



GOVERNMENT SERVICES COMMITTEE

MONDAY, MARCH 18, 2013

5:00 P.M.

COUNCIL CHAMBERS, CITY HALL

410 ESPLANADE

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

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COUNCILLOR GORD HORTH, CHAIR

CALL TO ORDER

1. AGENDA APPROVAL

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3. DELEGATION

3.1. Cathleen McMahon, Cliff Fisher, Ladysmith Maritime Society
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5. COUNCIL SUBMISSIONS

6. NEW BUSINESS

7. UNFINISHED BUSINESS

ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A REGULAR SESSION OF
THE GOVERNMENT SERVICES COMMITTEE
MONDAY, FEBRUARY 18, 2013
5:00 P.M.

COUNCIL MEMBERS PRESENT:

Councillor Gord Horth (Chair)
Mayor Rob Hutchins

Councillor Bill Drysdale
Councillor Glenda Patterson

Councillor Jillian Dashwood

COUNCIL MEMBERS ABSENT:

Councillor Steve Arnett

Councillor Duck Paterson

STAFF PRESENT:

Ruth Malli
Sandy Bowden

Felicity Adams
John Manson

Erin Anderson
Joanna Winter

CALL TO ORDER

Councillor Horth called the Government Services Committee meeting to order at 5:00 p.m.

AGENDA APPROVAL

GS 2013-013

It was moved, seconded and carried that the agenda for the Government Services Committee meeting of February 18, 2013 be adopted with the following addition under New Business:

- Mackie Park Parking Lot

MINUTES

GS 2013-014

It was moved, seconded and carried that the minutes of the Government Services Committee meeting held January 21, 2013 be adopted as circulated.

DELEGATIONS

Rupinder Basi, Altus Group

Proposed Monopole at TELUS Office, Roberts Street

R. Basi made a presentation to the Committee regarding a request by TELUS to site a 14.9 metre telecommunications facility at the TELUS central office at 11 Roberts Street. The intent of the monopole is to improve TELUS telecommunications service. R. Basi noted that recommendations from the Heritage Revitalization Advisory Commission have been incorporated, including consultations with neighbours. The downtown business community has also been consulted regarding the proposed monopole.

R. Basi responded to questions from Council and discussion

ensued. Council thanked Mr. Basi for his presentation and advised him that the request to install a monopole at 11 Roberts Street would be considered later in the agenda.

REPORTS

City Manager's Report

GS-2013-015 It was moved, seconded and carried that the City Manager's report dated February 2013 be received.

Proposed Telus Monopole at 11 Roberts Street

GS 2013-016 It was moved, seconded and carried that the Committee recommended to Council that the following conditions apply regarding concurrence with the installation of a 14.9 metre tall telecommunications facility in Ladysmith:

- The facility be a dark green colour
- The antennae be concealed in the tower
- The facility be fenced in dark green wrought iron or other appropriate material as approved by staff
- If there are future requests for additional height of external antennae to be added to the facility that further consultation take place with the Town of Ladysmith given the community's sensitivity to the location

GS 2013-017 It was moved and seconded that the Committee recommend that Council concur with the installation of a 14.9 metre tall telecommunications facility at the TELUS central office located at 11 Roberts Street, at siting option C (monopole located on the east side and partially screened by the TELUS building and the equipment contained in the existing garage).

MOTION REFERRED

MOTION TO REFER

GS 2013-018 It was moved, seconded and carried that the installation of a 14.9 metre tall telecommunications facility at the TELUS central office located at 11 Roberts Street be referred to staff to explore alternative locations and report back to the Committee at the earliest opportunity.

Building Inspector's Report – January 2013

GS 2013-019 It was moved, seconded and carried that the Building Inspector's Report for January 2013 be received.

Trolley Report – January 2013

GS 2013-020 It was moved, seconded and carried that the Trolley Report for January 2013 be received.

GS2-2013-021 It was moved, seconded and carried that the Committee recommend that Council request staff to send trolley services ridership statistics to BC Transit for analysis and assistance in

developing recommendations with respect to routes and service.

Fire Chief's Report – January 2103

GS 2013-022 It was moved, seconded and carried that the Fire Chief's Report for January 2013 be received.

Coastal Animal Control Services – January Pound Report

GS 2013-023 It was moved, seconded and carried that the Coastal Animal Control Services Pound Report for January 2013 be received.

Ladysmith Chamber of Commerce Visitor Centre Report

GS 2013-024 It was moved, seconded and carried that the report from the Ladysmith Visitor Centre for January 2013 be received.

COUNCIL SUBMISSIONS

Public Input Process

GS 2013-025 It was moved, seconded and carried that the Committee recommend that Council request Mayor Hutchins and staff to investigate alternatives to allow public input into Council Meeting Agenda Items at the start of a Council meeting.

It was suggested to research the practices of other local governments, including the Municipality of North Cowichan and City of Duncan.

Volunteer Appreciation Dinner

Staff were requested to send out proposed dates for a Town of Ladysmith Volunteer Appreciation Dinner to be hosted by Council in March.

Ladysmith Chamber of Commerce Home, Garden and Business Show

Staff were requested to circulate a schedule of available shifts for the Town booth at the Ladysmith Chamber of Commerce Home, Garden and Business Show for Council members to fill in.

