



GOVERNMENT SERVICES COMMITTEE

MONDAY, NOVEMBER 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

	<u>Page</u>
COUNCILLOR GORD HORTH, CHAIR	
CALL TO ORDER	
1. AGENDA APPROVAL	
2. MINUTES	
2.1. Minutes of the Government Services Committee Meeting held October 21, 2013	1 – 3
3. DELEGATIONS - None	
3.1. Barrie McDonald, Doug Bell, Tom Irwin – Ladysmith Maritime Society 2013 Strategy Update	4
4. REPORTS	
4.1. City Manager’s Report – to October 31, 2013	5 – 7
4.2. Signage Initiatives – Presentation by Directors of Development Services and Parks, Recreation & Culture	
4.3. Building Inspector’s Report – October 2013	8
4.4. Fire Chief’s Report – October 2013	9
4.5. Coastal Animal Control Services – October 2013 Pound Report	10 – 11
4.6. S/Sgt Dave Herman, Ladysmith Detachment, Royal Canadian Mounted Police – Third Quarter Report to the Mayor	12 - 14
5. COUNCIL SUBMISSIONS	
5.1. Cowichan Valley Regional District Update – Mayor Hutchins	
5.2. Donation of Artwork to the Town – Mayor Hutchins	
6. CORRESPONDENCE – None	

7. NEW BUSINESS

8. UNFINISHED BUSINESS

ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A REGULAR SESSION OF
THE GOVERNMENT SERVICES COMMITTEE
MONDAY, OCTOBER 21, 2013
6:15 P.M.

COUNCIL MEMBERS PRESENT:

Councillor Gord Horth (Chair)
Councillor Jillian Dashwood
Councillor Glenda Patterson

Councillor Steve Arnett
Mayor Rob Hutchins

Councillor Bill Drysdale
Councillor Duck Paterson

STAFF PRESENT:

Ruth Malli
John Manson

Sandy Bowden
Clayton Postings

Erin Anderson
Joanna Winter

CALL TO ORDER

Councillor Horth called the Government Services Committee meeting to order at 6:15 p.m.

AGENDA APPROVAL

- GS 2013-90** It was moved, seconded and carried that the agenda for this meeting of the Government Services Committee be approved with the following amendments:
- 5.1 Defer "Cowichan Valley Regional District Update" to the November 2013 Government Services Committee meeting and add "Compost Bucket"
 - 7.1 Add "Stop Sign"
 - 7.2 Add "Audio Signals on Highway Crosswalks"

MINUTES

- GS 2013-91** It was moved, seconded and carried that the minutes of the Government Services Committee meeting held August 19, 2013 be approved as circulated.

REPORTS

City Manager's Report

The City Manager responded to questions about her report for the months of August and September 2013.

- GS 2013-92** It was moved, seconded and carried that the City Manager's Report for the months of August and September 2013 be received.

Financial Report to September 30, 2013

- GS 2013-93** It was moved, seconded and carried that the Financial Report to September 30, 2013 be received.

GS 2013-94 **Town of Ladysmith Information Systems Strategic Plan**
It was moved, seconded and carried that the Committee recommend that Council endorse the proposed Information Systems Strategic Plan Implementation Plan as presented, and that the items noted be referred to the upcoming 2014 budget discussions.

GS 2013-95 **Building Inspector's Report – August and September 2013**
It was moved, seconded and carried that the Building Inspector's Reports for August and September 2013 be received.

GS 2013-96 **Trolley Report – August 2013**
It was moved, seconded and carried that the Trolley Report for August 2013 be received.

GS 2013-97 **Fire Chief's Report – August and September 2013**
It was moved, seconded and carried that the Fire Chief's Reports for August and September 2013 be received.

GS 2013-98 **Coastal Animal Control Services – August and September 2013 Pound Report**
It was moved, seconded and carried that the Coastal Animal Control Services Pound Reports for August and September 2013 be received.

COUNCIL SUBMISSIONS

Compost Bucket
The Committee requested that staff investigate costs and options for distribution of updated compost buckets similar to those distributed by the Cowichan Valley Regional District, and report back to the Committee.

