



TOWN OF LADYSMITH

A MEETING OF THE MUNICIPAL SERVICES COMMITTEE
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON
MONDAY, JANUARY 20, 2014
5:30 p.m.

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

CALL TO ORDER

1. AGENDA APPROVAL

2. MINUTES

- | | |
|---|-------|
| 2.1. Minutes of the Municipal Services Committee Meeting held December 16, 2013 | 1 – 3 |
|---|-------|

3. REPORTS/PRESENTATIONS

- | | |
|---|---------|
| 3.1. City Manager's Report – to December 31, 2013 | 4 – 7 |
| 3.2. Parks, Recreation and Culture Fees and Charges (presentation by the Director of Parks, Recreation and Culture) | |
| 3.3. Purchase of Fitness Equipment | 8 – 9 |
| 3.4. Building Inspector's Report – December 2013 | 10 |
| 3.5. Fire Chief's Report – December 2013 | 11 |
| 3.6. Coastal Animal Control Services – December 2013 Pound Report | 12 – 13 |
| 3.7. Ladysmith Visitors Centre – 2013 Year End Statistics | 14 – 17 |

4. COUNCIL SUBMISSIONS

5. CORRESPONDENCE

- | | |
|--|----|
| 5.1. Shawn O'Toole
Off Leash Area – Holland Creek Trail | 18 |
|--|----|

Staff Recommendation:

That the correspondence be referred to the Parks, Recreation and Culture Commission for review and recommendation.

6. NEW BUSINESS

7. UNFINISHED BUSINESS

8. ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A REGULAR SESSION OF
THE MUNICIPAL SERVICES COMMITTEE
MONDAY, DECEMBER 16, 2013
4:30 P.M.

COUNCIL MEMBERS PRESENT:

Councillor Bill Drysdale (Chair)
Mayor Rob Hutchins

Councillor Steve Arnett
Councillor Gord Horth

Councillor Jillian Dashwood
Councillor Duck Paterson

COUNCIL MEMBERS ABSENT:

Councillor Glenda Patterson

STAFF PRESENT:

Ruth Malli
Erin Anderson
Joanna Winter

Sandy Bowden
John Manson

Felicity Adams
Clayton Postings

CALL TO ORDER

Councillor Drysdale called the Municipal Services Committee meeting to order at 4:30 p.m.

AGENDA APPROVAL

GS 2013-110

It was moved, seconded and carried that the agenda for this meeting of the Municipal Services Committee be approved with the following amendment:

5.2 Defer Parks, Recreation and Culture Facility Rentals to a future meeting of the Municipal Services Committee

MINUTES

GS 2013-111

It was moved, seconded and carried that the minutes of the Government Services Committee meeting held November 18, 2013 be approved as circulated.

DELEGATION

Cory Vanderhorst, Meyers Norris Penny, reviewed the proposed Audit Service Plan for the Town's 2013 fiscal year audit, and responded to questions.

REPORTS

City Manager's Report

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

GS 2013-112

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

Financial Plan Report

Staff responded to questions regarding the Financial Plan report to the end of November 2013.

GS 2013-113 It was moved, seconded and carried that the Financial Plan Report to November 30, 2013 be approved.

Building Inspector's Report – November 2013

GS 2013-114 It was moved, seconded and carried that the Building Inspector's Report for the month of November 2013 be received.

Fire Chief's Report – November 2013

GS 2013-115 It was moved, seconded and carried that the Fire Chief's Report for the month of November 2013 be received.

Coastal Animal Control Services – November 2013 Pound Report

GS 2013-116 It was moved, seconded and carried that the Coastal Animal Control Services Pound Report for the month of November 2013 be received.

COUNCIL SUBMISSIONS

Donation of Artwork to the Town

Mayor Hutchins, accompanied by Kathy Holmes and Leona Petrak of the Ladysmith Arts Council, gave a presentation regarding 26 works of art painted by the late Reverend Julian North, former resident of Ladysmith and founder of the Ladysmith Food Bank. Reverend North's family has offered to donate the paintings to the Town.