CORRESPONDENCE

Iris Hesketh-Boles, Association of Vancouver Island and Coastal Communities AGM and Convention

Mayor Hutchins and Councillors Arnett, Dashwood, Drysdale and Patterson will attend the 2013 annual general meeting and convention of the Association of Vancouver Island and Coastal Communities.

Muriel and Ken Carlson

Garbage along Walkways and Paths in Waterfront Vicinity

GS 2013-025 It was moved, seconded and carried that the Committee recommend to Council that an annual community clean-up day be organized and that volunteers to spearhead the event be identified, and that a letter be written to Muriel and Ken Carlson thanking

them for their correspondence dated February 8, 2013 and advising them of the proposed community clean-up.

NEW BUSINESS

GS 2013-026

Parking at Mackie Park

It was moved, seconded and carried that the Committee recommend that Council request staff to consider options for expanding the parking lot at Mackie Park and report back with recommendations.

Peerless Road Recycling Facility

Mayor Hutchins noted that the Peerless Road Solid Waste facility will remain open during its expansion, on a somewhat limited capacity.

ADJOURNMENT

GS 2013-027

It was moved, seconded and carried that this meeting of the Government Services Committee be adjourned at 6:16 p.m.

CERTIFIED CORRECT

Chair (Councillor G. Horth)

Corporate Officer (S. Bowden)

Ladysmith Maritime Festival Events 2013 Council briefing Monday March 18th

Requested time needed- 5 minutes

Overview: Ladysmith Maritime Festival Events 2013

The annual Ladysmith Maritime Festival continues to celebrate the rich history of the Ladysmith harbour and local marine heritage. In the past years, the festival was a one weekend three day event and was a significant attraction to local young citizens, parents and visiting tourists.

This year we are planning three exciting one day Festival Events during May and June that will individually attract a more diversified audience for each event, will providing opportunities for the Ladysmiths' businesses and community groups.

1) Ladysmith Seafood Festival – Harvest of the Salish Sea May 19th

The Ladysmith Seafood Festival is a new festival addition hoping to bring back to life the efforts of the Oyster Festival that was a popular event in past years. This event will center around the presentation of oysters, clams, mussels, prawns and scallops. We will combine a friendly competition between local culinary experts and the exceptionally talented community groups. It is a family friendly event with a kids craft area, music, dancing, celebrity chef presentations, seafood chowder competition, oyster shucking contest and a beer and wine garden. The festival is in support of the memorial for Jaedyn Amann and partial proceeds will fund the tree planting, bench and plaque marking the adoption by the Town of Ladysmith of Jaedyn's Law.

2) Ladysmith Kids' Pirates Day June 1st

Celebrating the popular activities our communities' children have enjoyed over the past 5 years, this special day will include our popular local and invited pirates, face painting, kid's crafts, bull head derby, food, an interactive musician and family harbour tours. Partnering with the LDBA and LaFF, we will continue to have pirate day promotions during the week before the festival and the popular pirate map that draws the young pirates up town to search for treasures at all the participating stores & businesses.

3) Ladysmith Maritime Heritage Day June 8th

A favorite day for mariners and wooden boat enthusiasts featuring marine heritage vessels dockside and on land, talks given by key heritage boat writers, tours of the new marine heritage and cultural centre & our waterfront museum, harbour tours, marine swaps, food and music.



City Manager's Report

March 2013

This monthly report is from the City Manager to the Government Services Committee. The report highlights the prior month's activities and provides information on the progress of Council objectives for the year. A written report and public discussion supports the goal of transparent communication with our citizens.

Council has provided staff with direction on their top priorities for 2013. There are operational and additional priorities in addition to this list. Again, this report provides highlights, not a complete list of activities. Committee members are encouraged to ask questions or suggest information that they wish to be included in the report.

Respectfully submitted, Ruth Malli, City Manager

Highlights for the month of February 2013:

Funding announcement:

- Community to Community Grant
- Dynamic Downtowns Workshop Pilot Project

Funding application completed:

- Summer Jobs Grant application
- BCRPA walk/run fair grant application

Adopted Bylaws:

- Fire Prevention Bylaw
- Cemetery Care Trust Fund

Other completed activities:

- Auto-debit withdrawal for utilities payments-88 and 136 are signed up for the next billing period
- Preliminary Financial Plan presented
- Annual Public Works Tenders for 2013-14 awarded
- Report on in camera items in regular session
- Auditor General for Local Government-planning session
- Completion of a Task Tracking system for Public Works
- Discussions with Shared Services BC
- Interviews for several positions

Projects in progress this month:

- Financial Plan 2013-2017 (4-5% tax increase target)
- Stz'uminus First Nation - draft agreement for servicing
- Lease -Seniors Centre Society
- Information Technology Report-draft completed
- Liquid Waste Management Report
- BC Transit transition to new service
- Database updates
- Emergency Services personal preparedness
- District Energy investigation
- Relocation of soil at Sewage Treatment Plant Site
- Preparation of RFP for Water Upgrades at Pub. Works.
- Electric Charging Station implementation
- Aggie Hall upgrades (grant program)
- 5 Council and committee meetings
- Zoning Bylaw project
- Couverdon Viewscape Management Strategy
- Christie Road rezoning process
- DCC low water use incentives report
- Council to Council meeting with SFN-prepare
- Dynamic Downtowns Pilot Project start-up
- Year-end-auditors arrive in March
- Stage III Sewage Treatment Pre-Design
- Chlorination Upgrade Design
- Transition to PST from HST on April 1st.
- RCMP contract changes (special meeting March 11)

COMING UP NEXT MONTH!

