

THE MUNICIPAL SERVICES COMMITTEE AGENDA

Monday, December 9, 2019

6:30 P.M.

Council Chambers, City Hall
Pages

1. CALL TO ORDER

2. AGENDA APPROVAL

Recommendation

That the agenda for this December 9, 2019 meeting of the Municipal Services Committee be approved.

3. MINUTES

3.1 Minutes of the Municipal Services Committee Meeting held September 9, 2019

4

Recommendation

That the minutes of the Municipal Services Committee meeting held September 9, 2019 be approved.

4. REPORTS

4.1 Building Inspector's Report to November 30, 2019

8

Recommendation

That the Committee receive the Building Inspector's Report for the months August to November 2019.

4.2 Ladysmith Fire/Rescue Reports for August to October, 2019

9

Recommendation

That the Committee receive the Ladysmith Fire/Rescue Reports for the months August to October 2019.

4.3 Coastal Animal Control Services Reports for July to September 2019 12

Recommendation

That the Committee receive the Coastal Animal Control Services Reports for the months July to September 2019.

4.4 Poet Laureate Program 15

Recommendation

That the Committee:

1. Refer the proposed Poet Laureate Programs to the Parks, Recreation & Culture Advisory Committee for comment;
2. Direct staff to commence discussion toward entering into a Service Agreement with the Arts Council of Ladysmith and District in relation to managing the Town's Poet Laureate Programs, and that Council be provided with a Draft Service Agreement for consideration; and
3. Recommend that Council direct staff to include \$2,800 in ongoing annual funding in the 2020 – 2024 Financial Plan.

4.5 2019 Third Quarter Financial Report 22

Recommendation

That the Committee receive for information the 2019 Third Quarter Financial Report from the Director of Financial Services.

5. COUNCIL SUBMISSIONS

5.1 Downtown Planters and Hanging Baskets

5.1.1 Hanging Baskets between High Street and Roberts Street

Councillor Johnson has requested that the Committee discuss the possibility of adding hanging baskets with irrigation watering systems on 1st Avenue, between High Street and Roberts Street.

5.1.2 Lower Maintenance Plants

Councillor Jacobson has requested that the Committee discuss the possibility of changing the Town's public floral displays to a more drought-resistant and natural species theme.

5.2 Transit Review

Councillor Johnson has requested that the Committee discuss doing a review of the present transit situation.

5.3 Subsidized Bus Passes for Children Under 18

Councillors Virtanen and Johnson have requested that the Committee discuss the possibility of providing subsidized bus passes for children under 18.

5.4 Videotaping Closed Council Meetings

Councillor Johnson has requested that the Committee discuss the possibility of videotaping Closed Session meetings for Council member reference.

5.5 Other Users of South Davis School

Councillor Jacobson has requested that the Committee discuss the potential for other groups and organizations to make use of South Davis School.

6. CORRESPONDENCE

6.1 Garth Gilroy: Bicycle Safety and Future Street Design Projects for Ladysmith

34

Mayor Stone has requested that the Committee consider the August 23, 2019 correspondence from Garth Gilroy regarding bicycle safety and planning for the future.

7. UNFINISHED BUSINESS

8. NEW BUSINESS

8.1 Public Art Policy

35

Staff will offer a presentation to guide discussion with the Committee on the intent and contents of a public art policy. This matter was referred to the Committee by Council.

9. ADJOURNMENT



MINUTES OF A MEETING OF THE MUNICIPAL SERVICES COMMITTEE

Monday, September 9, 2019

6:30 P.M.

Council Chambers, City Hall

Council Members Present:

Councillor Duck Paterson (Chair)
Mayor Aaron Stone
Councillor Amanda Jacobson
Councillor Rob Johnson

Councillor Tricia McKay
Councillor Marsh Stevens
Councillor Jeff Virtanen

Staff Present:

Guillermo Ferrero
Erin Anderson
Jake Belobaba
Geoff Goodall

Clayton Postings
Joanna Winter
Mike Gregory
Sue Bouma

1. CALL TO ORDER

Councillor Paterson called this meeting of the Municipal Services Committee to order at 6:30 p.m.

2. AGENDA APPROVAL

MS 2019-041

That the agenda for this September 9, 2019 meeting of the Municipal Services Committee be approved.

Motion Carried

3. MINUTES

3.1 Minutes of the Municipal Services Committee Meeting held June 10, 2019

MS 2019-042

That the minutes of the Municipal Services Committee meeting held June 10, 2019 be approved.

Motion Carried

4. REPORTS

4.1 2019 Second Quarter Financial Report

Staff responded to questions from Council about the 2019 Second Quarter Financial report. Councillor Johnson complimented staff for the clarity and accessibility of the report.

MS 2019-043

That the Committee receive for information purposes the 2019 Second Quarter Financial Report from the Director of Financial Services.

Motion Carried

4.2 Building Inspector's Report to July 31, 2019

MS 2019-044

That the Committee receive the Building Inspector's Report for the months April to July 2019.

Motion Carried

4.3 Ladysmith Fire/Rescue Reports for the months April, May and June 2019

Councillor Paterson requested that the Fire/Rescue reports also include a breakdown of motor vehicle incidents to identify how many occur on the Trans-Canada Highway compared to the number that occur locally.

MS 2019-045

That the Committee receive the Ladysmith Fire/Rescue Reports for the months April to June 2019.

Motion Carried

4.4 Coastal Animal Control Services Reports for the months April, May and June 2019

Councillor Johnson requested that the Coastal Animal Control Services reports include a breakdown of the number of incidents that occur at Transfer Beach compared to those that occur in the rest of the community.

MS 2019-046

That the Committee receive the Coastal Animal Control Services Reports for the months April to June 2019.

Motion Carried

5. COUNCIL SUBMISSIONS

5.1 Grant Writing for Community Groups (Councillor Jacobson)

MS 2019-047

That the Committee recommend to Council that staff be directed to report back to Council on options for presenters and costs for hosting grant writing workshops this fall for local non-profit organizations.

Motion Carried

5.2 Views Along Trans-Canada Highway Through Ladysmith (Councillor Virtanen)

MS 2019-048

That the Committee recommend to Council that staff be directed to monitor the trees along the Trans-Canada Highway through the fall and to return to the Municipal Services Committee in the winter to discuss the feasibility of and options for improving water views from the Trans-Canada Highway through Ladysmith.

Motion Carried

6. UNFINISHED BUSINESS

6.1 Cannabis - Discussion of Survey Results

MS 2019-049

That the Committee recommend to Council that staff be directed to prepare the necessary bylaw amendments to allow the retail sale of cannabis in a specified area of commercially zoned properties including 1st Avenue and Esplanade between Ludlow and Baden-Powell Streets, as well as at Coronation Square.

Motion Carried

MS 2019-050

That the Committee recommend to Council that staff be directed to include in the bylaw amendment to allow the retail sale of cannabis in Ladysmith a specified area of properties zoned light industrial in the area generally described as Ludlow Road and Rocky Creek Road.

Motion Carried

OPPOSED: Councillors Johnson, Paterson and McKay.

7. NEW BUSINESS

7.1 Cowichan Housing Association

MS 2019-051

That the Committee recommend that Council appoint Councillor Stevens to serve on the Regional Housing Service Community Advisory Committee.

Motion Carried

8. ADJOURNMENT

MS 2019-052

That this meeting of the Municipal Services Committee adjourn at 7:32 p.m.

