



# TOWN OF LADYSMITH

A MEETING OF THE MUNICIPAL SERVICES COMMITTEE  
WILL BE HELD IN COUNCIL CHAMBERS AT CITY HALL ON  
MONDAY, FEBRUARY 17, 2014  
5:00 p.m.

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

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## CALL TO ORDER

### 1. AGENDA APPROVAL

### 2. MINUTES

- 2.1. Minutes of the Municipal Services Committee Meeting held  
January 20, 2014 ..... 1 – 2

### 3. DELEGATION

- 3.1. Odd Grydeland, Zeljko Djuric  
Project Overview – Aquaculture Using Local Signal Crayfish

### 4. REPORTS/PRESENTATIONS

- 4.1. City Manager's Report – to January 31, 2014..... 3 – 5  
4.2. Beer Garden and Special Occasion Licence Applications Policy ..... 6 – 10  
4.3. Dogs on Holland Creek Trail ..... 11 – 21  
4.4. 2014 – 2018 Financial Plan Deliberations – Meeting Schedule  
and Policy..... 22 – 23  
4.5. Fire Chief's Report – January 2014 ..... 24  
4.6. Coastal Animal Control Services – January 2014 Pound Report..... 25 – 26

### 5. COUNCIL SUBMISSIONS

### 6. CORRESPONDENCE (None)

- 6.1. Troy Grant  
Traffic Calming on Fourth Avenue Extension..... 27

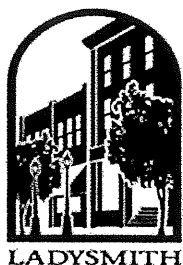
#### Staff Recommendation

That the Committee consider whether it wishes to recommend that Council request staff to investigate the need for traffic calming approaches along Fourth Avenue Extension as requested in the correspondence from Mr. and Mrs. Grant dated February 2, 2014.

**7. NEW BUSINESS**

**8. UNFINISHED BUSINESS**

**ADJOURNMENT**



**TOWN OF LADYSMITH**  
**MINUTES OF A REGULAR SESSION OF**  
**THE MUNICIPAL SERVICES COMMITTEE**  
**MONDAY, JANUARY 20, 2014**  
**5:30 P.M.**

**COUNCIL MEMBERS PRESENT:**

Councillor Bill Drysdale (Chair)  
Mayor Rob Hutchins

Councillor Steve Arnett  
Councillor Glenda Patterson

Councillor Jillian Dashwood  
Councillor Duck Paterson

**COUNCIL MEMBERS ABSENT:**

Councillor Gord Horth

**STAFF PRESENT:**

Ruth Malli  
Sue Bouma

Sandy Bowden  
John Manson

Felicity Adams  
Clayton Postings

**CALL TO ORDER**

Councillor Drysdale called the Municipal Services Committee meeting to order at 5:31 p.m.

**AGENDA APPROVAL**

**GS 2014-001**

It was moved, seconded and carried that the agenda for this meeting of the Municipal Services Committee be approved.

**MINUTES**

**GS 2014-002**

It was moved, seconded and carried that the minutes of the Municipal Services Committee meeting held December 16, 2013 be approved as circulated.

**REPORTS**

**City Manager's Report**

**GS 2014-003**

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

**Parks, Recreation and Culture Fees and Charges**

The Director of Parks, Recreation and Culture gave a presentation summarizing the key points and current challenges of the Parks, Recreation and Culture Fees and Charges Review. He responded to questions and outlined the next steps of the process.

**GS 2014-004**

**Purchase of Fitness Equipment**

It was moved, seconded and carried that the Committee recommend that Council direct Staff to amend the financial plan to accommodate the replacement of eleven pieces of aging cardio equipment at the Frank Jameson Community Centre.

**GS 2014-005** **Building Inspector's Report – December 2013**  
It was moved, seconded and carried that the Building Inspector's Report for the month of December 2013 be received.

**GS 2014-006** **Fire Chief's Report – December 2013**  
It was moved, seconded and carried that the Fire Chief's Report for the month of December 2013 be received.

**GS 2014-007** **Coastal Animal Control Services – December 2013 Pound Report**  
It was moved, seconded and carried that the Coastal Animal Control Services Pound Report for the month of December 2013 be received.

The Committee requested staff to direct Coastal Animal Services to increase patrols in the Forrest Field area and recommended that more visible signage be erected in the Forrest Field area regarding pet regulations.

**GS 2014-008** **Ladysmith Visitors Centre - 2013 Year End Statistics**  
It was moved, seconded and carried that the Ladysmith Visitors Centre 2013 Year End Statistics Report be received.

#### **CORRESPONDENCE**

**GS 2014-009** **Shawn O'Toole  
Off Leash Area - Holland Creek Trail**  
It was moved, seconded and carried that the Committee recommend to Council that the correspondence received from Shawn O'Toole regarding the establishment of Holland Creek Trail as an area where dogs must be leashed be referred to the Parks, Recreation and Culture Commission and that the Commission be requested to consider Committee's recommendation that the Holland Creek Trail be deemed an on leash area.

