received which will change the financial figures. These statements are not audited.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public is encouraged to review the report and provide comment.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Coordination among the various departments to ensure all information is coded properly and received by the Finance Department.

RESOURCE IMPLICATIONS:

The majority of this work is done by the Finance Department.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Not applicable

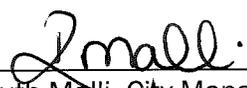
ALIGNMENT WITH STRATEGIC PRIORITIES:

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

SUMMARY:

This monthly report is provided to the Government Services Committee for Information.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Consolidated Statement of Operations – October 2012
Consolidated Statement of Financial Position – October 2012
Restricted Reserve Balances – October 2012

Town of Ladysmith
Statement of Financial Position
January 1, 2012 to October 31, 2012

	Oct '12	Amended Budget	%
Revenues			
Taxes	\$ (8,122,623)	\$ (8,116,230)	100%
Fees & Charges	(2,451,859)	(2,970,581)	83%
Return on Investment	(90,964)	(60,000)	152%
Penalty & Interest	(106,655)	(120,000)	89%
Grants	(1,452,123)	(2,247,349)	65%
Donations & Contributions	(75,210)	(21,000)	358%
Gain on disposal	(1,100)	0	0%
Development Fees	(159,563)	(363,680)	44%
Local Improvement	(8,922)	(8,920)	100%
Total Revenue	(12,469,019)	(13,907,760)	90%
Expenses			
General Government	1,503,748	2,118,064	71%
Library	286,236	286,234	100%
Protective Services	813,385	1,478,705	55%
Transportation Services	838,930	1,146,300	73%
Environmental Health (Garbage Collection)	346,356	446,230	78%
Public Health (Cemetery)	32,543	38,580	84%
Development Services	393,872	714,401	55%
Recreation & Culture	1,617,426	2,038,445	79%
Parks	518,154	615,830	84%
Sewer	406,003	625,300	65%
Water	403,737	482,970	84%
Interest	194,430	451,065	43%
Total Expenses	7,354,819	10,442,124	70%
Surplus (-)/ Deficit	(5,114,200)	(3,465,636)	148%
Capital			
Capital	2,356,977	9,817,857	24%
Proceeds from New Debt	(1,000,000)	(5,454,309)	18%
Principal Payments	89,678	338,509	26%
Internal Funding	(436,556)	(1,236,421)	35%
BALANCE	(4,104,101)	-	

Town of Ladysmith
Statement of Financial Position
As of October 31, 2012

	<u>Oct '12</u>
Cash & Short Term Deposits	\$ 12,676,087
Accounts Receivable	2,215,570
Accounts Payable	(603,014)
Post Employment Benefits	(186,244)
Deferred Revenue	(101,059)
Restricted Revenue	(2,424,433)
Refundable Deposits	(469,116)
Long Term Debt	(4,002,204)
Tangible Capital Assets	79,399,281
Prepays	8,186
Inventory	90,983
	<u>\$ 86,604,037</u>

Reserve Balances:

Non Restricted Reserves	Oct '12	Budgeted Commitment & Funding	Projected Balance
Tax Sale	24,812		24,812
Safety	12,348		12,348
Real Property	(301,623)		(301,623)
Amenity	69,639		69,639
Total Non Restricted	(194,825)		(194,825)
Restricted			
Parking	73,978		73,978
Gas Tax	550,987	38,383	589,370
Green St	1,391		1,391
Amphitheatre	13,172		13,172
Agency Capital	374,131	844	374,975
Total Restricted	1,013,659	39,227	1,052,886
DCC's			
Sewer	104,159		104,159
Water	200,191		200,191
Roads	554,737		554,737
Parks	224,064		224,064
Storm	327,623	(167,500)	160,123
Total DCC's	1,410,774	(167,500)	1,243,274



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Felicity Adams, Director of Development Services
Date: November 13, 2012
File No: 6750-80

Re: FILM PRODUCTION POLICY - UPDATE

RECOMMENDATION(S):

That the Government Services Committee recommends that Council direct staff to:

- (1) Update the Film Production policy by replacing the sections headed POLICY and PROCEDURE with the recommendations in this report.
- (2) Amend the "Ladysmith Fees and Charges Bylaw 2008, No. 1644" to add a \$100 film permit application fee.

PURPOSE:

The purpose of this report is to provide recommendations to the Government Services Committee regarding the Town's Film Production policy given business concerns about filming in Ladysmith that have been presented to Council and the Government Services Committee.

INTRODUCTION/BACKGROUND:

The Town's "Film Production" policy was approved by Council in March 2000. This policy and the Town's Film Permit package have been used by staff to manage requests from film production companies. Most recently, film productions have occurred in Ladysmith in May 2005, July 2007, September 2009, August 2011 and June 2012.

In 2009 and 2011, the Town requested that the film company hire a local 'location liaison' to be on-site on the day of the filming to work with the businesses to help manage the impact of filming and to assist with two-way communication.

Film Cowichan, a function of Economic Development Cowichan, has a role in film promotion in the region. The BC Film Commission is also a resource providing standardized application forms and best practices for the film industry.