2013-2017 Financial Plan meetings

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

City Manager Report-March 2013

Active, Researching and Emerging Projects

Council has identified “Community Resiliency” as the primary focus for 2013 and has chosen a specific list of top priorities for the year. This approach represents a shift in the organization – the way to achieve this objective within the existing budget is to ensure that the Town’s resources (staff and funding) are directly aligned with the new priorities.

This requires strong organizational focus – staff must be clear on what is expected of them; projects/processes that do not support the top priorities will need to be stopped, delayed or deferred;

Example of some of the current projects:

Council will support maintaining the focus (by directing what must be done and what can be put aside for now). Council has also directed that they have a medium level of risk tolerance, indicating support for creative approaches and an expectation of good value and common sense rather than perfection.

In order to ensure strong alignment, each of the new priorities must be integrated within the Financial Plan, identified as a top priority in departmental work plans, and sufficiently resourced. The Financial Plan process is a focus of the next couple of months.

Active (in progress, resources assigned)	Researching (resources pending)	Emerging (not resourced)
Infrastructure Upgrades (WWTP & Water)	Infrastructure upgrades-city hall, fire hall	Asset management and pavement management system
Land Sales-immediate	Land sales-other	Land acquisition and disposition-other
Zoning Bylaw	Waterfront Area Plan	Holland Creek Area Plan
Liquid Waste Management Plan	Partnership with CVRD-composting	District Energy System
Sustainability Implementation Plan	Implement Plan, such as DCC’s low water use and other incentives	Implement Energy Plan
Information Services Strategic Plan	Implement new IT systems	Technology upgrades (hardware)
Organizational Review	Lean systems	Risk analysis and business case
Payroll Systems Streamline	Succession Plan	Staff surveys and 360 reviews
Financial Plan	Equipment reserve fund review	25 year financial plan
Naut’sa mawt Steering Committee and draft servicing agreement	SFN servicing connection	Servicing to IR 13
Boundary expansion	Boundary expansion land and servicing plans	Boundary expansion processing and servicing
Waterfront (DL 2016, Environmental Report)	DL 651 clean up-partnerships	Marine Park and small craft launch
Connector bike routes	Downtown parking	Downtown safety issues
Heritage Brochure/Tourism maps	Blue Highway signage	Heritage Façade-painting program
EOC Training-corporate	Community EOC training	Community emergency exercise
Commissions and committees; Mayors open Door	Citizen surveys	Enhance citizen engagement-electronic and other
Parks-Wickham and dog park	Gourlay Janes Park	Ball fields at Lot 108

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

City Manager Report-March 2013

TOP PRIORITIES OF COUNCIL-STATUS

Priority	Funded in Financial Plan?	IN current workplans?	Resourced with staff?	Comments
Sewer Capital	Yes	Yes	Partially	Largest project in Towns' history
Water Capital	Yes	Yes	Partially	Project includes energy generation potential
Economic Development	Partially	No (new work to be defined)	No	Meetings with key stakeholders to define scope of work
Waterfront Area Plan	Grant potential	No	Partially	Zoning bylaw is underway; grant funding will likely be required to complete the waterfront plan. The process will likely commence in the late fall.
Boundary Expansion	No	Yes	Partially	Staff working with applicant
Stz'uminus First Nation-partnerships & servicing	Yes	Yes	Partially	Significant progress made on agreements; implementation will create much additional work. Grant funding announced.
Organizational Streamlining	Yes	Yes	No	Subject to budget approval
Business Case / Risk Analysis Protocols	No	Yes	No	Will be undertaken when back to full staff levels
Inventory all plans-Zoning underway	Yes	Yes	Yes	Funding for Zoning Bylaw in 2012-funding not in place for subsequent bylaws
Succession Plan	Partially	Yes	Partially	Currently included in operational duties of HR Manager –on hold until back to full staff levels
Technology Upgrade	Partially	Yes	Partially	Strategic Plan is funded, implementation is not funded or resourced
Citizen/Staff Surveys	Yes	Yes	No	Subject to budget approval and staffing levels
Reporting System	Yes	Yes	Partially	Subject to budget approval

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



Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: March 14, 2013
File No:

Re: **Amendment to the Purchasing Policy**

RECOMMENDATION(S):

That the Committee recommend that Council amend the Purchasing Policy as proposed.

PURPOSE:

To update the Town's Purchasing Policy.

INTRODUCTION/BACKGROUND:

Council passed the following resolution at its October 15, 2012 meeting:

that staff be requested to review the purchasing policy, particularly with respect to purchasing authority for vehicle replacement and report back to Council with proposed amendments.

The existing purchasing policy, last updated in 2007, requires a significant overhaul to modernize the content, references and threshold amounts.

The authority to make purchases on behalf of the Town is set out in the *Community Charter*.