Motion Carried

Chair (Councillor D. Paterson)

Corporate Officer (J. Winter)



TOWN OF LADYSMITH
Quarterly Building Permit Summary - YTD NOVEMBER 2019

	Commercial		Industrial		Institutional		Residential (NEW)		Residential Reno/Add/Suite/CH		Dwelling Units	Total Permits	Bldg & Plbg Permit Fees This Month	Permit Values This Month	Permit Values Year to Date 2019
	No. of Permits	Values	No. of Permits	Values	No. of Permits	Values	No. of Permits (new res)	Values	No. of Permits	Values					
NOV	1	\$2,000	0	-	0	-	1	\$256,000	3	\$45,500	1	5	\$3,693	\$303,500	\$12,766,264

Year to Date

JAN	1	\$100,000	-	\$0	-	\$0	-	\$0	2	\$31,000	-	3	\$1,441	\$131,000	\$131,000
FEB	1	\$48,000	-	\$0	-	\$0	3	\$845,785	1	\$10,000	3	5	\$10,506	\$903,785	\$1,034,785
MAR	-	-	1	\$20,000	-	-	4	\$1,005,268	1	\$150,000	6	6	\$13,876	\$1,175,268	\$2,210,053
APR	1	\$50,000	1	\$15,000	-	\$0	4	\$680,630	3	\$65,400	3	9	\$9,437	\$811,030	\$3,021,083
MAY	1	\$15,000	1	\$735,825	-	\$0	3	\$1,152,744	4	\$59,000	5	9	\$22,835	\$1,962,569	\$4,983,652
JUN	1	\$27,000	-	\$0	-	\$0	6	\$1,760,883	6	\$125,600	8	13	\$22,349	\$1,913,483	\$6,897,135
JUL	1	\$25,000	-	\$0	-	\$0	3	\$723,444	7	\$228,440	3	11	\$11,354	\$976,884	\$7,874,019
AUG	-	\$0	-	\$0	1	\$0	1	\$270,000	4	\$120,000	2	6	\$4,518	\$390,000	\$8,264,019
SEP	-	\$0	1	\$0	1	\$1,300,000	5	\$1,520,000	5	\$204,620	6	12	\$34,230	\$3,024,620	\$11,288,639
OCT	-	\$0	0	\$0	1	\$0	3	\$1,018,405	4	\$155,720	7	8	\$13,817	\$1,174,125	\$12,462,764
NOV	1	\$2,000	0	-	0	-	1	\$256,000	3	\$45,500	1	5	\$3,693	\$303,500	\$12,766,264
DEC															
TOTAL	7	\$267,000	4	\$770,825	3	\$1,300,000	33	\$9,233,159	40	\$1,195,280	44	87	\$148,055	\$12,766,264	

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

Comparison	#DU	Value	#BP	Value
YTD 2019	44	\$9,233,159	87	\$12,766,264
YTD 2018	44	\$6,413,418	95	\$9,980,437
YTD 2017	70	\$9,654,864	90	\$10,569,136

NEW D.U. TYPE	SFD	SFD + Suite	Suite added to existing	Coach House	Multi-Family
THIS MONTH	1	0	0	0	0
YTD	26	6	2	3	3



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: **August 2019**

TYPE OF CALL OUT	J	F	M	A	M	J	J	A	S	O	N	D	YTD TOTALS
Alarms Activated: Pulled Station													0
By mistake	1												1
Electrical problem		1				1		1					3
Due to cooking		1		1		1	3	1					7
Assistance	2			2		2							6
Burning Complaint				2	2	1	3	1					9
Fire: Structure	1	1	1			2							5
Chimney	1	1											2
Interface / Bush								2					2
Vehicle													0
Other				3		3	2						8
Hazardous Materials			1			1		2					4
Hydro Lines: Down / Fire		2											2
Medical Aid	2	7	2	1	2	2	2	2					20
MVI	4	3	1	4	8	1	4	4					29
Rescue								3					3
Mutual Aid provided by Ladysmith to outside areas	2	2	3	0		3	1						11
MONTH TOTALS (exc.. Practises)	13	18	8	13	12	17	15	16					112
Practises (Totals for each Month)	5	4	4	5	4	4	5	4					35
Mutual Aid requested by Ladysmith from outside areas	1			0		1		3					5

ALARMS ACTIVATED (Location/Owner)

- 1.) 218 Bayview Ave (Seaview Apartments) - Cooking
- 2.) 674 Colonia Dr - Smoke alarm new batteries needed

COMPARISONS:

Year to Date 2019 112 (exc. practices)
Year to Date 2018 135 (exc. practices)
Year to Date 2017 140 (exc. practices)

APPROVED:


Fire Chief



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: **September 2019**

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	1								1				2
Electrical problem		1				1		1					3
Due to cooking		1		1		1	3	1	1				8
Assistance	2			2		2							6
Burning Complaint				2	2	1	3	1	2				11
Fire: Structure	1	1	1			2			1				6
Chimney	1	1											2
Interface / Bush								2					2
Vehicle													0
Other				3		3	2		1				9
Hazardous Materials			1			1		2	1				5
Hydro Lines: Down / Fire		2											2
Medical Aid	2	7	2	1	2	2	2	2	5				25
MVI	4	3	1	4	8	1	4	4	3				32
Rescue								3					3
Mutual Aid provided by Ladysmith to outside areas	2	2	3	0		3	1						11
MONTH TOTALS (exc.. Practises)	13	18	8	13	12	17	15	16	16				128
Practises (Totals for each Month)	5	4	4	5	4	4	5	4	4				39
Mutual Aid requested by Ladysmith from outside areas	1			0		1		3	2				7

ALARMS ACTIVATED (Location/Owner)

- 1.) 901 Gladden Rd (Marine Vessel)
- 2.) 910 Coburn Pl (Cooking)
- 3.) 1127 4th Ave Oyster Harbour Seniors Residence
(Pull Station pulled by resident)

MVI LOCATION

- 1) 728 Esplanade
- 2) 12487 TCH & Jones Rd
- 3) 371 Baker Rd

COMPARISONS:

Year to Date 2019 128 (exc. practices)
Year to Date 2018 149 (exc. practices)
Year to Date 2017 156 (exc. practices)

APPROVED:


Fire Chief



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: **October 2019**

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	1								1	1			3
Electrical problem		1				1		1		3			6
Due to cooking		1		1		1	3	1	1	1			9
Assistance	2			2		2				2			8
Burning Complaint				2	2	1	3	1	2	3			14
Fire: Structure	1	1	1			2			1	1			7
Chimney	1	1											2
Interface / Bush								2					2
Vehicle													0
Other				3		3	2		1	4			13
Hazardous Materials			1			1		2	1				5
Hydro Lines: Down / Fire		2											2
Medical Aid	2	7	2	1	2	2	2	2	5	5			30
MVI	4	3	1	4	8	1	4	4	3	2			34
Rescue								3					3
Mutual Aid provided by Ladysmith to outside areas	2	2	3	0		3	1			3			14
MONTH TOTALS (exc.. Practises)	13	18	8	13	12	17	15	16	16	25			153
Practises (Totals for each Month)	5	4	4	5	4	4	5	4	4	4			43
Mutual Aid requested by Ladysmith from outside areas	1			0		1		3	2	1			8

ALARMS ACTIVATED (Location/Owner)

- 1) 631 1st Ave_Rialto Apartments _cooking
- 2) 1211 Cloke Rd_La Rosa _sprinkler pressure problem
- 3) 910 1st Ave_Hospital Aux _sensor problem
- 4) 910 1st Ave_Hospital Aux. _sensor problem
- 5) 5091 Jones Rd_activation button pushed by mistake

MVI LOCATION

- 1) TCH - North of Radford Rd.
- 2) 4th Ave & Symonds St.