Recent Direction

Council - October 17, 2011:

It was moved, seconded and carried that correspondence from D. Phan expressing concerns about the effect on business of filming in Ladysmith be referred to staff for review and recommendation, in consultation with the Ladysmith Downtown Business Association and the Parks, Recreation and Culture Commission.

Council - November 21, 2011:

It was moved, seconded and carried that Film Cowichan be requested to attend a Government Services Committee meeting in order to make a presentation about filming policies and to discuss concerns regarding filming, and that the Ladysmith Chamber of Commerce and the Ladysmith Downtown Business Association be advised of the date of the meeting, and that any further actions to be taken by the Town of Ladysmith be determined after that meeting.

Government Services Committee - June 18, 2012:

Committee members requested that G. Millar and L. McMurray provide a written report on the positive and negative financial impact as well as the economic contribution to Ladysmith and the Cowichan Region of the film industry.

The following information has been provided by Louise McMurray of Film Cowichan.

We have been working with the Duncan BIA to develop guidelines & policies which will provide the merchants with the knowledge and ability to address any concerns that they may have with regards to impact of filming in the downtown core. This work is still underway as there still needs to be discussion between the film production company and the DBIA regarding best practices around concerns of potential impact on the downtown businesses, particularly on longer shoots. The company we are working with to provide input from the industry-side is Front Street Productions, as they are the production company that is interested in working with the communities in this region to bring in a TV series. This two way communication is one of the components that has been lacking and is vital if we are going to develop a good working relationship between film production and community that will work for both parties.

The benefits of having a TV series produced in this region are significant. It is what provides the ongoing work which provides the base of this industry. It means jobs in this area, in many trades, as well as specific film related skills.

SCOPE OF WORK:

The following section provides policy options for addressing the business concerns identified to Council which are: short notice, lack of consultation by the film company, parking inconvenience, impact on business operations, and management of financial compensation.

The attachment to the report provides feedback from by the LDBA and the film industry which has been considered in the development of the following recommendations.

TOPIC	Recommended Policy and Procedures
Communication / Timing /	Application: All details regarding the film shoot will be

TOPIC	Recommended Policy and Procedures
<p>Communication / Timing / Notice</p> <p>Concerns:</p> <ul style="list-style-type: none"> • Short Notice • Lack of consultation by the film company. 	<p>Application: All details regarding the film shoot will be finalized no later than 30-days prior to the start of the proposed filming.</p> <p>Notice to Business: shall be provided directly by the film production company 30-days prior to filming. A standard format is to be followed. The Film Production company is to engage the services of a Location Liaison to provide pre-film visits with businesses within the filming area, as well as liaison services during and post-filming.</p> <p>Notice to the Public: shall be provided by the Film Production company at least one week prior to filming through the local newspaper, social media and posters.</p>
<p>Days of the Week</p>	<p>Filming is limited to Sunday and Monday.</p> <p>Filming will not be permitted in July or August unless it takes place before or after business hours.</p>
<p>Compensation</p> <p>Concern:</p> <ul style="list-style-type: none"> • Management of financial compensation 	<p>Compensation arrangements shall be agreed to in advance of filming, and the Film Production company must supply to the Town signed agreements from all businesses within the filming area.</p> <p>Filming will not be permitted if satisfactory compensation is not demonstrated in advance of the filming request.</p> <p>Whenever possible, the Town of Ladysmith as a film location is to be provided in the film credits.</p>
<p>Location Liaison Role</p>	<p>The Film Production company is to provide the name of the Location Liaison as part of the film permit application. The liaison to be involved from start to finish. The role of the liaison is to include:</p> <p>Personal contact with the business community.</p> <p>Liaison with the Chamber and LDBA.</p> <p>Intermediary between the Film Production company and the business to provide responsiveness on behalf of the film company to the business.</p> <p>Ensure that business operations, such as deliveries, are addressed.</p> <p>Resolve issues identified by the Town.</p>
<p>Street Closures</p>	<p>The timing of the issuance of filming permits should consider the schedule of other special events within the same area and the impact on the business community.</p>
<p>Impact</p> <p>Concerns:</p> <ul style="list-style-type: none"> • Parking Inconvenience • Impact on business operations during the film shoot 	<p>The Film Production company shall hire personnel to support and direct customers during the filming event.</p> <p>The Film Production company is to provide Signage to show that Businesses are open during filming.</p> <p>The Location Liaison is to debrief after the filming with the business community and provide a report to the Town.</p>

ALTERNATIVES:

- That the Film Production policy not be amended.
- The Council not support any further filming in Ladysmith and the Film Production policy be repealed.

FINANCIAL IMPLICATIONS:

The approach taken to the amendments to the Film Production policy is to recognize that there are limited resources available within the Town to proactively manage filming requests, and that the Film Production company should cover the cost of related services.

Currently, there is no fee for securing a “film permit” or a “street closure”. At-cost fees are charged for services provided by the Town. A Business Licence is required. The establishment of a non-refundable film permit application fee is recommended. Municipalities that do charge a fee for a “film permit” charge between \$50 and \$750. Staff recommends charging a \$100 application fee.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The matter was considered by the Parks, Recreation and Culture Commission (PRCC) at its meeting held November 16, 2011. The PRCC supports filming in Ladysmith but believes filming is an issue for economic development not the Parks, Recreation and Culture Commission.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Currently all departments, including the Fire Department and the RCMP, are involved in the consideration of requests for specific film productions.