The guiding principles of the proposed purchasing policy remain:

- Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services, including, where appropriate, the total cost of the product purchased. Total costs may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;
- Procure goods and services, taking into account wherever practical, the commitment to the environment and energy savings;



- Ensure the acquisition of goods and services meet the requirements of applicable legislation;
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.

Some of the changes recommended in the updated policy include:

- Updated Trade agreements references. There are international as well as inter-provincial regulations the Town must follow.
- Removal of the reference to Local Supplier. Preference cannot be given to a local supplier as this violates trade regulations. When the tendering documents are created, weighting can be given to certain performance standards. These standards are then consistently applied and used to analyse each bid document. When it comes to calculating the total cost of a bid, the local suppliers will have an advantage. Transportation costs, repair costs or other costs associated with attending a worksite will be significantly less for someone local than for a bidder from other jurisdictions.
- Increased threshold on Purchase Order requirements. This change will reduce time required to fill out paperwork in order to fulfill an approved purchased.
- Detailed process for disposal of surplus goods.
- Increased thresholds for formal bidding requirements. This change increases the threshold from \$10,000 to \$25,000 in order to streamline the processes and provides the ability to obtain previously approved machinery and equipment in a timely manner.

Increased threshold required for Council to approve tender contracts to ~~\$250,000~~. As Council has previously approved the expenditure in the financial plan, all Council has been doing in the past is approving the supplier. This process will continue, just with a higher threshold.

\$ 100,000 #

SCOPE OF WORK:

This policy sets a ceiling or limit on the approval authorizations. Each person will have specific authorizations which are based on their position and experience. The Director of Finance makes the final determination of each individual's authority.

Notification of the changes will be made to each department.

The Delegation bylaw will also be amended as a result this update.

ALTERNATIVES:

Council can choose to keep the existing policy.

Council can choose to modify the thresholds amounts included in the Policy.

FINANCIAL IMPLICATIONS:

Increasing the thresholds could increase the financial risk. There are policies and procedures in place to mitigate this risk



LEGAL IMPLICATIONS:

This purchasing policy is the basis of all purchase decision making.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Local suppliers could view the removal of the local supplier reference as unfair; though including a bias in the policy is a greater risk. As mentioned, performance criteria could be used to reduce this perceived inequity.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Notification of the change will be given to each department.

RESOURCE IMPLICATIONS:

There could be savings, both in time and money, by reducing the amount of paperwork required to obtain authorized expenditures.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

One of the guiding principles includes "wherever practical the commitment to protection of the environment, and energy conservation". This aligns with the Sustainability Visioning Report.

ALIGNMENT WITH STRATEGIC PRIORITIES:

This policy aligns with Strategy A – Wise Financial Management.

SUMMARY:

At a previous meeting, staff were directed to review the purchasing policy. On the agenda for the Committee's consideration is an amendment to the Town's purchasing policy.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Amended Purchasing Policy (draft)



Acquisition:	0-2,999	\$3,000 - 9,999	\$10,000 - 24,999	\$25,000- 250,000	\$250,000+ \$100,000+
Authority	Approved Staff	Manager	DH	100,000 DH + CM & DOF	DH CM & DOF/ Council
Documents	Informal	Formal	Formal	RFP, RFQ, RFT	RFP, RFQ, RFT
Process	Discretionary	Competitive Bidding	Competitive Bidding	Competitive Bidding	Competitive Bidding
Commitment Documentation	direct coding & signature	PO	PO	PO	PO

RFP = Request for Proposal

RFQ = Request for Quotation

RFT = Request for Tender

PO = Purchase Order

DH = Department Head

DOF = Director of Finance

CM = City Manager

TOWN OF LADYSMITH
POLICIES AND PROCEDURE MANUAL

TOPIC:	PURCHASING POLICY	Page 1 of 5
APPROVED BY: Council	DATE:	
RESOLUTION #:		
<i>(Amended from) March 5, 2001 March 26/01 & Oct. 30, 2001, Jan 2002 January 2007 (replaces Jan 2002 version in its entirety)</i>		
POLICY STATEMENT		
Effective procurement is a critical support function for the Town of Ladysmith to responsibly manage the public funds placed in their trust. The procurement system must be responsive, cost effective and as open as possible to public scrutiny.		
GUIDING PRINCIPLES		
The Town's Procurement Policy is guided by the following principles which set the standard for performance:		
<ol style="list-style-type: none"> 1. Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls; 2. Engage in an open bidding process wherever practical; 3. Ensure maximum value is obtained during the acquisition of goods and services. Where applicable, the total cost of the goods and services purchased should be taken into account. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact; 4. Take into account wherever practical the commitment to protection of the environment, and energy conservation; 5. Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade; and 6. Ensure that maximum value is realized when disposing of surplus goods, materials and equipment. 		
In addition to the principles outlined above, Town employees will demonstrate ethical purchasing behavior including:		
<ol style="list-style-type: none"> 1. Declaration of Interest - An employee who has a direct or indirect pecuniary interest with a supplier must disclose this relationship to his or her superior, and will be excluded from the quote or tender process; 2. Confidentiality and Accuracy of Information - The confidentiality of information received in the course of duty must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead; 3. Competition -While considering the advantages of the Town of Ladysmith maintaining a continuing relationship with a supplier, any arrangement which might prevent the effective operation of fair competition should be avoided; 4. Business Gifts and Hospitality - To preserve the image and integrity of the employee, the employer and the profession, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of gifts or hospitality accepted should not be such that the recipient might be or might reasonably be perceived by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts. All gifts should be reported to the City Manager; and, 5. Discrimination and Harassment - No employee shall knowingly participate in acts of discrimination or harassment towards any person that he or she has business relations with. 		