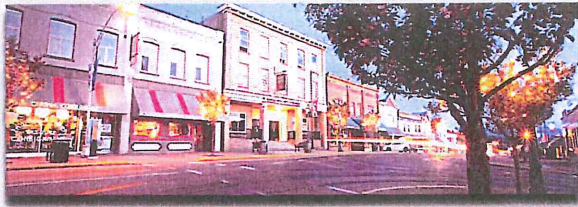
#### **ADJOURNMENT**

**GS 2014-010** It was moved, seconded and carried that this meeting of the Municipal Services Committee be adjourned at 6:25 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair (Councillor B. Drysdale)

\_\_\_\_\_  
Corporate Officer (S. Bowden)



# City Manager's Report

February 2014

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 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

## Highlights for the month of January 2014:

### Completed activities:

- Medical Marihuana Growing and Production Zoning Bylaw amendments
- MBBR evaluation
- Stz'uminus First Nation (SFN) - draft agreement
- Couverdon Boundary Extension public information package
- Customer service request tracking database at public works
- Analysis of RFP for MMBR/DAF for WWTP
- Recommendation on dogs in parks

### Bylaws Adopted:

Bylaw 1816 – OCP Amendment Bylaw  
 Bylaw 1817 – Zoning Bylaw Amendment Bylaw  
 Bylaw 1841 – Revenue Anticipation Borrowing Bylaw  
 Bylaw 1845 – Council Procedure Amendment Bylaw

### Projects in progress this month:

- Database updates
- Emergency Services desktop exercise
- 3 Council and 1 Committee meetings
- Zoning Bylaw project
- Service Extension Policy draft
- Stocking Lake Licensing (CVRD)
- Annual Water report draft
- South Ladysmith Industrial Park Access Road
- Boulevard Tree (View Corridor) Policy
- Organizational streamlining
- Couverdon Boundary Extension application/servicing review
- Community Heritage Register Update project
- Heritage Week planning
- Water Chlorination – In Construction
- Review of SFN Woodlot Proposal for 2014
- Sewer Treatment Plant (STP) Upgrade – Final Design
- STP Upgrade – Review of MBBR/DAF equipment
- Affordable Housing meetings
- Holland Creek Trail annual maintenance
- Succession Planning Policy and Procedure
- Energy Retrofit of Frank Jameson Community Centre
- Collective Bargaining
- City Hall replacement process
- MMBC-garbage collection options
- Composting and public works yard reorganization
- OCP/Rezoning-Holland Creek Place
- Disposition of land, alleyway
- Negotiations-supply of equipment MMBR/DAF for WWTP
- Fire Dept compensation negotiations
- Work plans for 2014
- Year end 2013 and Financial Plan for 2014-2018

**COMING UP NEXT MONTH!**  
 Couverdon Boundary Extension Alternate  
 Approval Process  
 Financial Plan Meeting Dates

*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-January 2014

### ACTIVE, RESEARCHING AND EMERGING PROJECTS

Council has identified "Community Resiliency" as the primary focus for 2013 and 2014 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.

#### EXAMPLES 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 (underway)	Equipment reserve fund review	25 year financial plan
Naut'sa mawt Steering Committee and draft servicing agreement (draft complete)	SFN servicing connection (complete)	Servicing to IR 13
Boundary expansion (application being processed)	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 Toursim Strategy-CVRD	
<i>It is not enough to have good ideas, results come from the <u>implementation</u> of good ideas and that requires focus and resource allocation.</i>		



## City Manager Report-January 2014

### 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	Grant announcements from Federal Govt.
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 for waterfront area plan
Boundary Expansion	Yes	Yes	Partially	Application be reviewed
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	Implemented business case protocols
Inventory all plans- Zoning underway	Yes	Yes	Yes	Funding for Zoning Bylaw funding being identified for other plans
Succession Plan	Yes	Yes	Yes	Draft completed
Technology Upgrade	Partially	Yes	Partially	Strategic Plan is completed, implementation is 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: Clayton Postings, Director of Parks, Recreation and Culture  
Date: February 12, 2014  
File No:

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Re: **BEER GARDEN & SPECIAL OCCASION LICENCE APPLICATIONS POLICY**

#### **RECOMMENDATION(S):**

THAT the Committee recommend to Council that it consider amending the Beer Garden and Special Occasion Licence Applications Policy:

- to delegate to the Director of Parks, Recreation and Culture the authority to approve Special Occasion Licences at the identified facilities for this purpose as authorized in Delegation Bylaw 1614;
- to remove the date for submissions;
- to add Forrest Field, Transfer Beach Park and Aggie Hall and Fields for permitted areas for Special Occasion Licensed use only.

#### **PURPOSE:**

To streamline and simplify the application and approval process relating to Special Occasion Licences (SOLs) and to define approved locations to be included in the Beer Garden and Special Occasion Licence policy.

