

AGENDA FOR THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING  
TO BE HELD IN THE BOARD ROOM, CITY HALL,  
ON MONDAY, 2010-OCT-18, COMMENCING AT 4:30 P.M.

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1. **CALL THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING TO ORDER:**
2. **INTRODUCTION OF LATE ITEMS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
  - (a) Minutes of the Regular Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall, on Monday, 2010-AUG-16 at 4:30 p.m. *Pg. 4-7*
  - (b) Minutes of the Special Open Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall, on Monday, 2010-AUG-30 at 4:00 p.m. *Pg. 8-10*
5. **PRESENTATIONS:**
6. **DELEGATIONS PERTAINING TO AGENDA ITEMS: (10 MINUTES)**
7. **PROCLAMATIONS:**
  - (a) That 12:00 – 1:00 p.m. on 2010-OCT-22 is "POWER DOWN NANAIMO HOUR" in the City of Nanaimo. *Pg. 11-15*
8. **COMMISSION REPORTS:**
  - (a) **Parks, Recreation and Culture Commission – Cultural Committee Mandate and Objectives** *Pg. 16-19*  
  
Commission's Recommendations: *That Council:*
    1. *extend the current Cultural Committee appointments, excluding elected officials, until 2012-MAR-31;*

AND:

2. *approve the following new criteria and process for appointments to the Cultural Committee*

*Consideration will be given to applicants who:*

- (a) are residents of Nanaimo;*
- (b) have extensive experience as a creative professional, professional arts administrator, volunteer or other related experience in an arts and/or cultural field; and,*
- (c) have a broad interest, understanding and commitment to cultural planning and development in Nanaimo.*

*Applications will be reviewed by the PRCC with appointments made at the inaugural meeting of the PRCC (first meeting following April 1<sup>st</sup>).*

*AND:*

3. *adopt the revised Cultural Committee Terms of Reference as attached;*

*AND:*

4. *direct Staff to draft an amendment to "PARKS, RECREATION AND CULTURE COMMISSION BYLAW 2006 NO. 7020" to set the inaugural meeting to 7:00 p.m. on the fourth Wednesday of April following the Municipal election.*

- (b) **Minutes of the Nanaimo Athletic Commission Meeting held 2010-MAY-19** Pg. 20-23

*Commission's Recommendation:* *That Council receive the Minutes of the Nanaimo Athletic Commission Meeting held 2010-MAY-19.*

9. **COMMITTEE REPORTS:**

10. **STAFF REPORTS:** *(blue)*

**COMMUNITY SAFETY AND DEVELOPMENT:**

- (a) **Amendments to Sign Bylaw – Real Estate and Construction Signs** Pg. 24-29

*Staff's Recommendation:* *That Council direct Staff to bring forward amendments to "SIGN BYLAW 1987 NO. 2850" regarding real estate and construction signs, as outlined in the attached proposed amendments, to the 2010-NOV-08 Council Meeting.*

CORPORATE SERVICES:

(b) **Key Date Calendar for 2011**

Pg. 30-33

*Staff's Recommendation: That Council adopt the Key Date Calendar and Acting Mayor Schedule for 2011 as attached.*

COMMUNITY SERVICES:

(c) **Nanaimo River Road – Flush-Out Relocation**

Pg. 34

*Staff's Recommendation: That Council reallocate \$125,000 in the 2010 Water Supply budget to relocate two water supply main flush-outs as part of a cost-share effort with Couverdon.*

11. **INFORMATION ONLY ITEMS:**

12. **CORRESPONDENCE:**

13. **NOTICE OF MOTION:**

14. **OTHER BUSINESS:**

15. **DELEGATIONS PERTAINING TO ITEMS NOT ON THE AGENDA:**  
(10 MINUTES)

(a) None.

16. **QUESTION PERIOD:** *(Agenda Items Only)*

17. **PROCEDURAL MOTION:**

It is moved and seconded that the following meeting be closed in order to deal with the following matters under the *Community Charter* Section 90(1):

(e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the municipality.

18. **ADJOURNMENT:**

MINUTES OF THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING  
HELD IN THE BOARD ROOM, CITY HALL,  
ON MONDAY, 2010-AUG-16 COMMENCING AT 4:30 P.M.

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PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor W. L. Bestwick  
Councillor W. J. Holdom  
Councillor D. K. Johnstone  
Councillor J. A. Kipp  
Councillor L. D. McNabb  
Councillor J. F. K. Pattje  
Councillor L. J. Sherry  
Councillor M. W. Unger

Staff: A. C. Kenning, City Manager  
A. W. Laidlaw, General Manager of Community Services  
E. C. Swabey, General Manager of Community Safety and Development  
T. L. Hartley, Director of Human Resources and Organizational Planning  
B. E. Clemens, Director of Finance  
Deputy Chief C. Richardson, Nanaimo Fire Rescue  
T. F. Moscrip, Senior Manager of Engineering  
J. Ritchie, Senior Manager of Parks  
S. Samborski, Senior Manager of Recreation and Culture Services  
(Arrived 5:55 p.m.)  
D. Osborne, Manager of Arenas  
M. Dietrich, Manager of Police Support Services  
S. Graham, Manager of Financial Planning and Payroll  
J. Kinch, Manager of Building Inspections  
B. Corsan, Manager of Real Estate  
J. E. Harrison, Manager of Legislative Services  
T. Wilkinson, Recording Secretary

1. CALL THE OPEN MEETING TO ORDER:

The Regular Finance / Policy Committee of the Whole Meeting was called to order at 4:30 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Move Item 5 (a) – Presentations – Mr. B. E. Clemens, Director of Finance, 2011-2015 Financial Plan Priorities to Item 9 (b) 2011-2015 Financial Plan Priorities.
- (b) Add Item 10 (c) – Information Only Items – Report from Mr. R. Churchill, Manager of Bylaw, Regulation and Security, re: Bastion Street Parkade Repairs.

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall on Monday, 2010-JUL-19 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. DELEGATIONS PERTAINING TO AGENDA ITEMS:

Councillor Holdom vacated the Board Room on a perceived conflict of interest as he represents the Regional District of Nanaimo on the Board of Directors of the Island Corridor Foundation, the applicant for the E&N Railway Station Tax Exemption Application for 321 Selby Street.

- (a) Mr. Darren Moss, P. Eng., Tectonica Management Inc., feels that they meet all the property tax exemption requirements for a 10-year property tax exemption on the Nanaimo Train Station rehabilitation project.

6. COMMISSION REPORTS:

Councillor Holdom returned to the Board Room.

Councillor Bestwick vacated the Board Room as a perceived conflict of interest as he is an owner of the Nanaimo Clippers.

- (a) Parks, Recreation and Culture Commission – Third Party Liquor Operator Contract – Nanaimo Clippers

Councillor Sherry requested that the recommendations be dealt with separately.

