

AGENDA FOR THE REGULAR FINANCE / POLICY COMMITTEE OF THE WHOLE MEETING  
TO BE HELD IN THE BOARD ROOM, CITY HALL,  
ON MONDAY, 2006-SEP-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. **ADOPTION OF THE AGENDA:**

3. **ADOPTION OF MINUTES:**

- (a) Minutes of the Regular Finance / Policy Committee of the Whole Meeting held in the Board Room, City Hall, on Monday, 2006-JUL-24 at 4:32 p.m.

4. **PRESENTATIONS:**

- (a) Presentation from Mr. Jerry Pink, City of Nanaimo representative to the Airport Commission, re: Nanaimo Airport update and major issues.
- (b) Presentation from Mr. Toby Seward, Director, Permits and Properties, Pg. 3-15  
re: overview and options as they relate to LED signs.

5. **INTRODUCTION OF LATE ITEMS:**

6. **DELEGATIONS PERTAINING TO AGENDA ITEMS: (10 MINUTES)**

7. **REPORTS OF ADVISORY BODIES:**

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

**CORPORATE SERVICES:**

(a) **Grant Funding Applications**

Pg. 16-17

Staff's Recommendation: That Council direct Staff to apply for the following infrastructure planning grants:

- 1. 2006 / 2007 Sanitary Sewer and Manhole Inspection and Condition Assessment Report; and,
- 2. Bowen – Northfield Intersection Improvement and Access Study.

(b) **Recognition and Appreciation of City Volunteers Policy**

Pg. 18-19

*Staff's Recommendation: That Council endorse the Recognition and Appreciation of City Volunteers Policy.*

9. **INFORMATION ONLY ITEMS:**
10. **CORRESPONDENCE:**
11. **NOTICE OF MOTION:**
12. **CONSIDERATION OF LATE ITEMS / OTHER BUSINESS:**
14. **QUESTION PERIOD:** *(Agenda Items Only)*
15. **ADJOURNMENT:**

ACTING MAYOR: COUNCILLOR CAMERON

2006-SEP-08 to 2006-OCT-24

# LED Signs

- ☐ *What are LED signs?*
- ☐ *Current regulation in the City of Nanaimo*
- ☐ *Other jurisdictions*
- ☐ *Concerns with LED signage*
- ☐ *Options for regulation*

# What are LED signs?



## LED = Light Emitting Diode

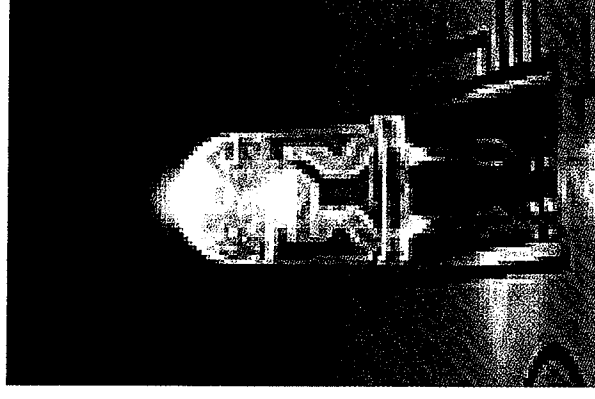
At the heart of an LED sign are Light Emitting Diode (LED) lamps which consist of a silicon "chip" about the size of a grain of salt and made of a special blend of crystals.

When a small electrical current is passed through the chip it generates light.

-The color of the light produced by LEDs is dependent on the combination of crystal materials that comprise the silicon chip.

-LEDs are available in white, amber, red, green and blue output colors.

-Unlike incandescent bulbs or even fluorescent lamps, almost all of the energy used by LEDs is converted to light, rather than heat.



# What are LED signs?



two broad categories of LED signage

-changeable text signs



# What are LED signs?

CITY OF NANAIMO  
B.C.



two broad categories of LED signage

-displays



# Current Bylaw Requirements



**Though not directly addressed the use of LED signage in the City of Nanaimo is currently regulated under the existing City of Nanaimo Sign Bylaw No. 2850**

## 2. Definitions

### "ANIMATION"

- *means the direction of attention to a sign through the movement of one or more parts or through the impression of movement including colour changes, flashing lights and illumination which exhibits noticeable changes in light intensity, but excludes digital time and/or temperature information, flags, banners or pennants.*

# Current Bylaw Requirements



**Though not directly addressed the use of LED signage in the City of Nanaimo is currently regulated under the existing City of Nanaimo Sign Bylaw No. 2850**

## 3. General Provisions

No person shall erect, construct or maintain...