GS 2013-117 It was moved, seconded and carried that the Committee recommend to Council that the Town of Ladysmith accept the donation of Reverend Julian North's paintings.

GS 2013-118 It was moved, seconded and carried that the Committee recommend to Council that staff be requested to arrange an appraisal of the collection of paintings by Reverend Julian North, determine the cost of building or purchasing shipping containers, and investigate a suitable storage location for the paintings.

GS 2013-119 It was moved, seconded and carried that the Committee recommend to Council that a letter be sent to community churches to determine the opportunity to display the collection of paintings donated by the late Reverend Julian North.

GS 2013-120 It was moved, seconded and carried that the Committee recommend to Council that the Town investigate the opportunity to host a showing of the collection of paintings by the late Reverend Julian North with the Ladysmith Arts Council as a fundraiser for the Food Bank.

CORRESPONDENCE

Jean Crowder, M.P.

Follow-Up To Correspondence Regarding Derelict And Abandoned Vessels

GS 2013-121

It was moved, seconded and carried that a letter be written to Jean Crowder thanking her for her efforts on behalf of coastal communities with respect to the serious issue of derelict and abandoned vessels.

GS 2013-122

It was moved, seconded and carried that the Committee recommend to Council that a letter be written to the Hon. Lisa Raitt, Federal Minister of Transportation, urging expedited federal action on the issue of derelict and abandoned vessels.

GS 2013-123

It was moved, seconded and carried that a letter be written to Sheila Malcolmson, Chair of the Islands Trust Council, requesting information on recent activity with respect to the issue of derelict and abandoned vessels, thanking her for her leadership on this matter, and urging continued pressure on senior governments to resolve the matter.

ADJOURNMENT

GS 2013-124

It was moved, seconded and carried that this meeting of the Municipal Services Committee be adjourned at 5:27 p.m.

CERTIFIED CORRECT

Chair (Councillor B. Drysdale)

Corporate Officer (S. Bowden)



City Manager's Report

January 2014

This report highlights the activities and provides information on the progress of the Council objectives for the year ended 2013. 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 and 2014. 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

2013 HONOURS: The Town was pleased to receive several awards and grants in 2013, including:

- Recipient of Canada's Greenest Employers award
- Dynamic Downtowns Workshop Pilot Project
- Carbon Action Grant - \$10,163
- \$50,000 grant from the Gas Tax Fund awarded for partnership work with Stz'uminus First Nation
- HRDC Grant (summer jobs program)
- Community 2 Community Connections grant

Completed Bylaws:

- Cemetery Care Trust Fund
- Fire Prevention Bylaw
- Building and Plumbing Bylaw Amendment to incorporate new requirements for low-flush toilets and urinals
- Waterworks Regulations to establish water rates for 2013
- Sanitary Sewer Rates to establish sewer rates for 2013
- Water Parcel Tax Bylaw to establish the Water Parcel Tax for 2013
- Sewer Parcel Tax Bylaw to establish the Sewer Parcel Tax for 2013
- Building & Plumbing - Building Permint Fees
- Financial Plan Bylaw
- Tax Rates Bylaw
- Waste Water Treatment Plant Loan Authorization Bylaw
- Audited Financial Statements Bylaw
- Fees & Charges Bylaw Amendment
- Zoning Bylaw - C-4 Text Amendment
- Zoning Bylaw - UR-1 Text Amendment
- Subdivision and Development Servicing Bylaw
- Community Centre & Facilities Fees & Charges Bylaw
- Road Closure and Dedication Removal Bylaw
- Permissive Tax Exemptions Bylaw
- Heritage Revitalization Bylaw
- Inter-Community Business Licence Bylaw
- Municipal Office Building Replacement Reserve Fund Establishment Bylaw
- Zoning Bylaw T-2 Text Amendment
- Area "G" Zoning Amendment Bylaw
- Dog Licensing, Control and Pound Amendment Bylaw

Projects in progress over year end:

- Stz'uminus First Nation (SFN) - draft agreement
- Database updates
- Emergency Services personal preparedness
- Zoning Bylaw project
- Service Extension Policy draft
- Stocking Lake Licensing (CVRD)
- Annual Water report
- South Ladysmith Industrial 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
- Sewer Treatment Plant (STP) Upgrade – Final design in progress
- STP Upgrade – Review of MBBR/DAF equipment
- Affordable Housing meetings
- 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

City Manager Report

Completed activities in 2013:

- Recipient of Canada's 2013 Greenest Employers Award
- Ladysmith Maritime Society-cost sharing of installation of marine sewage pump out station
- Joint Economic Development (Town with Ladysmith Chamber of Commerce and Ladysmith Downtown Business Association and local business partners and Stz'uminus First Nation)
- Land Sale Request for Proposals
- Couverdon viewscape study
- Application on Christie Road rezoning
- Chamber of Commerce Visitors and Business Services Agreement
- Auto-debit withdrawal for utilities payments-88 and 136 are signed up for the next billing period
- Annual report on in camera items in regular session
- Auditor General for Local Government-planning session
- Completion of a Task Tracking system for Public Works
- Underwent an HST audit
- Executed the lease agreement on the new Rescue Apparatus (Fire Truck)
- Hired two temporary seasonal employees in Parks Department; Manager of Operations; Director of Parks, Recreation and Culture & Manager of Accounting Services
- Community 2 Community Workshop with Stz'uminus First Nations
- Dynamic Downtowns Community Workshop
- Naut' sa mawt Steering Committee
- Processed two Revitalization applications
- Christie Road Rezoning Neighbourhood Info Meeting
- Joint signage meeting (sandwich boards) with Chamber and Ladysmith Downtown Business Association
- 2012 Financial Audit and Auditors Report
- Excavation of site for future Phase III Sewage Treatment Plant Upgrade
- Annual tenders
- Tree Planting at Sewage Treatment Plant Site
- Office Expansion (Public Works)
- Liquid Waste Management Report
- Electric charging station implementation
- Healthy Start to Learning event
- Lease - Seniors Centre Society Agreement
- RCMP Janitorial Services Agreement
- Financial Plan 2013-2017 (4,2,0 tax increase)
- Complete Transition to PST from HST
- Resurface spray park-rubber surface funded by Tire Stewardship BC
- Pager Policy
- Cell phone plans – review and revisions
- Issuance of RFP for water upgrades
- Information Technology Strategic Plan completed

Completed activities...con't

- Grant reporting – Community Works Program (Gas Tax), Small Communities Investment Fund, and Traffic Fine Revenue Reporting
- Review of Water Servicing Zones
- Chlorination Project – RFQ
- New Bleachers installed
- Bill 14 training completed
- Hosted New Zealand Manager
- Sewage Treatment Upgrade - Pre-Design Completion
- Sewage Treatment Upgrade - Equipment PreQual
- Watermain Upgrade – 6th Ave and Public Works Yard
- Lease renewal-Festival of Lights
- Taxation collection by July 2 deadline
- 1 FOIPPA Application
- FORTIS BC completed an energy efficiency assessment on Frank Jameson Community Centre
- 2013 Community Profile published
- Open For Business Award Application submitted
- New Transfer Beach Banners installed
- Steam donkey rebuild
- 2012 Annual Report completed
- Aggie Hall re-roofing
- Cadets signage on Aggie Hall
- Rogers telecommunications tower approval
- Confirmation of Properties to include on Permissive Tax Exemption bylaw
- Reviewing the external audit services requests for proposals
- Begin preparing the 2014-2018 Financial Plan
- Forrest Field overflow parking expansion
- First ever Parks, Recreation & Culture e-newsletter released in August
- Global staff training re: violence in the workplace
- Press Release: Automated External Defibrillator Installed at Forrest Field
- BC Transit starts in Ladysmith
- 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
- 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
- 30 Council Meetings (open, closed and special combined) and 11 Committee Meetings

City Manager Report

ACTIVE, RESEARCHING AND EMERGING PROJECTS

Council identified "Community Resiliency" as the primary focus for 2013 and chose a specific list of top priority projects. Council has confirmed that these significant projects continue to be the priority for 2014.

