



TOWN OF LADYSMITH

A MEETING OF THE MUNICIPAL SERVICES COMMITTEE
WILL BE HELD IN COUNCIL CHAMBERS, CITY HALL

MONDAY, JUNE 13, 2016

6:00 P.M.

COUNCIL CHAMBERS, CITY HALL

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 May 16,
2016..... 1 - 2

3. REPORTS

- 3.1. Social Procurement 3 - 4
- 3.2. Grants-in-Aid Policy..... 5 - 10
- 3.3. Broom Busters and Invasive Species Committee..... 11 - 12
- 3.4. Development Cost Charges (Presentation by the Director of
Infrastructure Services)
- 3.5. Federation of Canadian Municipalities Convention (Verbal report by
Mayor Stone)

4. NEW BUSINESS

ADJOURNMENT



TOWN OF LADYSMITH
MINUTES OF A REGULAR SESSION OF
THE MUNICIPAL SERVICES COMMITTEE

MONDAY, MAY 16, 2016
COUNCIL CHAMBERS, CITY HALL

5:00 P.M.

COUNCIL MEMBERS PRESENT:

Councillor Steve Arnett (Chair)
Councillor Carol Henderson
Mayor Aaron Stone

Councillor Cal Fradin
Councillor Rob Hutchins

Councillor Joe Friesenhan
Councillor Duck Paterson

STAFF PRESENT:

Ruth Malli
John Manson

Felicity Adams
Clayton Postings

Erin Anderson
Joanna Winter

CALL TO ORDER

Councillor Arnett called this Municipal Services Committee meeting to order at 5:01 p.m.

AGENDA APPROVAL

MS 2016-006

Moved and seconded:

That the agenda for this meeting of the Municipal Services Committee be approved.

Motion carried.

MINUTES

MS 2016-007

Moved and seconded:

That the minutes of the Municipal Services Committee meeting held January 11, 2016 be approved.

Motion carried.

COUNCIL SUBMISSIONS

Update on Decommissioning of Abandoned Vessel *Silver King*

Mayor Stone provided an update for the Committee on the status of the decommissioning of the derelict vessel *Silver King*, which is temporarily moored in Ladysmith Harbour while Saltair Marine Ltd. carries out the deconstruction work. Starla Parkin of Saltair Marine Ltd. was in attendance to respond to questions.

MS 2016-008

Water Supply System and Water Supply Management

Moved and seconded:

That the Committee recommend that Council continue to review alternative governance structures for watershed management and the safe provision of clean water, and continue to participate as a member of the Ladysmith and Area Watersheds Coalition.

Motion carried.

REPORTS

City Manager's Report to April 30, 2016

The City Manager responded to questions from the Committee about her report.

MS 2016-009 *Moved and seconded:*
That the Committee receive the City Manager's Report to April 30, 2016.
Motion carried.

Financial Report to April 30, 2016

Staff responded to questions from the Committee about the Financial Report.

MS 2016-010 *Moved and seconded:*
That the Committee receive the Financial Report for the period ending April 30, 2016.
Motion carried.

Building Inspector's Quarterly Report to April 30, 2016

Committee members requested that the report track the number of permits for renovations and new buildings separately.

MS 2016-011 *Moved and seconded:*
That the Committee receive the Building Inspector's Report for the period ending April 30, 2016.
Motion carried.

Ladysmith Fire/Rescue Reports—December 2015 and January to April 2016

MS 2016-012 *Moved and seconded:*
That the Committee receive the reports from Ladysmith Fire/Rescue for the months December 2015 and January to March 2016.
Motion carried.

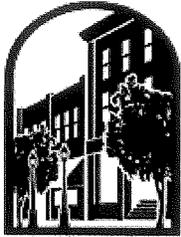
ADJOURNMENT

MS 2016-013 *Moved and seconded:*
That this meeting of the Municipal Services Committee adjourn at 6:00 p.m.
Motion carried.