RESOURCE IMPLICATIONS:

Additional resources will be required if the Town is to be further involved in the management of filming and it is recommended that the film production company take on this cost.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Strategy #8 in the Visioning report is “Local, Diverse Economy”.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Completing the review of the Town’s Film Production policy given concerns raised by the community is a strategic priority of Council.

SUMMARY:

Council referred communication regarding concerns about filming to staff, the LDBA, and the Parks, Recreation and Culture Commission. If film production is to be supported, the current Film Production policy and the Film Permit package should be updated and additional resources secured.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

- Film Production policy
- Feedback regarding Filming in Downtown Ladysmith, August 2011.

TOWN OF LADYSMITH
POLICIES AND PROCEDURE MANUAL

TOPIC:	FILM PRODUCTION
APPROVED BY: COUNCIL	DATE: March 6, 2000
RESOLUTION #: 2000-107	
<i>(Amended from)</i>	
OBJECTIVE: The objective of this statement is to establish a policy and procedure regarding requests by film production companies who wish to undertake filming projects in and around the Town of Ladysmith . The specific objectives of this policy are to: (a) protect the citizens' rights to the quiet use and enjoyment of both public and privately owned lands; (b) recover all direct costs and expenses incurred by the Municipality in pursuing these objectives; (c) establish fees for the provision of Municipal services.	
POLICY: To achieve the stated objectives and to process the requests of filming companies expeditiously, a Film Industry Co-ordinator shall be responsible for receiving and approving most requests and for pursuing the stated objectives within the parameters herein described. As the nature of the film industry and the subsequent requests received by the Film Industry Co-ordinator require that prompt responses to the various requests be provided, Council has delegated authority to the Film Industry Co-ordinator as follows: (a) review the objectives and requirements of the filming request; (b) assess the impact on the community to ensure that the Municipality and the public interests are protected (c) establish terms and conditions under which approvals are granted; (d) to issue approvals or denials of the requests; (e) to establish a fee schedule which will reflect the Municipality's costs in administering this policy as well as the direct costs in providing labour and materials; (f) to review applications for compliance with Municipal By-laws and, where applicable, facilitate for exemptions to be granted.	
PROCEDURE: (1) The Film Company representative fills out the Application with the appropriate information and submits it to the Film Co-ordinator. (2) The Film Company representative provides insurance confirmation indicating an additional clause indemnifying the Town of Ladysmith with a minimum of \$2 Million public liability. (3) The Film Company provides the estimated fees for services up front, as determined by the Film Co-ordinator as established in the Municipal Fee Schedule. (4) The Film Company must notify the neighbourhood of their upcoming activities by one of two methods as follows: (i) For minimum disruption to a neighbourhood, a paper notification (flyer or information leaflet), including date, time, duration, area, temporary traffic or parking regulations, delivered to each homeowner is sufficient.	

TOPIC:

PAGE 2 OF 2

DATE: March 6, 2000

- (ii) For an intensive or lengthy disruption to a neighbourhood and/or business area, a signed survey of the area is required. Large or disruptive productions may require advertisements in newspapers and other local media as well.
- (5) If applicable, a Special Effects Permit Application will be provided by the Film Co-ordinator and processed through the Fire Department.
- (6) For Municipal Parks and/or Recreation Facilities rentals, please submit a written application detailing requirements.

13 – 6750 - B

Feedback regarding August 2011 Filming of Heart Healers in Downtown Ladysmith

Topic	LDBA	Location Liaison	Film Company
<p>Communication / Timing / Notice</p> <p>Concerns:</p> <ul style="list-style-type: none"> *Short notice *Lack of consultation by the film company 	<p>Advertising through the Chronicle, Take 5, social media, posters in the downtown windows to be in place a minimum of 1 week prior to filming, notifying street or path closures.</p> <p>All businesses in area to be advised, as this is an opportunity to bring in businesses EG: front of business stall.</p> <p>Notice provided to all members of community not just downtown businesses</p> <p>Planning & communication between TOL and local businesses using the liaison.</p> <p>Town to seek feedback from Gibsons BC a small BC town that does a lot of filming – what works, what doesn't, how involved is the Town?</p>	<p>Several businesses expressed a desire for earlier, more direct and clear communication. While a memo was distributed, some businesses would like the production company to be more specific or provide greater detail around the dressing of their storefronts, closures and timing of these closures either verbally or highlighting these specifics in the memo</p> <p>Several businesses desire a face to face discussion with the production company so that they are able to ask specific questions around closures and impact</p> <p>Once the memo is handed out, engage in follow up with the businesses to ensure they received the memo and address any questions they might have</p> <p>Engage the services of a Location Liaison to do pre film visits, hand out memos, engage in discussion, answer questions.</p>	<p>The businesses would appreciate having notice of filming with far more lead-time than was the case for our production. I am in agreement.</p> <p>It was a failing of this particular production that not nearly enough time was available to properly prep the show as a whole, and locations in particular.</p>