#### **INTRODUCTION/BACKGROUND:**

In 1998 the SOL policy was adopted; it includes specific criteria and states that all applications for licences are to be submitted to the Town by the third Friday in March. Applicants must provide specific details of the proposed event and provide a refundable damage deposit. Not all groups requesting a SOL for events in a public space can meet this defined submission timeline.

Currently the applications are reviewed by the Director of Parks, Recreation and Culture and the RCMP, then presented to the Parks, Recreation and Culture Commission for review and recommendation for approval by Council. This process can be lengthy and, due to set meeting schedules, can be difficult fulfill.

Additionally, the Town's policy states that an SOL is permitted only at Aggie Field and Transfer Beach Horseshoe Pitch and is restricted to local groups and organizations that have contributed to the betterment of the community. Since the adoption of this Policy, there have been licences granted for alternative locations including the Amphitheatre, Kin Shelter, Forrest Field as well as private family functions. The result of approving SOLs for functions hosted by organizations and at locations not identified in the policy result is that the current policy does not reflect the established practice.

Provincial legislation permits SOLs for both private special occasions (these include social, cultural, recreational, and religious, sporting or community events as well as family events such as weddings, anniversaries, or birthdays) and public special occasions (these include events that are community or public celebrations, such as community festivals or outdoor concerts.)



SCOPE OF WORK:

If Council agrees to delegate to the Director the authority to approve SOLs, and include defined facilities for use, staff will update the SOL policy and present the revised policy to Council for comment and approval.

ALTERNATIVES:

Council may decide to not make changes to the SOL policy.

FINANCIAL IMPLICATIONS:

There are no fees associated with this process, resulting in no financial implications. Permit fee system is a possible consideration and may be presented during the Parks, Recreation & Culture fees & charges bylaw review.

LEGAL IMPLICATIONS:

The policy has no legal liability, as the SOLs are approved by the RCMP and the liquor inspectors; essentially Council or its designate is simply approving use of the facilities for this purpose.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

There are no public relations implications identified; furthermore, by updating the policy it is expected that citizens and user groups who request SOLs will be better served in a more timely fashion.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

There are no interdepartmental involvement or implications identified.

RESOURCE IMPLICATIONS:

It is anticipated that this change will lead to be improved service delivery: streamlining the application process will create staff some additional capacity for staff.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

As this is an administrative change to streamline processes, alignment with the sustainability visioning report is not applicable.

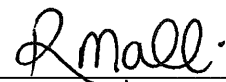
ALIGNMENT WITH STRATEGIC PRIORITIES:

This initiative aligns with Strategic Direction 6 – Safe and Healthy Community, and Strategic Direction G – Supportive Corporate Governance.

SUMMARY:

The purpose of the recommended changes and updates to the Beer Garden and SOL Application Policy is to update the policy and reflect current events as well as streamline the review and approving process allowing for better customer service. Any requests outside of the defined policy would be referred to council.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

Beer Garden and Special Occasion Licence Applications Policy  
Application

**TOWN OF LADYSMITH**  
**POLICIES AND PROCEDURE MANUAL**

<b>TOPIC:</b>	<b>BEER GARDEN &amp; SPECIAL OCCASION LICENCE APPLICATIONS</b>
<b>APPROVED BY:</b>	<b>DATE:</b> Jan.19, 1998
<b>RESOLUTION #:</b> 98-065	
<i>(Amended)</i> Res. 99-595 Risk Management Policy adopted (includes insurance requirements)	
<b><u>POLICY:</u></b> The opportunity to acquire a licence shall be advertised in February of each year with the deadline for applications to be the third Friday of March. Council shall then review the submissions with the RCMP Police and allocate the licences by the beginning of April.	
1. <b><u>Each application must include:</u></b> <ul style="list-style-type: none"><li>a) an accompanying letter detailing the event(s) for which the licence is being required;</li><li>b) the location of the licence area;</li><li>c) the hours of operation;</li><li>d) confirmation that tables, chairs, benches, picnic tables, etc., have been or can be obtained, if necessary;</li><li>e) number and locations of portable toilets, if applicable;</li><li>f) details of control of entrants and exits;</li><li>g) confirmation that staff will be provided to ensure vehicles are parking in a safe and legal manner, if necessary;</li><li>h) name of event coordinator;</li><li>i) number and location of extra garbage containers, if necessary;</li><li>j) refundable damage deposit of \$100.00 for clubs/businesses and \$100.00 for family events;</li><li>k) assurance that food is available to patrons.</li></ul>	
2. <b><u>Conditions of Licence:</u></b> <ul style="list-style-type: none"><li>a) the area created for the licence to be enclosed and patrolled to the satisfaction of the RCMP Police which must include suitable barriers;</li><li>b) the hours of operation to be between 11:00 a.m. and 8:00 p.m. (Aggie Field) and 11:00 a.m. - 10:00 p.m. Transfer Beach</li><li>c) a minimum of two hours closure of the licensed area prior to any other liquor permits being issued in the area (i.e. the area could be defined as the Community Park);</li><li>d) concessions to be allowed to remain open for beyond the closing of a beer garden;</li><li>e) licences not to exceed four days in duration for any one event;</li><li>f) once an application has been approved, no change(s) will be allowed unless Council approval has been obtained;</li><li>g) prior to holding the event, submit to the municipality evidence of public liability insurance coverage of at least Two Million (\$2,000,000.00) Dollars with the municipality as an additional named insured and complying with all insurance requirements for the special event.</li><li>h) That applicants promote "a game plan for a safe drive home" for their event. Applicants should obtain from our Parks and Recreation Department an information package which has been compiled by ICBC under their Counter Attack program.</li></ul>	

...CONT'D.

