



MUNICIPAL SERVICES COMMITTEE

MONDAY, DECEMBER 16 , 2013

4:30 P.M.

COUNCIL CHAMBERS, CITY HALL

410 ESPLANADE

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

COUNCILLOR BILL DRYSDALE, CHAIR		<u>Page</u>
CALL TO ORDER		
1. AGENDA APPROVAL		
2. MINUTES		
2.1.	Minutes of the Government Services Committee Meeting held November 18, 2013	1 – 3
3. DELEGATIONS		
3.1.	Cory Vanderhorst, Meyers Norris Penny Audit Plan for 2013 Audit	
4. REPORTS		
4.1.	City Manager’s Report – to November 30, 2013	4 – 6
4.2.	Financial Plan Report – to November 30, 2013	7 – 13
4.3.	Parks, Recreation and Culture Facility Rentals (presentation by the Director of Parks, Recreation and Culture)	
4.4.	Building Inspector’s Report – November 2013	14
4.5.	Fire Chief’s Report – November 2013	15
4.6.	Coastal Animal Control Services – November 2013 Pound Report	16 – 17
5. COUNCIL SUBMISSIONS		
5.1.	Donation of Artwork to the Town – Mayor Hutchins	
6. CORRESPONDENCE		
6.1.	Jean Crowder, M.P. – Nanaimo Cowichan Follow-up to derelict and abandoned vessels correspondence	18 – 20

Staff Recommendation:

That Council receive the correspondence from Jean Crowder, M.P. dated December 5, 2013, regarding derelict and abandoned vessels.

7. NEW BUSINESS

8. UNFINISHED BUSINESS

ADJOURNMENT



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

COUNCIL MEMBERS PRESENT:

Councillor Gord Horth (Chair)
Mayor Rob Hutchins

Councillor Bill Drysdale
Councillor Duck Paterson

Councillor Jillian Dashwood
Councillor Glenda Patterson

COUNCIL MEMBERS ABSENT:

Councillor Steve Arnett

STAFF PRESENT:

Ruth Malli
Erin Anderson
Joanna Winter

Sandy Bowden
John Manson

Felicity Adams
Clayton Postings

CALL TO ORDER

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

AGENDA APPROVAL

GS 2013-101

It was moved, seconded and carried that the agenda for this meeting of the Government Services Committee be approved with the following amendment:
5.2 Defer "Donation of Artwork to the Town" to a future meeting of the Government Services Committee meeting

MINUTES

GS 2013-102

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

DELEGATION

Barrie McDonald, Doug Bell and Tom Irwin of the Ladysmith Maritime Society gave a presentation summarizing 2013 activities of the Ladysmith Maritime Society Community Marina, explaining that 2013 was a record year in terms of visitors greeted at the marina, outlining strategies for 2014 and discussing the current and future economic impact of the marina to the Town of Ladysmith.

Council thanked the Ladysmith Maritime Society representatives for their informative presentation and for all their dedication and hard work in promoting marine tourism and economic development for Ladysmith.

REPORTS

City Manager's Report

The City Manager responded to questions about her report for the month of October 2013.

GS 2013-103 It was moved, seconded and carried that the City Manager's Report for the month of October 2013 be received.

Signage Initiatives

The Directors of Development Services and Parks, Recreation & Culture gave a presentation summarizing the tourism and economic development brand guidelines and signage strategy, and outlining proposed updates and additions to signage in Ladysmith.

GS 2013-104 It was moved, seconded and carried that the Committee recommend that Council refer the proposed signage initiatives to the 2014 - 2018 Financial Plan deliberations, including

- Annual sign maintenance & replacement (operating)
- New Downtown Banners (operating)
- New Gateway Sign
- Directional Signs
- Downtown Business Kiosk with Sign Blades
- 49th Parallel Marker

Building Inspector's Report – October 2013

GS 2013-105 It was moved, seconded and carried that the Building Inspector's Report for October 2013 be received.

Fire Chief's Report – October 2013

GS 2013-106 It was moved, seconded and carried that the Fire Chief's Report for October 2013 be received.