It was moved and seconded that Council approve the Nanaimo Clippers operating the City of Nanaimo Primary Liquor Licence 34369 (at Frank Crane Arena) as a Third Party Operator for a one-year trial period effective 2010-SEP-01 through 2011-AUG-31. The motion carried unanimously.

It was moved and seconded that Council approve the extension of liquor sales to include the upper mezzanine and Sections 1, 2 & 3 at the discretion of the Arena Manager. The motion carried.

Opposed: Councillor Sherry

Councillor Bestwick returned to the Board Room.

7. STAFF REPORTS:

COMMUNITY SAFETY AND DEVELOPMENT:

Councillor Holdom vacated the Board Room on a perceived conflict of interest as he represents the Regional District of Nanaimo on the Board of Directors of the Island Corridor Foundation, the applicant for the E&N Railway Station Tax Exemption Application for 321 Selby Street.

(a) E&N Railway Station Tax Exemption Application – 321 Selby Street

It was moved and seconded that Council provide a full tax exemption, as requested by the applicant (approximately \$30,000/year for 10 years, totalling \$300,000). The motion carried.

Opposed: Councillor Unger

Councillor Holdom returned to the Board Room.

CORPORATE SERVICES:

(b) 2011-2015 Financial Plan Priorities

Mr. B. E. Clemens, Director of Finance, provided a presentation on 2011-2015 Financial Plan Priorities.

It was moved and seconded that Council schedule a future seminar session to review the following budget priorities:

1. Maintain safe and adequate water supply and sewer services;
2. Develop a strategy for increased energy self-sufficiency (including energy production);
6. Public transportation;
7. Environmental protection;
8. Growth management; and,
11. Create strong pride of place.

The motion carried unanimously.

8. INFORMATION ONLY ITEMS:

- (a) Report from Chief R. Lambert, Nanaimo Fire Rescue, re: Reallocation of Capital Funds.
- (b) Report from Mr. B. Anderson, Manager, Community Planning, re: Supportive Housing (MOU) Projects – Update.
- (c) Report from Mr. R. Churchill, Manager of Bylaw, Regulation and Security, re: Bastion Street Parkade Repairs.

9. OTHER BUSINESS:

- (a) Mr. A. W. Laidlaw, General Manager of Community Services, provided a verbal report on street lighting in Cilaire.

10. QUESTION PERIOD:

- Mr. Fred Taylor, re: the height of street lights in Cilaire; funds received by the City for traffic fines.

11. PROCEDURAL MOTION:

It was moved and seconded that Council move "In Camera" in order to deal with the following matters under the *Community Charter* Section 90(1):

- (e) the acquisition, disposition or expropriation of land or improvements, if the Council considers that disclosure might reasonably be expected to harm the interests of the municipality; and,
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public.

The motion carried unanimously.

Council moved into "In Camera" at 6:43 p.m.

Council moved out of "In Camera" at 7:15 p.m.

12. ADJOURNMENT:

It was moved and seconded at 7:15 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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MANAGER,  
LEGISLATIVE SERVICES

MINUTES OF THE SPECIAL OPEN FINANCE / POLICY COMMITTEE OF THE WHOLE  
MEETING HELD IN THE BOARD ROOM, CITY HALL,  
ON MONDAY, 2010-AUG-30 COMMENCING AT 4:00 P.M.

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PRESENT: Mayor J. R. Ruttan, Chair

Members: Councillor W. L. Bestwick  
Councillor W. J. Holdom  
Councillor D. K. Johnstone  
Councillor J. A. Kipp (Arrived 4:20 p.m.)  
Councillor L. D. McNabb  
Councillor J. F. K. Pattje  
Councillor L. J. Sherry  
Councillor M. W. Unger

Staff: A. C. Kenning, City Manager  
A. W. Laidlaw, General Manager of Community Services  
D. W. Holmes, Assistant City Manager and General Manager of Corporate Services  
E. C. Swabey, General Manager of Community Safety and Development  
T. L. Hartley, Director of Human Resources and Organizational Planning  
B. E. Clemens, Director of Finance  
A. J. Tucker, Director of Planning  
J. Ritchie, Senior Manager of Parks  
J. Kinch, Manager of Building Inspections  
S. Graham, Manager of Financial Planning and Payroll  
K. King, Legislative Services Coordinator  
T. Wilkinson, Recording Secretary

1. CALL THE SPECIAL OPEN MEETING TO ORDER:

The Regular Finance / Policy Committee of the Whole Meeting was called to order at 4:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Add Agenda Item 4 (a) – Delegations Pertaining to Agenda Items – Mr. Daniel Appell regarding 2011 – 2015 Financial Plan Priorities.

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.



4. DELEGATIONS PERTAINING TO AGENDA ITEMS:

- (a) Mr. Daniel Appell, #42 – 940 Hecate Street, Nanaimo, BC, addressed Council regarding the 2011 – 2015 Financial Plan Priorities, and suggested that Council make sustainability a priority.

5. STAFF REPORTS:

CORPORATE SERVICES:

(a) Cycling Infrastructure Partnerships Program Grant

It was moved and seconded that Council endorse the application to the Cycling Infrastructure Partnerships Program (CIPP) for cycling facility upgrades on Fourth Street. The motion carried.

Opposed: Councillor Sherry

(b) 2011 – 2015 Financial Plan Priorities

It was moved and seconded that Council endorse the following items as the 2011 - 2015 Financial Plan Priorities:

1. Maintain a high standard of protective services;
2. Maintain civic infrastructure at current or better levels;
3. Improve water supply system to ensure adequate supply of high quality drinking water;
4. Work with employee groups to continuously improve City services;
5. Transition to more sustainable operations;
6. Responsible growth management;
7. Partner with the Province and nonprofit associations to reduce homelessness in Nanaimo;
8. Support Economic Development Commission in developing and implementing an updated economic development strategy.

It was moved and seconded that the motion be amended to have Item No. 5 read "Transition to more sustainable operations, including a focus on energy and productivity efficiencies and energy production where opportunities exist". The motion carried.

Opposed: Councillors Bestwick and Sherry

The vote was taken on the main motion as amended.

The motion carried.

Opposed: Councillor Bestwick

6. ADJOURNMENT:

It was moved and seconded at 5:10 p.m. that the meeting terminate. The motion carried unanimously.

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CHAIR

CERTIFIED CORRECT:

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MANAGER,  
LEGISLATIVE SERVICES



## VANCOUVER ISLAND UNIVERSITY

**Nanaimo Campus**  
900 Fifth Street, Nanaimo  
British Columbia, Canada V9R 5S5  
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Building 120  
Tel (250) 740-6500 • Fax (250) 740-6520  
e-mail: [facility@viu.ca](mailto:facility@viu.ca)

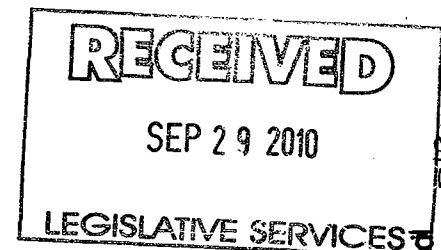
Office of the Mayor  
City of Nanaimo  
455 Wallace Street  
Nanaimo BC V9R 5J6

September 21, 2010

Attn: **Mayor John Ruttan**

Dear Mayor Ruttan:

Re: **"Power Down Nanaimo Hour"**  
An Adjunct to **"the Power to Change Day"**  
Proclamation to the Public



Sustainability and Energy Conservation are high priorities at Vancouver Island University (VIU). The tag line of our Energy management Program is "...**the Power to Change**...", reflecting the ability of individuals to affect significant reductions in energy consumption through relatively small gestures.

