



CITY OF NANAIMO

COUNCIL POLICIES

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CAO OFFICE	
Council Portfolios	For Repeal. Inconsistent with the City's current governance model.
Funding Alcoholic Beverages at City Socials	Ok as is
Governance Protocol	Needs Amending. Some protocols have merit, some are redundant and others need to be repealed
Purchase of Computers for Council Members	For Repeal – provisions for providing computers is in the Council Spending & Amenities Policy
Use of Staff Time – Public Meetings	Needs Amending. Could be expanded into a larger Council/staff relations policy
Use of Staff Time – Research	Needs Amending. Could be expanded into a larger Council/staff relations policy
COMMUNITY DEVELOPMENT	
Business Licence Bylaw Application	For Repeal. Policy is based on a 1983 & 1996 legal opinion.
Bylaw Enforcement Procedures	Needs Amending. Bylaw Dept. does not accept anonymous complaints in general. Part of the process of complaint taking is to consider if the requestor is directly impacted in determining whether to investigate.
Bylaw Enforcement Requests	Ok as is.
Courtesy Parking Passes	For Repeal. Parking services accommodate temporary parking needs on a case-by-case evaluation.
Encroachment Onto City-Owned Properties	Needs Repealing at the time the fees can be included within the Fees and Charges Bylaw. The process has also changed.
Enforcement of the Animal Control Bylaw	Needs reviewing once Animal Responsibility bylaw adopted as all enforcement policies could be combined into 1 policy and the focus should also be on the animal's welfare.
Film Permit Fees	For Repeal as fee is outdated. Can repeal once fees are placed in the Fees and Charge Bylaw.
Free Parking for Special Events in the Downtown Area	For Repeal. Neither the DNBlA or Tourism Nanaimo exists at this time and parking in this parkade is free evenings and weekends. Ad hoc free parking during weekday business hours would interfere with parking inventory for paid monthly pass holders.
Heritage Building Documentation	Needs Amending. Keep sections 1.0 and 3.0. All other sections not applicable as the Heritage Commission no longer exists or requirement covered under the Heritage Conservation Program.
Heritage Plaques	Needs Amending. Remove reference to the Heritage Commission as it no longer exists.
M.L.S. Sale of Surplus City Properties	Needs Amending. Outdated information (1993) including the percentage of commission required.
Mid-Island Film & Video Commission	For Repeal. Commission no longer exists.
Nanaimo Economic Development Corporation (NEDS) Appointments	For Repeal. No longer a Corporation
Official Use Only Parking Permits	For Repeal. Council members now issued 'red passes' which authorize parking in City parkades and paid street zones.
Requests for Municipal Property	For Repeal. The policy and process information is not current. Should be considered in next update to property strategy.
Reserved Parking in City Parkades	For Repeal. Information is covered in the Parking Bylaw.
Sidewalk Cafes – Encroachment	Fees must be updated and transferred to the Fees and Charges Bylaw. Policy can be repealed through that process.
Unightly Properties – Property Maintenance	For Repeal. This is not a policy as it is currently worded. It is more of a procedure.