Coastal Animal Control Services – October 2013 Pound Report

GS 2013-107 It was moved, seconded and carried that the Coastal Animal Control Services Pound Report for October 2013 be received.

Ladysmith Detachment, Royal Canadian Mounted Police – Third Quarter Report

GS 2013-108 It was moved, seconded and carried that the third quarter report to the Mayor from Staff Sergeant Dave Herman, Ladysmith Detachment, Royal Canadian Mounted Police, be received.

COUNCIL SUBMISSIONS

Cowichan Valley Regional District Update

Mayor Hutchins gave a presentation about the Cowichan Valley Regional District structure and services for the Committee's information.

ADJOURNMENT

GS 2013-109

It was moved, seconded and carried that this meeting of the Government Services Committee be adjourned at 6:17 p.m.

CERTIFIED CORRECT

Chair (Councillor G. Horth)

Corporate Officer (S. Bowden)

Subject to Adoption



City Manager's Report

December 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 November 2013:

Completed activities:

- Zoning Bylaw: Council/APC Workshop, Stakeholders Workshop, Community Open House, Presentation & Discussion
- GSC meeting presentation on Signage Initiatives RFP for Animal Control Services
- Appointment of Advisory Commission members

Bylaws Adopted:

- Bylaw 1839 – Inter-Community Business Licence Bylaw
- Bylaw 1840 – Municipal Office Building Replacement Reserve Fund Establishment Bylaw

Projects in progress this month:

- Stz'uminus First Nation (SFN) - draft agreement
- Database updates
- Emergency Services personal preparedness
- 2 Council and 1 Committee meetings
- Zoning Bylaw project – Council Workshop
- Service Extension Policy draft
- Stocking Lake Licensing (CVRD)
- Annual Water report
- South Ladysmith Indust Park Access Road
- Boulevard Tree (View Corridor) Policy
- Organizational streamlining
- Couverdon Boundary Extension application and servicing review
- Zoning Bylaw medical marijuana amendment
- Joint sign committee meeting
- Water Chlorination – In Construction
- Review of SFN Woodlot Proposal for 2014
- STP Upgrade – Final design in progress
- STP Upgrade – Review of MBBR/DAF equipment proposal
- Affordable Housing meetings
- Inter-Community Business Licence
- Holland Creek Trail annual maintenance
- Succession Planning Policy and Procedure
- Employee Review/Development Process
- Collective Bargaining
- City Hall replacement process
- MMBC-garbage collection options
- Composting and public works yard reorganization

COMING UP NEXT MONTH!

Zoning Bylaw Follow-up presentation to Council.

City Manager Report-November 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.

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

STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: October 7, 2013
File No:

Re: Financial Update – November 2013

RECOMMENDATION(S):

That the Committee receive this report.

PURPOSE:

To inform the Municipal Services Committee of the Town's finances up to the end of November of 2013.

INTRODUCTION/BACKGROUND:

The purpose of this report is to provide financial information on a regular basis. This report is consistent with the Towns' objectives of being transparent and providing good information to the taxpayer and Council. This report is also above what is statutorily required.

Please note, this will be the last monthly update for 2013 as Staff will begin to prepare the 2013 Financial Statements. The audited Financial Statements will be presented to Council prior to May 15, 2014, as per the legislative requirements.

SCOPE OF WORK:

Notes & Trends:

Revenues:

The percentage of current taxes collected by the end of November was 96.7%, which is 1% greater than in the last two years at this time. As described in the *Community Charter*, any outstanding tax amounts will be rolled to tax arrears on January 1st and begin to accrue interest.

As first reported in the Financial Update – September, Council may recall that water rates revenues were not projected to meet budget targets. The consumption for the first 3 billings in 2012 is approximately 7,000 cubic meters less than the consumption during the same time in 2013 which translates into lower than anticipated revenues. Overall though, the impact to the water utility is minimal.

Sewer Rates, though, are projected to exceed budget. Any surplus in this utility will be reserved for future capital projects.