CORRESPONDENCE

GS 2013-99 **Cowichan Women Against Violence Society
Purple Light Nights in Support of Activism Against Gender Violence**
It was moved, seconded and carried that the Committee recommend that Council request the Festival of Lights Society to designate a tree to be strung with purple lights during the Festival of Lights in support of Cowichan Together Against Gender Violence.

Committee members agreed to donate funds to cover the costs of seven strings of purple lights and a sign explaining the purpose of the tree.

NEW BUSINESS

Stop Sign at Baden-Powell Street and Third Avenue
The Committee requested that staff take appropriate action if it is determined that a tree is blocking a stop sign at Baden-Powell Street and Third Avenue.

Audio Signals on Trans Canada Highway Crosswalks
The Committee requested that staff investigate costs and options

for installing audio crossing signals on the three Trans Canada Highway crosswalks, and how to ensure adequate time for pedestrians to cross.

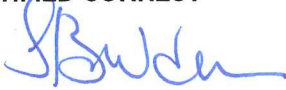
ADJOURNMENT

GS 2013-100 It was moved, seconded and carried that this meeting of the Government Services Committee be adjourned at 6:35 p.m.



Chair (Councillor G. Horth)

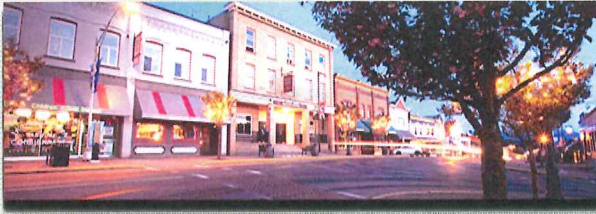
CERTIFIED CORRECT



Corporate Officer (S. Bowden)

Ladysmith Maritime Society 2013 Strategy Update

- Vision - 'Serving the Community'
 1. Economic impact in 2013
 - Impact from Marine tourism:
 - 71% increase in marine tourism despite a flat market
 - \$440,000 marine tourism spending in the community
 - Total regional marine tourism impact > \$790,000
 - \$380,000 direct spending by LMS in the community
 2. Welcoming the Community to their waterfront
 - July – September food services at Welcome Centre
 - Eight functions, average 70- 80 people/function, 60% Community and 40% visitors
 3. Maritime Festival
 4. Harbour Heritage Centre
 5. Community Ambassador Program – 'Heritage by the Sea' in action
 - Vancouver, Victoria, Cowichan Bay and CPS 75th anniversary
 - Outstanding Achievement Award - highest award from Heritage BC for the Saravan Tug Restoration and Display Project
 6. Community contribution >20,000 volunteer hours
- Visitor dock expansion opportunity
- Visitor Attraction and Retention Strategies to create a 'must visit' experience
 - Museum/ Heritage Cultural Centre
 - Outdoor displays
 - Heritage Vessels/ School
- What are the opportunities to increase economic benefits?
 - User friendly, informative walking paths into Town
 - LMS initiatives to expand tourism to shoulder season
 - Further build unique visitor/cultural experience
 - DL 2016 utilization – visitor dock expansion
 - DL 651
 - Expansion of moorage to increase benefits to local businesses
 - Cleanup of community front yard
 - Development of visitor infrastructure
 - 5000 visitors - what will they do?
 - Second road egress



City Manager's Report

November 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 October 2013:

Completed activities:

- Training for Joint OH&S Committee Members
- Participated in Great BC Shake Out Exercise
- Aggie Hall Entrance door upgrades (grant program)
- Signed Golf Course maintenance agreement (2013-2015)
- Disposal of Trolley
- Community Sustainability Implementation Plan

Bylaws Adopted:

- Bylaw 1834 – Subdivision and Development Servicing Bylaw
- Bylaw 1835 – Community Centre & Facilities Fees & Charges Bylaw
- Bylaw 1836 – Road Closure and Dedication Removal Bylaw
- Bylaw 1837 – Permissive Tax Exemptions Bylaw
- Bylaw 1838 – Heritage Revitalization Bylaw

Projects in progress this month:

- Stz'uminus First Nation (SFN) - draft agreement
- Database updates
- Emergency Services personal preparedness
- 4 Council and 1 Committee meetings
- Zoning Bylaw project – Council Workshop
- Service Extension Policy draft
- Stocking Lake Licensing (CVRD)
- Annual Water report
- Boulevard Tree (View Corridor) Policy
- Organizational streamlining
- Couverdon servicing review
- Gourlay Janes Park wall reconstruction
- Zoning Bylaw medical marijuana amendment
- Joint sign committee meeting
- Water Chlorination – In Construction
- STP Upgrade – Final design in progress
- Affordable Housing meetings
- Inter-Community Business Licence
- Holland Creek Trail annual maintenance
- Recruitment for Advisory Commission vacancies
- Succession Planning Policy and Procedure
- Employee Review/Development Process
- City Hall replacement process
- MMBC-garbage collection options
- Composting and public works yard reorganization

COMING UP NEXT MONTH!