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DEVELOPMENT APPROVALS	
100 Percent Developer Pay Rezoning of Rural A-2 and A-3 Zoned Lands	For Repeal. A2 & A3 zoning no longer exists. All rezoning applications are assumed 100% developer pay.
Accepting Cash-in-Lieu of Constructing Works and Services	For Repeal. Hasn't been followed in 30 years.
Accommodation for Katimavik Volunteers	For Repeal. This was a one-time request.
Advanced Property Acquisitions	For Repeal. No longer applicable. It relates to a 1991 Bowen Road project.
Amendments to Land Use Contracts	For Repeal. Addressed by LGA S. 478 which requires all bylaws adopted and works undertaken to be consistent with the OCP.
Application of Environmental Policies on Subdivision Applications	For Repeal. Addressed by OCP and DPA Guidelines. Also addressed by Approving Officer in relation to LTA. Section 85 – public interest approval consideration at subdivision.
BC Energy Step Code Rezoning Policy	Ok as is.
City of Nanaimo/Nanaimo Harbour Commission Project Review Process	Needs amending as this is relevant again and needs review.
Commercial or Industrial Zoning Near Schools	For Repeal. Too close and cannot be accurately defined.
Community Residential Facilities (Transition Houses for Federal Parolees)	For Repeal. This is a single issue and was addressed through Zoning Bylaw 4000.120
Compensation for Heritage Design	For Repeal. Already covered under the Local Government Act, Section 613 – Compensation for Heritage Designation.
Construction Involving Public Lands	For Repeal. Unclear of meaning.
Cost Recovery for Covenant Preparation and Registration	Ok as is.
Cottages on Protection Island	For Repeal. No longer required as no minimum of house size.
Covenant Amendment Process	Ok as is.
DCC – Exemption for Basements	For Repeal. Unnecessary as DCC Bylaw 7252 provides direction on the application of DCC's
DCC – For New Growth	Ok as is.
DCC – For Not-For-Profit Rental Housing	For Repeal. Now covered in Development Cost Charges Bylaw 7252.
DCC – In the Downtown Core Following Total Loss of a Structure	For Repeal. Addressed under <i>Local Government Act</i> , Section 561 "Circumstances in which development cost charges are not payable. This issue is also not specific to downtown.
DCC – Parking Areas and Attached Garages	For Repeal. Development Cost Charge Bylaw 7252 provides direction on the application of DCC's
DCC – Relation to a Building Permit	For Repeal. The <i>Local Government Act</i> prescribes when DCC's are payable and does not include provisions for refunds.
DCC – Review	Needs Amending. When the bylaw was adopted in 2018, direction was for a review every 5 years instead of every 3 years.
DCC – To Promote Commercial/Industrial Development	For Repeal. Development Cost Charge rates are regularly reviewed and prepared in consultation with the development community and in accordance with the provincial DCC Best Practices Guide with appropriate assist factors considered.
Defining a Historical Name	For Repeal. Policy does not make sense.
Development of 5425 Dunster Road	For Repeal. Policy no longer relevant.

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Development of Large Parcels of Waterfront Land	For Repeal. Should be and OCP policy, not a Council policy.
Development Policies Regarding Geotechnical Studies	For Repeal. Covered by north slope geotech.
Development Standards for Agriculturally Zoned Land (i.e. Fielding Road)	For Repeal. Addressed through OCP Policy.
Disposition of Parkland	For Repeal. No longer relevant as parks have been designated by bylaw and require approval of the electorate prior to disposition.
Enforcement of the <i>Architect's Act</i>	For Repeal. Dictated by legislation and legal precedent (AIBC v. Langford City, 2020).
Front Street – Access to Rear of Federal Building	For Repeal. Unnecessary as access to these lands are provided by Anchor Way.
Green Building Construction Methods	For Repeal. Policy was superceded by Green Building Strategy Council Policy 173
Guidelines for the Application of Frontage Works & Services	Needs Amending. The policy requires too much discretion and prediction to be applied. Also, due to zoning bylaw amendments allowing for smaller parcels, many areas where works and services were relaxed on the basis of adjacent lands not being able to be developed (which wasn't predicted at the time) has seen considerable developed.
Healthy Cities Program	For Repeal. Addressed by WorkSafe BC, Manual of Engineering Standards and Specifications, Age Friendly City Plan (2019-2023), Nanaimo Master Transportation Plan (2014), Affordable Housing Strategy (2018), the OCP, and Council's Strategic Plan (2019-2022)
Instream Policy	For Repeal. Related to application of instream status of applications following new provisions of the Zoning Bylaw in 1995. Also addressed by the Local Government Act S. 511 for subdivision, S. 568 for DCC's and S. 504 for Development Permits.
Inucan Proposal	For Repeal. Policy only applied to the 90's.
Laneways in Small Lot Subdivisions	For Repeal. Addressed by OCP Policy 2.3.17 and neighbourhood plans
Liquor Licence Application Processing Fees	For Repeal. Addressed by Development Services Fees and Charges Bylaw, Liquor Control Strategy (2002), and LCRB application process requirements
Managing Blocks of Vacant Land	For Repeal. No longer relevant as these are OCP policies and therefore should be not be a Council policy.
Minimum Lot Size for Unserviced Large Lot Subdivisions	For Repeal. This was an interim measure until such time as large lot subdivisions could be addressed through the Zoning Bylaw. This is now covered in the Zoning Bylaw.
Nanaimo Curling Club	Needs Amending.
North Slope Development	Ok as is.
Occupant Loads in Licensed Beverage Establishments	For Repeal. Providing occupant load calculation is optional. BC Building Code provides guidance.
OCP Amendments to be Referred to Regional District for Information	Ok as is.
Parkland Acquisitions	Needs Amending. The policy should be encompassed in OCP changes/Reimagine process.
Payment of Works and Services by Instalment	For Repeal. Conflicts with the requirements of Subdivision Control Bylaw 3260, and Building Bylaw 7224.
Private Wharfage on Long Lake	For Repeal. Is governed under Provincial jurisdiction. Also W1 zoning allows for docks and wharves.
Provision of Services to Crown Lands	For Repeal. Now covered under Federal Legislation.