Topic	LDBA	Location Liaison	Film Company
		<p>Essentially, several businesses want to establish a communicative two way relationship with the production company, rather than just having a memo dropped off with little or no discussion as was the experience of some businesses. Engaging the businesses and developing this relationship would go a long way in smoothing out potential issues.</p>	
Days of Week	<p>Timing – most downtown businesses are closed Sundays & Mondays.</p>	<p>For some, August is their busiest season and closures during this critical time of their business has a financial impact on their business.</p> <p>Some businesses suggested filming on days of the week when several businesses are closed - Sundays or Mondays.</p> <p>Filming before and after general business hours lessens impact as well.</p> <p>Some businesses were concerned that this was the third closure within a small time</p>	<p>Access: Of the 12 merchants with whom I have spoken, 9 proffered the suggestion that road closures on and around 1st Avenue be restricted to Sundays and Mondays, in order to lessen the impact on local business.</p> <p>Additionally, future film permits should be issued only after considering the frequency of other special events which may have recently impacted the area.</p>

Topic	LDBA	Location Liaison	Film Company
<p>Compensation Concern: *Management of financial compensation</p>	<p>Compensation for businesses affected as well as businesses that had filming in them.</p> <p>Compensation should be provided for all businesses involved in the filming or within the block that either is closed off to traffic or is immediately within the block being filmed.</p> <p>Compensation must be "fair" either across the board amount of businesses to provide books showing either recent or last year's earnings to prove loss.</p> <p>Ladysmith must be listed in the credits.</p> <p>1 year contract – bondable like a builder's lien (holdback of funds).</p> <p>Compensation: the town to be paid a deposit prior to filming.</p>	<p>period, one filming related and two town related (event) closures.</p> <p>Involve local businesses and owners as extras, in the preparation and supply of food and services or as a feature shot. If businesses are involved (and compensated for the involvement) this would help to smooth over any minor issues or concerns they may have experienced</p>	<p>Several merchants have filed the "loss of business" form provided by this company via the BC Film Commission, and I expect one or two more to be submitted shortly. We have negotiated agreeable terms with these merchants which, while not necessarily meeting their losses dollar for dollar, apparently satisfy both parties to a degree.</p> <p>My issue with the loss of business form is that it does not take into account the difficult-to-quantify recovery of the lost income. For example, if one business suffers a loss of business on one day due to parking restrictions near his property, there is no way to record what percentage of that lost revenue is recovered the following day (or week) by customers who choose to wait until the parking restrictions are lifted.</p> <p>Additionally, the form makes no</p>

Topic	LDBA	Location Liaison	Film Company
	<p>TOL should retain a deposit from the film company which would be used to compensate businesses owners – they are more likely to share their ‘books’ with the liaison that they would with the film company.</p> <p>Town to ensure fair compensation is occurring.</p>		<p>allowances for weather, the immediacy of other special events, public spending trends, and other variables which may affect a business' net profit.</p> <p>This detail leaves film production - as basically the only special event in which financial recourse can be pursued - somewhat open to exploitation by those who are so inclined (although it should be noted that to date I have not had this experience in Ladysmith).</p> <p>I have discussed alternatives for future compensation packages with some business owners, and we touched on the following courses of action:</p> <p>a) the business estimates in advance its projected net loss (substantiated by documentation) for each day of disruptive activity, and agrees to abide by that amount in exchange for being inconvenienced by production. The shops themselves could opt to stay open or to close for each</p>

Topic	LDBA	Location Liaison	Film Company
			<p>day, but in either case, no further compensation would be sought from production beyond the originally negotiated rate.</p> <p>b) the Town of Ladysmith collects a fee for filming (in the form of a permit fee, a contingency fund, or whatever form is most suitable), and retains in that fund money to compensate businesses who can demonstrate a marked loss of business following film production.</p> <p>c) specific areas should be designated as not available for filming, on a case-by-case basis. In particular, Danny from the Wigwam Restaurant suggested that although he is supportive of filming in Ladysmith - at least in principle - the area immediately surrounding his property should be "off-limits" unless he is compensated to the point of being able to close for the day.</p>
Liaison Role	<ul style="list-style-type: none"> o Liaison to oversee project from start to finish 	As part of my role, I visited each business in proximity to the	It was also suggested that productions be required to hire a

Topic	LDBA	Location Liaison	Film Company
	<ul style="list-style-type: none"> ○ Liaison to have personal contact with impacted businesses ○ Liaison to work closely with the film company, making themselves available by phone before, during and after filming ○ Liaison to approach businesses on compensation and information, not having businesses have to chase film company or liaison regarding the information or compensation ○ Liaison to approach LDBA and Chamber with information, any proposals ○ Liaison to have better contact with LDBA and Chamber ○ Liaison role to be more defined, visible, connected and resourced. ○ Business owners need to be protected and represented – they are busy running their businesses and do not and should not have to chase after the movie company – liaison should do this on their behalf. 	<p>filming with the goal to assess their perceptions of the filming and any impacts, issues or concerns they might have in relation to the filming.</p> <p>Several businesses were supportive to very supportive of the filming.</p> <p>Some thought that filming was good for Ladysmith and had no issues or concerns in relation to potential impact to their business.</p> <p>However, some businesses had minor concerns and comments in the areas of involvement, communication and timing.</p>	<p>"downtown ambassador" kind of team whose sole responsibility is to help pedestrians to and from shops, and assist in carrying any items they may have purchased. While this production did take the initiative to employ a liaison and additional production assistants to help with this, I agree that a couple more pairs of boots on the ground - tasked exclusively with assisting local merchants - would have been an excellent idea.</p>