The approach represented a shift in the organization – to achieve the objective within the existing budget meant that the Town's resources (staff and funding) were to be directly aligned with the new priorities.

This required 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 also directed 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 continue to be integrated within the Financial Plan, identified as a top priority in departmental work plans, and sufficiently resourced. In the coming months, Council will be reviewing the Financial Plan for 2014-2018.

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 (Plan completed, implementation in progress)	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
Towns for Tomorrow grant FJCC	Regional Sport Tourism Strategy-CVRD	

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

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	In progress
Inventory all plans-Zoning underway	Yes	Yes	Yes	Funding for Zoning -funding pending for subsequent bylaws
Succession Plan	Yes	Yes	Yes	Draft completed
Technology Upgrade	Partially	Yes	Partially	Strategic Plan is funded, implementation is referred to 2014-2018 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: Clayton Postings, Director of Parks, Recreation & Culture
Date: January 13, 2014
File No:

RE: FRANK JAMESON COMMUNITY CENTRE FITNESS EQUIPMENT

RECOMMENDATION:

That Council approve the replacement of eleven aging cardio equipment at the Frank Jameson Community Centre (FJCC).

AND THAT Council direct Financial Services to amend the financial plan accordingly.

INTRODUCTION/BACKGROUND:

All equipment in the FJCC fitness centre is subject to high use, particularly the cardio equipment; durability, functionality and reliability of equipment is paramount to meeting the needs of users. The typical lifespan of cardio equipment lies between three to five years depending on use. The cardio equipment at FJCC has been in use for 7 years and is no longer under warranty. Consequently, equipment is subject to malfunction, leaving users dissatisfied with their fitness experience and increased financial burden for continuing maintenance and repairs.

In addition to reducing costs for ongoing maintenance and repairs, new equipment and related technology is far more energy efficient, including green technology that allows for equipment powered by users rather than the traditional electricity-driven machines.

ALTERNATIVES:

Council may choose to maintain existing equipment or Council may direct other action, including directing staff to provide additional options.

FINANCIAL IMPLICATIONS:

It is estimated that the new equipment will cost approximately \$60,000. Using the Municipal Financing Authority's leasing program and spreading the costs over 5 years, the annual cost to the Town is approximately \$12,800 plus tax.

Council may recall that a percentage of all fitness revenue is now allocated to the fitness equipment replacement fund. Council could use the money generated in this fund to offset the lease payments. This option will be presented to Council during the 2014-2018 Financial Plan discussions.

Staff is currently working on the 2014-2018 Financial Plan. That Plan must be adopted by May 15th of this year. Staff is requesting that Council approved this purchase ahead of the May 15th deadline to ensure the new equipment is onsite and able to serve the Fitness Centre patrons as soon as possible.

LEGAL IMPLICATIONS:

There is no legal implication identified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There are no citizen or public relations implications.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

If the purchase is approved, the Parks, Recreation and Culture Department will work with Corporate Services Department to gather the necessary Request for Proposals. The Financial Services will work with the Municipal Finance Authority to obtain the necessary financing.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

This aligns with the following Strategies:

- Strategy 4 - Green Buildings: promoting the development of green buildings in the Town to reduce energy consumption
- Strategy 5 - Innovative Infrastructure: Ladysmith will adopt a progressive and environmentally friendly approach to all of its infrastructure, including the integration of decentralized, small scale, renewable resource-oriented systems
- Strategy 7 - A Healthy Community: Continuing to enhance the quality of the public realm; increasing community facilities including health and medical facilities

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with the following Priorities:

- Priority A - Wise Financial Management
- Priority E - Responsible Stewardship of the Environment
- Priority F - Safe and Healthy Community

SUMMARY:

With the age and high use of the cardio equipment at FJCC and the fact that users of the facility continue to expect a high quality of equipment, it is recommended that the cardio equipment be replaced at this time.

I concur with the recommendation.