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Public Hearing Process	Ok as is. Recently Updated.
Recovery of Consultant Fees	For Repeal. Covered under Council Policy COU-064 – Cost Recovery for Covenant Preparation and Registration.
Regional District of Nanaimo Planning Referrals	For Repeal. Addressed by Regional Growth Strategy framework. Also Council policy cannot require referral from another body (RDN) and Lantzville has been incorporated.
Review of Bonding Requirements	Ok as is pending review of the Subdivision Control Bylaw
Right of Way Acquisition	For Repeal. The process and compensation amount is not current as the policy has not been updated since 1985.
Right of Way Agreements – C.P. Rail/Crown – Provincial Agreements	For Repeal. The policy is outdated and no longer applicable. It duplicates the process required by the Land Title Office for such transactions.
Road Naming	For Repeal. This is a procedure and not a Council policy.
Secondary Suites	Ok as is.
Seismic Requirements	For amending as such aspects of the policy are no longer legal since enacting the <i>Building Act</i> .
Servicing Constraints to Development of “The Bowl”	For Repeal. Reviewed with every application in all parts of the City – no policy required.
Strata Conversion Applications	Ok as is.
Subdivisions – Bonding Requirements	Needs Amending.
Widening of Bowen Road – Relaxation of Front Yard Setback Requirements	For Repeal. This is a single issue related to Bowen Road widening. Property owners have non-conforming protection under the LGA and always reserve the right to apply for a Development Variance Permit or Board of Variance.
ENGINEERING	
Bicycle Traffic Lanes	For Repeal. Bicycle traffic lanes covered in Manual of Engineering Standards & Specifications as it applies strictly to future construction.
Capital Project Management	Ok as is.
Dam Safety Policy	Ok as is.
Development of Sanitary Sewer Pocket Areas	Needs Amending. Includes a formula from 30 years ago that may not be supported by Council.
Ditch/Swale	Ok as is.
Green Building Strategy	Needs amending.
Local Improvements/Capital Expenditure Programs – Roadworks – Installation of Curbs & Sidewalks	For Repeal. Covered under Asset Management and Manual of Engineering Standards & Specifications.
MacMillan Bloedel (Weyerhaeuser) – Permission to Haul Logs Along Extension Road	For Repeal. No longer applicable.
Planters in CulDeSacs	For Repeal. The City no longer builds cul-de-sacs and current standards and practices make this policy no longer applicable.
Regional District of Nanaimo Drinking Water	For Repeal. No longer applicable.
Sanitary Sewer Connections	Needs Amending. Hook ups to City system or replace septic system.
Energy Conservation & Management Policy	Needs Amending as policy has some ambiguity. Projects that have a payback greater than 8 years require a life cycle cost analysis to confirm the advantage and viability for funding from the Reserve