On a monthly basis this fall and winter, VIU will be conducting a one hour energy conservation hour, similar to the annual Earth Hour event, in which we encourage Campus faculty, staff, and students to turn off unneeded lighting and equipment, for just one hour. On Friday October 22<sup>nd</sup>, we would like to invite the whole community of Nanaimo to join in on that one hour of conservation, called **"Power Down Nanaimo Hour."**

**"Power Down Nanaimo Hour"** will be the final event in a week of energy conservation celebration. On October 21<sup>st</sup> 2010, VIU will be hosting **"the Power to Change Day"** that will include an Energy Conservation and Alternative Energy Trade Show from 10:00 am until 2:00 pm, and will feature key note speakers during the lunch period, along with some Conservation Recognition awards. In addition to the faculty, staff, and students of VIU, the general public will be invited, as well as select senior secondary school classes. The media will be invited to provide an increased degree of exposure of our message of conservation to the Central Vancouver Island area. Please see the attached Table of Events for details.

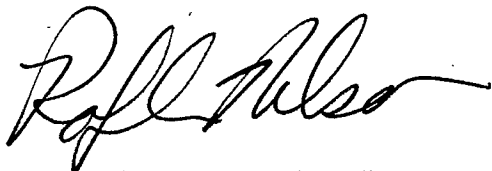
The week will culminate with the **"Power Down Nanaimo Hour"** that will encourage residents and businesses to 'Connect Without Power' on Friday afternoon. We will encourage people to interact on a personal basis for that one hour, instead of electronically, and to use fewer resources in celebration of conservation. BC Hydro should be able to see the results on their metering equipment, demonstrating the effectiveness of the celebration in reducing consumption. Please see the attached Characteristics sheet for details.

The Vancouver Island University is asking you, Mayor Ruttan, to proclaim the time of 12:00 noon to 1:00 pm on Friday October 22<sup>nd</sup> 2010 as **"Power Down Nanaimo Hour"** so that our energy conservation awareness campaign includes all residents and businesses of the City during that period. Further, we wish to extend the invitation to you to attend the proceedings during the week, as your schedule may allow, joining into our energy conservation culture here at VIU.

**Serving Central Vancouver Island and Powell River**

Our VIU Energy Manager is leading the development of the "*Power to Change Day*" and "*Power Down Nanaimo Hour*." The City's Energy Manager, Mr. Bruce Joiner, is contributing, along with Energy Managers from seven other public sector organizations in the Central Island on this important event. Will you please agree to the proclamation described above, and join into our energy conservation culture for the benefit of the entire community?

Sincerely,

A handwritten signature in black ink, appearing to read 'Ralph Nilson', with a stylized, flowing script.

Dr. Ralph Nilson, President and Vice Chancellor  
Vancouver Island University

Cc: Ric Kelm, Executive Director Facilities Services & Campus Development  
Stewart Ralph, Associate Director FSCD  
Daryl Amos, Energy Manager FSCD  
Bruce Joiner, Energy Manager, City of Nanaimo

# The Power to Change Day

## Active Participants Outline

2009-Aug-20

Daryl Amos

Jolene Edmunds

### 1. Suggested Displays and Information Booths:

#### Industry Representative:

Home Depot

Rona

Houle Electric

Wesco

ESC Automation

Torbram Supply

Prism Engineering

Avalon Mechanical

FloTech Mechanical

Levelton Engineering

Herold Engineering

City Green

BC Insulation Contractors Association

City of Nanaimo Water (conservation rebate)

Synergy Magazine

Jawl Industries / Pulse Energy

#### Alternative Energy Rep:

Shore Energy

ReCap Power Works

Carmanah Technologies

Rain Storage Company

Altum Engineering

Building Envelopes Supplier

Cedar Landfill Bio-Gas

Ocean Power

Canadian Electric Vehicles

Nanaimo Recycle Exchange

Bicycle Store / Electric Bike

Electric Vehicle

#### Faculty / Student Rep:

ACE / Erik Krogh

Electrical Trade Prog.

Music / Arts / Humanits

Culinary Arts

#### Energy Managers:

BC Forests

SD 68 & 69 & 70

SD 79

City of Nanaimo

RDN

Dept Fish & Ocean

ARES

PWGSC

BLJC-WSI

BCH PowerSmart

BC Ferries

### 2. Invitations Needed: (JE will draft)

- a. Newspaper inserts (general public)
- b. Invitations to industry

- c. Invitation to ML Community
  - d. Invitation / information to Media.
  - e. Invitation to School Districts for secondary student attendance. (Energy Ambassadors Program)
3. **Outline for the P2C Day Agenda**, plus activities associated for the week
- a. JE will draft
  - b. Posters will be needed
  - c. Keynote speaker decision needed:
    - i. Perhaps 1 speaker from “industry” (e.g., Robert Greenwald)
    - ii. Perhaps the UBC Sustainability Manager
    - iii. Perhaps someone representing the Central Island sustainability “community”
    - iv. Maximum of 2 speakers
      - 1. Perhaps 10 – 15 minutes of speaking each
      - 2. Followed by 5 – 10 minutes of question and answer.
      - 3. “Interactive” speeches for the audience.
    - v. Awards recognizing the performance of Campus energy conservers:
      - 1. Perhaps Ralph could make the awards?
  - d. Important to remember to cap the week off with “Power Down Nanaimo” hosted / sponsored by VIU and Mayor John Ruttan.

**“the Power to Change” Table of Events:**

| Monday             | Tuesday   | Wednesday          | Thursday “the Power to Change Day” | Friday  |
|--------------------|---|--------------------|------------------------------------|---|
|                    |   |                    |                                    |   |
|                    |   |                    |                                    |   |
|                    |   |                    | 10:00 Industry Trade Show opens    |   |
|                    |   |                    |                                    |   |
| 11:30 Conservation | 11:30 Conservation                                      | 11:30 Conservation | Keynote speakers                   | 12:00 to 1:00 “ <i>Power Down Nanaimo Hour!</i> ” |
| 1:30 Films         | 1:30 Films  | 1:30 Films         | Conservation Awards                |   |
|                    |   |                    |                                    |   |
|                    |   |                    | 2:00 pm Industry Trade Show closes |   |
|                    |   |                    |                                    |   |
|                    | 6:00 Science of Climate Change (ACE plus faculty panel) |                    |                                    |   |

REPORT TO: MAYOR AND COUNCIL

FROM: LARRY McNABB, CHAIR, PARKS, RECREATION AND CULTURE COMMISSION

RE: CULTURAL COMMITTEE MANDATE & OBJECTIVES

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RECOMMENDATIONS: That Council:

1. extend the current Cultural Committee appointments, excluding elected officials, until 2012-MAR-31;
2. approve the following new criteria and process for appointments to the Cultural Committee:

Consideration will be given to applicants who:

- a. Are residents of Nanaimo;
- b. Have extensive experience as a creative professional, professional arts administrator, volunteer or other related experience in an arts and/or cultural field; and,
- c. Have a broad interest, understanding and commitment to cultural planning and development in Nanaimo.

