



**TOWN OF LADYSMITH
MINUTES OF A REGULAR SESSION OF
THE GOVERNMENT SERVICES COMMITTEE
MONDAY, FEBRUARY 20, 2012**

COUNCIL MEMBERS PRESENT:

Councillor Steve Arnett, Chair
Councillor Jillian Dashwood
Mayor Rob Hutchins
Councillor Glenda Patterson

Councillor Bill Drysdale
Councillor Gord Horth
Councillor Duck Paterson

STAFF PRESENT:

Ruth Malli
Felicity Adams
Joanna Winter

Sandy Bowden
Pat Durban

Erin Anderson
John Manson

CALL TO ORDER

Councillor Arnett called the meeting to order at 6:00 p.m.

AGENDA APPROVAL

Councillor Arnett requested the Committee's consideration of the following addition to the agenda:

7.1 Regional Visitor Information Centre Funding – Cowichan Valley Regional District

GS 2012-005

It was moved, seconded and carried that the agenda for the Government Services Committee meeting of February 20, 2012 be adopted as amended.

MINUTES

GS 2012-006

It was moved, seconded and carried that the minutes of the Government Services Committee meeting held January 16, 2012 be adopted as circulated.

DELEGATIONS

S/Sgt. Larry Chomyn, Ladysmith Detachment, Royal Canadian Mounted Police

Introduction and 2012 Priorities

Chairperson Arnett welcomed S/Sgt Chomyn to the Town of Ladysmith on behalf of Council. S/Sgt Chomyn introduced himself and requested that Council consider priorities that could be included in the Ladysmith Detachment's 2012/2013 Performance

Plan.

It was suggested that the Detachment continue providing information regarding issues affecting businesses in the downtown area and consider increasing a marine presence in the Ladysmith harbour.

Council thanked S/Sgt. Chomyn and agreed to follow up with feedback on proposed priorities for the Ladysmith RCMP Detachment once Council has had a chance to consider them.

STAFF REPORTS

GS 2012-007

Closed Meetings Best Practices

It was moved, seconded and carried that the Committee recommend to Council that the following “Best Practices” for all closed meetings be adopted:

1. Establish whether or not the “meeting” constitutes a formal meeting thereby triggering the requirement to comply with the legislation (Sec. 90 Community Charter).
2. Ensure all closed meeting notices:
 - a) are prepared in accordance with the legislation;
 - b) that specific reasons for closing the meeting are stipulated (Sec. 90 and 92 Community Charter); and,
 - c) are posted on public bulletin boards and on the Town’s website.
3. Ensure the public is aware that, upon request, their name(s) will be included on the email distribution list for Council and Committee agendas and minutes.
4. Ensure that a resolution is adopted in the open meeting authorizing the Council to close the meeting to the public and that the resolution is read out in its entirety. Three components of the resolution are:
 - a) The fact that the meeting or part of the meeting is to be closed;
 - b) The basis on which the meeting is to be closed; and,
 - c) The specific paragraph from Sec. 90 that requires or authorizes the closure
5. Use the special authority to waive notice of a special closed meeting only under exceptional circumstances.
6. Keep discussion focussed on subjects as stipulated in the notice.

7. NEVER vote on readings or adoption of a bylaw.
8. Ensure that minutes include all meeting attendees.
9. Review closed meeting minutes bi-annually and “rise and report” on items as deemed appropriate.

GS 2012-008

Conventional Transit Services Expansion 2012-2014

It was moved, seconded and carried that the Committee recommend to Council that the proposed expansion of Cowichan Valley Regional District transit services to Ladysmith and Area G be referred to staff for review, in conjunction with staff of the Cowichan Valley Regional District and BC Transit, and that a response to the Cowichan Valley Regional District be prepared prior to May 31, 2012.

Councillors noted that the report should consider routes and a cost/benefit analysis.

GS 2012-009

Building Inspector's Report

It was moved, seconded and carried that the Building Inspector's Reports for December 2011 and January 2012 be received

GS 2012-010

Trolley Report

It was moved, seconded and carried that the Trolley Reports for December 2011 and January 2012 be received.

GS 2012-011

Ladysmith Fire/Rescue Report

It was moved, seconded and carried that the Ladysmith Fire/Rescue reports for December 2011 and January 2012 be received.

GS 2012-012

Coastal Animal Control Services – Pound Report

It was moved, seconded and carried that the Pound Reports from Coastal Animal Control Services for December 2011 and January 2012 be received.

CORRESPONDENCE

GS 2012-013

**Clive Fisher, Ladysmith Maritime Society
Town of Ladysmith Banner and Sign Stations**

It was moved, seconded and carried that the Committee recommend to Council that staff be requested to review the growing demand for the promotion of community events at the town's sign and banner stations, and report back to the Committee with findings and recommendations, as requested by Cliff Fisher in his correspondence dated February 8, 2012.

NEW BUSINESS

Cowichan Valley Regional District – Regional Visitor Information Centre Funding

GS 2012-014

It was moved, seconded and carried that the Committee recommend to Council that the Town of Ladysmith support in principle Option Four as laid out in the Staff Report on Regional Visitor Services from the Cowichan Valley Regional District dated February 16, 2012.

ADJOURNMENT

GS 2012-015

It was moved, seconded and carried that this meeting of the Government Services Committee be adjourned at 6:46 p.m.

CERTIFIED CORRECT

Chair (Councillor S. Arnett)

Corporate Officer (S. Bowden)