COMPARISONS:

Year to Date 2019 153 (exc. practices)

Year to Date 2018 167 (exc. practices)

Year to Date 2017 171 (exc. practices)

APPROVED:

Ray Delcourt
Fire Chief

CAS Summary of Service Calls

Total calls by type:	6
At large	2
Birds	1
Confined	1
Noisy	2

01-Jul-19 to 31-Jul-19

Issue	Call #	Received	Type	Completed
Ladysmith			6 calls	
At large			2	
	2017	29-Jul-19	Dog	
	2013	02-Jul-19	Dog	02-Jul-19
Birds			1	
	2015	22-Jul-19	bird	22-Jul-19
Confined			1	
	2016	25-Jul-19	Dog	27-Jul-19
Noisy			2	
	2018	30-Jul-19	Dog	
	2014	15-Jul-19	Dog	
Total:			6 calls	

CAS Summary of Service Calls

Total calls by type: 7
Aggressive 4
Other 3

01-Aug-19 to 31-Aug-19

Issue	Call #	Received	Type	Completed
Ladysmith			7 calls	
Aggressive			4	
	2022	21-Aug-19	Dog	
	2021	08-Aug-19	Dog	12-Aug-19
	2020	08-Aug-19	Dog	12-Aug-19
	2019	02-Aug-19	Dog	07-Aug-19
Other			3	
	2026	31-Aug-19	Dog	04-Sep-19
	2023	22-Aug-19	Dog	26-Aug-19
	2024	17-Aug-19	Dog	04-Sep-19
Total:			7 calls	

CAS Summary of Service Calls

Total calls by type: 7
 Aggressive 1
 At large 1
 Confined 1
 Noisy 4

01-Sep-19 to 30-Sep-19

Issue	Call #	Received	Type	Completed
Ladysmith			7 calls	
Aggressive		1		
	2032	25-Sep-19	Dog	
At large		1		
	2029	19-Sep-19	Dog	
Confined		1		
	2025	03-Sep-19	Dog	04-Sep-19
Noisy		4		
	2031	24-Sep-19	Dog	26-Sep-19
	2030	19-Sep-19	Dog	20-Sep-19
	2028	09-Sep-19	Dog	12-Sep-19
	2027	04-Sep-19	Dog	26-Sep-19
Total:			7 calls	

STAFF REPORT TO COUNCIL

Report Prepared By: Sue Glenn, Supervisor Programs and Services
Meeting Date: December 2, 2019
File No:
RE: **POET LAUREATE PROGRAM**

RECOMMENDATION:

That the Committee:

1. Refer the proposed Poet Laureate Programs to the Parks, Recreation & Culture Advisory Committee for comment;
2. Direct staff to commence discussion toward entering into a Service Agreement with the Arts Council of Ladysmith and District in relation to managing the Town's Poet Laureate Programs, and provide Council with a Draft Service Agreement for consideration; and
3. Recommend that Council direct staff to include \$2,800 in ongoing annual funding for the Poet Laureate Program in the 2020 – 2024 Financial Plan.

EXECUTIVE SUMMARY:

A Poet Laureate provides an opportunity to recognize the importance of arts, culture and literature in the Town and enrich the life of the community members.

The coordination of the Poet Laureate Programs is proposed through a partnership between the Town and the Arts Council of Ladysmith and District.

PREVIOUS COUNCIL DIRECTION

CS 2019-151

That Council refers discussion of the proposed Poet Laureate Programs to the next meeting of the Municipal Services Committee.

INTRODUCTION/BACKGROUND:

The Town's Poet Laureate Program is recommended to commence January 2020, with the Poet Laureate being appointed on January 27, 2020 during National Literacy Day for a term of two years. The Youth Poet Laureate Program would see the youth filling a single year term and commence in June 2020.

Administration responsibilities managed by the Ladysmith and District Arts Council would

include: call for submissions, selection process, implementation, monitoring and evaluation as well as ongoing communication between the Town and the Poet Laureate.

The attached document outlines the Poet Laureate program overview.

Laureate applications will be evaluated by members of each of the following groups, and will make a recommendation to Town Council for appointment. This Assessment Committee consists of:

- Parks, Recreation and Culture Advisory Committee (2)
- Arts Council of Ladysmith and District (2)
- Town Council representative (1)
- Youth Committee representative (1)
- Parks, Recreation and Culture Staff representative (1)

Staff do not recommended the creation of a separate committee to oversee this, rather to utilize existing committees and partnerships to manage the program.

ALTERNATIVES:

Council can choose not to proceed with the Poet Laureate program at this time.

FINANCIAL IMPLICATIONS:

The proposed budget for the program is \$2,800 annually and is not included in the 2020-2024 Financial Plan currently being deliberated, though funds could come from Grants in Aid.

The proposed program budget would include:

\$600 Youth Poet Laureate (13-24 years)
\$1,200 Adult Poet Laureate
\$1,000 Administration

If approved, it would be recommended that Council direct staff to include \$2,800 for the Poet Laureate Program into the 2020-2024 Financial Plan.

LEGAL IMPLICATIONS:

None Identified

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

Community feedback has not been sought on this program to this point. Literacy was identified during the Public Art Strategy as an aspect to be explored.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

Corporate Services would be involved in the development and administration of a Service Agreement.

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|--|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|---|---|
| <input type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Community |
| <input type="checkbox"/> Waterfront | <input type="checkbox"/> Economy |
| <input type="checkbox"/> Not Applicable | |

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Draft Town of Ladysmith Poet Laureate Program

Town of Ladysmith Poet Laureate Program**1. Eligibility Criteria**

- Reside in the Town of Ladysmith and/or CVRD;
- Be a print or spoken word poet who is active in his/her/their field;
- Have either an established body of work or been recognized for notable contributions in their career;
- Have produced a minimum of two published works, as well as other publications that display literary excellence; and
- Some of their work should be relevant to Ladysmith or CVRD and/or subjects that comment on the life of the town and/or region.

2. Selection Criteria

- Excellence of the poet's work;
- Publication of a significant number of works;
- Have made a significant contribution to poetry and the literary life of Ladysmith;
- Reputation as a poet of stature;
- Have influenced other local writers and poets;
- Viability of the proposed poetry/civic events; and
- Potential impact on the community of the proposed poetry/civic events.

3. Selection Process

Candidates for Poet Laureate can be self-nominated or nominated by someone else. Nominees cannot be a Town of Ladysmith employee or an elected official of the Town of Ladysmith.

All submissions must include the following:

- Letter from the nominator outlining the reasons for nomination;
- Letter from the nominee agreeing to be nominated (not-required if self-nominated);
- Curriculum vitae;
- Examples of past published work;
- Proposal detailing exactly how the poet would propose to represent the Town of Ladysmith and interact in civic life; and
- Confirmation of place of residence.



The application deadline is September 1. Following the deadline, the Assessment Committee will review all submissions and make a recommendation to Town Council. The successful Poet Laureate will be announced by the Town in January. The Assessment Committee may consist of:

- Parks, Recreation and Culture Advisory Committee (2)
- Arts Council of Ladysmith and District (2)
- Town Council representative (1)
- Youth representative (1)
- Parks, Recreation and Culture representative (1)

4. Duties

The Poet Laureate will be expected to:

- Participate in the literary life of the Town;
- Produce new original works during their term that reflect or represent ideas and issues of importance to the people of Ladysmith;
- Present, in person, works of significance at civic events, Town Council meetings, or official functions; and
- Such other duties as are proposed in their submission and are deemed viable by the Assessment Committee.