R. Malli

Ruth Malli, City Manager

ATTACHMENTS:

None



TOWN OF LADYSMITH
 Building Permit Summary - December 2013

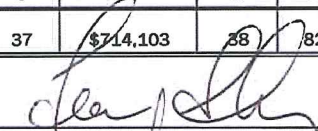
	Commercial		Industrial		Institutional		Residential (NEW)		Residential Adds, Renos, Other		Dwelling Units	Total Permits	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2013
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
DEC	0	\$ -	0	\$ -	0	\$ -	2	\$ 434,488	0	\$ -	3	2	\$ 5,127	\$ 434,488	\$ 7,369,565

Year to Date

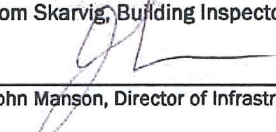
JAN	0	\$0	0	\$0	0	\$0	1	\$192,510	1	\$1,440	2	2	\$1,553	\$193,950	\$193,950
FEB	0	\$0	0	\$0	0	\$0	2	\$348,079	4	\$196,516	1	7	\$2,160	\$544,595	\$738,545
MAR	0	\$0	0	\$0	0	\$0	3	\$351,480	2	\$34,109	5	5	\$3,337	\$385,589	\$1,124,134
APR	1	\$5,000	0	\$0	1	\$10,800	4	\$470,891	7	\$88,011	4	13	\$4,107	\$574,702	\$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	0	\$0	0	\$0	0	\$0	2	\$434,488	0	\$0	3	2	\$5,127	\$434,488	\$7,369,565
TOTAL	7	\$1,448,725	1	\$5,000	1	\$10,800	32	\$5,190,937	37	\$714,103	38	82	\$69,065	\$7,369,565	

Demos Mth	0	Demos YTD	2
-----------	---	-----------	---

Comparison	#DU	Value	#BP	Value
YTD 2013	38	\$5,190,937	82	\$7,369,565
YTD 2012	60	\$7,766,947	95	\$11,934,332
YTD 2011	54	\$7,439,437	128	\$9,809,078

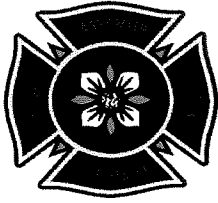


 Tom Skarvig, Building Inspector



 John Manson, Director of Infrastructure Services

10/18



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: December 2013

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station									1			3	4
By mistake	2				2		1					1	6
Electrical problem		1	2	2	1			3	1			2	12
Due to cooking		1				2	1	2		2		1	9
Assistance												2	2
Burning Complaint		1	3		2	1	2	4	3	4	1		21
Fire: Structure		1	1	1	1				1			2	7
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	3	20
MVI	2	3	3	1	2	5	3	5	3	3	5	1	36
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	15	151
Practises (Totals for each Month)	5	4	4	5	5	4	5	4	4	5	4	5	54
Mutual Aid requested by Ladysmith from outside areas	0	0	0	1	0	0		3	1		0	1	6

ALARMS ACTIVATED (Location/Owner)

- Lodge on 4th - Pull Station
- Lodge on 4th - Pull Station
- Lodge on 4th - Pull Station
- 840 Esplanade - due to cooking
- 1111 4th Ave LCHC - Faulty Sensor
- 1111 4th Ave LCHC - Faulty Sensor
- 317 French Intermediate School Fire Drill. Did not notify fire alarm company of fire drill.

COMPARISONS:

Year to Date 2013	<u>151</u> (exc. practices)
Year to Date 2012	<u>175</u> (exc. practices)
Year to Date 2011	<u>177</u> (exc. practices)

APPROVED:

Ray Delcourt
 Fire Chief

RECEIVED

JAN - 3 2014

COASTAL ANIMAL CONTROL SERVICES OF BC LTD

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

TOWN OF LADYSMITH POUND REPORT

December 2013

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	5	121	
Aggressive dogs	0	14	
Dogs at large	1	28	
Confined dog	3	31	
Noise (barking) complaints	1	30	
Other non specific dog related calls	0	17	
Wildlife / livestock / cats	0	0	
Unlicensed	0	1	
After hour call outs	1	14	
Pick Up fees	\$40.00	\$430.00	
Impound fees	\$500.00	\$1920.00	
Daily board fees	\$110.00	\$775.00	
Monthly Pound and Board Fees Collected	\$650.00	\$3125.00	
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	16
	Revenue	\$50.00	\$500.00