Building Permit revenue continues to be below target. By the end of November, 66% of the budgeted revenue was received. It is expected that it will be \$25,000 under budget at year-end.

By the end of 2013, it is expected that most of the Parks, Recreation and Culture revenue will meet the projected targets. Any revenues that don't meet targets will be offset with cost reductions in expenses.

The income from penalties and interest have met the budget targets and will continue to slowly accumulate to the end of the year. This money, plus additional return on investment revenue and some operational savings will be used to offset the decrease in building permit revenue.

Expenses:

All of the department operating expenses are on budget:

- General Government Services expenses are slightly less than this time in the prior year due to a vacant position. This position has now been filled which will see the expense consistent with years prior to 2012. It is projected General Government Services will be under budget by year end due primarily to reduced insurance claims and legal services.
- It is expected at the end of the year the Protective Services (Fire, Police, Bylaw Enforcement) will be under budget. Building maintenance cost for the Police detachment have exceeded budget due to some repairs to the rooftop unit, fire panel and interior lift. A slight budget surplus could be realized in the RCMP Member Costs, though this won't be confirmed until 2014 when the final paperwork is received from E Division.
- There has been a vacancy for part of the year in Transportation Services which resulted in the overall department at slightly under budget. Now that this vacancy has been filled, it is expected that the expenses, with the reallocation of the equipment usage will be on target by the end of the year.
- Garbage Services are expected to be on budget by year end.
- Cemetery Services is lower than expected at this time of year and is expected to remain under budget at year-end.
- Development Services is on budget and at a level consistent in years past.
- Recreation & Culture Services expenses are slightly less than last year at this time.
- Interest expense will be less than budgeted at year end as the anticipated borrowing for capital projects was not executed in 2013. It will be executed in 2014 as construction starts.

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:

It is recommended that Council receive this report.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Statement of Operations – Nov
Statement of Financial Position – Nov
Statement of Restricted Reserves – Nov

Town of Ladysmith
Statement of Operations
As of Nov 30, 2013

	Nov '13	Amended Budget	%
Revenues			
Property Tax - Municipal	\$ (5,793,406)	\$ (5,800,316)	100%
Property Tax - Police	(980,563)	(981,683)	100%
Property tax - Library	(303,110)	(303,456)	100%
Parcel Taxes	(1,354,154)	(1,349,850)	100%
Grants in Lieu & 1% Tax Levies	(158,856)	(158,250)	100%
Fees & Charges	(2,610,850)	(3,059,327)	85%
Return on Investment	(111,109)	(75,000)	148%
Penalty & Interest	(116,146)	(110,000)	106%
Grants	(1,036,147)	(1,313,051)	79%
Donations & Contributions	(20,935)	(261,000)	8%
Loss on disposal	78,324	0	0%
Development Fees	(185,209)	(381,625)	49%
Local Improvement	(8,922)	(8,921)	100%
Total Revenue	(12,601,083)	(13,802,479)	91%
Expenses			
General Government	1,719,342	2,073,659	83%
Library	303,456	303,456	100%
Protective Services	1,194,749	1,551,027	77%
Transportation Services	892,485	1,216,399	73%
Garbage Services	330,940	474,931	70%
Cemetery Services	23,921	42,073	57%
Development Services	443,251	553,044	80%
Recreation & Culture	1,789,726	2,093,860	85%
Parks	577,044	657,080	88%
Sewer	486,429	578,195	84%
Water	450,708	557,270	81%
Interest	264,583	568,706	47%
Total Expenses	8,476,633	10,669,700	79%
Surplus (-)/ Deficit	(4,124,450)	(3,132,779)	132%
Capital			
Capital	2,320,310	11,311,272	21%
Proceeds from New Debt	0	(4,729,000)	0%
Principal Payments	211,554	450,762	47%
Internal Funding	(1,487,428)	(3,900,255)	38%
BALANCE	(3,080,013)	-	