5. Term and Remuneration

The Poet Laureate will be selected for a period of two years commencing in January. An annual stipend of \$1,200 will be provided.

6. Intellectual Property

All writing, notes and original materials produced during the tenure of the Poet Laureate will remain the property of the Poet Laureate.

Town of Ladysmith Youth Poet Laureate Program

1. Eligibility Criteria

- Reside in the Town of Ladysmith and/or CVRD;
- Youth ages 13-24; and
- Be a print or spoken word poet.

2. Selection Criteria

- Clear and innovative ideas regarding the vision for the position of Youth Poet Laureate;
- Demonstrated ability to engage the community; and
- Ease and skill at presenting and performing their work to the public.

3. Selection Process

Candidates for Youth Poet Laureate can be self-nominated or nominated by someone else. Nominees cannot be a Town of Ladysmith employee or an elected official of the Town of Ladysmith.

All submissions must include the following:

- Letter of intent including an outline of the youth's vision for the Youth Poet Laureate position and three sample ideas of projects the youth would like to undertake as Youth Poet Laureate
- A resume outlining your community engagement experience;
- Examples of original poems; and
- Confirmation of place of residence.

The application deadline is June 1. Following the deadline, the Assessment Committee will review all submissions and make a recommendation to Town Council. The successful Youth Poet Laureate will be announced by the Town in September. The Assessment Committee may consist of:

- Parks, Recreation and Culture Advisory Committee (2)
- Arts Council of Ladysmith and District (2)
- Town Council representative (1)



- Youth representative (1)
- Parks, Recreation and Culture representative (1)

4. Duties

The Youth Poet Laureate will be expected to:

- Participate in the literary life of the Town;
- Undertake a community engagement project that will engage youth;
- Create three new works of poetry;
- Present, in person, works of significance at civic events, Town Council meetings, or official functions; and
- Such other duties as are proposed in their submission and are deemed viable by the Assessment Committee.

5. Term and Remuneration

The Youth Poet Laureate will be selected for a period of one year commencing in September. An annual stipend of \$600 will be provided.

6. Intellectual Property

All writing, notes and original materials produced during the tenure of the Youth Poet Laureate will remain the property of the Youth Poet Laureate.

MUNICIPAL SERVICES COMMITTEE REPORT

Report Prepared By: Erin Anderson
Date: November 21, 2019
Report Reviewed By:
Meeting Date: December 9, 2019
File No:
RE: **2019 THIRD QUARTER FINANCIAL REPORT**

RECOMMENDATION:

That the Committee receive for information the 2019 Third Quarter Financial Report.

PURPOSE:

The purpose of this report is to continue to inform Council of the financials.

INTRODUCTION/BACKGROUND:

This is the third financial report of the fiscal year 2019. This will be the last quarterly update; the next report will be the presentation of the 2019 Financial Statements.

Overall, it is projected that there will be a savings at the end of the year due to construction delays in the Water Filtration Plant, position vacancies, and a greater return on investment.

Operating Budget

The Operations budget with projections to December 31st show an overall projected surplus as seen in Table 1 titled Operations to September 30, 2019.

Table 1: Operations to September 30, 2019

	Actuals			Forecast		
	Actuals to 30-Sep-19	Approved Budget 2019	Actual Variance %	Year-End Forecast	Year-End Forecast Variance	Forecast Variance %
REVENUES						
Taxes	11,582,791	11,597,913	100%	11,613,000	15,000	0%
Sale of Services	2,973,262	3,981,458	75%	3,926,000	- 56,000	-1%
Licence, Permits, Rentals & Penalties	672,107	773,807	87%	808,000	34,000	4%
Development Fees	-	43,000	0%	43,000	-	0%
Donations	50	-	0%	-	-	0%
Grants	682,080	661,438	103%	693,000	31,000	5%
Investment Income	353,404	155,000	228%	336,000	181,000	117%
REVENUES Total	16,263,694	17,212,616	94%	17,419,000	205,000	1%
EXPENSES						
General Government Services	1,699,864	2,310,731	74%	2,290,000	20,000	1%
Protective Services	827,934	2,085,636	40%	1,751,000	335,000	5%
Transportation Services	953,035	1,501,267	63%	1,471,000	30,000	0%
Garbage Services	355,728	525,121	68%	525,000	-	-1%
Cemetery Operations	27,452	31,783	86%	32,000	-	4%
Development Services	325,735	477,790	68%	440,000	37,000	0%
Parks	609,971	761,914	80%	763,000	- 1,000	-1%
Recreation & Cultural Services	1,858,106	2,616,434	71%	2,558,000	58,000	0%
Sewer Services	974,908	1,716,178	57%	1,545,000	171,000	2%
Water Services	768,258	1,256,702	61%	1,034,000	223,000	3%
Debt Payments	943,730	1,157,540	82%	1,158,000	-	25%
Transfers	2,114,593	2,771,520	76%	2,772,000	-	0%
EXPENSES Total	11,459,315	17,212,616	67%	16,339,000	873,000	5%
Surplus/(Deficit)	4,804,379	-		1,080,000		

Revenue – Taxes & Parcel Taxes	Projected to be \$15k greater than budget
--------------------------------	--

Revenue from property taxation is not expected to meet budget expectations. Most of the difference comes from additional water parcel taxes. This amount is offset slightly by three supplementary adjustments received from BC Assessment.

Revenue – Sale of Services (Fees & Charges)	Projected to be 56k less than budget
---	---

Water, Sewer & Solid Waste fees for the second quarter of 2019 were levied in September.

- Water consumption during the third quarter continues to be lower than in 2018. Water restrictions were in place earlier in 2019 than in previous year which is expected to have an financial impact on the water revenue budget at year-end. The rate revenue levied was 72% of budget (2018 – 78%). It is expected that water revenues will be nearly \$90k below expectation. Fortunately, there is an expected reduction in expenses to offset this reduction in revenues.
- Sewer charges were 75% of budget (2018 – 77%).
- Solid Waste fees were 75% of budget (2018 – 73%).
- Cemetery revenue was 70% of budget (2018 – 80%), projected to be slightly under budget by year-end.

- Recreation revenues are similar to previous years at 74% of budget (2018 – 77%), though recreation program revenues are lower than in previous years. There's an offsetting reduction in expenses associated with this reduction.

Revenue – Licence, Permits, Rentals & Penalties

Projected to be \$34k above budget

- Licensing Revenue (Business, Pet, Vehicle), 98% (2018 – 98%) is expected to meet budget.
- Overall, permit revenue is lower at this point in 2019 at 89% (2018 – 105%) than previously though it is expected to meet budget by year end.
- Rental revenues are at 84% (2018 – 86%) of budget which is similar to previous years. The vacancies due to the renovations at the Machine Shop will determine the outcome of this budget at year-end. Pool Rental and Facility Bookings are greater than in previous years, resulting in increased projected revenue.
- Interest on unpaid taxes is not expected to meet budget as there is less taxes outstanding than in previous years. In 2019, interest charge amounts to approximately \$7k to the end of September, versus \$21k for the same period in 2018. Other revenue item are expected to make up the difference.

Revenue – Operating Grants

Projected to be \$31k above budget

The Town has received some additional grant funding to provide recreation programs. This additional revenue is projected to be above budget by year-end. One of the larger variances was area G&H contribution was \$150k versus the budget of \$135k.

Revenue – Investment Income

Projected to be \$181k above budget

Investment income has already achieved budgeted amounts. As interest rates increase, the amount of interest earned on the capital funds invested will be greater than budgeted.