**09 – 4320 - A**

**TOPIC: BEER GARDEN & SPECIAL OCCASION LICENCE APPLICATIONS**

**PAGE 2 OF 2**

**DATE:** Jan. 19, 1998

**CANCELLATION OF LICENCE:**

The licence can be immediately revoked by order of the RCMPolice, if in the opinion of the RCMPolice that the license is being abused, conditions of the licence are not being met, or it is in the public interest to revoke the licence.

**OTHER CONDITIONS:**

Council resolution: July 11, 1989

1. No public beer gardens will be approved at Transfer Beach Park.

Council resolution: March 18, 1996

2. Special Occasion Licences will be restricted to Local Groups and Organizations that have contributed to the betterment of the Community.
3. Special Occasion Licences will be allowed in the Sportsmen Shelter and adjacent to the Horseshoe Pitch only, at Transfer Beach Park.





09 – 4320 - A

**Town of Ladysmith  
Department of Parks, Recreation & Culture  
Special Occasion License Application**

Applicant: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Event: \_\_\_\_\_  
Event Hours: \_\_\_\_\_  
Location: \_\_\_\_\_  
Event Dates: \_\_\_\_\_

Signature

Date

Please ensure the following is provided with this application:

- ☐ Details of control of entrances, exits and security arrangements
- ☐ Confirmation that staff will be provided to ensure vehicles are parked in designated parking zones
- ☐ Refundable damage deposit of \$100 to be dated the date of event
- ☐ Assurance that food is available to patrons
- ☐ Confirmation that tables, chairs, benches and or picnic tables are available to patrons
- ☐ Number and locations of portable toilets if applicable
- ☐ Number and location of extra garbage containers if applicable

Please Note: Special Occasion Licenses for Transfer Beach Park will only be allowed adjacent horseshoe pitch. We are currently reviewing alternate locations.

Return Completed forms to:

Department of Parks, Recreation & Culture, Box 220 Ladysmith BC V9G 1A2



**Town of Ladysmith**  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Clayton Postings, Director of Parks, Recreation & Culture  
Date: February 6, 2014  
File No: 6130-02

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**RE: DOGS ON HOLLAND CREEK TRAIL**

**RECOMMENDATION:**

THAT the Committee recommend that Council consider the following recommendation from the Parks, Recreation and Culture Commission:

That Council amend Parks Usage Bylaw 1995, No. 1158 (as amended by Bylaw 2000, No. 1396) to state that dogs must be leashed at all times while on the Holland Creek Trail; and

That signage be erected to ensure the general public is aware that dogs are permitted on the trail, but must be leashed at all times.

**INTRODUCTION/BACKGROUND:**

At the Municipal Services Committee meeting held January 20, 2014, correspondence was reviewed requesting that Council consider designating parts of Holland Creek Trail as 'on leash'. The Municipal Services Committee recommended referring the matter to the Parks, Recreation and Culture Commission to consider options for having dogs on leash on the Holland Creek Trail.

The Commission considered the matter at its January 22, 2014 meeting, and considered a variety of options concerning the regulation of dogs on the Holland Creek Trail. After discussion, the Commission passed the following resolution:

That the Commission recommend that Council amend Parks Usage Bylaw 1995, No. 1158 (as amended by Bylaw 2000, No. 1396) to state that dogs must be leashed at all times while on the Holland Creek Trail; and

That signage be erected to ensure the general public is aware that dogs are permitted on the trail, but must be leashed at all times.

**ALTERNATIVES:**

The following options were discussed at the Parks, Recreation and Culture Commission meeting. In addition, they reflect practices employed by neighboring municipalities currently have in place.

- Council may choose to adopt the recommendation from the Parks, Recreation and Culture Commission
- Council may choose to designate portions of the Holland Creek Trail as 'on leash' and post signage on these trail sections with notifications of on leash requirements.

- Council may choose to make all Town of Ladysmith parks on leash, with only designated and signed areas that permit dogs to be off leash.
- Council may choose to direct staff to complete a comprehensive review of the matter of dogs in parks with the focus of establishing the necessary framework for decision making in respect to all dog-in-park related items including fenced dog off-leash areas, leash-optional trails, set periods of the year where dogs are permitted in parks, and dog waste.

Since the discussions at the Municipal Services Committee and the Parks, Recreation and Culture Commission, the Town has received additional correspondence from citizens. In addition, letters to the editor were posted in the Ladysmith Chemainus Chronicle. These are attached for Council's reference.