PROCUREMENT PROCESS:

OVERVIEW

Procurement is the process by which a government acquires goods, services and capital works for its own use. This policy is designed to assist Town staff in meeting the Town's procurement objectives and to protect the Town and its staff against potential litigation and perceived or actual conflicts of interest. The essential elements of the Town's Procurement Policy are outlined below.

AUTHORITY

All staff members undertaking procurement actions must have formal authorization to do so. As outlined in section 149 of the Community Charter, the responsibility for the financial administration of the Municipality resides with the Chief Financial Officer (CFO). These duties include:

- a. receiving all money paid to the municipality;
- b. ensuring the keeping of all funds and securities of the municipality;
- c. investing municipal funds, until required, in authorized investments;
- d. expending municipal money in the manner authorized by the council;
- e. ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe; and
- f. exercising control and supervision over all other financial affairs of the municipality.

Authorization for expenditures is set out in the Community Charter Part 6, Division 3, s.173:

- (1) A municipality must not make an expenditure other than one authorized under subsection (2) or (3).
- (2) A municipality may make an expenditure that is included for that year in its financial plan, so long as the expenditure is not expressly prohibited under this or another Act.
- (3) A municipality may make an expenditure for an emergency that was not contemplated for that year in its financial plan, so long as the expenditure is not expressly prohibited under this or another Act.
- (4) The following apply in relation to the authority under subsection (3):
 - (a) the council must establish procedures to
 - (i) authorize expenditures under that subsection, and
 - (ii) provide for such expenditures to be reported to the council at a regular meeting;
 - (b) if an expenditure is made under that subsection, as soon as practicable, the council must amend the financial plan to include the expenditure and the funding source for the expenditure;
 - (c) the authority under that subsection does not include the authority to borrow for the purpose of making the expenditure.

Through this Policy, the CFO authorizes staff to perform and oversee the established processes of the Procurement Policy.

PROCESS:

COMPETITIVE BIDDING

The Town will utilize a competitive bidding process to secure goods and services wherever practical to obtain maximum value for its purchasing dollars.

The level of competition required for Town purposes is based on the dollar value and nature of the purchase ensuring the cost associated with administering a competitive process is proportionate to the benefit received as a result of the competition.

Purchases valued at less than \$3,000 may use the informal methods of verbal or written quotations.

Purchases valued between \$3,000 and \$25,000 must have a minimum of three (3) written quotations.

Purchases of goods and services with a value over \$25,000 must utilize a competitive process, which may be either a Request for Quotations, Request for Proposals, or Request for Tenders.

These opportunities are given public notification by way of the internet, advertised on the Town website and on provincial government BC Bid website. Under certain circumstances, at the discretion of the Director of Finance together with the City Manager, select bidding may be utilized.

Select bidding may be utilized for goods and service if delivery or project deadlines dictate that time is of the essence, or where extraordinary circumstances or market conditions exist. Bid documents would be sent to a

minimum of three known suppliers of the required goods or services thereby ensuring a competitive bid process. The use of select bidding for projects valued at over \$50,000 will require the further approval of the Council.

SOLE SOURCING

The requirement for a competitive process may be waived, if negotiating with a single supplier would offer better value. Examples of sole source items includes:

- technological advancement;
- standardization;
- compatibility with another item;
- clearly superior product;
- expertise in a specific area or field that cannot be matched by others;
- warranty requirements.

Negotiations for such items will only be permitted:

- in extraordinary circumstances or market conditions;
- If there is only one supplier for the product or service;
- Emergency situations.

All sole source purchases over \$50,000 require approval of the Council, following a Staff Report to Council from the originating department.

CO-OPERATIVE PURCHASING

Wherever possible, the Town will participate in cooperative purchasing to afford the taxpayers the benefits of both large volume purchases of common municipal requirements and the administrative efficiency in cooperative acquisition ventures.

DISPOSAL OF TOWN ASSETS

Disposal of obsolete or surplus goods, materials and equipment which are not used as trade-ins and RCMP recovered goods shall be through public auction or by way of publicly solicited offers.

Generally, Town employees, through public auction or sealed public bids may purchase Town assets or RCMP recovered goods. Those employees not eligible to purchase surplus assets shall be those employees responsible for declaring those assets surplus to the Town's needs or requirements.

The CFO shall make all final decisions with regard to the disposal of assets.

PURCHASING CARDS

Purchasing Cards are designed to provide a convenient and less burdensome method of procuring and paying for low value goods and services. The cards simplify the procurement process, reduce paperwork, speed up vendor payments and empower department heads and administrators to quickly and easily acquire the goods and services they need to manage their business units. The use of purchasing cards requires compliance with this policy. The Purchasing Card is designed to replace a variety of payment processes including petty cash and low-value cheque requisitions.