Topic	LDBA	Location Liaison	Film Company
	<p>Liaison should be present in meetings between film company and business owners to document discussions, promises and establish contracts if necessary.</p>		
Street Closures	<p>Town to check community calendars to see when street closures are already scheduled to approve adequate timing.</p> <p>Clear written policy on events and street closures.</p>		
<p>Impact</p> <p>Concerns:</p> <p>*Parking inconvenience</p> <p>*Impact on business operations during film shoot</p>	<p>Need to address parking.</p> <p>Signs to be put up to advertise that filming is in progress and businesses are still open to customers.</p> <p>Time slots to be arranged in advance for deliveries to businesses, this will reduce traffic build-up.</p> <p>Most importantly, hold a forum for debrief with affected parties...discussed what worked,</p>		<p>I have the impression that several businesses are feeling somewhat "burned-out" by the number of special events which have had varying degrees of disruption on and around 1st Avenue this summer.</p> <p>I feel seminars and/or publications which clearly define the advantages of special events, and which define the local stakeholders' rights and responsibilities during these events, would be a good idea.</p>

Topic	LDBA	Location Liaison	Film Company
	<p>what didn't and make necessary changes to evolve.</p> <p>Has there been cost/benefit analysis done?</p>		<p>My overall impression is that merchants were generally receptive to our presence, and clearly understand the advantages of filming in Ladysmith. That said, they feel somewhat "out of the loop" as far as receiving information from the production *and* from the Town of Ladysmith.</p> <p>My feeling is that we - as a company - made our best efforts to accommodate the local residents and merchants, and that by and large the shoot was a success. I feel that the next shoot could be made even better by the Town of Ladysmith having some sort of "town hall" with downtown stakeholders in order to develop and implement a well-defined strategy for special events - including filming.</p>
Support to Film Industry	<p>o Does Ladysmith want more films to come to town? If so, compile a list of resources that we have to offer for their use,</p>		

Topic	LDBA	Location Liaison	Film Company
	<p>make it easy for them to do business while protecting the community</p> <ul style="list-style-type: none"> o Keep the red tape to minimal, to keep full interest from the film Co. o Information packages to be made available to Film Company showing accommodations, businesses, services available to them and possibly as an extra for the film o Having a Ladysmith filming commission with input from Film Cowichan, Town of Ladysmith, LDBA, Chamber of Commerce as well as someone with experience in the industry o Set a standard for the TOL, businesses and film crews to follow – make it easy & smooth to film here. Make Ladysmith a place of choice because of the standard and ease of business for all involved. o TOL is accountable to the film companies 		



TOWN OF LADYSMITH
 Building Permit Summary - October, 2012

	Commercial		Industrial		Institutional		Residential (NEW)		Residential Adds, Renos, Other		Dwelling Units	Total Permits	Bldg & Pibg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2012
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
OCT	2	38000	1	1100000	0	0	3	443798	6	152968	3	12	9982	1734766	10502971

Year to Date

JAN	1	\$488,275	0	\$0	0	\$0	2	\$357,315	2	\$48,140	4	5	\$11,573	\$893,730	\$893,730
FEB	0	\$0	0	\$0	1	\$5,000	4	\$1,184,697	4	\$125,975	7	9	\$8,936	\$1,315,672	\$2,209,402
MAR	0	\$0	0	\$0	0	\$0	3	\$530,461	3	\$25,972	3	6	\$4,251	\$556,433	\$2,765,835
APR	1	\$965,520	0	\$0	0	\$0	3	\$706,337	7	\$153,673	3	11	\$11,742	\$1,825,530	\$4,591,365
MAY	0	\$0	0	\$0	0	\$0	2	\$349,444	6	\$64,355	2	8	\$3,237	\$413,799	\$5,005,164
JUN	1	\$42,000	0	\$0	0	\$0	10	\$1,694,395	2	\$10,879	10	13	\$12,957	\$1,747,274	\$6,752,438
JUL	0	\$0	0	\$0	0	\$0	0	\$0	3	\$48,991	0	3	\$482	\$48,991	\$6,801,429
AUG	2	\$680,000	0	\$0	0	\$0	5	\$930,174	2	\$11,620	8	9	\$8,359	\$1,621,794	\$8,423,223
SEP	0	\$0	0	\$0	0	\$0	1	\$200,463	7	\$144,519	2	8	\$1,686	\$344,982	\$8,768,205
OCT	2	\$38,000	1	\$1,100,000	0	\$0	3	\$443,798	6	\$152,968	3	12	\$9,982	\$1,734,766	\$10,502,971
NOV															
DEC															
TOTAL	7	\$2,213,795	1	\$1,100,000	1	\$5,000	33	\$6,397,084	42	\$787,092	42	84	\$73,205	\$10,502,971	