Applications will be reviewed by the PRCC with appointments made at the inaugural meeting of the PRCC (first meeting following April 1<sup>st</sup>);

3. adopt the revised Cultural Committee Terms of Reference as attached; and,
4. direct Staff to draft an amendment to "PARKS, RECREATION AND CULTURE COMMISSION BYLAW 2006 NO. 7020" to set the inaugural meeting to 7:00 p.m. on the fourth Wednesday of April following the Municipal election.

EXECUTIVE SUMMARY:

The Parks, Recreation and Culture Commission conducted a review of the mandate and structure of the Cultural Committee resulting in recommendations for changes. The recommendations were approved by City Council and are now being implemented.

At their meeting of 2010-SEP-22, the Parks, Recreation and Culture Commission passed a motion supporting the recommendations as above.

BACKGROUND:

At their meeting of 2010-JUN-23 the Parks, Recreation and Culture Commission approved a recommendation that the current appointments to the Cultural Committee expire on 2010-SEP-30, and that a review of the mandate and structure of the Committee be conducted. The review included a cultural forum that was held on 2010-MAR-18 to seek input from stakeholders and the public. After the review, Commission made recommendations for changes which were subsequently approved by Council.

☐ Council  
☒ Committee *F/PCOW*  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2010-OCT-18



At the Finance / Policy Committee of the Whole meeting held 2010-JUN-28, Council approved the following changes to the Terms of Reference for the Cultural Committee:

1. That Staff develop clear criteria and process for appointment to the Cultural Committee.
2. That existing Terms of Reference for the Cultural Committee be changed with the objective of making them reflect what the mandate actually is and remove those tasks that are done by staff.
3. That a maximum term of appointment to the Cultural Committee be set at six (6) years [two terms of three (3) years each] with the provision that members can be re-appointed after an absence of three (3) years.
4. That Cultural Committee appointments be staggered to maintain continuity. Of the six (6) "At-Large" members, three (3) would be renewed and three (3) new members would be appointed each three (3) years. Interim vacancies would be appointed only for the remaining term of the vacant appointment.
5. That the Cultural Committee membership be increased by one (1) additional member from the membership of the Parks, Recreation and Culture Commission – increasing this representation from three (3) to four (4).

"PARKS, RECREATION AND CULTURE COMMISSION BYLAW 2006 NO. 7020" has now been amended to provide for the additional member.

The following criteria and process has been developed for appointment of at-large members to the Cultural Committee:

Consideration will be given to applicants who:

1. Are residents of Nanaimo;
2. Have extensive experience as a creative professional, professional arts administrator, volunteer or other related experience in an arts and/or cultural field; and,
3. Have a broad interest, understanding and commitment to cultural planning and development in Nanaimo.

Applications will be reviewed by the PRCC with appointments made at the inaugural meeting of the PRCC (first meeting following April 1<sup>st</sup>). A bylaw amendment is required to change the inaugural meeting date to reflect the date of appointments to Committees and Commissions as revised by Council earlier this year.

A revised Terms of Reference has been drafted based on the recommendations adopted on 2010-JUN-28 and the above proposed criteria and process for appointment and is attached for Council's consideration (Attachment A).

Respectfully submitted,



Larry McNabb, Chair  
Parks, Recreation and Culture Commission

**CULTURAL COMMITTEE**  
**SUB-COMMITTEE OF PARKS, RECREATION & CULTURE COMMISSION**  
**TERMS OF REFERENCE**  
(adopted \_\_\_\_\_)

Mandate

As a sub-committee of the Parks, Recreation and Culture Commission (PRCC), the Cultural Committee is responsible for coordinating the City's Arts and Culture Initiatives.

Objectives

The objectives of the Committee are:

- Advising the Commission and Council on cultural issues.
- Reviewing all applications for funding and making recommendations to the PRCC, based on criteria and guidelines established regarding the distribution of cultural operating grants and arts and cultural event grants.
- Promoting public awareness of cultural organizations and cultural activities in our community, and maintaining an annual cultural awards program.
- Coordinates the selection process for works of art for display in municipal public spaces and buildings.
- Sponsoring annual educational opportunities for arts and cultural organizations.

Meetings

The Cultural Committee will:

- (a) Meet at the call of the Chair, usually monthly; and
- (b) Establish meeting days and times after consultation with the Committee members.

Membership

The membership of the Cultural Committee will be comprised of ten members as follows:

- Four members appointed from the PRCC (*as per Commission Bylaw*); and,
- Six members-at-large selected and recommended from applications submitted to the PRCC.

The Cultural Committee term is for three (3) years and at-large members can re-apply for one additional three (3) year term. After serving two (2) terms, members must take three (3) years off before re-applying. Each term, three (3) members will step off the Committee and three (3) new members will be appointed.

Applications for the at-large members will be reviewed by the PRCC with appointments made at the inaugural meeting of the PRCC (first meeting following April 1<sup>st</sup>).

Consideration will be given to applicants who:

- a. Are residents of Nanaimo;
- b. Have extensive experience as a creative professional, professional arts administrator, volunteer or other related experience in an arts and/or cultural field; and,
- c. Have a broad interest, understanding and commitment to cultural planning and development in Nanaimo.

### Chair

The Cultural Committee will elect their Chair annually at the first meeting following April 1<sup>st</sup> from amongst its members.

See also:

- Parks, Recreation and Culture Commission Bylaw
- Council Procedures Bylaw

MINUTES OF THE REGULAR NANAIMO ATHLETIC COMMISSION MEETING  
HELD IN THE CONFERENCE ROOM, OF THE BOWEN PARK COMPLEX  
ON WEDNESDAY, 2010-MAY-19, COMMENCING AT 12:00 P.M.

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PRESENT: Commissioner M. Unger, Chair

Members: Commissioner B. Bestwick  
Commissioner L. McNabb  
Commissioner B. Avis

Absent: Commissioner E. Garner  
Commissioner B. Meunier

Others: RCMP Liaison, Wally Taylor

Staff: D. Osborne  
H. Richardson, recording

Council ☐ Committee ☒ Open Meeting ☒ In-Camera Meeting ☐  
Meeting Date: 2010-05-18

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting of the Nanaimo Athletic Commission was called to order at 12:05 p.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda be adopted. The motion carried unanimously.