Zoning Bylaw Public Discussion/Open House

City Manager Report-October 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:

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

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

EXAMPLE OF SOME OF THE CURRENT PROJECTS

Active (in progress, resources assigned)	Researching (resources pending)	Emerging (not resourced)
Infrastructure Upgrades (WWTP & Water) (long-term; on going)	Infrastructure upgrades-city hall, fire hall (planning stages)	Asset management and pavement management system
Land Sales-immediate	Land sales-other	Land acquisition and disposition-other
Zoning Bylaw (nearing completion)	Waterfront Area Plan	Holland Creek Area Plan
Liquid Waste Management Plan (complete)	Partnership with CVRD-composting (underway)	District Energy System; Watershed Management Project (Holland Creek)
Sustainability Implementation Plan (nearing completion)	Implement Plan, such as DCC’s low water use and other incentives	Implement Energy Plan
Information Services Strategic Plan (complete)	Implement new IT systems (draft)	Technology upgrades (hardware)
Organizational Review (complete)	Lean systems (underway)	Risk analysis and business case
Payroll Systems Streamline (underway)	Succession Plan (draft)	Staff surveys and 360 reviews
Financial Plan (complete)	Equipment reserve fund review	25 year financial plan
Naut’sa mawt Steering Committee and draft servicing agreement (underway)	SFN servicing connection	Servicing to IR 13
Boundary expansion (application received)	Boundary expansion land and servicing plans	Boundary expansion processing and servicing
Waterfront (DL 2016, Environmental Report) (complete)	DL 651 clean up-partnerships	Marine Park and small craft launch
Connector bike routes	Downtown parking	Downtown safety issues
Heritage Brochure/Tourism maps (complete)	Blue Highway signage	Heritage Façade-painting program
EOC Training-corporate (complete)	Community EOC training (underway)	Community emergency exercise
Commissions and committees; Mayors open Door (complete)	Citizen surveys (not approved in budget)	Enhance citizen engagement-electronic and other
Parks-Wickham (complete) and dog park	Gourlay Janes Park (underway)	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-October 2013

TOP PRIORITIES OF COUNCIL-STATUS

Priority	Funded in Financial Plan?	IN current workplans?	Resourced with staff?	Comments
Sewer Capital	Yes	Yes	Yes	Largest project in Towns' history
Water Capital	Yes	Yes	Yes	
Economic Development	Partially	No (new work to be defined)	No	Meetings with key stakeholders to define scope of work
Waterfront Area Plan	Funding being researched	No	Partially	Zoning bylaw is underway; in process of identifying funding sources for project to commence in Jan. 2014
Boundary Expansion	Yes	Yes	Partially	Application submitted
Stz'uminus First Nation-partnerships & servicing	Yes	Yes	Partially	Significant progress made on agreements; implementation will create additional work. Grant funding announced.
Organizational Streamlining	Yes	Yes	Yes	Project Phase 1 approval
Business Case / Risk Analysis Protocols	Yes	Yes	Yes	Implementation in Q4
Inventory all plans-Zoning underway	Yes	Yes	Yes	Funding for Zoning Bylaw in 2012-funding not in place for subsequent bylaws
Succession Plan	Yes	Yes	Yes	Draft completed
Technology Upgrade	Partially	Yes	Partially	Strategic Plan is funded, implementation is not funded or resourced –Referred to 2014 Financial Plan
Citizen/Staff Surveys	No	No	No	Project cancelled during budget deliberations
Reporting System	Yes	Yes	Partially	Tied to streamlining