(22) a sign which is animated or revolving in an area other than that as specified in Schedule 'A' of this Bylaw...

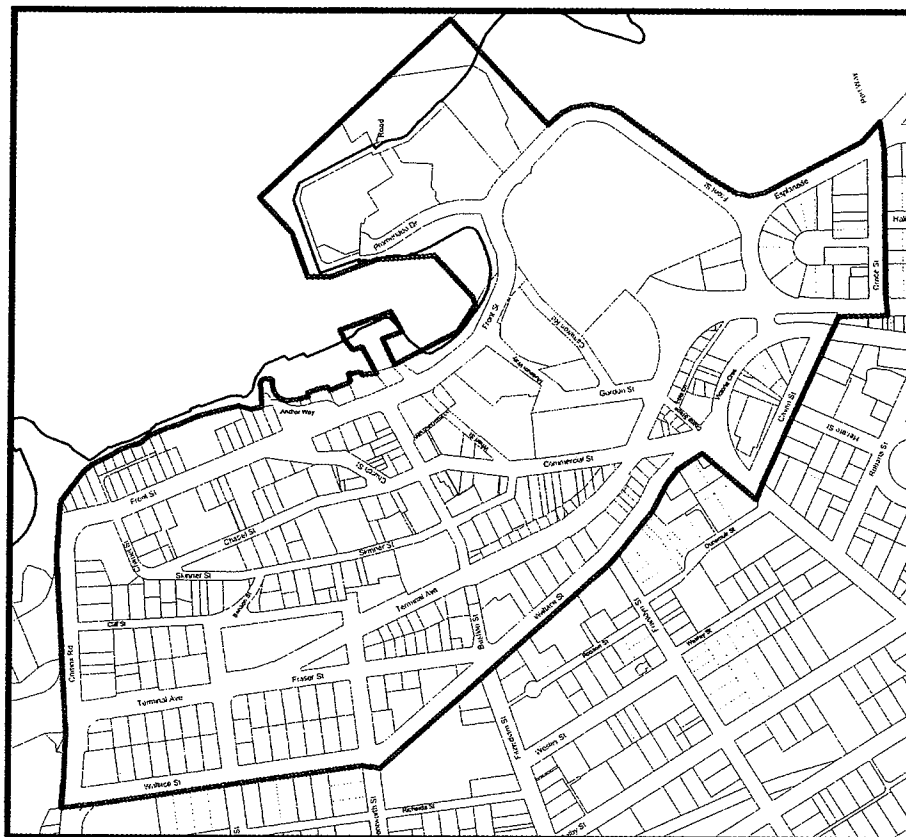


# Current Bylaw Requirements

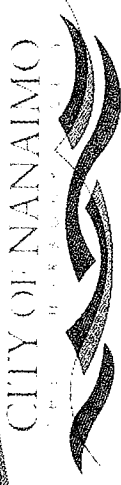
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B.C.



## Schedule 'A' defined area



# Current Bylaw Requirements



Currently then, LED signage would be considered under the existing Bylaw as 'Animated' signage, limited to the defined Downtown area and to the size restrictions established for various signage types.

Council can consider Development Variance Permits (DVP) to permit 'Animated' signage outside of the defined area and to permit larger signs.

Schedule 'C' of the Sign Bylaw provides guidelines for Council in considering variances.