3. ADOPTION OF MINUTES:

- (a) Minutes of the Regular Nanaimo Athletic Commission Meeting held Wednesday, 2010-FEB-24 at 12:00 p.m. in the Conference Room of Bowen Park.

It was moved and seconded that the Minutes be adopted as circulated. The motion carried unanimously.

- (b) Minutes of the Regular Nanaimo Athletic Commission Meeting held Wednesday, 2010-MAR-03 at 12:00 p.m. in the Conference Room of Bowen Park.

It was moved and seconded that the Minutes be adopted as circulated. The motion carried unanimously.

4. STAFF REPORTS:

- (a) Meeting With RCMP RE: Alcohol Sales At Events. Richard Harding, Darcie Osborne, Ted Swabey and Andy Laidlaw, City of Nanaimo Staff and Chair Unger, met with Superintendent Jeff Lott, Corporal Dave LaBerge and Constable Dave Sherr from the RCMP, to discuss liquor sales at combative sports events in

Nanaimo. Staff confirmed their support to continue current procedures of a no alcohol policy at NAC sanctioned events.

(b) Revisions to Nanaimo Athletic (NAC) Commission Bylaw.

- (i) Chair Unger is working with the Legislative Services department to amend NAC bylaw to include an RCMP Liaison on the NAC. This liaison is to be appointed by the Officer in Charge.
- (ii) In accordance with NAC Bylaw 7019.19, when a championship fight takes place during a combative sports event, the Promoter is charged an additional \$1,000 fee.

Recommendation: That the Nanaimo Athletic Commission recommend that Council remove the \$1,000 fee for Major Championship fights from the Nanaimo Athletic Commission Bylaw 7019.01.

When an in-house championship title fight is held at an event, it brings in national and international attention, which in turn brings more revenue to the City.

It was moved and seconded that the recommendation be adopted. The motion carried unanimously.

5. CORRESPONDENCE: (Action)

- (a) E-mail from Commissioner Ed Garner regarding the Association of Boxing Commissions ("ABC") conference in New Orleans and his desire to attend. Mr. Garner also provided information regarding events he has recently attended as a Judge. He also attended a MMA judging clinic in Vernon.
- (b) E-mail from Commissioner Brent Meunier regarding the ABC conference in New Orleans. Mr. Meunier feels this is a very important conference and is submitting his withdrawal from going, and recommends more funding be allocated to Mr. Garner to attend.
- (c) E-mail from Mr. John Cooper, Promoter, King of the Cage Canada, requesting that NAC consider overturning the ban of liquor sales at Mixed Martial Arts events in Nanaimo.

It was moved and seconded that the Correspondence Items be received. The motion carried unanimously.

6. UNFINISHED BUSINESS:

- (a) Review of King of the Cage Event held 2010-MAR-12, at the Frank Crane Arena. Deferred to next meeting.

- (b) New Orleans Convention. Mr. Garner and Mr. Meunier had both intended to go to the ABC conference in New Orleans. However, costs exceeded the total \$2,000 budgetted for commission members to attend such meetings. Mr. Meunier has withdrawn his desire to attend and supports Mr. Garner's attendance.

It was moved and seconded that Commission Garner be allotted up to \$2,000 to defer costs for travel to the ABC Conference in New Orleans. The motion carried unanimously.

- (c) Alcohol Sales At Combative Sports Events. Staff surveyed eight different cities regarding the sale of alcohol at combative sports events. Some venues allow promoters to run their own alcohol sales. Commissioner Bestwick reported that at Nanaimo Clipper games there are 750 to 1250 units sold on average at \$5 per drink. 200 drinks need to be sold in order to break even. Promoters of MMA events feel that alcohol sales would offset the cost of rent. Fights draw a different clientele than sporting events, and the RCMP feel the crowd could potentially overflow into the downtown sector after the fights are over. Commissioner Bestwick feels that everyone should not be painted with the same brush. There are liability issues to the City with respect to the sale of alcohol at these events.

Promoters blame lack of interest in events on no alcohol being sold, when perhaps more promotion of the events would be beneficial.

Commissioner Bestwick suggested that promoters need to be steered to venues that may be more suited to their event. Venues are very important for ambiance and the success of the event. It would be better to have 1,000 in attendance with a sold out venue than using a larger venue that is only one-quarter full. Staff have spoken with John Cooper, Promoter, and are encouraged that he will investigate holding his next MMA event in a smaller venue such as Nanaimo Ice Centre.

Commissioner Bestwick left the Bowen Conference Room at 12:40 p.m. due to a potential conflict of interest.

Staff's Recommendation: That the Nanaimo Athletic Commission recommend that Council not approve the sale of alcohol at combative sports events in Nanaimo.

It was moved and seconded that the recommendation be adopted. The motion carried unanimously.

Commissioner Bestwick returned to the Bowen Conference Room at 12:42.

## 7. OTHER BUSINESS:

- (a) Sharing Medical Information with Other Communities. Sharing medical information of fighters with other communities is a very serious matter and one that should not be practiced.

It was moved and seconded that the Nanaimo Athletic Commission not share medical information of fighters participating in their sanctioned events, with other communities.

Although there are some benefits to sharing information with other communities, there are potential liability issues as well. If fighters wish to share their information with other communities, they can request a photocopy of their medical information from the City, and they can forward it to the other community requesting the information.

The motion carried unanimously.

- (b) Upcoming Events. An NWA/ECCW Pro-Wrestling Event will be held 2010-JUN-26 at the Centennial Building. Commission members are invited to attend and must identify themselves at the door to gain entrance.

8. ADJOURNMENT:

It was moved and seconded at 1:00 p.m. that the meeting adjourn, with the next Meeting of the Nanaimo Athletic Commission to be determined at a later date,

The motion carried unanimously.

CERTIFIED CORRECT:



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M. Unger, Chair  
Athletic Commission

CERTIFIED CORRECT:



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R. Harding, Director

## STAFF REPORT

TO: A. TUCKER, DIRECTOR OF PLANNING,  
COMMUNITY SAFETY & DEVELOPMENT

FROM: J. HOLM, MANAGER, CURRENT PLANNING,  
COMMUNITY SAFETY & DEVELOPMENT

RE: AMENDMENTS TO SIGN BYLAW – REAL ESTATE AND CONSTRUCTION SIGNS

---

### STAFF'S RECOMMENDATION:

That Council direct Staff to bring forward amendments to "SIGN BYLAW 1987 NO. 2850" with regards to real estate and construction signs, as outlined in the attached proposed amendments, to Council's meeting of 2010-NOV-08.