PROHIBITIONS/ RESTRICTIONS

In order to ensure adherence to Purchasing policies, certain activities are prohibited:

- Procurement of goods or services prior to authorization,
- Procurement of goods and services by non-authorized staff, other than the use of purchasing cards, unless so permitted under the Purchasing Policy.
- The division of a single purchase into multiple increments to circumvent policies or levels of authority.
- Purchases of goods or services from any member of Council, appointed officers, employees of the Town or from any other source that would result in a conflict of interest situation.
- The purchase of any surplus goods, materials, or equipment by an employee of the Town responsible for declaring the goods, materials, or equipment surplus to the Town's needs.

Procurement of land is not covered by this purchasing policy.

DOCUMENTATION

All steps in the procurement process will be documented in writing. The Town is subject to Freedom of Information and Protection of Privacy legislation, therefore purchasing decisions will be subject to public scrutiny from time to

time. It is critical that we not only follow our policy but are able to demonstrate compliance.

ROLES AND RESPONSIBILITIES

The Finance Department, under the direction of the CFO, is committed to build a robust purchasing system that enables the user department to implement its purchase plan.

Department Heads are responsible for ensuring the Purchasing Policy is followed within their areas of control. In addition, the user department is the expert in the goods and services it plans to purchase. As such, its role is also to establish and implement its purchasing budget (through the annual operating and capital budget plan), receive and evaluate supplied goods and service, and provide feedback on the purchasing policy.

Council is responsible for ensuring that the principles of this Policy are operationalized. Annually Council will review and approve the 5 Year Financial Plan and the purchasing requirements of the Town, as required by the *Community Charter*.

RECOMMENDED METHODS OF PURCHASE

The nature of a purchase, as well as its dollar value, determines the procurement process and tools available. Appendix "A" attached hereto defines the authority of staff to approve the various purchasing thresholds, and outlines the recommended methods of purchase. Nothing in this policy restricts the discretion of responsible staff to require a written contract with a supplier whenever circumstances warrant.

Except where select bidding or sole sourcing is utilized in accordance with this Policy, purchases will be made using the following methods:

- Informal Quotes - for low dollar value or commodity type items employees will typically get quotes from multiple sources.
- Formal Quotes - where higher dollar value or non-routine items are required, employees will endeavor to get written quotes from a minimum of three suppliers
- Request for Quote (RFQ) - where the items required are over \$25,000 and are for specific known or identifiable products. A formal quote process including: providing a description of the products or services required, advertising of the opportunity, managing the responses, providing consolidation of the results, review and recommendation by the initiating department for award and the issuance of the PO is required.
- Request for Proposal (RFP) - where the items required are over \$25,000, and the Town requires the vendor to propose how to complete a product or service. A formal Proposal process including: providing an overview of the products or services required, advertising of the opportunity, managing the responses, providing consolidation of the results, establishing the evaluation criteria, review and recommendation by the initiating department for award, completing the contract and the issuance of the PO is required.
- Request for Tender (RFT) - where the items required are over \$25,000, and the Town requires the vendor to complete a product or service where the project specifications and result are known. A formal tendering process including: providing an overview of the products or services required, advertising of the opportunity, managing the responses, providing consolidation of the results, review and recommendation by the initiating department for award, completing the contract and the issuance of the PO is required.





TOWN OF LADYSMITH

Building Permit Summary - February 2013

Year to Date	Commercial		Industrial		Institutional		Residential (NEW)		Residential Adds, Renos, Other		Dwelling Units	Total Permits	Bidg & Pibg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2013
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
FEB	0	0	0	0	0	0	2	348079	4	196516	1	7	3133	544595	738545

Year to Date

Year to Date	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
No. of Permits	0	0	0	0	0	0	0	0	0	0	0	0	0
Values	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
No. of Permits (new res)	1	2											3
Values	\$192,510	\$348,079											\$540,589
No. of Permits	1	4											5
Values	\$1,440	\$196,516											\$197,956
Dwelling Units	2	1											3
Total Permits	2	7											9
Bidg & Pibg Permit Fees This Month	\$1,553	\$3,133											\$4,686
Permit Values This Month	\$193,950	\$544,595											\$738,545
Permit Values Year to Date 2013	\$193,950	\$738,545											\$738,545

Tom Skarvig

Tom Skarvig, Building Inspector

Demos Mth	#DU	Value	#BP	Value
1	1		1	

Comparison	#DU	Value	#BP	Value
YTD 2013	3	\$540,589	9	\$738,545
YTD 2012	11	\$1,542,012	14	\$2,209,402
YTD, 2011	17	\$1,106,406	16	\$1,174,346



Town of Ladysmith
Trolley Summary Report
 February 2013

Stats	February			Nov-Dec-Jan (Previous 3 Months)			YTD (Jan-Feb)		
	2013	2012	2011	2012	2011	2010	2013	2012	2011
Ridership Count	972	1219	1896	3006	3957	5976	1898	2285	3775
Days in Operation	23	25	24	75	74	75	49	51	48
Avg. Daily Ridership	42	49	79	40	53	80	39	45	79
Wheel Chairs	0	2	3	2	12	16	0	4	10
Service Dogs	14	2	17	24	22	27	25	4	35
Bikes	14	8	40	35	46	76	25	15	64