#### FINANCIAL IMPLICATIONS:

There are no financial implications identified with respect to installing signs; signage is an operations function.

Should Council choose the comprehensive review alternative, funds will need to be allocated in the 2014 Financial Plan.

#### LEGAL IMPLICATIONS:

The Municipal Insurance Authority (MIA) has indicated that legal or liability implications are the responsibility of the dog owner not the Town. MIA did indicate that the Town must ensure adequate signage is posted stating where dogs must be on leash.

Enforcement should continue to be complaint driven, as is in place in neighbouring municipalities. In addition, any identified areas needing additional attention can be monitored with additional enforcement through the contracted animal control services.

#### CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Due to the sensitive nature of dogs in parks, it may be advisable to ensure full public awareness and/or public consultation on this matter. Currently there are more than 1000 dog licenses issued each year

#### INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Bylaw Enforcement Officers (Public Works Department) will be involved.

#### ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT

This aligns with the following Strategies:

- 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 E - Responsible Stewardship of the Environment
- Priority F - Safe and Healthy Community

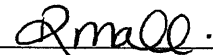


**SUMMARY:**

Council referred an item relating to off-leash dogs on Holland Creek Trail to the Parks, Recreation & Culture Commission. Upon review the Commission has recommended that Holland Creek Trail become an 'on leash trail', with corresponding bylaw amendments.

Council may wish to consider other alternatives, or to request further information to assist in helping determine the best solution to this matter.

I concur with the recommendation.

  
\_\_\_\_\_  
Ruth Malli, City Manager

**ATTACHMENTS:**

Bylaws 1158 and 1396  
Citizen Correspondence

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## Reviewed at a Previous Meeting

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**From:** Sydney O'Toole |  
**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

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**From:** Effie W.  
**Sent:** January 29, 2014 5:37 PM  
**To:** Julie Tierney; Town of Ladysmith  
**Subject:** dog control on Holland creek trails

To Ladysmith Town Council and the Parks and Recreation Committee:

I am writing about the discussion regarding leashing dogs on the Holland Creek Trail. My husband and I have recently moved to Ladysmith and happily have discovered the Holland Creek Trail. We have walked the trail many times since moving here and would like to add our views for consideration. We do not have a dog and have encountered MANY dogs on the trail -- some leashed, others not. Our experience thus far has been very positive. Presumably because we are seniors not walking with a dog, people seem to be particularly considerate about the "greeting" we might get from the canines in their charge. We have not encountered any troublesome dogs and are concerned that because ONE person has complained, many others will be disadvantaged in the spirit of "throwing the baby out with the bathwater." I am not privy to the details of the dog complaint, but I would implore you to be reasonable in your consideration of this issue and not come to a "knee jerk" decision. Surely, instead of invoking an off leash ban on all dogs, it would make more sense to make an attempt to identify the troublesome dog and deal with that owner.

Please afford this issue some "sober second thought" and continue to allow dogs and their owners to enjoy the Holland Creek Trail.

Thank you for your consideration of our opinion.

Yours truly,  
Effie Woloshyn  
Bill Noble



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**From:** Joy and Karl  
**Sent:** January 31, 2014 10:59 AM  
**To:** Town of Ladysmith  
**Subject:** Vicious dogs on Holland Creek Trail

COPY

To Council:

I recently read in the Nanaimo paper that Council is considering dog (pet?) restrictions on the Holland Creek Trail. Yay! I have been bitten twice in the last few years and 'menaced' by large, growling dogs numerous times. Unfortunately, being a super-busy GRG (senior raising young grandchildren), I don't have time today to send you the gorey details. I will try to write something up over the weekend and get it to you next week. However, the unruly mutt problem (whether on a leash or not) has become so bad that my (younger) walking partner walks ahead of me so she can 'head them off' before they can trip me up or jump on me and knock me over. It is essential that I walk the Trail as I have a serious spinal disability and the softer surface of the Trail is much kinder to my ailing spinal discs. I'll wager a lot of seniors walk it for the same reason (or knee cartilage problems!). It is a shame that we cannot relax on the trail since we have to be continually 'on guard' because of unruly canines. Thankyou for your consideration of this problem. -Joy Sheldon-Maxwell, B. Ed. Russell Rd., Ladysmith P.S. Little Brandi (my granddaughter who was about five at the time) was bitten on Davis Rd. about a year ago; I was with her, of course. In all cases cited, the attitude of the dog owners was quite shockingly cavalier: "Oh my dog bit/jumped on/snapped at you. Big Deal!" I think some of the dog owners in this town need educating perhaps via notices from the Town in the newspaper, with their water bills, or by other means?

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**From:** Bill Verchere  
**Sent:** February 5, 2014 8:07 PM  
**To:** PRC Admin  
**Subject:** Holland Creek Trail

I'm disappointed with Council's unnecessary decision to require leashing of dogs on Holland Creek trail, and am sure many others would agree with me.

Is there any way for some public input on this matter?