Town of Ladysmith
Statement of Financial Position
As of Nov 30, 2013

	<u>Nov '13</u>
Cash & Short Term Deposits	\$ 13,050,707
Accounts Receivable:	
Property Tax Receivable	932,643
User Fee Receivable	300,805
Other Receivables	947,556
Accounts Payable	(282,055)
Taxes Payable to Other Agencies	(133,770)
Post Employment Benefits	(247,200)
Deferred Revenue	(75,346)
Restricted Revenue:	
Development Cost Charges	(1,494,554)
Other Restricted	(1,386,920)
Refundable Deposits	(395,702)
Long Term Debt	(4,114,879)
Tangible Capital Assets	79,983,365
Prepays	40,063
Inventory	75,822
	<u>\$ 87,200,536</u>

Town of Ladysmith
 Restricted Reserves
 As of Nov 30th, 2013

Non Restricted Reserves	Nov '13	Budgeted Commitment & Funding	Projected Balance
Tax Sale	25,126		25,126
Safety	12,504		12,504
Real Property	(304,029)	304,029	0
Amenity	81,572		81,572
Total Non Restricted	(184,826)	304,029	119,203
Restricted			
Parking	74,942	(3,550)	71,392
Gas Tax	858,272	(324,172.80)	534,099
Green St	1,410		1,410
Municipal Hall	55,000		55,000
Amphitheatre	14,050		14,050
Agency Capital	383,246	1,238	384,484
Total Restricted	1,386,920	(206,005)	1,060,435
DCC's			
Sewer	155,493		155,493
Water	243,121		243,121
Roads	503,236		503,236
Parks	258,482		258,482
Storm	334,222		334,222
Total DCC's	1,494,554	0	1,494,554

TOWN OF LADYSMITH

BYLAW NO. 1842

A bylaw to amend "Dog Licensing, Control and Pound Bylaw 1995, No. 1155".

WHEREAS the *Community Charter* empowers a Local Government to regulate, prohibit and impose requirements in relation to animals;

AND WHEREAS the Town of Ladysmith has adopted and wishes to amend the "Town of Ladysmith Dog Licensing, Control and Pound Bylaw, 1995 No. 1155";

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

- (1) Section 4(a) of Bylaw No. 1155 as amended is hereby repealed and the following substituted therefore:

4(a) for every dog over the age of six (6) months, whether male or female:

From January 1st to January 31st - \$40.00

From February 1st to December 31st - \$50.00

- (2) Section 4(b) of Bylaw No. 1155 as amended is hereby repealed and the following substituted therefore:

4(b) notwithstanding section 4(a) spayed or neutered dogs shall receive an eighteen dollar (\$18.00) licence fee reduction.

- (3) This bylaw becomes effective on January 1st, 2014

- (4) This bylaw may be cited for all purposes as "Dog Licensing, Control and Pound Bylaw 1995, No. 1155, Amendment Bylaw 2013, No. 1842".

READ A FIRST TIME on the day of

READ A SECOND TIME on the day of

READ A THIRD TIME on the day of

ADOPTED on the day of

Mayor (R. Hutchins)

Corporate Officer (S. Bowden)



TOWN OF LADYSMITH
Building Permit Summary - November 2013

	Commercial		Industrial		Institutional		Residential (NEW)		Residential Adds, Renos, Other		Dwelling Units	Total Permits	Bldg & Plbg 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					
NOV	0	\$ -	0	\$ -	0	\$ -	2	\$ 503,000	6	\$ 50,320	2	8	\$ 6,437	\$ 553,320	\$ 6,935,077