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Sanitary Sewer Interceptor Extensions to Cedar/Duke Point	Ok as is.
School Zone Signing Guidelines	Needs amending but still relevant.
Sewer Benefitting Areas	Needs Amending as there may be other areas that would be subject to this policy.
Sidewalk/Asphalt Walking Shoulder	For Repeal. Standards and practises have moved beyond what the policy envisioned.
Stormwater Management	Needs Amending to reflect current best practices and regulations.
Tourist Attraction Signs	For Repeal. The policy refers specifically to a business that is no longer in operation.
Universal Street Lighting	For Repeal. Covered under the Manual of Engineering Standards & Specifications, Development Bylaw and Ministry of Transportation Guidelines.
Water Supply to Areas Not Within the GNWD	For Amending by updating the reference to GNWD.
FACILITY & PARKS OPERATIONS	
Blue Community Designation and Promoting the Use of Municipal Water	Ok as is.
Cycling/Inline Skating on Waterfront Park Walkways	Needs Amending to reflect changes in infrastructure & activities.
Donations of Capital Projects by Groups or Organizations	Needs Amending. Should be blended with the Guidelines for City Assisted Community Capital Projects policy.
Fencing – Parks/City Owned/Private Property	Needs amending to remove reference to Commission approval and needs to include mention on environmentally sensitive area fencing.
Guidelines for City Assisted Community Capital Projects	Needs Amending to reflect there is no longer a PRCC
Naming Parks and Facilities	Needs amending as there is no longer a PRCC
Park Bench Donation Program	Ok as is.
Use of Community Services Building	For Repeal. MOU with BC Housing will change this location into housing, with construction starting in late 2021.
FINANCE	
Achievements by Individuals	Needs amending. This is incorporated in to the Travel Assistance Grants.
Annual Budget Disposition of Additional Tax Revenue Received from Harmac	For Repeal. Out of date.
Council Expenses – Attendance at Out-of-Town Meetings	For Repeal. This is now covered under the Council Spending & Amenities Council Policy.
Council Remuneration	For Repeal. Remuneration is now covered under the Council Spending & Amenities Policy
Council Remuneration – CPI	For Repeal. Remuneration is now covered under the Council Spending & Amenities Policy
Council Spending & Amenities	May need amending as the Legal Advice to Council Members Policy may conflict with this policy so needs to be reviewed when future amendments to the policy are considered.
Donation of Obsolete Computer Equipment to Charitable Organizations	Needs amending do to its age. Currently, desktops/laptops are donated to Literacy Nanaimo. Servers and bigger ticket items are posted on BC Auction.
Grants Policy and Guidelines	Needs amending as the City no longer has a Grants Advisory Committee.
Housing Legacy Reserve – Funding Allocation Criteria	Needs amending. Some value in having a more detailed policy that spells out how funds can be used to support a bylaw for a Housing Legacy Reserve fund.