### EXECUTIVE SUMMARY:

At the Finance/Policy Committee of the Whole meeting of 2010-JUL-19, Council directed Staff to seek public input on proposed changes to the Sign Bylaw for real estate and construction signs and to bring forward a report for Council's consideration on possible amendments to the Sign Bylaw upon completion of the public consultation. Council also directed Staff to conduct an inventory of all real estate and construction site signs in the community to determine the number and size of real estate signs currently throughout the community.

On 2010-SEP-16, a public forum was held to discuss real estate and construction signs. Despite the fact that the event was advertised in the local media, on the City's website and through invitations sent to members of the public who had expressed interest in the topic, as well as the Vancouver Island Real Estate Board (VIREB) and the Canadian Home Builder's Association of B.C. - Central Vancouver Island (CHBA), the event had a low turnout. Only one member of the public and four industry representatives attended the event.

The purpose of this report is to bring forward possible amendments to the Sign Bylaw based on input received at the public forum on 2010-SEP-16.

### BACKGROUND:

The Sign Bylaw was originally adopted in 1987. At that time, there was limited multiple family or commercial development activity in Nanaimo and marketing programs and signage for projects was simple. Since then, the marketplace has become more competitive. Both marketing programs and sign technology have become much more sophisticated. Marketing campaigns now use the same photos and graphics for signs, brochures, websites and ads in print media. Computer technology now allows for the production of high quality signs of almost any size.

☐ Council  
☒ Committee *F/Plow*  
☐ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: *2010-OCT-18*



A sign inventory was conducted in late July and found 49 real estate signs spread throughout the community:

- 20 signs (41%) were  $\leq 32 \text{ ft}^2$ ;
- 24 signs (49%) were  $> 32 \text{ ft}^2$  but  $< 100 \text{ ft}^2$ ; and
- 5 signs (10%) were  $> 100 \text{ ft}^2$ .

Staff also reviewed sign bylaws from other municipalities in BC to determine if there was a common approach to regulating real estate and construction site signs. A summary of that review is included in this report (Attachment A).

### **Proposed Amendments**

The proposed bylaw amendments will establish a new definition for real estate signs as follows:

*"REAL ESTATE SIGN" means a temporary sign made of wood, coroplast or like material, the purpose of which is to advertise the sale, rental or lease of real property and may include advertising of entities involved in furnishing such items as labour, services, materials, or financing in relation to development of a property.*

The existing definition for construction site sign will remain unchanged as follows:

*"CONSTRUCTION SITE SIGN" means a temporary sign erected by an individual or a firm on the premises undergoing construction or a property undergoing subdivision, for which the sign user is advertising or furnishing such items as labour, services, materials or financing.*

Real estate and construction site signs will continue to be regulated under Section 6 of the Sign Bylaw "Permit Exemptions", which allows a variety of signs (20 different types of signs) to be erected without a permit.

### **Real Estate Signs**

The existing Sign Bylaw permits one  $3\text{m}^2$  ( $32\text{ft}^2$ ) real estate sign and one  $3\text{m}^2$  ( $32\text{ft}^2$ ) construction sign per property, regardless of the size of the property or the scale of the project.

The proposed amendments clarify the sign regulations for real estate signs, particularly sign size, for everything from a single family dwelling to a large-scale multiple family development. The proposed amendments would establish a sliding scale so that, as the size of the project increases, so does the size of sign permitted.

| <b>Sign Size</b>                      | <b>Property / Development Size</b>  |
|---------------------------------------|---|
| $0.5\text{m}^2$ ( $6\text{ft}^2$ )    | <ul style="list-style-type: none"> <li>• Single family and 2 to 4 units multi family.</li> </ul>  |
| $3\text{m}^2$ ( $32.3\text{ft}^2$ )   | <ul style="list-style-type: none"> <li>• Multi family – 5 to 9 units;</li> <li>• Subdivision up to 5 lots;</li> <li>• Property Greater than 0.4ha (0.99 acres); and</li> <li>• Commercial Floor Area not More than <math>465\text{m}^2</math> (<math>5,005\text{ft}^2</math>).</li> </ul>                                     |
| $6\text{m}^2$ ( $64.5\text{ft}^2$ )   | <ul style="list-style-type: none"> <li>• Multi family – 10 or more units;</li> <li>• Subdivision of more than 5 lots but not more than 10 lots;</li> <li>• Property greater than 0.8ha (1.98 acres); and</li> <li>• Commercial Floor Area greater than <math>465\text{m}^2</math> (<math>5,005\text{ft}^2</math>).</li> </ul> |
| $9\text{m}^2$ ( $96.9\text{ft}^2$ )   | <ul style="list-style-type: none"> <li>• Multi family – 30 or more units; and</li> <li>• Subdivision of more than 10 lots.</li> </ul>   |
| $12\text{m}^2$ ( $129.2\text{ft}^2$ ) | <ul style="list-style-type: none"> <li>• Multi family more than 60 units.</li> </ul>  |

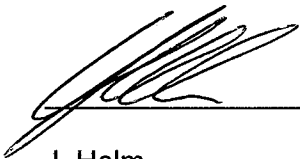
**Construction Site Signs**

The proposed amendments seek to reduce visual clutter by requiring all construction signs to be incorporated into a single sign for all contractors, suppliers, or financiers, or to have a maximum of three construction site signs per project.

The proposed amendments place time limits on signs to more clearly establish that construction and marketing signs are temporary.

The draft amendments are included in this report (Attachment B). Staff intend to post the proposed amendments on the City's website and circulate them to interested parties prior to Council's consideration of the bylaw.

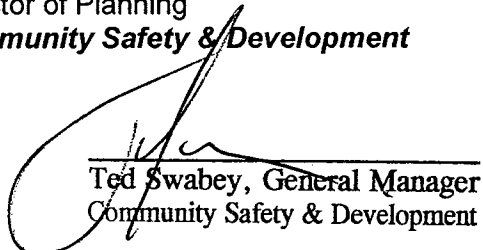
Respectfully Submitted,



J. Holm  
Manager, Planning Section  
**Community Safety & Development**



A. Tucker  
Director of Planning  
**Community Safety & Development**



**Ted Swabey, General Manager**  
**Community Safety & Development**

AT/hd/pm  
FCOTW: 2010-OCT-18  
G:\DevPlan\Files\Legis\3900\30\ZA1-47\Reports\2010Oct18 FCotW Rpt LED and Construction Signage.docx