Bill Verchere

Sent from my iPad

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**From:** S Dall [REDACTED]  
**Sent:** Sat 2011-03-05 8:24 AM  
**To:** Rob Hutchins  
**Subject:** Dogs in Parks

I am relatively new to Ladysmith and love to walk through Holland Creek Park. It is magical. However, though walking on the streets affects my asthma, I feel safer there than walking in the park because of the dogs. Since moving here, my daughter has been badly bitten by a dog while just walking. I am saddened that families cannot safely walk in parks without having large dogs off the leash. I would like to see legislation banning dogs from the parks (or at least some of them). Legislating that dogs remain on a leash doesn't seem to work with some dog owners.



RECEIVED

FEB 07 2014

Ladysmith Town Council:

Further to my reading of both Shawn O'toole's comments in the January 28<sup>th</sup> edition of the Daily News and after reading a Chronicle letter to the editor on this subject, I concur with Shawn's comments. The lady (whose name I did not note), seemed to be speaking in favor of leaving all dogs off-leash on the trail. Unfortunately, not all off-leash dogs 'behave' on the trail. Yesterday, when hiking, my walking partner and I noted a large collie-type dog who passed quietly by us, did not bark or interfere with us in any way. Unfortunately, that is not the norm. I walk the trail a lot and I would say that, for every one 'well-behaved' dog, there are two who are noisy, overly-friendly, or aggressive. Most encroach on our personal space and spoil our enjoyment of the Trail. My partner (a former dog-owner and definite dog-lover) says that she would now sign a petition to have all dogs leashed. I wish I had time to develop one, but I don't.

I realize there is also the problem of enforcement. It is also not a given that just because a big dog is on a leash, the owner is in full control. (see below) In that case, there should be a complaint process and some way of banning those dogs from the trail. Just generally, I find the older owners seem to have a better respect for 'life and limb' of trail users, especially the elderly. Two days ago we were passed by a young (very tall and very fit) couple who laughed it off when their (equally big) mutt ran over to us and almost tripped us up. They seemed to think that that behavior on the part of their huge and, obviously young animal was 'cute'. In short, there are no 'bad' dogs, only 'bad' owners.

So-I empathize with Shawn and his unhappy experiences with unruly dogs on the Trail. Please read on:

#### My Experiences with Vicious Dogs on the Holland Creek Trail:

It was a hot Summer day in approximately 2009. I was lightly clad-shorts, t-shirt and running shoes which means my arms and legs had no protection. I was doing a (for me) fast speedwalk along the flat part of the trail above the low cliffs (where they have the new guardrails now). Suddenly, I heard a noticeable growl and a nasty-looking dog appeared. It was a shaggy mutt of large-medium build and had substantial-looking teeth which were bared as I tried to pass. It had 'set its paws' on the trail (wide-shouldered stance) as if defying me to continue on. I stopped and it immediately grabbed my entire right wrist in its teeth. As I screamed, I guess my reflexes kicked in and I rapidly plucked my hand out of its jaws. I tried to turn around and leave, but it ran behind me and, again blocked my path. I yelled out something like: "Is there anybody here who owns this dog?"

A few more minutes of growling and circling, and a young teen appeared on the trail. He seemed to be about sixteen or so and had a disgustingly cavalier attitude towards my situation. The following conversation ensued:

Is this your dog? He just tried to bite me.

No, it's my dad's. (obviously trying to abdicate responsibility)

Well, did you bring him down here?

Well, yeah.

So-it won't let me pass on the trail.

Well, whaddaya expect me to do about it.

Look, your dog just grabbed my wrist and I had to pull my hand out of its jaws. Can you get him under control?

(Helpless look, again.) I dunno what I can do. (Unspoken: nor, do I care.)

Well, grab him by the collar and hold him till I can get by.

The teen reluctantly grabs the dog and has some trouble himself, controlling the mutt. I gingerly pass by to head back the way I came and inspect the wound. Luckily, my hand was only scratched, the skin not broken. But, I don't know what would have happened if I hadn't reacted so quickly and the dog had got a better hold. I did report the incident to Council (or the Mayor, by phone) at that time, but nothing came of it as far as I know.

A couple of years later, my younger 'walking partner' and I were on the trail and an extremely large, red dog and its owner approached. It looked like a large hound- part-setter perhaps, and, when on its hind legs, came up above my shoulders. The animal bounded over to me, enthusiastically putting both paws and, I'd guess, close to one hundred pounds of body weight on my shoulders. As it came at me, I backed up against a tree and it had me there, semi-pinned. The laughing owner at some distance away, held up the end of its (obviously ineffectual) black leash and called out (as they often do just as the animal is inflicting an injury!)-"Don't worry, he won't hurt you".

But he is hurting me, get him off me.

The owner was still some distance away and totally unable to control the beast. Luckily, by then, my friend had jumped into action and grabbed the big mutt by its collar or leash. She pulled him off me. Then he went for her but with her being younger and more spry than I, she was largely able to jump around and avoid him.