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

Comparison	#DU	Value	#BP	Value
YTD 2012	42	\$6,397,084	84	\$10,502,971
YTD 2011	40	\$5,092,963	113	\$7,745,504
YTD 2010	59	\$8,991,151	110	\$13,236,163

Tom Skarvig, Building Inspector



Town of Ladysmith
Trolley Summary Report
 October 2012

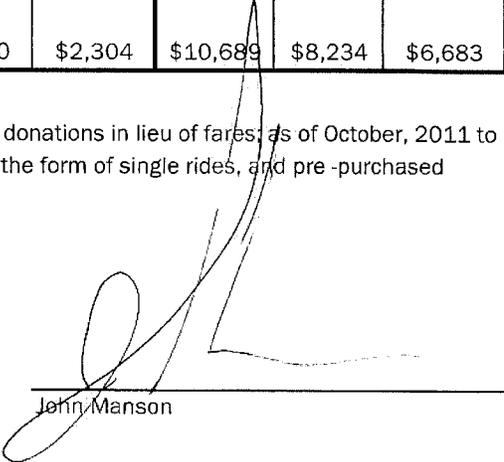
Stats	October			July-August-September (Previous 3 Months)			YTD (Jan-October)		
	2012	2011	2010	2012	2011	2010	2012	2011	2010
Ridership Count	1155	1024	2288	3715	6094	6174	12392	19729	22283
Days in Operation	26	25	25	75	77	76	254	252	250
Avg. Daily Ridership	44	41	92	49	79	81	49	77	88
Wheel Chairs	8	9	14	18	21	23	53	77	49
Service Dogs	3	3	14	1	4	37	15	93	76
Bikes	17	28	53	71	140	141	155	384	375

Fares*

Single Fares	\$684	\$665	*	\$2,033	*	*	\$7,326	\$665	*
Monthly Passes	\$143	\$267	*	\$475	*	*	\$1,713	\$267	*
Rentals**	\$300	**	**	\$0	**	**	\$1,650	**	**
Donations	*	*	\$579	*	\$3,340	\$2,304	*	\$7,302	\$6,683
Total	\$1,127	\$932	\$579	\$2,508	\$3,340	\$2,304	\$10,689	\$8,234	\$6,683

* From launch to September, 2011 trolley riders made donations in lieu of fares; as of October, 2011 to date, fares have been collected on board the trolley in the form of single rides, and pre-purchased monthly passes.

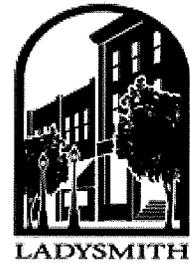
** There were no rentals in 2010 or 2011


 John Manson



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: **October** , 2012

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YEAR'S TOTALS
Alarms Activated: Pulled Station			1			1	1						3
By mistake	1			1	1					1			4
Electrical problem		1	2			2	3	1	2	1			12
Due to cooking			1		3	1	2	2					9
Assistance		2				1							3
Burning Complaint		2	2			2	1		1				8
Fire: Structure		1			1	3		1	1	2			9
Chimney	4	3	1							1			9
Interface / Bush					1	2	2	8	7	2			22
Vehicle	1	1	2										4
Other	1	3					3	3		1			11
Hazardous Materials			1			1		3		1			6
Hydro Lines: Down / Fire				1	1					1			3
Medical Aid				1		3	3		4				11
MVI	3	1	5	2	3	5	1	1	3	3			27
Rescue				1		1							2
Mutual Aid provided by Ladysmith to outside areas	1		1					2		1			5
MONTH TOTALS (not incl. Practises)	11	14	16	6	10	22	16	21	18	14			148
Practises (Totals for each Month)	5	4	4	4	5	4	5	4	4	5			44
Mutual Aid, requested by Ladysmith from outside areas	1	0	0	0	0	0	0	2	2	0			5

ALARMS ACTIVATED (location/owner):

1. CO2 Alarm at 471 Davis Rd (Faulty Sensor)
2. 7456 Malone Rd Person accidentally pushed fire Alarm button on alarm panel.

COMPARISONS:

Year to Date / 12 134 (excl. practises)
 Year to Date / 11 144 (excl. practises)
 Year to Date / 10 125 (excl. practises)

APPROVED:

Ray Delcourt
 Fire Chief

RECEIVED
NOV - 6 2012

COASTAL ANIMAL CONTROL SERVICES OF BC LTD

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

TOWN OF LADYSMITH POUND REPORT

October 2012

Disposition of Impounded Dogs	Current Month	2012 Totals	
Stray dogs impounded	3	21	
Stray dogs claimed	2	19	
Stray dogs put up for adoption	1	1	
Stray dogs euthanized	0	0	
Stray livestock / cats	0	0	
Other	0	1	
Calls Received and Investigated	15	93	
Aggressive dogs	0	6	
Dogs at large	4	20	
Confined dog	4	26	
Noise (barking) complaints	2	26	
Other non specific dog related calls	4	13	
Wildlife / livestock / cats	0	1	
After hour call outs	2	8	
Monthly Pound and Board Fees Collected	\$215.00	\$2040.00	
Impound fees	\$200.00	\$1700.00	
Daily board fees	\$105.00	\$645.00	
Tickets issued	2	4	
Unlicenced dog	\$200.00	\$400.00	
Dog at large	\$00.00	\$00.00	
Dangerous dog not muzzled (12e)	\$0	\$00.00	
Habitually noisy	\$0	\$0	
Licencing Statistics	Tags	3	26
	Revenue	\$70.00	\$705.00

Judi Burnett

CAS Summary of Service Calls, Ladysmith

15 calls in total

01-Oct-12 to 31-Oct-12

Issue	Call #	Received	Type	Completed
At large		4		
	1023	22-Oct-12	Dog	22-Oct-12
	1018	15-Oct-12	Dog	24-Oct-12
	1015	10-Oct-12	Dog	
	1014	09-Oct-12	Dog	11-Oct-12
Cats/Wildlife/Livestock		1		
	1025	25-Oct-12	Wildlife	25-Oct-12
Confined		4		
	1019	18-Oct-12	Dog	01-Nov-12
	1017	14-Oct-12	Dog	15-Oct-12
	1013	07-Oct-12	Dog	07-Oct-12
	1012	06-Oct-12	Dog	06-Oct-12
Noisy		2		
	1026	29-Oct-12	Dog	
	1016	10-Oct-12	Dog	30-Oct-12
Other		4		
	1021	19-Oct-12	Dog	
	1020	19-Oct-12	Dog	
	1022	12-Oct-12	Dog	
	1024	10-Oct-12	Dog	

Tara & Mike Pollock

734 Colonia Drive
Ladysmith B.C.
V9G 0A3
tealtimas@hotmail.com

Dear Mayor Hutchins,

My husband and I wanted to write a letter to you to let you know how happy we are about living in Ladysmith, and to communicate some ideas that we have that could increase tourism to this beautiful town.

We must state our bias from the start. We love cycling. We were part of the group that brought the cyclocross event to Transfer Beach last October. We received excellent reviews from many of the racers and the series organizers. We will be running the event again this year on October 28th and expect even greater numbers.

We are currently working with the Ladysmith Parks and Recreation department to bring the inaugural Vancouver Island Fat Tire Festival to Transfer Beach. This event will be a 3-day festival for mountain biking enthusiasts and will take place July 26-28th, 2013. Participants will be treated to a fully catered weekend of guided riding in Nanaimo, Cumberland, Duncan and Cobble Hill; fantastic local food; a bike exposition; accommodation (camping at Transfer Beach) and entertainment. We hope to host 100 participants the first year and grow this event to 300 participants within 5 years.

We think that there is a great potential for sport tourism in Town of Ladysmith and an event like the Fat Tire Festival could be just the beginning.

The Town of Cumberland is an excellent example of a small community that has supported the development of a network of mountain biking and hiking trails. This network of trails has contributed to the financial gain of the community by drawing large events such as the Mind over Mountain Adventure Race (a provincially recognized event) and the B.C. Bike race (an internationally renowned mountain bike race). Over the years these events have brought thousands of athletes and their families to the Town of Cumberland.

Ladysmith is similar to Cumberland in that it is surrounded hundreds of acres of untouched wilderness and has a small but proactive community. The Holland Creek trail is well used and is for the most part a hiking and running trail. By developing a greater network of mountain biking and hiking trails the town stands to draw more events to the community thus increasing the Town's profile as a destination for sports tourism.

We have been in touch with the Cowichan Valley Regional District to express our interest in helping to maintain and restore the current trails and assist in developing a new network. They are keen on this, as they have had this area on their radar for some time. We have a team of neighbors and friends who share our desire to assist with the trail development and are willing to put in some time and effort to making this happen. We have mapped the existing trails and will send this to the CVRD to analyze and develop a plan.

I hope I have been able to communicate our passion for this community and its potential for further economic gain through sport and recreation! We are keen to be involved so please feel free to contact us if you would like to have a further discussion about this topic. If you are not busy on October 28th, I would like to extend a personal invitation to you to come down to Transfer Beach to catch a piece of the cyclocross race!

Sincerely yours,

Tara and Mike Pollock

Text of an e-mail received from Tali Campbell, Kick Radio

Big Brothers Big Sisters Fundraiser

From: Tali Campbell
Sent: November 11, 2012 8:40 PM
To: Rob Hutchins
Subject: Bowl for Kids Sake

Good Evening Mr. Hutchins,

Tali Campbell here, I am the Event Manager for the Bowl for Kids Sake event for Big Brothers Big Sisters of Central Vancouver Island.

I'd love to invite the Town of Ladysmith Council to enter a team, we've invited the City of Nanaimo and Courtenay Council too.

I've attached a Team Captain Package, and registration form.