Judi Burnett
Coastal Animal Control Services of BC Ltd

CAS Summary of Service Calls

<i>Total calls by type:</i>	5
At large	1
Confined	3
Noisy	1

01-Dec-13 to 31-Dec-13

Issue	Call #	Received	Type	Completed
<i>Ladysmith</i>		5		
At large		1		
	1165	09-Dec-13	Dog	
Confined		3		
	1168	27-Dec-13	Dog	27-Dec-13
	1166	16-Dec-13	Dog	16-Dec-13
	1164	02-Dec-13	Dog	03-Dec-13
Noisy		1		
	1167	17-Dec-13	Dog	
<i>Total:</i>		5		

ID

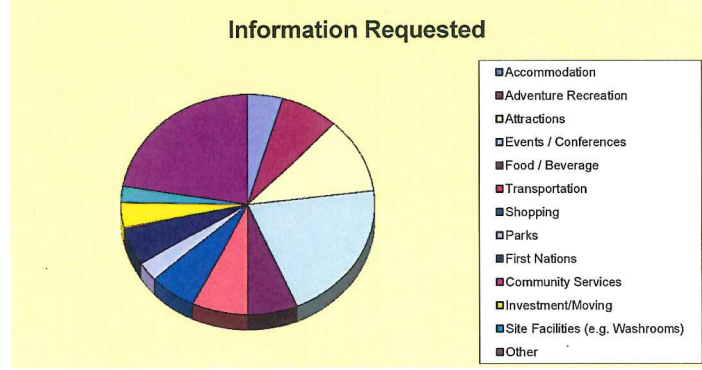
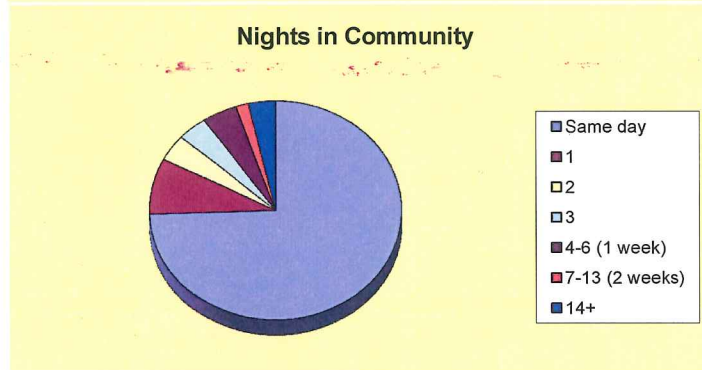
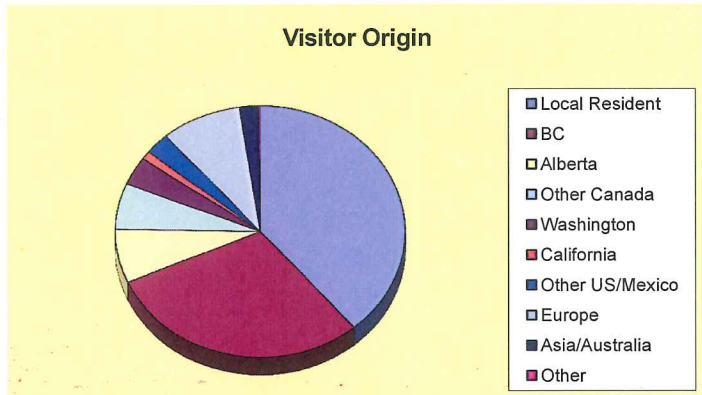
Visitor Centre Network Statistics Program 2014