"Don't worry, he's just playing" called out the owner when she finally got the mutt under some kind of control. I replied with something like: Yeah, well I've got a bad back and I didn't enjoy the game. I did not belabour the incident with her because I have learned that many dog owners have the attitude that:

- a. animal life is as or more valuable than human life, esp. children's
- b. their animal, no matter how vicious, can do no wrong
- c. if we dare to get in the animal's way, we sort of deserve anything we get
- d. we, the humans, have a helluva nerve encroaching on the animal's territory

And, I repeat, it is useless to argue with them because they are always right. In addition, my walking partner and I have had many incidents of being barked at, snapped at, run at, and otherwise annoyed by dogs who were not under effective, or in some instances ANY control on the Holland Creek Trail.

I could cite numerous other (more minor) incidents, but won't take the space to do so here. I hope that Council will immediately enact a leash law on the Trail and ensure some way of enforcing it.

Submitted by, Joy Sheldon-Maxwell, Ladysmith resident

**From:** Mike Brunning  
**Sent:** January 18, 2014 10:24 AM  
**To:** Town of Ladysmith  
**Subject:** dogs off leash

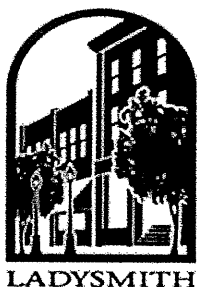
I am writing to serve notice to the township of Ladysmith B.C. I have complained to the front office three times in the last year to have off and on leash areas posted at applicable areas. The township seems to have difficulty in doing this to protect people who frequent these areas.

Behind the RCMP station house can not be a off leash area do to the potential injuries that can occur when avoiding a off leash dog. The transfer beach area I believe is the off leash area. The area that is closest to the rail tracks, not the whole area.

Being that not a sign has been posted to indicate these areas this is what will happen should I be, or my dog be attacked. The township of Ladysmith will be served court papers in a private law suit for failing to provide reasonable protection to the public.

This email will be kept as record of notice. As advised by legal council.

Mike Brunning  
Ladysmith B.C.



**Town of Ladysmith**  
**STAFF REPORT**

To: Ruth Malli, City Manager  
From: Erin Anderson, Director of Financial Services  
Date: February 13, 2014  
File No:

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Re: **2014-2018 Financial Plan Deliberations**

**RECOMMENDATION(S):**

It is recommended that Council approve the following dates for 2014-2018 Financial Plan deliberations:

- February 17 – set dates for 2014-2018 Financial Plan discussions
- March 3 – Grants in aid discussion at regular Council meeting
- March 24 – Financial Plan Overview at special Council meeting
- April 7 – Ongoing Financial Plan deliberations at regular Council meeting
- April 14 – Ongoing Financial Plan deliberations at special Council meeting
- Additional dates may be required.

**PURPOSE:**

To establish dates for the discussion of the 2014-2018 Financial Plan.

**INTRODUCTION/BACKGROUND:**

Each year, a new 5-year plan is required to be presented to Council and adopted prior to May 15<sup>th</sup>. The *Community Charter* provides direction for completing the Financial Plan. Included in s.166, is the requirement of Council to “undertake a process of public consultation regarding the proposed financial plan before it is adopted”. By setting these dates, the public is aware when the Financial Plan discussions will take place.

Additional dates may be required, though the Financial Plan must be adopted, by bylaw prior to May 15<sup>th</sup>, 2014.

**SCOPE OF WORK:**

The development of the Financial Plan starts and ends with Council. Council identifies their top priorities for the current year and sets the Policy direction. Department heads then submit their budgets and work plans to support these priorities. The numbers are provided to the Finance Department to form the first year of the Financial Plan which is presented to Council to discuss.



It should also be noted that the BC Assessment Revised Roll, the Roll for which the property tax rates are applied, is not available until the end of March. The impact on the property tax is not completely known until this date.

ALTERNATIVES:

Additional dates could be proposed.

FINANCIAL IMPLICATIONS:

None.

LEGAL IMPLICATIONS:

None.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public is encouraged to provide input into the Financial Plan discussions.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Each department head is heavily involved in the budget creation, though Finance leads the process.

RESOURCE IMPLICATIONS:

Financial planning and year-end accounting occur at the same time. Often, when it comes to capital projects, the two processes are tied together. Finance is currently working on the 2013 Financial Statements in preparation for the year-end audit scheduled for March.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

The annual review of the Financial Plan ensures that the financial resources are in place to support the Sustainability Goals.

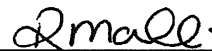
ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Strategy A – Wise Financial Management.

SUMMARY:

It is recommended that Council approve specific dates in March and April for Financial Plan deliberations.