Fares*

Single Fares	\$588	\$635	\$0	\$1,175	\$1,383	*	\$1,301	\$1,243	*
Monthly Passes	\$107	\$264	\$0	\$851	\$381	*	\$299	\$457	*
Rentals**	\$0	**	**	\$150	\$0	**	\$0	**	**
Donations	*	*	\$406	*	\$661	\$2,154	*	*	\$1,067
Total	\$695	\$899	\$406	\$2,176	\$2,425	\$2,154	\$1,600	\$1,700	\$1,067

* 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: **February 2013**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station													0
By mistake		2											2
Electrical problem			1										1
Due to cooking			1										1
Assistance													0
Burning Complaint			1										1
Fire: Structure			1										1
Chimney													0
Interface / Bush													0
Vehicle		1	1										2
Other		1	1										2
Hazardous Materials			1										1
Hydro Lines: Down / Fire													0
Medical Aid		4	4										8
MVI		2	3										5
Rescue			1										1
Mutual Aid provided by Ladysmith to outside areas		3	0										3
MONTH TOTALS (exc.. Practises)	13	15	0	0	0	0	0	0	0	0	0	0	28
Practises (Totals for each Month)	5	4											9
Mutual Aid requested by Ladysmith from outside areas													0

ALARMS ACTIVATED (Location/Owner)

- 230 4th Ave. (Cooking) burnt food
- Rialto Apartments 631- 1st Ave Water leak from above floor dripping on to smoke detector

COMPARISONS:

Year to Date 2013	<u>28</u> (exc. practices)
Year to Date 2012	<u>25</u> (exc. practices)
Year to Date 2011	<u>33</u> (exc. practices)

APPROVED:


 Fire Chief

RECEIVED
MAR - 6 2013

COASTAL ANIMAL CONTROL SERVICES OF BC LTD
2202 Herd Rd. Duncan, BC. V9L 6A6 (250) 748-3395

TOWN OF LADYSMITH POUND REPORT
February 2013

Disposition of Impounded Dogs	Current Month	2013 Totals	
Stray dogs impounded	1	2	
Stray dogs claimed	1	2	
Stray dogs put up for adoption	0	0	
Stray dogs euthanized	0	0	
Stray livestock / cats	0	0	
Other	0	0	
Calls Received and Investigated	5	15	
Aggressive dogs	1	2	
Dogs at large	4	4	
Confined dog	1	2	
Noise (barking) complaints	0	2	
Other non specific dog related calls	3	5	
Wildlife / livestock / cats	0	0	
After hour call outs	0	0	
Monthly Pound and Board Fees Collected	\$100.00	\$170.00	
Impound fees	\$50.00	\$100.00	
Daily board fees	\$50.00	\$70.00	
Tickets issued	0	4	
Over 3 dog limit	\$000.00	\$400.00	
Unlicenced dog	\$000.00	\$00.00	
Dog at large	\$00.00	\$00.00	
Restricted dog not effectively confined	\$0.00	\$0.00	
Habitually noisy	\$0.00	\$0.00	
Licencing Statistics	Tags	1	3
	Revenue	\$30.00	\$80.00

Judi Burnett
Coastal Animal Control Services of BC Ltd

CAS Summary of Service Calls, Ladysmith

5 calls in total

01-Feb-13 to 28-Feb-13

Issue	Call #	Received	Type	Completed
Aggressive		1		
	1058	20-Feb-13	Dog	26-Feb-13
Confined		1		
	1060	26-Feb-13	Dog	04-Mar-13
Other		3		
	1059	22-Feb-13	Dog	
	1057	15-Feb-13	Dog	22-Feb-13
	1056	13-Feb-13	Dog	

Visitor Centre Network Statistics Program Year Over Year Report 2013

LADYSMITH

Start Date: 01/01/2012

End Date: 31/12/2013

Parties Per Hour	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL	
2013	1.85	2.42	0.00	2.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.12
% change 2013 - 2012	2.8%	36.3%	-100.0%	15.7%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-30.4%
2012	1.80	1.78	1.91	1.83	2.45	2.96	3.53	3.04	3.81	5.21	4.00	4.39	2.39	2.30	1.73	2.19	3.04	

Total Hours	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL	
2013	140.50	123.50	0.00	264.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	264.00
% change 2013 - 2012	-2.8%	-16.0%	-100.0%	-40.7%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-87.1%
2012	144.50	147.00	154.00	445.50	137.00	207.00	201.50	545.50	248.00	248.00	157.50	653.50	154.00	142.00	99.00	395.00	2,039.50	

Total Phone Calls	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL	
2013	109	234	0	343	0	0	0	0	0	0	0	0	0	0	0	0	0	343
% change 2013 - 2012	-14.8%	56.0%	-100.0%	-23.1%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-75.4%
2012	128	150	168	446	130	152	104	386	116	122	109	347	83	86	49	248	1,397	

Total Mails/Fax/Email Enquiries	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL	
2013	91	260	0	351	0	0	0	0	0	0	0	0	0	0	0	0	0	351
% change 2013 - 2012	167.6%	209.5%	-100.0%	-82.8%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-42.1%
2012	34	84	74	192	68	85	52	205	31	8	54	93	38	31	47	116	606	