Year to Date

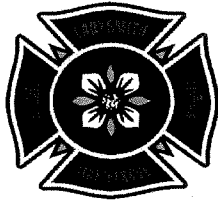
JAN	0	\$0	0	\$0	0	\$0	1	\$192,510	1	\$1,440	2	2	\$1,553	\$193,950	\$193,950
FEB	0	\$0	0	\$0	0	\$0	2	\$348,079	4	\$196,516	1	7	\$2,160	\$544,595	\$738,545
MAR	0	\$0	0	\$0	0	\$0	3	\$351,480	2	\$34,109	5	5	\$3,337	\$385,589	\$1,124,134
APR	1	\$5,000	0	\$0	1	\$10,800	4	\$470,891	7	\$88,011	4	13	\$4,107	\$574,702	\$1,698,836
MAY	0	\$0	1	\$5,000	0	\$0	2	\$353,737	3	\$65,780	3	8	\$3,373	\$424,517	\$2,123,353
JUN	1	\$10,000	0	\$0	0	\$0	6	\$583,135	1	\$82,280	5	8	\$3,789	\$675,415	\$2,798,768
JUL	1	\$5,000	0	\$0	0	\$0	2	\$314,900	5	\$110,222	2	8	\$4,139	\$430,122	\$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	\$4,704,267
SEP	2	\$336,025	0	\$0	0	\$0	1	\$244,930	4	\$26,520	2	8	\$7,009	\$607,475	\$5,311,742
OCT	1	\$92,700	0	\$0	0	\$0	3	\$948,690	2	\$28,625	5	7	\$12,389	\$1,070,015	\$6,381,757
NOV	0	\$0	0	\$0	0	\$0	2	\$503,000	6	\$50,320	2	8	\$6,437	\$553,320	\$6,935,077
DEC															
TOTAL	7	\$1,448,725	1	\$5,000	1	\$10,800	30	\$4,756,449	37	\$714,103	35	80	\$63,938	\$6,935,077	

Demos Mth	0	Demos YTD	2
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Comparison	#DU	Value	#BP	Value
YTD 2013	35	\$4,756,449	80	\$6,935,077
YTD 2012	45	\$6,744,547	92	\$10,892,682
YTD 2011	49	\$6,765,736	123	\$9,111,997

Tom Skarvig, Building Inspector

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



LADYSMITH

FIRE CHIEF'S REPORT

MONTH: November 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	1		21
Fire: Structure		1	1	1	1				1				5
Chimney			2								1		3
Interface / Bush					1	1	2	1					5
Vehicle	1	1			1	1		2	1				7
Other	1	1			2			1			2		7
Hazardous Materials		1				1							2
Hydro Lines: Down / Fire			1					1	1				3
Medical Aid	4	4	3		1		2	2			1		17
MVI	2	3	3	1	2	5	3	5	3	3	5		35
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	10	0	136
Practises (Totals for each Month)	5	4	4	5	5	4	5	4	4	5	4		49
Mutual Aid requested by Ladysmith from outside areas	0	0	0	1	0	0		3	1		0		5

ALARMS ACTIVATED (Location/Owner)

- 1.
- 2.

COMPARISONS:

Year to Date 2013 136 (exc. practices)

Year to Date 2012 159 (exc. practices)

Year to Date 2011 169 (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
November 2013

RECEIVED
DEC 13 2013
TOWN OF LADYSMITH

Disposition of Impounded Dogs	Current Month	2013 Totals
Stray dogs impounded	4	26
Stray dogs claimed	4	21
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	15	116
Aggressive dogs	2	14
Dogs at large	2	27
Confined dog	6	28
Noise (barking) complaints	3	29
Other non specific dog related calls	1	17
Wildlife / livestock / cats	0	0
Unlicensed	1	1
After hour call outs	3	13
Pick Up fees	\$110.00	\$390.00
Impound fees	\$250.00	\$1420.00
Daily board fees	\$100.00	\$665.00
Monthly Pound and Board Fees Collected	\$460.00	\$2475.00
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	1
	Revenue	\$30.00
		16
		\$450.00