TOWN OF LADYSMITH
 Building Permit Summary - October 2013

OCT 1	Commercial		Industrial		Institutional		Residential (NEW)		Residential Adds, Renos, Other		Dwelling Units	Total Permits	Bldg & Pibg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2013
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
1	\$ 92,700	-	\$ -	-	\$ -	-	3	\$ 948,690	2	\$ 28,625	5	7	\$ 12,389	\$ 1,070,015	\$ 6,381,757

Year to Date

Year	Permits	Value	Permits	Value	Permits	Value	Permits	Value	Permits	Value	Permits	Value	Permits	Value	Permits	Value
JAN	0	\$0	0	\$0	0	\$0	1	\$192,510	1	\$1,440	2	2	\$1,553	\$193,950	2	\$193,950
FEB	0	\$0	0	\$0	0	\$0	2	\$348,079	4	\$196,516	1	7	\$2,160	\$544,595	7	\$738,545
MAR	0	\$0	0	\$0	0	\$0	3	\$351,480	2	\$34,109	5	5	\$3,337	\$385,589	5	\$1,124,134
APR	1	\$5,000	0	\$0	1	\$10,800	4	\$470,891	7	\$88,011	4	13	\$4,107	\$574,702	13	\$1,698,836
MAY	0	\$0	1	\$5,000	0	\$0	2	\$353,737	3	\$65,780	3	8	\$3,373	\$424,517	8	\$2,123,353
JUN	1	\$10,000	0	\$0	0	\$0	6	\$583,135	1	\$82,280	5	8	\$3,789	\$675,415	8	\$2,798,768
JUL	1	\$5,000	0	\$0	0	\$0	2	\$314,900	5	\$110,222	2	8	\$4,139	\$430,122	8	\$3,228,890
AUG	1	\$1,000,000	0	\$0	0	\$0	4	\$445,097	2	\$30,280	4	6	\$15,645	\$1,475,377	6	\$4,704,267
SEP	2	\$336,025	0	\$0	0	\$0	1	\$244,930	4	\$26,520	2	8	\$7,009	\$607,475	8	\$5,311,742
OCT	1	\$92,700	0	\$0	0	\$0	3	\$948,690	2	\$28,625	5	7	\$12,389	\$1,070,015	7	\$6,381,757
NOV																
DEC																
TOTAL	7	\$1,448,725	1	\$5,000	1	\$10,800	28	\$4,253,449	31	\$663,783	33	72	\$57,501	\$6,381,757	72	\$6,381,757

Demos Mth	#DU	Value	#BP	Value
0	0	\$0	2	\$0

Comparison	#DU	Value	#BP	Value
YTD 2013	33	\$4,253,449	72	\$6,381,757
YTD 2012	42	\$6,397,084	84	\$10,502,971
YTD 2011	42	\$5,398,712	115	\$8,051,253

Tom Skarvig
 Tom Skarvig, Building Inspector

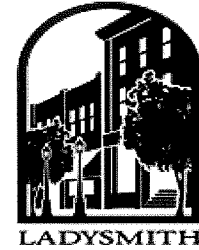
John Manson
 John Manson, Director of Infrastructure Services



Ladysmith Fire /Rescue

P.O. Box 760 Ladysmith, B.C. V9G 1A5

Phone: 250-245-6436 · Fax: 250-245-0917



FIRE CHIEF'S REPORT

MONTH: **Oct 2013**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station									1				1
By mistake	2				2		1						5
Electrical problem		1	2	2	1			3	1				10
Due to cooking		1				2	1	2		2			8
Assistance													0
Burning Complaint		1	3		2	1	2	4	3	4			20
Fire: Structure		1	1	1	1				1				5
Chimney			2										2
Interface / Bush					1	1	2	1					5
Vehicle	1	1			1	1		2	1				7
Other	1	1			2			1					5
Hazardous Materials		1				1							2
Hydro Lines: Down / Fire			1					1	1				3
Medical Aid	4	4	3		1		2	2					16
MVI	2	3	3	1	2	5	3	5	3	3			30
Rescue		1		1									2
Mutual Aid provided by Ladysmith to outside areas	3	0	1					1					5
MONTH TOTALS (exc. Practises)	13	15	16	5	13	11	11	22	11	9	0	0	126
Practises (Totals for each Month)	5	4	4	5	5	4	5	4	4	5			45
Mutual Aid requested by Ladysmith from outside areas	0	0	0	1	0	0		3	1				5