Please let me know :)

--

Thanks,
Tali Campbell
(250) 327-9332

Twitter - @CampbellTali

BOWL

FOR KIDS' SAKE



NANAIMO BC • SINCE 1956

February, 24th 2013
Cosmic Bowling/Bingo
Bowling + More
Brechin Lanes

Superhero Theme!

**Team Captain
Package 2013**

What is Bowl For Kids Sake?

- Bowl FOR Kids Sake is a fundraiser for Big Brothers Big Sisters of Central Vancouver Island for mentoring programs from Ladysmith, through Nanaimo to Parksville and beyond!
- On February 24th, come join us for an hour of bowling and celebrate 100 Years of Big Brothers Big Sisters.



Bowling Times

Below are the following times to choose from:

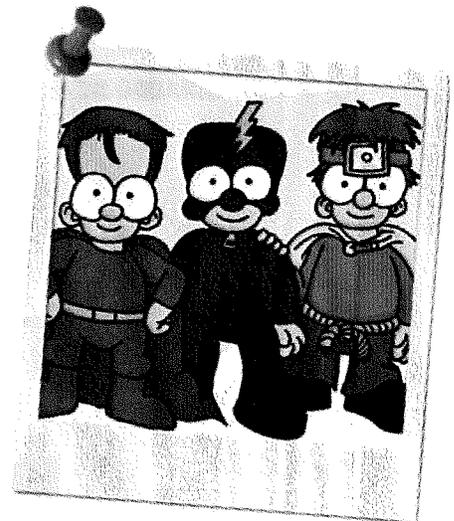
- 10:00AM
- 12:00PM
- 2:00PM
- 4:00PM

If those times do not work for your team, please contact Tali at 250.756.2447 or Admin@bigscvi.ca.

Superheroes!

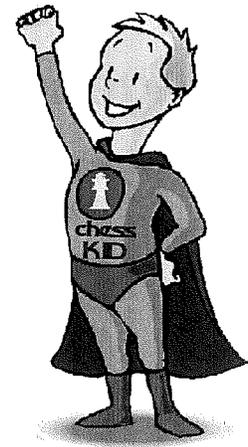
This year we have picked the theme of Superheroes because we believe we are all superheroes by donating our time/money to offer more mentoring programs to children in Central Vancouver Island. We are the kid's superheroes!

We encourage you to dress up as YOUR favorite superhero, and there will be prizes for the BEST dressed superhero and BEST dressed team!



How to get involved?

1. Recruit 3 or 4 other team members
2. Fill out a team registration form, indicating the time your team would like to bowl.
3. Start collecting pledges in support of Children in Central Vancouver Island.



Collecting Pledges

- Attached to the Captain Package is a pledge form for each member of your team
- Each member of the team is encouraged to raise \$100 each!!
- Tell them you are participating in the Bowl For Kids Sake and are collecting money for Big Brothers Big Sister of Central Vancouver Island, in hopes to raise \$30,000. (also see Agency Quick Facts)
- Donations \$10 or more are eligible to receive a tax receipt – ALL INFORMATION MUST BE FILLED OUT or a tax receipt cannot be issued.
- Tax Receipts will be written and mailed following the event on February 24th 2013
- Bring your pledge form and money when your team comes to bowl!

Bowl for Kids Sake Event Day

- Teams are asked to arrive 15 minutes before their scheduled start
- Teams will register at the registration table, hand in their pledge form and money and will be assigned a bowling lane.
- Teams will get bowling shoes and get ready to start bowling!!
- It will be announced when to start bowling.
- Enjoy your bowling while we give prizes out and take lots of photos!

Agency Quick Facts

- Big Brothers Big Sisters is celebrating 100 Years of serving free one to one mentoring in Canada.
- Big Brothers Big Sisters of Central Vancouver Island provides free mentoring to children and youth in Parksville/Qualicum, Ladysmith and Nanaimo with plans in the future to extend into the Southern part of Vancouver Island.
- We currently offer programs like:
 - One-On-One Mentoring (Big Brothers/Big Sisters)
 - Couples for Kids
 - In School Mentoring
 - Go-Girls Programs

We are accredited member of our National Organization, Big Brothers Big Sisters of Canada

More information about Big Brothers Big Sisters of Central Vancouver Island and our programs can be found by contacting our office by using the information below or visit us online at www.bigscvi.ca .

For More Information:

Tali Campbell
Event Manager

Tel: (250) 756-2447

Fax: (250) 756-2439

Email: Admin@Bigscvi.ca



Big Brothers Big Sisters
of Central Vancouver Island

Bowl for Kids Sake 2013 Registration



Big Brothers Big Sisters

Team Name: _____
Team Captain Name: _____
Address: _____ City: _____ Postal Code: _____
Phone: _____ Email: _____

Bowling Team: _____
Bowlers Name: _____ Phone: _____ Email: _____

Preferred Bowling Time: _____
 10:00am 12:00PM 2:00PM 4:00pm

Please Return for to:
Big Brothers Big Sisters of Central Vancouver Island
#3-2350 Labieux Road – Nanaimo, BC – V9T 3M6 – Phone (250) 756-2447 – Fax (250) 756-2439
E-Mail: Admin@Bigscvi.ca – Website: www.Bigscvi.ca