CERTIFIED CORRECT

Chair (Councillor S. Arnett)

Corporate Officer (S. Bowden)



LADYSMITH

Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: June 7, 2016
File No:

RE: Social Procurement

RECOMMENDATION(S):

That the Committee direct staff to incorporate Social Impact language into the Town's Purchasing Policy.

PURPOSE:

The purpose of this report is to update the Committee regarding Social Procurement terminology.

INTRODUCTION/BACKGROUND:

Social Procurement means utilizing existing purchasing power to achieve social impact or value. It is moving beyond the simple "best value" in procurement to further encourage suppliers to demonstrate community benefits along with their contract or bid.

In 2015, the Town of Ladysmith spent nearly \$21 million on goods and services. Of that, over \$500,000 of the payments were made to businesses with a Ladysmith address. The intent of social procurement is to encourage specific outcomes by leveraging the Town's tax dollars.

The Committee may recall that Council directed staff to investigate ways to incorporate social enterprise concepts into the Town's purchasing policy.

Preliminary work on a social enterprise and social procurement strategy was initiated with a consultant in 2015. However, financial and staff resources were not available to continue. Staff continued to explore the project and utilized the experiences from other municipalities, such as the Village of Cumberland, to move it ahead.

The next step for social procurement is for the Committee to decide on targeted outcomes and incorporate these ideals into a purchasing policy. Staff has based the following ideals on the work done by the Village of Cumberland:

- support for the local economy;
- diversity among suppliers;
- promotion of fair employment practices (including the Living Wage);
- access to contracts for micro, small business and social enterprises;
- local job creation;

- social inclusion and contract access for equity-seeking groups (such as social enterprises);
- community arts and culture infrastructure;
- the public realm;
- training and apprenticeship opportunities;
- poverty alleviation and providing increased independence and sustainable employment for those in need;
- opportunity for meaningful independence and community inclusion for citizens living with disabilities; and
- social innovation and entrepreneurial culture.

Based on all of the items above, it is suggested that each tender will include a Social Impact Factor worth between 5% and 15% of the total evaluation. Bidders will be required to state the Factor amount in their tender, Request for Proposals or Request for Qualifications documents.

SCOPE OF WORK:

At the direction of Council, the Purchasing Policy will be updated to reflect any changes.

ALTERNATIVES:

Council could choose not to make any changes to the Purchasing Policy.

A Procurement Toolkit for Local Governments is in the process of being developed. Further changes to the Purchasing Policy may be brought back to Council later in the year.

FINANCIAL IMPLICATIONS:

Social Impact Factors should have no financial impact to the municipality.

LEGAL IMPLICATIONS:

Major changes to the Purchasing Policy will undergo a legal review.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Educating vendors will be required.

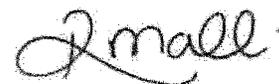
INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

All staff involved in procurement will require education to implement the Social Impact Factors.

SUMMARY:

Council directed Staff to incorporate Social Procurement into the Purchasing Policy. Staff are seeking policy direction from Council regarding the desired goals and objectives in implementing the Social Procurement.

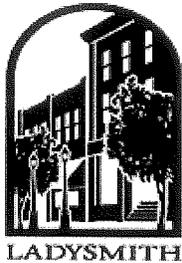
I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENT – None





Town of Ladysmith
STAFF REPORT

To: Ruth Malli, City Manager
From: Erin Anderson, Director of Financial Services
Date: March 15, 2016
File No: 1850-01

RE: Grants in Aid Policy

RECOMMENDATION(S):

That the Committee request staff to amend the Grants in Aid Policy to include the options outlined below and present an amended Policy for Council's consideration.

PURPOSE:

To seek the Committee's direction on Grants in Aid allocation.

INTRODUCTION/BACKGROUND:

The 2016 Grants-in-Aid deliberations led to an overall increase to the Financial Plan. Coordination between the Financial Plan and the Grants in Aid must be established to ensure that proper funding is allocated in the Financial Plan.

Council adopted a Grants-in-Aid policy in 2013. In 2016, parts of that policy were waived in order to ensure the applying agencies received funding. Staff are requesting direction on a number of items to include in a revised Grants-in-Aid Policy.