# ATTACHMENT A

## Real Estate and Contractor Signs Other Municipalities

| Municipality  | Permit Required? | # of signs permitted   |  | Max allowable sign size  |  | Notes   |
|---------------|------------------|--|--|--|--|---|
|               |                  | Contractor   | Real Estate  | Contractor   | Real Estate  |   |
| Nanaimo       | No               | 1 per parcel   | 1 per parcel   | 3m <sup>2</sup>  | 3m <sup>2</sup>  |   |
| Kelowna       | No               | 1 per frontage   | 1 per frontage   | 2.3m <sup>2</sup>  | 1.5m <sup>2</sup>  |   |
| Abbotsford    | No               | 1 for principal contractor and one sign each per subcontractor on a parcel | 1 per parcel   | 0.6 to 6m <sup>2</sup> plus 3m <sup>2</sup> for a subcontractor  | 0.2m <sup>2</sup>  | 90 degree signage counted as one sign face<br>Real estate and contractor signs only permitted within specific parts of the City |
| Parksville    | No               | 2 per site   | 1 sign per frontage  | 9m <sup>2</sup>  | 4m <sup>2</sup>  |   |
| Courtenay     | No               | 2 per parcel   | 1 per parcel where lot is <2ha<br>2 per parcel where lot is ≥2ha | 3m <sup>2</sup>  | 3m <sup>2</sup> for where lot is ≤2ha or 7m <sup>2</sup> where lot is >2ha and up to 14m <sup>2</sup> if sign is two sided |   |
| Saanich       | No               | 1 per contractor   | 1 per parcel   | 0.6m <sup>2</sup> per contractor   | 0.6m <sup>2</sup>  | Must be setback 1.5m from front property line   |
| Maple Ridge   | No               | No maximum specified   | 1 per frontage   | 0.2m <sup>2</sup> per 100m <sup>2</sup> of lot area to a max of 3.5m <sup>2</sup>  | 1.2m <sup>2</sup> per 1000m <sup>2</sup> of lot area in residential zones and 3m <sup>2</sup> in other zones               |   |
| Kamloops      | No               | 1 per construction site  | 1 per frontage   | 6m <sup>2</sup>  | 0.9m <sup>2</sup> in residential zones<br>3m <sup>2</sup> commercial and industrial zones                                  |   |
| Prince George | No               | No maximum specified   | No Maximum specified   | 3m <sup>2</sup> in multiple family zones<br>5m <sup>2</sup> in commercial  | 3m <sup>2</sup> in multiple family zones<br>5m <sup>2</sup> in commercial zones  |   |
| Langford      | No               | 1 per frontage   | No maximum specified   | 6m <sup>2</sup> on lots ≤ 743m <sup>2</sup> ; or 12m <sup>2</sup> on lots ≤ 1486m <sup>2</sup> ; or 18m <sup>2</sup> on lots > 1486m <sup>2</sup> per frontage | 1m <sup>2</sup> per side   | Contractor signs defined as 'Development signs' which could include large scale real estate signage                             |

# ATTACHMENT B

## Proposed Amendments to the Sign Bylaw – Real Estate Signs

Add the following new definitions:

“REAL ESTATE SIGN” means a temporary sign made of wood, coroplast or like material, the purpose of which is to advertise the sale, rental or lease of real property and may include advertising of entities involved in furnishing such items as labour, services, materials, or financing in relation to development of a property.

It is recommended that Sections 6(1) and 6(2) of the Sign Bylaw pertaining to real estate and construction site signs be replaced with the following sections.

6(1) Real estate signs may be erected or placed without a permit as follows:

- A. Real estate signs shall be located on the property to which the sign applies and not more than one real estate sign shall be permitted adjacent to each highway frontage of a site. However, in no case shall more than three real estate signs be permitted per site nor shall they exceed a size of:
  - I.  $0.5\text{m}^2$  ( $6\text{ft}^2$ ) for a sign advertising the sale or rental of single family, duplex, triplex or fourplex units
  - II.  $3\text{m}^2$  ( $32.3\text{ft}^2$ ) for a sign advertising:
    - a) the sale or rental of units in multiple family projects having 5 or more dwelling units but less than 10 units
    - b) the sale of not more than 5 lots in the case of a property being subdivided
    - c) the sale or rental of property not less than 0.4 hectares (0.99 acres) in area
    - d) the sale or rental of commercial floor area of not more than  $465\text{m}^2$  ( $5005\text{ft}^2$ )
  - III.  $6\text{m}^2$  ( $64.5\text{ft}^2$ ) for a sign advertising:
    - a) the sale or rental of units in multiple family projects having 10 or more units
    - b) the sale of more than 5 lots but not more than 10 lots in the case of a property being subdivided
    - c) the sale or rental of property not less than 0.8 hectares (1.98 acres) in area
    - d) the sale or rental of commercial floor area of more than  $465\text{m}^2$  ( $5005\text{ft}^2$ )
  - IV.  $9\text{m}^2$  ( $96.9\text{ft}^2$ ) for a sign advertising the sale or rental of units in multiple family projects having 30 or more units or advertising the sale of more than 10 lots in the case of a property being subdivided
  - V.  $12\text{m}^2$  ( $129.2\text{ft}^2$ ) for a sign advertising the sale or rental of units in multiple family projects having more than 60 units
- B. Real estate signs having two sign faces set at 90 degrees to each other shall be counted as one sign face for purposes of size under section 6(1) A. IV and V.
- C. Real estate signs shall be removed from the property within 14 days after the final sale, rental or lease of the dwelling units or property has been achieved, or 2 years from the date the sign is erected, whichever should occur first.

6(2) Construction site signs may be erected or placed without a permit, as follows:

- A. Construction site signs for contractors, suppliers or financiers may be erected provided that:
- I. not more than three construction site signs are erected on a property, and
  - II. each sign is of equal area, and
  - III. the combined area of all signs does not exceed  $9.2\text{m}^2$  ( $100\text{ft}^2$ ).
- B. Construction site signs shall be erected no more than 5 days prior to the start of construction for which a valid building permit has been issued, shall be confined to the site of construction, and shall be removed 5 days after completion of construction or the issuance of an occupancy permit whichever should occur first, or at such time as a real estate sign is erected or placed on the site.

## REPORT TO COUNCIL

REPORT TO: D.W. HOLMES, ASSISTANT CITY MANAGER  
GENERAL MANAGER OF CORPORATE SERVICES

FROM: J. E. HARRISON, MANAGER OF LEGISLATIVE SERVICES

RE: KEY DATE CALENDAR FOR 2011

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### RECOMMENDATION:

That Council adopt the Key Date Calendar and Acting Mayor Schedule for 2011 as attached.

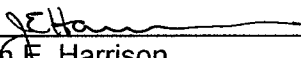
### EXECUTIVE SUMMARY:


Attached is the Key Date Calendar and Acting Mayor Schedule for 2011 for Council's consideration.

### BACKGROUND:

Each Fall, Legislative Services Staff prepare a Key Date Calendar of dates for Council meetings and Public Hearings and the Acting Mayor Schedule for the upcoming year. The proposed Calendar is attached for Council's consideration and adoption.

Respectfully submitted,

  
Joan E. Harrison,  
Manager of Legislative Services

  
Douglas Holmes  
Assistant City Manager /  
General Manager of Corporate Services

F/P COW: 2010-OCT-18

☐ Council  
☒ Committee F/P COW  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2010-OCT-18

## City of Nanaimo

### COUNCIL KEY DATE CALENDAR – 2011

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All City of Nanaimo Council Meetings commence at 7:00 p.m., and will be held in the Shaw Auditorium, Port of Nanaimo Centre, located at 80 Commercial Street.