# Current Bylaw Requirements

CITY OF NANAIMO



**In the case of considering variances specific to ‘Animated’ signage the following guideline would apply:**

- (1) *Animated or revolving signs should be permitted outside the Downtown Core only in situations where no traffic hazard will be created and no conflict will occur with any adjacent residential development*

## Review of bylaws from other municipalities reveals a wide variety of strategies

- Many municipalities, particularly those concerned with the aesthetics of signage continue to prohibit LED signage
- Some have included changeable text and LED signage within their bylaws and directly regulate this type of signage
- Most municipalities surveyed that have permitted significant LED signage have done so under specific variances to their bylaws

### **Vancouver Island examples**

**Sidney** – Memorial Park Society

Size – 4'x20' approved through Heritage Alteration Agreement

**Victoria** – Save of Foods Memorial Centre

Size – 12'x16' approved through DVP

**Duncan** – Country Grocer

Size 14'x16' approved through DVP

# Concerns with LED signage

CITY OF NANAIMO



**The main concern with LED signage, and ‘animated’ signage in general, is the impact sign activity (movement, flashing etc.) can have on driver distraction.**

- The fundamental goal of signage and advertising is to attract attention.
- Proponents interested in maximum exposure
  - = locate at high volume locations
  - = higher potential for driver distraction
  - = higher potential for delays and accidents.

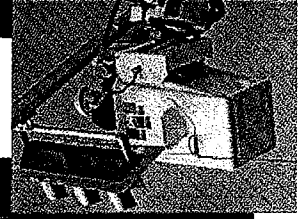
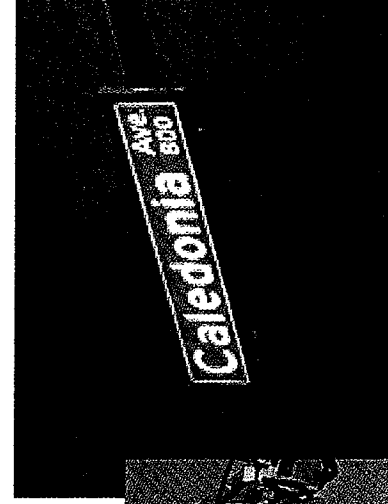
# Concerns with LED signage

CITY OF NANAIMO  
H A R B O R



**A developing concern with LED signage is more general and is related to concerns of “light pollution” and increasing general light levels. This is particularly a concern with LED signage because of the brightness of LEDs.**

- ‘Ratcheting’ has become the term to describe the necessity for upgrades to signal and street light systems to compensate for increased general light levels and maintain adequate visibility for motorists



# Options



**It appears clear that LED based signage will become more and more common over time. Options for regulating these types of signage include:**

- “status quo” – continue to consider LED signage under the definitions and limitations of ‘Animated’ signage. Council can consider site specific sign proposals for location, size... via DVP process
- Amend the existing Sign Bylaw to include specific definitions for “changeable text signs” and “LED signs” and regulate under current provisions for size, location... Council can consider site specific proposals via DVP process.
- Amend the existing Sign Bylaw to include specific definitions and provide for the use of LED signage in areas other than the limited Downtown

September 12, 2006

## STAFF REPORT

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

FROM: B. E. CLEMENS, DIRECTOR OF FINANCE

RE: GRANT FUNDING APPLICATIONS

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### RECOMMENDATION:

It is recommended that Council indicate its support to apply for the following infrastructure planning grants:

- 1) 2006/2007 Sanitary Sewer and Manhole Inspection and Condition Assessment Report
- 2) Bowen – Northfield Intersection Improvement and Access Study

### EXECUTIVE SUMMARY:

Staff are preparing two applications for grant funding from the Provincial Government for Engineering and Public Works study; one for an Assessment Report of the Sanitary Sewer and the other for the assessment study of the intersection of Bowen Road and Northfield Road. As part of the application process, the Province requires evidence of Council support for the applications.

### BACKGROUND:

Through the Infrastructure Planning Grant Program, the Province of British Columbia offers grants to support local government in projects related to the development of sustainable community infrastructure. Grants are available up to \$10,000 each for a range of activities relating to assessing the technical, environmental and/or economic feasibility of municipal infrastructure projects.

The deadline to apply for such grants is September 15, 2006. Staff selected two projects which are appropriate for this grant program.

Project #1: 2006/2007 Sanitary Sewer and Manhole Inspection and Condition Assessment Report.