Expenses - General Government Services
--

Projected to be \$20k under budget

The third quarter, General Government Services are at 74% of budget (2019 – 71%) which is greater than in 2018. Much of the difference is due to the Waterfront Implementer position which has remained vacant for much of the year. As this is funded from reserves, the true projected surplus has been adjusted to reflect this.

Information Technology (IT) makes up the majority of the savings as some contracted services will not be completed by year end. Legal costs and Bad Debts are expected to exceed budget but savings in other areas will offset the added expense.

Expenses - Protective Services

Projected to be \$335k under budget

As anticipated, this area will have a surplus at the end of the year due to the approved RCMP member budgeted partially in 2019 to be in-place in 2020. This 0.5 budgeted

member combined with the overall RCMP E Division amounts for member strength and Keep of Prisoners billings will result in a significant anticipated surplus.

The Fire Department is trending higher in expenses than in previous years. It is expected that this area will be over budget by the end of the year, 2019 – 74% (2018 – 71%). This will be offset by the anticipated savings in Bylaw Compliance.

Building Inspection services now lies under Protective Services (was Development Services). There is still a partial vacancy in this area which adds to the anticipated surplus by approximately \$75k.

<i>Expenses - Transportation/Public Works</i>	Projected to be \$30k under budget
---	---

The Transportation department operation budget is consistent with previous years 2019 – 70% (2018 – 70%). There is a partial savings in employment costs as employees have worked on capital projects.

<i>Expenses – Solid Waste</i>	Projected to be on budget
-------------------------------	----------------------------------

The Solid Waste budget is expected to be on budget at year-end. To date, the expenses are trending similarly to previous year at 68% of budget (2018 – 68%).

<i>Expenses – Cemetery Operations</i>	Projected to be on budget
---------------------------------------	----------------------------------

The Cemetery is at 86% of budget (2018 – 78%). It is still projected to be on budget at year end.

<i>Expenses –Development Services</i>	Projected to be \$37k under budget
---------------------------------------	---

The Development Services are currently under budget at 68% of budget, which is consistent with previous years (2018- 64%). The savings is due to 2 partial vacancies throughout the year.

<i>Expenses –Parks</i>	Projected to be on budget
------------------------	----------------------------------

This area is at 80% of budget (2018 –77%). Council has approved additional funds to offset the costs of the wind storm contractor costs.

<i>Expenses –Recreation & Culture Services</i>	Projected to be \$58k on budget
--	--

The PRC department is operating at approximately 71% of budget. Expenses are lower than the same time period last year (2018 – 75%), with the savings occurring in the Recreation Programs area. As mentioned in the Sales of Service, Recreation program revenue is down which has a correlating expense offset.

<i>Expenses –Sewer Services</i>	Projected to be \$171k under budget
---------------------------------	--

There are 2 partial vacancies in this department. As a result, the area is forecasted to be under budget by year-end. These vacancies will be filled when the new Water Filtration Plant comes online.

Expenses – Water Services

Projected to be \$223k under budget

This area is currently under budget 61% (2018 – 56%). The Financial Plan anticipated the Water Filtration Plant to be operating earlier in the year which has direct impact on the hydro, materials and supplies, and staffing. With the delays in the construction, these expenses are just deferred to a future time, resulting in a savings in the current year.

Council has directed Staff to utilize some of these operational savings to fund additional water capital projects, such as some water main upgrades and repairs.

Expenses – Debt Payments

Projected to be on budget

The debt on the Water Filtration Plant has been executed. In the first year, there is interest only payments required, resulting in a savings in the water utility. Council approved the use of some of these surplus funds for the select Water Capital projects.

Capital Projects

Not Started	On Track	Delayed	Requires add't funds	Complete

Project Name	YTD with Commitments	Budget	Variance	Status Mar 31 st	Status Jun 30 th	Status Sep 30 th
<i>Development Services</i>						
Arts & Heritage Hub	2,092	50,000	4%			
Waterfront Zoning Update	-	10,000	0%			
Waterfront Land Use Approvals	-	5,000	0%			
Planning Guides & Checklists	-	10,000	0%			
Arts & Heritage Hub (Phase 1)	-	4,305,000	0%			
<i>Corporate</i>						
Website Upgrade	-	35,000	0%			
Photocopier (CH)	-	22,000	0%			
Cannabis Survey	16,200	20,000	81%			
Public Works Expansion	-	1,000,000	0%			
DCC Review	15,925	32,450	49%			
Water & Sewer Rates Bylaw	6,357	33,643	19%			
<i>Parks & Rec</i>						
City Hall-Improvements	-	8,484	0%			
HC Switchback trail	12,259	10,000	123%			
Golf Course Trail & Netting	16,757	20,000	84%			
Holland Creek Trail Rebuild	20,631	20,000	103%			

Project Name	YTD with Commitments	Budget	Variance	Status Mar 31 st	Status Jun 30 th	Status Sep 30 th
Mobile Food Service site upgrades	3,043	9,000	34%			
Concrete pads bleachers - Aggie	3,710	7,500	49%			
Concrete pads bleachers - Holland Cr	5,805	10,000	58%			
Playfield Bleacher Replacement - High street	14,346	14,000	102%			
Playground - Spirit Square Removal	-	5,000	0%			
Stairs - Oyster Bay Rd/Boat Ramp	-	12,000	0%			
Tree replacement Program	3,531	12,000	29%			
Rotary Boat ramp float replacement	-	50,000	0%			
Lot 5 Park - trees	15,972	20,000	80%			
High Street Ballpark Fencing	20,057	20,000	100%			
Lot 108 Site Plan Concept Plan Updated	14,260	20,000	71%			
Aggie Hall Site Improvements (Playground/parking)	7,484	6,085	123%			
FJCC Sports Lights	-	60,000	0%			
Emergency Generator- PW	65,145	90,000	72%			
Machine Shop - necessary repair options	417,091	1,716,585	24%			
FJCC -Main Roof repairs	8,375	15,000	56%			
High Street Concession building roof replacement	5,774	15,000	38%			
Holland Creek Washrooms roof (ball field)	-	11,700	0%			
PW Building Roof Repair	18,001	23,000	78%			
Archives siding	-	11,000	0%			
City Hall- Exterior	5,099	17,000	30%			
City Hall Additional Space	14,004	20,000	70%			
Domestic water lines at FJCC	10,430	15,000	70%			
FJCC Electrical Panel	-	10,000	0%			
FJCC Sprinkler tree replacement & backflow preventer	8,620	30,000	29%			
FJCC - Heat Curtain	-	5,000	0%			
Museum - replace exterior wood stairs	-	10,000	0%			
PW Building - Heating (Bays)	22,335	30,000	74%			
RCMP Carpet Replacement	-	35,000	0%			
Sump Pump	27,594	25,000	110%			
Transfer Beach Kinsmen Shelter	571	10,000	6%			
Art in accordance with Arts Strategy	-	10,000	0%			
Youth Services Equipment	-	5,000	0%			
FJCC Main Pool Basin Tile Repair	29,765	40,000	74%			
<i>Public Works</i>						
Paving: 4th Ave, Methuen to Belaire	120,685	1,202,410	10%			
Pedestrian Cross Walk - 2nd & High	-	32,207	0%			
Engineering & Construction Stnds Review	8,428	8,500	99%			
Rocky Creek Road Storm	-	97,345	0%			
Clarke Rd Storm	55,271	73,605	75%			
GPS Reference Station	9,459	12,622	75%			
Bridge Inspection - Dogwood - Holland Creek	-	8,680	0%			