ALARMS ACTIVATED (Location/Owner)

1. 840 Esplanade (Cooking)
2. 458 Davis Rd (Cooking)

COMPARISONS:

Year to Date 2013 126 (exc. practices)

Year to Date 2012 148 (exc. practices)

Year to Date 2011 158 (exc. practices)

APPROVED:

Ray Delcourt
Fire Chief

COASTAL ANIMAL CONTROL SERVICES OF BC LTD

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

TOWN OF LADYSMITH POUND REPORT

October 2013

Disposition of Impounded Dogs	Current Month	2013 Totals
Stray dogs impounded	3	22
Stray dogs claimed	3	17
Stray dogs put up for adoption	0	2
Stray dogs euthanized	0	3
Stray livestock / cats	0	0
Other	0	0
Calls Received and Investigated	7	101
Aggressive dogs	0	12
Dogs at large	1	25
Confined dog	2	22
Noise (barking) complaints	3	26
Other non specific dog related calls	1	16
Wildlife / livestock / cats	0	0
After hour call outs	2	10
Pick Up fees	\$70.00	\$280.00
Impound fees	\$200.00	\$1170.00
Daily board fees	\$40.00	\$565.00
Monthly Pound and Board Fees Collected	\$310.00	\$2015.00
Tickets issued	0	12
Over 3 dog limit	\$0.00	\$800.00
Unlicenced dog	\$00.00	\$100.00
Dog at large	\$00.00	\$100.00
Dog not effectively confined	\$00.00	\$200.00
Habitually noisy	\$0.00	\$0.00
Licencing Statistics	Tags	2
	Revenue	\$40.00

Judi Burnett
Coastal Animal Control Services of BC Ltd



CAS Summary of Service Calls

<i>Total calls by type:</i>	
At large	1
Confined	2
Noisy	3
Other	1

01-Oct-13 to 31-Oct-13

Issue	Call #	Received	Type	Completed
Ladysmith		7		
At large		1		
	1143	04-Oct-13	Dog	
Confined		2		
	1148	28-Oct-13	Dog	29-Oct-13
	1146	05-Oct-13	Dog	07-Oct-13
Noisy		3		
	1147	21-Oct-13	Dog	04-Nov-13
	1145	04-Oct-13	Dog	25-Oct-13
	1144	04-Oct-13	Dog	24-Oct-13
Other		1		
	1142	03-Oct-13	Dog	03-Oct-13
Total:		7		



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

Your File - Votre référence

Our File - Notre référence

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

302

Date

Oct 22nd 2013

3rd Quarter Mayor's Report – July, August and September 2013

There were five hundred and six (506) calls for service (year to date calls -1330) received during the months of July, August and September 2013 in the immediate Town of Ladysmith. Below is an overview of various police occurrences for the 3rd Quarter and from previous years.

Occurrences	July, August, September 2013	2013YTD	2012YTD	2011YTD
Sexual Assaults	2	9	9	7
Assaults	18	54	51	56
Break & Enter - Business	1	6	11	17
Break & Enter - Residence	7	14	26	23
Break & Enter - Other	1	9	18	14
Theft of Vehicle	4	17	25	24
Theft fm Vehicle - Over \$5K	0	0	1	0
Theft fm Vehicle - Under \$5K	11	23	50	71
Theft Over \$5K	1	3	1	4
Theft Under \$5K	32	81	94	100
Possession Stolen Property	2	3	8	11
Mischief/Property Damage Over \$5K	0	0	0	0
Mischief/Property Damage Under \$5K	21	47	74	89
Total Calls for Service, Ladysmith	506	1330	1401	1722
Total Calls for service, Detachment	1037	2723	2812	3171

For your information, please find enclosed a copy of the Guardroom and Criminal record check statistics report, YTD 2013.

Sincerely,

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

LADYSMITH RCMP 2013

	PRISONERS	CRIMINAL RECORD CHECKS	Fingerprinting Non-Criminal
JAN	5	70	4
FEB	8	56	3
MAR	12	54	2
APR	10	55	4
MAY	15	57	3
JUN	13	52	3
JUL	10	55	2
AUG	11	34	1
SEP	7	89	1
OCT			
NOV			
DEC			
TOTAL	91	522	23