Briefly, the project is to inspect, evaluate and assess the existing condition of identified critical sanitary sewer pipes. This will allow us to create a historical baseline record of the critical sanitary sewers physical conditions for tracking the deterioration rate and estimating the ultimate life span of these sewers. The inspection and condition assessment will also identify sewer pipes that require replacement or rehabilitation, as well as, identify areas of Inflow and

☐ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2006-Sep-18



Infiltration. The condition assessment final report, to be completed and submitted by a sub-consultant specialising in pipeline inspection and Infrastructure Asset Management, will recommend whether replacement or rehabilitation of identified sewers is economical through review of cost estimations of recommended methods. This is the third phase of the project.

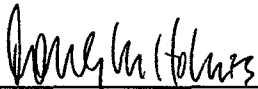
**Project #2: Bowen – Northfield Intersection Improvement and Access Study.**

The intersection and it's immediately surround area has been identified as a high crash location consistently for a number of years. The intersection is projected to have a failure level of service due to traffic volumes by the year 2011. Improvements are complicated due to a number of accesses to local businesses. Improvements will have severe impacts on parking and access to these businesses. The goal of this study is to develop an ultimate functional intersection plan that provides for the safe mobility for all road users, including pedestrians and cyclist and provides for reasonable, safe access to the surrounding businesses.

Respectfully submitted



Brian E. Clemens, CMA  
Director of Finance



Doug W. Holmes,  
General Manager  
Corporate Services

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# STAFF REPORT

REPORT TO: I HOWAT, DIRECTOR OF LEGISLATIVE SERVICES

FROM: K.L. BURLEY, MANAGER OF LEGISLATIVE SERVICES

RE: RECOGNITION AND APPRECIATION OF CITY VOLUNTEERS POLICY

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## STAFF'S RECOMMENDATION:

That Council endorse the Recognition and Appreciation of City Volunteers Policy.

## EXECUTIVE SUMMARY:

At the 2006-MAY-08 Council meeting, Council directed Staff to draft a policy outlining the criteria for recognizing and appreciating City volunteers. Based on that direction, a draft policy is attached for Council's consideration.

## BACKGROUND:

As noted above, Council directed Staff to draft a policy for recognizing and appreciating City volunteers based on the following options: 1) letter from the Mayor for outgoing Committee members recognizing his/her service; 2) an annual reception hosted by each Committee to recognize its members; and 3) public recognition of Committee volunteers in the two issues of the Parks, Recreation and Culture Department Leisure Guide.

Respectfully submitted,



K.L. Burley,  
Manager of Legislative Services

☐ Council  
☒ Committee of the Whole  
☒ Open Meeting  
☐ In-Camera Meeting  
Meeting Date: 2006-Sep-18



# CITY OF NANAIMO

## COUNCIL POLICY MANUAL

Pages: 1 of 1  
Approval Date: 2006-

**SECTION: GENERAL ADMINISTRATION**  
**SUBJECT: Recognition and Appreciation of City Volunteers**

### **Purpose:**

To recognize those volunteers appointed to City Committees or Commissions for their dedication, time and effort in providing a valuable service to the community as per the guidelines presented below:

### **Guidelines:**

1. All volunteers who are appointed to the City, who have served our community throughout the year, without compensation, be honoured with an annual appreciation dinner;
2. The Annual Volunteer Appreciation Dinner is based on the following:
  - One dinner per year to be held in November or December ;
  - Utilize a location that is accessible for people with disabilities;
  - Establish a pre-selection of not more than three reasonably priced meals;
  - Provide free soft refreshments and coffee to all the attendees;
  - Provide a wine allowance of two 4 ounce glasses of B.C. wine per person, or bottled beverage (such as beer/cider/cooler) allowance of 2 bottles per person;
  - Alcoholic refreshments over and above the quotations allotment are on a no-host basis;
  - Free parking arrangements in City parking lots, if close at hand;
  - Generous, but not lavish;
  - Fiscal responsibility.
3. Council representatives on each Committee attend the dinner and acknowledge volunteers.
4. Certificates of appreciation signed by the Mayor are presented for outgoing members at the dinner.
5. Arrangements and budgeting for the annual event are to be made by the Staff Liaison for each Committee/Commission.
6. Public recognition of Committee/Commission volunteers be given in the two issues of the Parks, Recreation and Culture Department Leisure Guides listing the names of each member and a brief outline of the Committee/Commission mandate.

Previous Revision/s: None