Project Name	YTD with Commitments	Budget	Variance	Status Mar 31 st	Status Jun 30 th	Status Sep 30 th
Rocky Creek Culvert	1,064,805	1,310,882	81%			
Safety Upgrades to 1st Ave	32,723	15,235	215%			
Downtown Washrooms	1,890	150,000	1%			
Russell Rd Paving	107,055	100,000	107%			
Bucket Truck Replacement (82)	158,774	175,000	91%			
One Tonne Utility Truck (Replace 87)	91,552	80,000	114%			
Department Vehicle (PRC)	33,999	30,000	113%			
Hammer / Breaker	21,605	20,000	108%			
Liquid Anti-Icing System	-	35,000	0%			
Snow Gate	13,645	17,500	78%			
Storm Drainage Improvements	-	125,000	0%			
Storm Water Improvements PW Yard Phase 2	-	50,000	0%			
Sidewalk - Walkem Rd Phase 2	187,375	150,000	125%			
Fuel Tank Removal PW Yard	-	15,000	0%			
Holland Creek Crossing (traffic)	-	3,200,000	0%			
1260 Churchill Pl Property Development	10,795	15,000	72%			
Amphitheatre Tank Lid Replacement	13,301	13,300	100%			
1st Ave Irrigation Vault	-	2,600	0%			
Holland Dam - Storage Feasibility , Tendering, pre Construction	-	86,887	0%			
Water Filtration Project	7,223,821	12,060,637	60%			
Holland Lake Vegetation Control	13,571	13,625	100%			
Water Meter & Vault - Stocking Lake	2,381	64,278	4%			
Holland Lake Generator	9,929	15,826	63%			
Holland Supply Main Replacement: PW to Colonia	35,451	384,772	9%			
Water Meter Handheld Reader	13,416	10,000	134%			
Stocking Lake Dam Repair	-	250,000	0%			
Water Meter replacement	33,022	50,000	66%			
SCADA	-	25,000	0%			
Water main Replacement Baden Powell 4th-3rd	199,531	250,000	80%			
Holland Dam - Storage Upgrade (construction)	-	12,410,000	0%			
Holland Dam - Storage Upgrade (design)	-	1,286,000	0%			
Holland to Stocking Supply Main Interconnection (design)	-	406,000	0%			
Stocking Lake Supply main PRV Station	-	70,000	0%			
Loop Connection - Craig to Russell Upsize	-	90,000	0%			
Water main Loop - Battie to Thetis	13,097	80,000	16%			
Water main replacement - Warren	181,117	446,000	41%			
Stocking Lake Rupture	135,079	150,000	90%			
Sanitary Pump Station Emergency Ops Review	-	25,000	0%			
Flow Monitoring	1,563	56,500	3%			
Gill Road Lift Station	13,983	322,230	4%			

Project Name	YTD with Commitments	Budget	Variance	Status Mar 31 st	Status Jun 30 th	Status Sep 30 th
Sewer UV Pilot Study	15,580	100,000	16%			
Stage 2 Environmental impact study	-	160,000	0%			
Sewer Outfall-study	-	10,000	0%			
Staff facility improvements - compost	41,457	44,764	93%			
Bio-Filter Cover	-	100,000	0%			
Screener - Compost	52,091	100,000	52%			
WWTP Lab Testing Equipment	12,090	10,000	121%			
Inflow & Infiltration Connections	-	60,000	0%			
Security fencing and cameras for compost facility	53,791	75,000	72%			
Post Treatment Disinfection Options	-	250,000	0%			
Emergency Lift Station Generators	46,570	400,000	12%			
<i>Waterfront</i>						
Waterfront Studies	75,431	54,105	139%			
WAP Economic Partnership Agreement	-	17,295	0%			
Comprehensive development Agreements	-	25,927	0%			
Geotechnical study for road alignment	-	50,000	0%			
Infrastructure costing study	-	30,000	0%			
Legal survey of development parcels	24,000	30,000	80%			
Storm drainage relocation	-	15,000	0%			
Lot 5 Acquisition	292,000	342,000	85%			

Capital Funding to Sep 30:

Grants	\$ 6,070,357
Insurance	20,057
Developer Contributions	35,000
Proceeds from Sale of Asset	50,552
Use of DCC's	67,000
Amphitheatre Reserve	10,000
Gas Tax	774,857
Borrowing	3,589,958
Real Property Reserve	382,542
Surplus	3,322,555
Taxation/utilities	888,632

ALTERNATIVES:

Not applicable.

FINANCIAL IMPLICATIONS:

Keeping Council informed of the financial state of the organization.

LEGAL IMPLICATIONS:

This is a snapshot of the Town's finances for a point in time. Payments and deposits continue to be received which will change the financial figures. These statements are not audited.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The public is encouraged to review the report and provide comments.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

n/a

ALIGNMENT WITH SUSTAINABILITY VISIONING REPORT:

- | | |
|--|--|
| <input type="checkbox"/> Complete Community Land Use | <input type="checkbox"/> Low Impact Transportation |
| <input type="checkbox"/> Green Buildings | <input type="checkbox"/> Multi-Use Landscapes |
| <input type="checkbox"/> Innovative Infrastructure | <input type="checkbox"/> Local Food Systems |
| <input type="checkbox"/> Healthy Community | <input type="checkbox"/> Local, Diverse Economy |
| <input checked="" type="checkbox"/> Not Applicable | |

ALIGNMENT WITH STRATEGIC PRIORITIES:

- | | |
|--|---|
| <input type="checkbox"/> Employment & Tax Diversity | <input type="checkbox"/> Natural & Built Infrastructure |
| <input type="checkbox"/> Watershed Protection & Water Management | <input type="checkbox"/> Partnerships |
| <input type="checkbox"/> Communications & Engagement | <input checked="" type="checkbox"/> Not Applicable |

SUMMARY:

It is recommended that the Committee receive this report.

I approve the report and recommendation(s).

Guillermo Ferrero, Chief Administrative Officer

ATTACHMENT(S):

Consolidated Statement of Operations September 30, 2019
Consolidated Statement of Financial Position – as of September 30, 2019
Listing of Vendor Payments over \$25,000 January 1 – September 30, 2019

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF OPERATIONS
AS AT September 30, 2019

	Actuals 2019	Budget 2019	% of Budget
Revenue			
Taxes:			
Municipal purposes taxation	7,130,277	7,130,506	100%
Policing taxation	1,320,677	1,320,624	100%
Parcel taxes	2,959,739	2,975,882	99%
Grants in Lieu	172,097	170,901	101%
Sale of Services:			
General - other	39,191	27,970	140%
Recreation	428,531	577,703	74%
Protective Services	88,504	82,150	108%
Cemetery	19,470	28,000	70%
Solid Waste	488,120	649,148	75%
Sewer	1,085,955	1,445,815	75%
Water	849,164	1,170,672	73%
Investment Income	379,364	155,000	245%
Licence, Permits, Rentals & Penalties	671,176	773,807	87%
Grants	4,305,886	21,185,687	20%
Donations and contributed property	31,350	2,168,500	1%
Gain (loss) on foreign exchange	-	-	
Gain (loss) on disposal of tangible capital asse	50,552	-	
Development Cost Charges utilized	80,846	982,750	8%
Gas tax funds utilized	432,872	1,702,054	25%
	<u>20,533,772</u>	<u>42,547,169</u>	48%
Expenses: (excluding amortization)			
General government services	1,839,010	2,774,721	66%
Protective services	776,112	1,943,656	40%
Transportation services	935,177	1,556,956	60%
Garbage services	355,375	525,121	68%
Cemetery services	26,644	31,783	84%
Development services	424,259	728,778	58%
Recreation and cultural services	1,809,741	2,634,175	69%
Parks operation services	664,312	842,114	79%
Sewer	1,094,807	2,249,640	49%
Water	965,668	1,666,819	58%
Operating Expenses	<u>8,891,105</u>	<u>14,953,763</u>	59%
General Capital Projects	1,353,575	14,232,947	10%
Water Capital Projects	7,767,549	27,988,739	28%
Sewer Capital Projects	86,983	1,351,994	6%
Proceeds from New debt (capital financing)	- 5,411,952	- 8,911,952	61%
Principal Payments	646,684	659,187	98%
Internal Funding	- 1,724,436	- 7,727,509	22%
	<u>8,924,262.34</u>	<u>-</u>	
BALANCE			