#1 – Requirement to report how the current year funds were spent

Current Policy:

If a report is not received by the Town on or before December 1st, the organization shall be notified that they may be ineligible for further grant funding for a 3 year period from the year the grant was received.

Rationale:

This requirement is to ensure the funds were spent in accordance with the request that was made to Council earlier in the year. In 2015, nearly half of the agencies failed to submit their one page report by the December 1st deadline, although every agency in 2014 met the deadline. This requirement is consistent with other municipalities and is strictly enforced.

Options:

- A. Remove the reporting requirement.
- B. Permit a grace period of 1 week.
- C. Change the reporting date to the end of the year.
- D. Starting for 2016, permit one late application per agency in a 5 year period.
- E. Direct staff to contact each agency to request the information on how that agency benefited from the funding. With approximately 26 agencies, this would require additional staff time.

#2 – No funding for operations

Current Policy:

The primary purpose of a grant in aid is to provide financial assistance to an organization for a specific project or event that benefits the residents of the Town of Ladysmith.

Rationale:

Organizations that rely on Grants-in-Aid funding from the Town are not financially sustainable.

Options:

- A. Status Quo of funding core operational expenses.
- B. For 2016, implement a consecutive 3-year maximum term for any agency to receive a grant, every 5 years. For example, an agency could receive a grant in 2016, 2017, and 2018. The next opportunity for grant funding would be 2021. This would be for the entire agency or society so special projects within that 5 year window would also be ineligible.

#3 – Allocate a set percentage of taxes for Grant in Aid

Current Policy:

Nothing stated

Rationale:

In 2016, much of the 2016-2020 Financial Plan work was completed before the Grants-in-Aid deliberations. The final GIA amount exceeded the budgeted amount by \$2,400.

Options:

- A. Status quo of increasing the budget based on increasing demand for Grants-in-Aid.
- B. The current Grant-in-Aid budget, at \$114,400 is 1.8% of the prior year municipal taxation budget. Similar to the Capital Reserve Funding of 5% of prior year capital projects, Council could allocate a set percentage of 1.8% of prior year municipal taxes towards Grants-in-Aid.

#4 – Timing of the Grants-in-Aid deliberations and Reporting

Current Policy:

All Grant in Aid applications must be submitted, in writing, to the Finance Department by February 28th in order to be considered by the Council of the Town of Ladysmith for funding in the current year.

Applications for funding will be considered at an open Council meeting during the budget process.

Rationale:

A deadline to submit an application is necessary to ensure the applications can be collected, analyzed and reviewed by Council. If a maximum Grant-in-Aid (GIA) budget is not established, the deadline to review the application must be during the budget process.

Options:

- A. Confirm the last day in February as the deadline to receive applications with no grace period.
- B. Establish a maximum GIA budget, remove the application deadline and permit applications to be received throughout the fiscal year on a first come, first served basis.
- C. Confirm a maximum GIA budget and establish a Grants-in-Aid Committee made up of Council members and Community Representatives.

#5 – Remove the requirement of audited financial statements/engagement review

Current Policy:

Audited Financial Statements or Engagement Review to be submitted with application.

Rationale:

To ensure that the financial records submitted are accurate and reviewed by an external party.

Options:

- A. Remove the requirement.
- B. Require the Societies to submit their Annual General Meeting (AGM) minutes and agenda as it should include financial information.
- C. Insist on audits or engagement reviews.

#6 – Other benefits received from the Town

Current Policy:

None in GIA Policy.

Rationale:

There are other benefits that some agencies receive, such as reduced Permissive Tax Exemptions, reduced rent, reduce utilities etc. Grants-in-Aid funding comes directly from property taxation. Organizations that receive a Permissive Tax Exemption do not contribute towards property taxation. Essentially, the remaining tax payers pay for the tax exemption as well as the grant in aid.

Options:

- A. Status Quo, allowing organizations that receive a Permissive Tax Exemption to also receive Grants in Aid funding.
- B. Limit the receiving organization to either a Permissive Tax Exemption or a Grant-in-Aid.