Ladysmith

Start Date: 01/01/2013

End Date: 31/12/2013

Visitor Origin	5,489
Local Resident	2,130
BC	1,627
Alberta	378
Other Canada	323
Washington	203
California	59
Other US/Mexico	153
Europe	489
Asia/Australia	116
Other	11
Nights in Community	2,249
Same day	1,675
1	187
2	88
3	83
4-6 (1 week)	102
7-13 (2 weeks)	37
14+	77
Information Requested	8,583
Accommodation	379
Adventure Recreation	646
Attractions	952
Events / Conferences	1,781
Food / Beverage	536
Transportation	610
Shopping	516
Parks	243
First Nations	468
Community Services	21
Investment/Moving	313
Site Facilities (e.g. Washroom)	204
Other	1,914



Visitor Centre Network Statistics Program 2014

LADYSMITH

Start Date: 01/01/2013

End Date: 31/12/2013

MONTHLY TOTAL	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	TOTAL
Administration Parties/Hour	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
# of hours	140.50	123.50	130.00	141.50	154.50	183.00	248.00	248.00	140.00	143.00	134.00	101.50	1,887.50
# of parties	260	299	370	393	476	595	916	1,026	581	404	431	194	5,945
# of visitors	340	403	538	578	694	1,016	1,590	1,814	922	566	591	267	9,319
# of buses	0	0	0	0	0	0	0	0	0	0	0	0	0
Visitor Origin	237	261	331	339	420	585	901	995	528	342	381	169	5,489
Local Resident	150	169	169	176	181	187	233	256	158	151	199	101	2,130
BC	70	64	112	106	113	150	280	339	128	98	117	50	1,627
Alberta	7	12	21	17	30	51	67	71	32	31	31	8	378
Other Canada	8	5	10	17	25	49	68	60	43	20	14	4	323
Washington	1	0	7	6	10	20	60	60	29	3	5	2	203
California	0	0	4	5	2	13	17	14	3	1	0	0	59
Other US/Mexico	0	0	1	3	11	25	42	38	24	5	2	2	153
Europe	0	3	3	7	39	79	107	129	89	23	9	1	489
Asia/Australia	1	8	4	2	8	11	20	26	21	10	4	1	116
Other	0	0	0	0	1	0	7	2	1	0	0	0	11
Nights in Community	48	58	124	117	187	211	408	487	260	161	144	44	2,249
Same day	36	46	101	93	151	148	300	354	186	127	97	36	1,675
1	1	2	10	5	9	20	29	53	31	12	14	1	187
2	1	0	6	5	5	13	14	15	10	7	10	2	88
3	2	4	1	6	7	3	15	18	14	5	7	1	83
4-6 (1 week)	2	2	2	4	6	10	22	31	10	4	7	2	102
7-13 (2 weeks)	2	0	0	0	2	7	10	10	3	2	0	1	37
14+	4	4	4	4	7	10	18	6	6	4	9	1	77
Information Requested	194	285	394	405	643	1,047	1,663	1,802	950	527	701	265	8,876
Accommodation	2	6	15	20	32	54	68	106	42	21	12	1	379
Adventure Recreation	4	4	15	24	70	86	128	124	93	42	38	18	646
Attractions / Tours	7	16	34	51	81	119	183	208	128	41	65	19	952
Maps / Directions	41	56	68	88	144	211	371	332	207	136	99	28	1,781
Events / Conferences	8	23	18	24	40	78	89	82	13	18	105	38	536
Food / Beverage	9	17	31	19	42	67	121	140	83	26	37	18	610
Transportation	5	17	30	16	35	60	87	90	116	13	34	13	516
Shopping	4	7	15	6	12	32	43	57	31	13	12	11	243
Parks	16	25	23	29	40	53	117	104	33	16	4	8	468
First Nations	2	6	6	1	1	1	1	1	0	1	1	0	21