All City of Nanaimo Finance/Policy Committee of the Whole Meetings commence at 4:30 p.m., and will be held in the City Hall Board Room located on the 2<sup>nd</sup> Floor at 455 Wallace Street.

|                   |  |
|-------------------|--|
| January 3 .....   | <i>NEW YEAR'S DAY STAT</i>                               |
| January 6 .....   | Public Hearing   |
| January 10 .....  | Council Meeting  |
| January 17 .....  | Finance/Policy Committee of the Whole                    |
| January 24 .....  | Council Meeting  |
| January 25 .....  | FCM Resolution Deadline                                  |
| January 31 .....  | Finance/Policy Committee of the Whole                    |
| February 3 .....  | Public Hearing   |
| February 7 .....  | Finance/Policy Committee of the Whole                    |
| February 14 ..... | Council Meeting  |
| February 21 ..... | Finance/Policy Committee of the Whole                    |
| February 25 ..... | AVICC Resolution Deadline                                |
| February 28 ..... | Council Meeting  |
| March 3 .....     | Public Hearing   |
| March 7 .....     | Finance/Policy Committee of the Whole                    |
| March 14 .....    | Council Meeting  |
| March 21 .....    | Finance/Policy Committee of the Whole                    |
| March 28 .....    | Council Meeting  |
| April 4 .....     | Finance/Policy Committee of the Whole                    |
| April 7 .....     | Public Hearing   |
| April 8-10 .....  | AVICC Convention - Sidney                                |
| April 11 .....    | Council Meeting  |
| April 18 .....    | Finance/Policy Committee of the Whole                    |
| April 22 .....    | <i>GOOD FRIDAY</i>                                       |
| April 25 .....    | <i>EASTER MONDAY</i>                                     |
| May 2 .....       | Council Meeting  |
| May 5 .....       | Public Hearing   |
| May 9 .....       | Finance/Policy Committee of the Whole                    |
| May 15 .....      | Deadline - Adoption of Tax Rates & Financial Plan Bylaws |
| May 16 .....      | Council Meeting  |
| May 23 .....      | <i>VICTORIA DAY</i>                                      |
| May 30 .....      | Finance/Policy Committee of the Whole                    |

|                       |                                       |
|-----------------------|---------------------------------------|
| June 3 to 6 .....     | FCM Convention - Halifax              |
| June 9 .....          | Public Hearing                        |
| June 13 .....         | Council Meeting                       |
| June 20 .....         | Finance/Policy Committee of the Whole |
| June 27 .....         | Council Meeting                       |
| June 30 .....         | UBCM Resolution Deadline              |
|                       |                                       |
| July 1.....           | <i>CANADA DAY</i>                     |
| July 7.....           | Public Hearing                        |
| July 11.....          | Council Meeting                       |
| July 25.....          | Finance/Policy Committee of the Whole |
|                       |                                       |
| August 1.....         | <i>BC DAY</i>                         |
| August 4.....         | Public Hearing                        |
| August 8.....         | Council Meeting                       |
| August 22.....        | Finance/Policy Committee of the Whole |
|                       |                                       |
| September 1 .....     | Public Hearing                        |
| September 5 .....     | <i>LABOUR DAY</i>                     |
| September 12.....     | Council Meeting                       |
| September 19.....     | Finance/Policy Committee of the Whole |
| September 26-30 ..... | UBCM Conference                       |
|                       |                                       |
| October 3 .....       | Finance/Policy Committee of the Whole |
| October 6 .....       | Public Hearing                        |
| October 10 .....      | <i>THANKSGIVING DAY</i>               |
| October 17 .....      | Council Meeting                       |
| October 24 .....      | Finance/Policy Committee of the Whole |
| October 31 .....      | Council Meeting                       |
|                       |                                       |
| November 3 .....      | Public Hearing                        |
| November 7 .....      | Finance/Policy Committee of the Whole |
| November 11.....      | <i>REMEMBRANCE DAY</i>                |
| November 14.....      | Council Meeting                       |
| November 19.....      | <b>ELECTION DAY</b>                   |
| November 21.....      | Finance/Policy Committee of the Whole |
| November 28.....      | Council Meeting                       |
|                       |                                       |
| December 1 .....      | Public Hearing                        |
| December 5 .....      | <b>Inaugural Council Meeting</b>      |
| December 12.....      | Finance/Policy Committee of the Whole |
| December 19.....      | Council Meeting                       |



| ACTING MAYOR SCHEDULE - 2011 |             |    |             |
|------------------------------|-------------|----|-------------|
| Councillor Sherry            | 2010-DEC-06 | to | 2011-JAN-16 |
| Councillor McNabb            | 2011-JAN-17 | to | 2011-MAR-06 |
| Councillor Holdom            | 2011-MAR-07 | to | 2011-APR-17 |
| Councillor Johnstone         | 2011-APR-18 | to | 2011-JUN-05 |
| Councillor Kipp              | 2011-JUN-06 | to | 2011-JUL-17 |
| Councillor Bestwick          | 2011-JUL-18 | to | 2011-SEP-04 |
| Councillor Pattje            | 2011-SEP-05 | to | 2011-OCT-23 |
| Councillor Unger             | 2011-OCT-24 | to | 2011-DEC-04 |

# STAFF REPORT

REPORT TO: T. HICKEY, DIRECTOR, ENGINEERING & PUBLIC WORKS

FROM: B. SIMS, MANAGER, WATER RESOURCES

RE: NANAIMO RIVER ROAD – FLUSH-OUT RELOCATION

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## STAFF'S RECOMMENDATION:

That Council reallocate \$125,000 in the 2010 Water Supply budget to relocate two water supply main flush-outs as part of a cost-share effort with Couverdon.

## EXECUTIVE SUMMARY:

Couverdon (the development arm of Timberwest) is proceeding with a subdivision along Nanaimo River Road in the location of the City's raw water supply mains. A flush-out from one of the City's mains discharges to one of the proposed lots. To avoid conflict with this new land use, staff located an alternate site that will improve flushing conditions.

## BACKGROUND:

Couverdon indicated a willingness to cost-share with the City to construct two new flush-outs in the more suitable location. These two proposed flush-outs are larger than the single existing one and will enable the City to continue to flush the raw water mains through an established creek channel. Annual flushing of these mains is an integral part of maintaining water quality before the water is treated and chlorinated.

The project is proposed to be tendered and managed by the City in the late fall / early winter to meet Couverdon's sales timeline.

Funds are available in the 2010 Water Fund capital budget through cost-savings on water distribution projects.

Respectfully submitted,



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B. Sims  
Manager, Water Resources



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T. Hickey  
Director, Engineering & Public Works

WS/fg  
2010-Oct-18  
g:\admin\cncl rpts\2010\NanaimoRvrRd\_flushout

☐ Council  
☒ Committee *FIPLOW*  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: *2010-OCT-18*