SCOPE OF WORK:

Depending on the Committee's direction, a revised policy will be created and presented to Council for approval for the 2017 Grants- in-Aid deliberations.

ALTERNATIVES:

Alternatives are listed above.

FINANCIAL IMPLICATIONS:

Grants-in-Aid made up 1.8% of the municipal taxation for 2016. Any increase to the Grants-in-Aid budget is directly linked to an increase in taxation.

LEGAL IMPLICATIONS:

n/a

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Many of the agencies rely heavily on the funding from the Town of Ladysmith to operate. Any changes to the policy will be communicated to the receiving agencies as early as possible to minimize any disruptions to service.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

n/a

RESOURCE IMPLICATIONS:

The Financial Services Department coordinates the Grants-in-Aid program.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

n/a

ALIGNMENT WITH STRATEGIC PRIORITIES:

This aligns with Supportive Corporate Governance.

SUMMARY:

Council requested changes to the current Grants-in-Aid policy. This report provides rationale to the policy statements and suggests alternatives for Council's consideration.

I concur with the recommendation.



Ruth Malli, City Manager

ATTACHMENT:

Current Grants-in-Aid Policy



TOWN OF LADYSMITH
POLICIES AND PROCEDURE MANUAL

TOPIC: Grants-in-Aid	
APPROVED BY: Council	DATE: Aug 6, 2013
RESOLUTION #: 2013-266	
<i>(Amended)</i>	
Purpose: To establish a policy for Council of the Town of Ladysmith that is designed to assist organizations with projects or special activities, or to allow them to take advantage of development opportunities and events.	
Policy: In granting financial assistance to an organization for a discretionary Grant-in-Aid, the Council of the Town of Ladysmith will take into account the following objectives: <ol style="list-style-type: none">1. The primary purpose of a grant in aid is to provide financial assistance to an organization for a specific project or event that benefits the residents of the Town of Ladysmith. The organization should be registered as, or belong to a parent Society under the laws of British Columbia and/or Canada.2. Preference will be given to organizations that are locally based and whose efforts are community based in nature.3. The Council of the Town of Ladysmith will not grant monies for a 'for profit' organization.	
Procedure: <ol style="list-style-type: none">1. An organization applying for a grant in aid must provide the following information in order to have its application considered by Council:<ul style="list-style-type: none">• Name of the organization• Name of the individual making the application• Description of the project or event for which funding is requested• Indicate whether or not the project or event or service is already provided in the community• Identify the beneficiaries of the project or event or service• Indicate the total cost of the project or event or service• Indicate other sources of funding for the project or event or service• Indicate whether the application to other local governments has been made• Indicate the volunteer labor and in-kind donations to be contributed towards the project or event or service by the members of the organization• Specify the amount of financial assistance required; and• Provide the organization's current annual budget and previous year's financial statements.2. All Grant in Aid applications must be submitted, in writing, to the Finance Department by February 28th in order to be considered by the Council of the Town of Ladysmith for funding in the current year.3. Grant in Aid applications received after February 28th may not be considered for funding in the current year. Further, the organization applying for the Grant in Aid must re-submit their	

TOPIC: Grants-in-Aid

APPROVED BY: Council

DATE: Aug 6, 2013

RESOLUTION #: 2013-266

(Amended)

application should they still be requesting financial assistance for the following year.

4. Organizations submitting an application for a Grant in Aid must complete the prescribed application.
5. Applications for funding will be considered at an open Council Meeting during the budget process. All decisions are final following ratification at the next Regular Meeting of Council.
6. An organization must, using the form provided, report back to Council by December 1st of the same year funding was received regarding how the monies were spent, including a budget sheet and pictures, if available. If a report is not received by the Town on or before December 1st, the organization shall be notified that they may be ineligible for further grant funding for a 3 year period from the year the grant was received.