TOWN OF LADYSMITH
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT September 30, 2019

	2019
Financial Assets	
Cash and short term deposits	30,426,471.05
Accounts receivable:	
Property Taxes	852,951.22
User Fees	997,575.55
Other	1,098,221.29
	<u>33,375,219.11</u>
Liabilities	
Accounts payable and accrued liabilities	2,155,468.43
Taxes payable to other agencies	103,640.37
Post-employment benefits	232,400.00
Deferred revenue	275,175.65
Refundable deposits and other	858,975.37
Restricted reserves - other	472,547.47
Development cost charge reserve	3,405,889.15
Federal gas tax reserve	1,716,988.35
Obligations under capital lease	-
Equipment Financing	929,666.75
Short term debt (financing)	952,700.00
Debenture debt	17,008,486.89
	<u>28,111,938.43</u>
Net Financial Assets	5,263,280.68
Non-Financial Assets	
Tangible Capital Assets	97,692,137.38
Capital Projects in Current Year	9,208,107.47
Prepays	19,172.91
Inventory	81,098.27
	<u>107,000,516.03</u>
Accumulated Surplus	<u>112,263,796.71</u>

Vendor Payments over \$25,000
January 1, 2019 – Sep 30, 2019

Supplier Name	Total
ASSOCIATED ENGINEERING (BC) LTD	310,882
BC HYDRO	275,640
BC LIFE & CASUALTY COMPANY	68,632
CLEARTECH INDUSTRIES INC	43,799
COLUMBIA FUELS A DIV OF PARKLAND FUEL CORP	52,102
COWICHAN VALLEY REGIONAL DISTRICT	500,125
CUPE LOCAL 401	40,839
DAVID STALKER EXCAVATING LTD	225,268
DISTRICT OF NORTH COWICHAN	61,998
HEROLD ENGINEERING LTD	27,242
HOTSON ARCHITECTURE INC	127,705
ICBC	59,805
KOERS & ASSOCIATES ENGINEERING LTD	137,920
KTI LIMITED	28,879
LAFARGE ASPHALT TECHNOLOGIES A DIV OF	42,512
LIDSTONE & CO IN TRUST	292,000
LIDSTONE & COMPANY	29,786
MID-ISLAND FENCE PRODUCTS LTD	41,240
MINISTER OF FINANCE	39,739
MINISTRY OF SMALL BUSINESS AND REVENUE	137,061
MUNICIPAL FINANCE AUTHORITY	55,722
MUNICIPAL INSURANCE ASSOCIATION OF BC	172,696
MUNICIPAL PENSION FUND	451,390
NAC CONSTRUCTORS LTD	4,184,090
PACIFIC BLUE CROSS	128,674
RECEIVER GENERAL (Payroll only)	826,228
RECEIVER GENERAL FOR CANADA	268,352
RECEIVER GENERAL FOR CANADA	225,158
RUSHWORTH ELECTRICAL SERVICES INC	28,963
SOFTCHOICE CORP	48,453
STEWART MCDANNOLD STUART	33,765
US BANK	119,287
VANCOUVER ISLAND REGIONAL LIBRARY	207,026
VANCOUVER ISLAND TREE SERVICE LTD	66,041
WASTE CONNECTIONS OF CANADA INC	260,691
WORKSAFE BC	62,847
WSP CANADA GROUP LTD	34,844

From: Garth Gilroy
Date: Aug. 23, 2019 3:22 p.m.
Subject: Bicycle Safety
To: Aaron Stone <astone@ladysmith.ca>

Hi Aaron

As a member of the rapidly growing EBike community in Ladysmith I can't help but have noticed how dangerous it can be riding on our streets.

Mostly it's pretty good but what I, and others I've talked to have found, is that where we have installed "Traffic Calming" measures, though they may slow traffic, they also force a cyclist into the driving lane. Dogwood and Davis road are the worst as there is no readily available alternate route. The top part of Roberts is also pretty tight so most of us avoid it, but while riding on Malone I have been, more than once forced onto the sidewalk due to drivers encroaching on the bike lane so they aren't too close to the centre lane planters.

I realize that traffic calming has been shown to slow automobile traffic most of the time, but there must be other measures that would have the same effect while not exposing riders to dangerous conditions. Perhaps wide speed bumps similar to the one in front of Brown Drive Park, it seems to be very effective in slowing cars but still benign to a cyclist.

Aaron, I fully understand that to retrofit those areas of concern would be prohibitively expensive and a very low priority, so I would only request that in future design projects the city would take a page from most other progressive communities and design our new streets to encourage cycling rather than expose riders to danger.

Thanks for your time Aaron.

Best regards,

Garth Gilroy

TOPIC:	PUBLIC ART POLICY
POLICY No:	
APPROVED BY:	
RESOLUTION #	
AMENDED BY:	
DATE:	DECEMBER 2, 2019

1. **CONTEXT**

In February 2019, the Ladysmith Public Arts Strategy was completed. Public art is a highly visible, accessible, and engaging way of telling stories on a community-wide scale. Through mixed media artistic platforms, public art can make us stop, re-examine, and spark conversation about the ideas that art bring to our lives and communities.

2. **PURPOSE**

This policy will direct the integration of artwork into public spaces and capital projects in the Town of Ladysmith, through a well-administered transparent process and appropriately funded public art program.

Public art reflects the identity of our Town, gives voice to community and builds relationships between diverse groups. Public art gives meaning to place by interpreting the natural, social, cultural and built environment.

The purpose of this policy is to:

- Increase the liveability and artistic richness of the municipality by making art a permanent part of our environment and a legacy for future generations.
- Provide opportunities for the public to engage with and increase their awareness, appreciation, knowledge and education of public art.
- Develop a sense of place, community pride and identity through the creation of new works.
- Integrate art and artists into a variety of public settings.
- Create art that inspires people and is an expression of the time.
- Enhance the attractiveness of the Town and promote cultural tourism.
- Provide opportunities for artists at all levels and career stages.
- Serve as an act of public trust and stewardship for public art.
- Establish a sustainable funding mechanism to support the Town's commitment to public art.

3. **GUIDING PRINCIPLES**

The Public Arts Policy ensures that public art is:

- To celebrate and commemorate local stories of place; contributing to the Town's character and is demonstrating the significance of art in community life.
- To create or select works with genuine intentions to ensure transparency through an informed, open and fair public art competition process.
- To showcase a variety of art forms and creative methods including temporary & performance arts; reflective of a wide range of professional artistic expression and

practice, demonstrating excellence, quality and innovation.

- A catalyst for creativity by providing opportunities for community engagement, development and partnerships.
- To balance local community-based projects; considering regional, national or international submissions when appropriate.
- To support and enhance the visual heritage and stories of Stz'uminus First Nation.
- To enhance the public realm; ensuring the public shall have free and unobstructed access.
- To spark conversation and gathering in public places.
- Integrated into the planning, design and execution of applicable civic development.
- To promote belonging, social cohesion, & inclusivity.