Total Parties	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL	
2013	260	299	0	559	0	0	0	0	0	0	0	0	0	0	0	0	0	559
% change 2013 - 2012	0.0%	14.6%	-100.0%	-31.4%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-91.0%
2012	260	261	294	815	335	613	712	1,660	944	1,292	630	2,866	368	326	171	865	6,206	

Total Visitors	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL	
2013	340	403	0	743	0	0	0	0	0	0	0	0	0	0	0	0	0	743
% change 2013 - 2012	0.0%	12.3%	-100.0%	-31.8%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-92.3%
2012	340	359	391	1,090	449	980	1,222	2,651	1,647	2,184	994	4,825	526	398	203	1,127	9,693	

Total Buses	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL	
2013	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
% change 2013 - 2012	0	0	0	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%	-100.0%
2012	0	0	0	-0	0	0	1	-1	0	2	0	2	2	0	0	2	2	5

Visitor Centre Network Statistics Program 2013

LADYSMITH

Start Date: 01/01/2013

End Date: 31/12/2013

YEAR TO DATE TOTAL	January	February	March	Q1 Total	April	May	June	Q2 Total	July	August	September	Q3 Total	October	November	December	Q4 Total	TOTAL
Administration Parties/Hour	140.50	123.50	0.00	264.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.12
# of phone calls	109	234	0.00	343	0	0	0	0	0	0	0	0	0	0	0	0	264.00
# of mail/fax/email enquiries	91	260	0	351	0	0	0	0	0	0	0	0	0	0	0	0	343
# of parties	260	299	0	559	0	0	0	0	0	0	0	0	0	0	0	0	351
# of visitors	340	403	0	743	0	0	0	0	0	0	0	0	0	0	0	0	559
# of buses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	743
Visitor Origin	237	261	0	498	0	0	0	0	0	0	0	0	0	0	0	0	498
Local Resident	150	169	0	319	0	0	0	0	0	0	0	0	0	0	0	0	319
BC	70	64	0	134	0	0	0	0	0	0	0	0	0	0	0	0	134
Alberta	7	12	0	19	0	0	0	0	0	0	0	0	0	0	0	0	19
Other Canada	8	5	0	13	0	0	0	0	0	0	0	0	0	0	0	0	13
Washington	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
California	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other US/Mexico	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Europe	0	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
Asia/Australia	1	8	0	9	0	0	0	0	0	0	0	0	0	0	0	0	9
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nights in Community	48	58	0	106	0	0	0	0	0	0	0	0	0	0	0	0	106
Same day	36	46	0	82	0	0	0	0	0	0	0	0	0	0	0	0	82
1	1	2	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3
2	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
3	2	4	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6
4-6 (1 week)	2	2	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4
7-13 (2 weeks)	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2
14+	4	4	0	8	0	0	0	0	0	0	0	0	0	0	0	0	8
Information Requested	194	285	0	479	0	0	0	0	0	0	0	0	0	0	0	0	479
Accommodation	2	6	0	8	0	0	0	0	0	0	0	0	0	0	0	0	8
Adventure Recreation	4	4	0	8	0	0	0	0	0	0	0	0	0	0	0	0	8
Attractions / Tours	7	16	0	23	0	0	0	0	0	0	0	0	0	0	0	0	23
Maps / Directions	41	56	0	97	0	0	0	0	0	0	0	0	0	0	0	0	97
Events / Conferences	8	23	0	31	0	0	0	0	0	0	0	0	0	0	0	0	31
Food / Beverage	9	17	0	26	0	0	0	0	0	0	0	0	0	0	0	0	26
Transportation	5	17	0	22	0	0	0	0	0	0	0	0	0	0	0	0	22
Shopping	4	7	0	11	0	0	0	0	0	0	0	0	0	0	0	0	11
Parks	16	25	0	41	0	0	0	0	0	0	0	0	0	0	0	0	41
First Nations	2	6	0	8	0	0	0	0	0	0	0	0	0	0	0	0	8
Community Services	10	14	0	24	0	0	0	0	0	0	0	0	0	0	0	0	24
Investment/Moving	14	8	0	22	0	0	0	0	0	0	0	0	0	0	0	0	22
Site Facilities (e.g. Washrooms)	49	79	0	128	0	0	0	0	0	0	0	0	0	0	0	0	128
Other	23	7	0	30	0	0	0	0	0	0	0	0	0	0	0	0	30
Community Specific Info	189	280	0	469	0	0	0	0	0	0	0	0	0	0	0	0	469
Events Information	25	63	0	88	0	0	0	0	0	0	0	0	0	0	0	0	88
Town Services/Inquiries	26	19	0	45	0	0	0	0	0	0	0	0	0	0	0	0	45
Relocation / Visitor Package	20	16	0	36	0	0	0	0	0	0	0	0	0	0	0	0	36
Local	54	67	0	121	0	0	0	0	0	0	0	0	0	0	0	0	121
Business/Accommodation/Food etc																	
Maps: Trails/Artisans/Roads/Transportation	55	84	0	139	0	0	0	0	0	0	0	0	0	0	0	0	139
Marine Visitors	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Trolley	4	13	0	17	0	0	0	0	0	0	0	0	0	0	0	0	17
Cycling	2	3	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5
Accommodations	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Heritage	3	13	0	16	0	0	0	0	0	0	0	0	0	0	0	0	16