Conditions of Funding:

1. If applicable, the applicant must acknowledge the support of the Town of Ladysmith in all print and publicity material related to the project including banners and signs on site during the event.
2. Funds must be used for the purpose for which they were requested.
3. In the event that the project is not completed, the Town of Ladysmith reserves the right to request the return of the grant.
4. An organization must prepare, using the form provided, a report regarding how the monies were spent, including a budget sheet and pictures, if available. If a report is not received by the Town on or before December 1st, the organization shall be notified that they be ineligible for further grant funding for a period of 3 years from the year the grant was received.

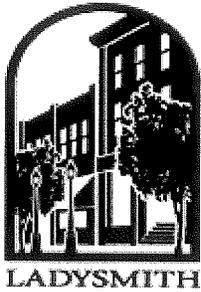
Applications may be mailed to the following address:

**Town of Ladysmith
PO Box 220
Ladysmith, BC V9G 1A2**

Or picked up at City Hall at:

**410 Esplanade
Ladysmith, BC**

05 – 1850 - A



Town of Ladysmith

STAFF REPORT

To: Ruth Malli, City Manager
From: Clayton Postings, Director of Parks, Recreation & Culture
Date: June 2, 2016
File No:

Re: Broom Busters Activities and Invasive Species Committee

RECOMMENDATIONS:

That Council:

1. Direct staff to prepare draft Terms of Reference (TOR) for an Invasive Species Select Committee in accordance with Sec. 142 of the *Community Charter* for the purpose of addressing invasive species in the Town of Ladysmith and present the TOR to Council at a future meeting; and
2. Send a letter of thanks to Steve and April Marrington in recognition of their volunteer leadership during the 2016 Broom Busting initiative in the Town of Ladysmith.

PURPOSE:

This report is intended to update Council on the 2016 Broom Busting initiative, and to seek Council approval of establishing a community-based select committee to address the issue of invasive species in Ladysmith.

INTRODUCTION/BACKGROUND:

April and Steve Marrington were present during the April 4th 2016 presentation to Council by Joanne Sales of the Mid-Island Broom Busters Society. They met with Town of Ladysmith staff and led a small group of volunteers in cutting broom around the Town of Ladysmith on three weekends in May.

April, along with Chantel Blumel also set up and facilitated an "Invasive Species & Native Species" information table at the annual Public Works Day on May 19th, and has taken a keen interest in supporting the Town of Ladysmith in addressing the ongoing issue of invasive species.

Town staff recently met with April Marrington and Chantel Blumel to discuss the future of the Broom Busters program and the topic of other invasive species in the community was reviewed. The meeting attendees concluded that the establishment of a community volunteer type committee to address the issue of all invasive species within the Town of Ladysmith would be valuable. Chantel and April have volunteered to assist the Town in establishing this committee. It is recommended that the committee be a select committee in accordance with the *Community Charter* consisting of volunteers and one member of

Council which in our experience is the most effective way to move these type of initiatives forward.

SCOPE OF WORK:

The Department of Parks, Recreation and Culture will work in cooperation with Parks staff and the select committee in setting priorities and implementing projects for removing invasive species in the Town of Ladysmith.

ALTERNATIVES:

Council could choose to not establish a select committee at this time.

FINANCIAL IMPLICATIONS:

At this point no financial implications have been identified.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Citizen involvement would be facilitated by establishing this committee. Staff consider that this initiative will be positively received by members of the community as it will address a long-standing issue and a source of complaints by the public.

INTERDEPARTMENTAL INVOLVMENT/IMPLICATIONS:

The Parks staff would be involved in this initiative.

RESOURCE IMPLICATIONS:

Parks staff time and other resources would be required. No additional resources are required at this time.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

Invasive species control and replacement with native species aligns with Sustainability Goal #5, "Protect and enhance the ecosystems and biodiversity local, regionally, and globally."

ALIGNMENT WITH STRATEGIC PRIORITES:

N/A

SUMMARY:

Staff requests Council's consideration of establishing a select committee to address invasive species in the community in cooperation with Ladysmith Parks, Recreation and Culture, and to recognize the leadership of Steve and April Marrington in their successful Broom Busting efforts around the Town of Ladysmith.

I concur with the recommendation:



Ruth Malli, City Manager

ATTACHMENTS:

n/a