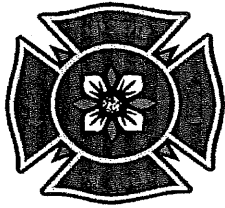
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENTS:

None



# 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: January 2014**

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
Electrical problem													0
Due to cooking	1												1
Assistance	1												1
Burning Complaint													0
Fire: Structure													0
Chimney	2												2
Interface / Bush													0
Vehicle													0
Other	1												1
Hazardous Materials	1												1
Hydro Lines: Down / Fire													0
Medical Aid													0
MVI													0
Rescue													0
Mutual Aid provided by Ladysmith to outside areas													0
<b>MONTH TOTALS (exc.. Practises)</b>	9	0	0	0	0	0	0	0	0	0	0	0	9
<b>Practises (Totals for each Month )</b>	4												4
Mutual Aid requested by Ladysmith from outside areas													0

### ALARMS ACTIVATED (Location/Owner)

1. 631 1st Ave Rialto Apartments (cooking)
2. Lodge on 4th (patient pulled pull station)
3. 440 4th Ave Taylors Grocery (working around sensor causing activation)
4. 610 Oyster Bay Drive (accidentally set off by Town Staff)

### COMPARISONS:

Year to Date 2014      9 (exc. practices)

Year to Date 2013      13 (exc. practices)

Year to Date 2012      11 (exc. practices)

APPROVED:

*Ray Delwart*  
Fire Chief

# COASTAL ANIMAL CONTROL SERVICES OF BC LTD

2202 Herd Rd. Duncan, BC. V9L 6A6

(250) 748-3395

## TOWN OF LADYSMITH POUND REPORT

January 2014

Disposition of Impounded Dogs	Current Month	2014 Totals
Stray dogs impounded	0	0
Stray dogs claimed	0	0
Stray dogs put up for adoption	0	0
Stray dogs pending	0	0
Stray dogs euthanized	0	0
Stray livestock / cats	0	0
Other	0	0
<b>Calls Received and Investigated</b>	<b>4</b>	<b>4</b>
Aggressive dogs	1	1
Dogs at large	1	1
Confined dog	0	0
Noise (barking) complaints	1	1
Other non specific dog related calls	1	1
Wildlife / livestock / cats	0	0
Unlicensed	0	0
<b>After hour call outs</b>	<b>0</b>	<b>0</b>
Pick Up fees	\$0.00	\$0.00
Impound fees	\$00.00	\$0.00
Daily board fees	\$0.00	\$0.00
<b>Monthly Pound and Board Fees Collected</b>	<b>\$00.00</b>	<b>\$00.00</b>
<b>Tickets issued</b>	<b>0</b>	<b>0</b>
Over 3 dog limit	\$0.00	\$00.00
Unlicenced dog	\$00.00	\$00.00
Dog at large	\$00.00	\$00.00
Dog not effectively confined	\$00.00	\$00.00
Habitually noisy	\$0.00	\$0.00
<b>Licencing Statistics</b>	Tags	2
	Revenue	\$44.00

Judi Burnett

Coastal Animal Control Services of BC Ltd

# CAS Summary of Service Calls

<b>Total calls by type:</b>	<b>4</b>
Aggressive	1
At large	1
Noisy	1
Other	1

**01-Jan-14 to 31-Jan-14**

Issue	Call #	Received	Type	Completed
<b>Ladysmith</b>		<b>4</b>		
Aggressive		<b>1</b>		
	1172	28-Jan-14	Dog	
At large		<b>1</b>		
	1169	14-Jan-14	Dog	14-Jan-14
Noisy		<b>1</b>		
	1171	28-Jan-14	Dog	
Other		<b>1</b>		
	1170	24-Jan-14	Dog	
<b>Total:</b>		<b>4</b>		

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**From:** troy grant  
**Sent:** February 2, 2014 10:12 PM  
**To:** Town of Ladysmith  
**Subject:** Hello

Greetings,

I would like to send the following letter to the mayor and the head of road engineering and anyone else you think would be helpful.

Could you inform me of the best route to make certain they all receive copies?

Thanks,

Troy

\*\*\*\*\*

Hello,

My name is Troy Grant, my family and I live on 4th Avenue in Ladysmith and would like to communicate our wish that strong consideration be given to adding some form of traffic "calming" to 4th Avenue Extension.

It is clear that many drivers use the stretch of 4th between Roberts and Bel Aire as an "express route". I am not aware of a speed study, but it is my opinion the average speed is at least 60km with traffic regularly hitting 80km or more. This clearly is dangerously fast for a residential street that sees huge volumes of school age pedestrians daily.

My hope is that your worship and members of the engineering department recognize and implement traffic "calming" designs for this road. It is my understanding that some resurfacing for this section is scheduled for this summer, a ideal opportunity to implement these changes.

Furthermore, it is my opinion, based on several eyewitness accounts, as well as close calls, that a stop sign should be added to the Bel Aire 4th intersection East West bound. This would be efficacious in not only calming traffic as I mentioned, but also clear up the confusion inherent with this 3-way stop. The current configuration is confusing and potentially dangerous for both drivers and pedestrians.

Without doubt there needs to be a balance between safety and good traffic flow. I believe my suggestions would enhance both factors to everyone's benefit.

Thank you for your consideration.

Most Respectfully,

Mr. & Mrs Grant