1518

Community Services	10	14	11	21	25	41	38	44	27	25	37	20	313
Investment/Moving	14	8	10	11	8	30	32	15	17	20	30	9	204
Site Facilities (e.g. Washrooms)	49	79	105	86	98	192	322	398	139	149	219	78	1,914
Other	23	7	13	9	15	23	63	101	21	6	8	4	293
Community Specific Info	189	280	348	353	433	523	908	1,008	506	273	382	128	5,331
Events Information	25	63	42	46	72	59	88	74	23	27	109	35	663
Town Services/Inquiries	26	19	17	23	27	26	59	50	24	20	27	17	335
Relocation / Visitor Package	20	16	27	27	35	58	55	44	55	25	40	10	412
Local Business/Accommodation/Food etc	54	67	104	87	104	117	218	277	131	75	59	27	1,320
Maps: Trails/Artisans/Roads/Transportation	55	84	99	114	128	163	306	374	187	100	118	28	1,756
Marine Visitors	0	1	0	4	9	9	37	43	13	1	3	3	123
Trolley	4	13	16	13	14	15	29	12	6	0	0	0	122
Cycling	2	3	4	5	1	6	29	19	10	3	1	3	86
Accommodations	0	1	4	1	7	26	24	37	14	8	10	0	132
Heritage	3	13	35	33	36	44	63	78	43	14	15	5	382

Visitor Centre Network Statistics Program Year Over Year Report 2014

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	2.85	0.00	2.78	3.08	3.25	0.00	3.69	4.14	4.15	0.00	2.83	3.22	1.91	0.00	0.00
% change 2013 - 2012	2.8%	36.3%	49.3%	-11.6%	13.7%	4.0%	-8.0%	-100.0%	-3.1%	-20.5%	3.8%	-100.0%	18.4%	40.3%	10.6%	-100.0%	-100.0%
2012	1.80	1.78	1.91	0.00	2.45	2.96	3.53	0.00	3.81	5.21	4.00	0.00	2.39	2.30	1.73	0.01	0.00

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	130.00	394.00	141.50	154.50	183.00	479.00	248.00	248.00	140.00	636.00	143.00	134.00	101.50	378.50	1,887.50
% change 2013 - 2012	-2.8%	-16.0%	-15.6%	-11.6%	3.3%	-25.4%	-9.2%	-12.2%	0.0%	0.0%	-11.1%	-2.7%	-7.1%	-5.6%	2.5%	-4.2%	-7.5%
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 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	370	929	393	476	595	1,464	916	1,026	581	2,523	404	431	194	1,029	5,945
% change 2013 - 2012	0.0%	14.6%	25.9%	14.0%	17.3%	-22.3%	-16.4%	-11.8%	-3.0%	-20.6%	-7.8%	-12.0%	9.8%	32.2%	13.5%	19.0%	-4.2%
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	538	1,281	578	694	1,016	2,288	1,590	1,814	922	4,326	566	591	267	1,424	9,319
% change 2013 - 2012	0.0%	12.3%	37.6%	17.5%	28.7%	-29.2%	-16.9%	-13.7%	-3.5%	-16.9%	-7.2%	-10.3%	7.6%	48.5%	31.5%	26.4%	-3.9%
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
% change 2013 - 2012							-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	5

Sandy Bowden

From: Rob Hutchins
Sent: January 12, 2014 11:30 PM
To: Sandy Bowden; Ruth Malli
Subject: FW: Holland Creek Trail

Sandy, please put this on the next Mun. Services Agenda.
tk
Rob

From: Sydney O'Toole [ssotoole@hotmail.com]
Sent: January 11, 2014 11:10 AM
To: Rob Hutchins
Subject: Holland Creek Trail

Dear Mayor Hutchins,

I would like to share my concerns regarding dogs off leash on the Holland Creek Trail. As a frequent user of our beautiful trail, I have noticed an increase in the number of dogs off leash are not under control by their owners. Since Christmas, I have been bitten once, and have been chased three times by off leashed dogs that clearly have not been under the owners control. I believe Ladysmith should follow the Westwood Lake model, where the main trail is on leash, with clearly marked signs showing an area near the power lines where dogs can be taken off leash. This would allow a safer experience on the Trail for all users.

Sincerely,

Shawn O'Toole
250-713-6581