Judi Burnett
Coastal Animal Control Services of BC Ltd

CAS Summary of Service Calls

Total calls by type: 15

Aggressive	2
At large	2
Confined	6
Noisy	3
Other	1
Unlicenced	1

01-Nov-13 to 30-Nov-13

Issue	Call #	Received	Type	Completed
Ladysmith		15		
Aggressive		2		
	1160	21-Nov-13		
	1149	08-Nov-13	Dog	
At large		2		
	1158	20-Nov-13	Dog	
	1156	17-Nov-13	Dog	
Confined		6		
	1162	27-Nov-13	Dog	27-Nov-13
	1154	16-Nov-13		
	1153	16-Nov-13		
	1159	16-Nov-13	Dog	18-Nov-13
	1157	16-Nov-13		
	1155	16-Nov-13	Dog	20-Nov-13
Noisy		3		
	1161	23-Nov-13	Dog	
	1152	15-Nov-13	Dog	21-Nov-13
	1151	15-Nov-13	Dog	
Other		1		
	1163	29-Nov-13	Dog	
Unlicenced		1		
	1150	14-Nov-13	Dog	
Total:		15		

Jean Crowder

Member of Parliament | Députée
Nanaimo-Cowichan

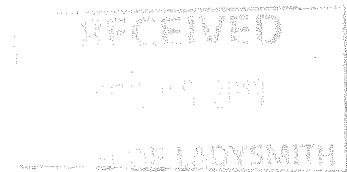


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2013-11-28

Rob Hutchins, Mayor of Ladysmith
Ladysmith City Hall
PO Box 220, 410 Esplanade
Ladysmith, BC
V9G 1A2



Dear Rob,

Please see enclosed correspondence regarding derelict vessels.

I will be following up with the Minister on a number of items in her letter and will keep you informed of any new information I receive.

Sincerely,

Jean Crowder, MP
Nanaimo-Cowichan

encl.

JC/cm Unifor 232



Minister of Transport

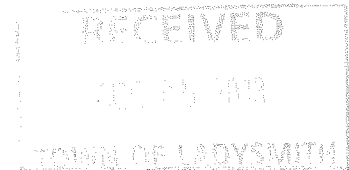


Ministre des Transports

Ottawa, Canada K1A 0N5

OCT 21 2013

Ms. Jean Crowder, M.P.
Nanaimo-Cowichan
House of Commons
Ottawa ON K1A 0A6



Dear Ms. Crowder: *Jean*

I am responding to your correspondence of July 2, 2013, to my predecessor regarding derelict and abandoned vessels in your riding of Nanaimo-Cowichan and other waterways in Canada.

As you noted in your letter, Transport Canada's key recommendation in its 2012 report entitled *Study of the Extent of Abandoned and Derelict Vessels in Canada* was to develop an inter-jurisdictional working group. Following the study, the Department convened a meeting of federal agencies with interests in managing abandoned and derelict vessels. These agencies included Environment Canada, Fisheries and Oceans Canada, Parks Canada and the Office of the Administrator of the Ship-Source Oil Pollution Fund. Representation from Transport Canada included Programs and Marine Safety and Security. A preliminary list of proposed activities has since been prepared that could culminate in an approach for managing the monitoring and removal of derelict and abandoned vessels, preventing of future cases and exploring funding considerations.

On July 30, 2013, Transport Canada officials met with provincial agencies in British Columbia to discuss issues related to abandoned and derelict vessels. The meeting was to discuss the size and scale of the issue and associated remediation challenges; roles and responsibilities of the various jurisdictions; current efforts underway; possible options going forward; and ways to engage two key municipal governmental organizations that are involved in this issue, namely the Islands Trust and the Union of British Columbia Municipalities. Departmental officials will meet with other federal officials to discuss the outcomes of that meeting. Collectively, federal agencies will prepare options for a federal approach for consideration by senior officials in the fall 2013.

On July 31, 2013, Transport Canada officials met with officials from the State of Washington to learn about its abandoned and derelict vessels program, which has been in place for the past 10 years and which resulted in the remediation of approximately 500 vessels. Departmental officials will consider aspects of that program for application in a Canadian context.

Lastly, as part of its work on the Marine Policy Review, Transport Canada will be further analyzing wider policy options related to derelict, abandoned and wrecked vessels, including legal authorities and governance models.

Thank you for your interest in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "LRaitt".

The Honourable Lisa Raitt, P.C., M.P.
Minister of Transport