4. ROLES

Council will:

- Approve the Public Arts Policy and any changes to the Public Arts Policy, as needed.
- Approve expenditures through the budget process.
- Approve public art expenditures for capital projects through the budget process.
- Approve the annual public art maintenance budget through the budget process.
- Approve members of the Public Arts Task Group (PATG).
- Appoint a member of Council to the Public Arts Task Group as a 'Council Liaison'.
- Approve PATG Terms of Reference.

PRCAC will:

- Receive and review projects from PATG and make recommendations to Council for approval.

Staff will:

- Recommend project budgets through the Town's annual budget process.
- Develop scope and terms of reference for each new proposed public art project.
- Prepare the Call to Artists and submit to the Public Arts Task Group for approval.
- Coordinate the acquisition or de-accession of artistic works in accordance with this policy.
- Coordinate the review and selection process for a given project.
- Administer project budgets.
- Establish and maintain a public art inventory.
- Coordinate conservation of the Town's public art as required.
- Coordinate the animation of the Town's public art as required.
- Liaise with artists, arts professionals and arts organizations as required.
- Coordinate regular Public Arts Task Group meetings, circulating information, providing guidance and arranging for the recording of minutes.
- Complete other duties that may be required to manage the program.

5. PUBLIC ARTS TASK GROUP

PATG will advise the Town on the implementation of specific Public Arts projects, including selection processes, acceptance of grants, gifts, donations, and bequests.

A Terms of Reference for PATG, approved by Council, outlines their roles and responsibilities in relation to the implementation of the Policy.

The Public Arts Task Group has two functions:

- To advise the Town on public art issues and trends relevant to public art initiatives in the

town.

- To advise on specific issues, such as donations and commissions of work.

Composition of the Public Arts Task Group may include, but not be limited to:

- Parks, Recreation and Culture Advisory Committee (2)
- Arts Council of Ladysmith and District (2)
- Town Council representative (1)
- Parks, Recreation and Culture Staff representative (1)
- Planning Department representative (1)
- A member of Stz'uminus, or elder (1)
- A community representative (1)
- Organizational representative (1)

6. FUNDING –

The Town of Ladysmith, through the annual budget process, will allocate funds toward the creation and maintenance for art in public places. As part of the annual budgeting process and approval of the annual financial plan, PRC Staff submits an annual budget for the Department.

Additional funding sources could include:

- Gift and Donations; cash and artworks
- Bequeathment Program; cash and artworks
- Endowment Program
- Grants

Future consideration could include:

- Public Arts Reserve Fund – phased in approach. The Public Arts Reserve Fund provides a funding source for the planning, design, fabrication, acquisition, installation and maintenance of art in public places. Project funds may be pooled to establish community, neighbourhood and/or Town Centre public arts initiatives, or to enhance selected project budgets.
- Civic Capital Projects - % of total project costs allocated to funding art in public places for a capital project – phased in approach. Applicable projects include new building construction, major additions to existing buildings, park development projects and new engineering structures.

7. PUBLIC ART SITING

Applicable projects may include new municipal building construction, major additions to existing buildings, park development projects and new engineering structures and should consider the following criteria:

- Visibility for pedestrians and/or motorists.
- Proximity to high pedestrian activity areas, places of public gathering, public open spaces and recognized pedestrian routes.
- Opportunities to expand on existing or future public artworks as part of an existing or proposed multi-artwork concept.
- Places of special heritage or community significance.

8. CONFLICT OF INTEREST

Staff of the Town of Ladysmith, all members of the Public Arts Task Group shall declare a conflict of interest and remove themselves from a selection process where a project comes before the Committee in which he or she is involved either directly or indirectly.

9. ACQUISITION

Public Art

The Town may purchase, commission or receive donations/bequeathment of public art. Each acquisition will follow the procedures outlined within this policy and related guidelines. Each acquisition will be accompanied by a maintenance and de-accession plan that is supplied by the artist or donor. The Town of Ladysmith retains the ownership of all artwork purchased or donated through the Public Arts Policy.

Donations

The Town of Ladysmith may consider the offer of artwork donation for placement in a public space. Given the scope of a proposed donation, staff may decide to invite the PATG to join the review process to ensure that any all subject matter areas are addressed when reviewing the proposal. All donations must be unencumbered. The Town may decline to accept any gift, bequest or donation of art.

Consideration of a proposal to gift an artwork shall be made on the understanding that:

No civic funds shall be required for production or installation of the artwork, including all engineering and design costs, construction, site preparation and installation as well as the production of interpretive information and signage.

If the fair market value is estimated to be more than \$1,000, an appraisal of the artwork must be conducted by an independent, qualified arts professional and submitted to the Town. The name and address of the appraiser must be included on the official donation letter. The Town must be satisfied that the appraised amount is an accurate determination of the fair market value of the artwork.

All sections of this policy apply to considerations of art proposed as gifts to the Town.

Public Art On Loan

The Town may secure public art on loan for display on a temporary basis.

Copyright of Artwork

The Town of Ladysmith will uphold the Government of Canada's copyright guidelines as outlined by the Canadian Intellectual Property Office.

10. PROCESS

The process for selecting a project and/or an artist for an art in public places project is informed by expertise and community input, including advice from the Public Arts Task Group.

Subject to the nature of the project, the Town shall establish one of the following:

- Open competition, wherein a public call to artists is made within a stipulated geographical area (e.g., local, regional, provincial, national, international).
- Invitational competition, wherein specific artists, chosen on the basis of consultation with the Public Arts Task Group, are invited to enter a competition.
- Commissioning, wherein a specific artist is commissioned to do the artwork.
- Design team appointment, wherein, as part of an infrastructure project, the project team invites an artist(s) to participate in a design collaboration process as a design team member.

11. DEACCESSION

The Town of Ladysmith may de-access public art when necessary. All reasonable efforts will first be made to resolve problems or re-site the public art, in consultation with the artist and/or donor, where appropriate. If a work is scheduled to be de-accessioned, the Town will make every effort to inform the artist or artist's family. In all cases, the rights of the artist must be upheld in accordance with the Canadian Copyright Act.

The de-accessioned artwork may be moved, sold, returned to the artist or destroyed, with any monies

received through a sale allocated to the Public Arts Reserve Fund.

12. COLLECTION MANAGEMENT

The Town of Ladysmith, through the department of Parks, Recreation & Culture, shall maintain the integrity and security of works of art through:

- Professional standards for art documentation
- Instructions on maintenance and de-accessioning from the artist as a part of the acquisition process.
- Instituting management systems for cleaning, maintenance, repair, and de-accessioning.
- Maintaining a database of artworks

13. PRIVATE DEVELOPMENTS and OTHER ORGANIZATIONS

Although outside the definition of public art, Staff recognizes that the private sector plays a significant role in the provision of art on private lands throughout Ladysmith.

The Town encourages developers to provide artwork located on private property. Town Staff is available to liaise with and provide resources to private developers who are interested in exploring a public art project.

Private artworks may be incorporated into architecture and landscape designs of private infrastructure, or the layout of private open spaces, including private connections to adjacent public features such as parks and open spaces. Considerations for integration of art into projects on private-held land that are subject to Development Permit Area and Heritage Conservation Area requirements, should also be discussed with Town Staff to ensure proposals are sited and integrated in an appropriate manner.

REVIEW OF POLICY

The Art in Public Places Policy, and related implementation procedures, guidelines, and financial contribution levels, will be reviewed by the inter-departmental staff team in consultation with the Public Arts Task Group to ensure ongoing viability and relevancy.