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Investment Policy	Ok as is.
Matching Grants	Needs amending as it references the Nanaimo Economic Development Commission which no longer exists.
Per Diem – Mileage Allowances	For Repeal. Per Diems now covered in the Council Spending and Amenities Policy
Procurement Policy	Needs to be amended to add appendix on signing authorities
Purchase /Lease/Sale/Disposal of City Vehicles/Equipment	For Repeal. Covered through the Procurement Policy
Regulatory Functions	For Repeal. Has not been followed.
Reserves	Ok as is.
Revenue Policy (Statement of Revenue Objectives and Policies)	Ok as is. Part of the Financial Plan
Subsidy of Water Through Further Increases in Property Taxes	For Repeal. Water is a self-sustaining fund and the City does not use general taxes to fund it.
Sustainable Procurement Policy	Ok as is.
Tax Increases Related to Residential Growth	For Repeal. Policy has not been referred to.
Tax Sale – Redemption Period Extension	For Repeal. Tax sales can be extended at Council’s discretion (i.e. COVID)
Uncollectible Accounts	Ok as is.
HUMAN RESOURCES	
Contract/Volunteer/Temporary Alternative to Work Force	For Repeal. The policy is inconsistent with or contradicts language in the CUPE Collective Agreement (Clauses 27(a), 31, 32, and Letter of Understanding #12)
Extension of Employment Beyond Maximum Retirement Age	For Repeal. No longer legal. There is no maximum retirement age except at Nanaimo Fire Rescue, which is established in pension language.
External Labour Disputes	Ok as is.
Hiring, Firing and Restructure Decisions	For Repeal. Duties of the CAO outlined in the Officer’s Appointment and Delegation of Authority Bylaw.
Medical Coverage for Council Members	For Repeal. Benefits are now covered in the Council Spending and Amenities policy. Also benefits are no longer covered under UBCM plan.
Superannuation Contributions	For Repeal. No maximum retirement age.
Transportation Allowances	For Repeal. Done by employee contract and Administrative policy which governs when such allowances are to be paid.
Waiting Period Requirements for Superannuation	For Repeal. Purchases of service are governed by these rules. Other terms of the policy are spent, as certain purchases are no longer required (the deadline passed some years ago)
Whistleblower	Ok as is.
LEGISLATIVE SERVICES	
Acting Mayor Attending Social Engagements in the Absence of the Mayor	For Repeal. Acting Mayor duties are outlined in the Council Procedure Bylaw.
Appointments to the Board of Directors of the RDN	Needs amending to make it clearer as it relates to the language on “voter confidence”
Code of Conduct	Ok as is.
Conflict of Interest Guidelines	Still relevant but should be reviewed to update information that may be outdated.

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Correspondence to the Nanaimo Port Authority	For Repeal. The Nanaimo Port Authority circulates all information to Board members.
Council Office Equipment	For Repeal. Equipment and furniture for Council members is covered under the Council Spending and Amenities policy.
Council Seating Arrangements	Currently guideline only. Not an official Council policy.
Council Use of Microsoft Outlook for Scheduling	Ok as is
Freedom of the City	Ok as is
Honours-Patron of the City/Companion of the City	Ok as is
Hosting of E-Town Hall Meetings	Ok as is
Legal Advice for Council Members on Conflict of Interest	For Repeal. Legal Advice for Council members was recently reviewed by Council and is covered under the Council Spending and Amenities policy
Mayor and Council Gifts, Tribute and Souvenir Budget	Needs amending as the City no longer has a May Queen and no longer distributes post cards. City pins are administered through an Administrative policy.
Notice of Motion	Ok as is.
Privacy	For Repeal. Covered through recently approved Administrative policies of which privacy falls under the authority of the Freedom of Information and Protection of Privacy Head.
Recognition & Appreciation of City Volunteers	For Repeal. Not practised in a formal way.
Routine Release of “In-Camera” Agendas	Ok as is.
Sister City – Twinning	OK as is.
Special Advertising	Needs amending to portions of the policy that are outdated.
Use of City Equipment/Photocopiers by Others	For Repeal. Not outside agencies have been using the City’s copiers for many years.
Video Surveillance of Civic Properties	For Repeal. Replacement policy for Council’s consideration on 2021-JUN-21
PUBLIC WORKS	
Anti-Idling	Ok as is.
New Water Licences and Water Licence Renewals – Millstone Water Basin	Ok as is.
Reserving/Selling Plots in Nanaimo City Cemetery	Ok as is.
Snow Clearing on Sidewalks	Ok as is.
Stop Sign Repair	Needs updating. The purpose of the policy is important for liability reasons but the existing policy is out of date.
Street Banner	For Repeal. Banners are now a City program consisting of more than 300 locations.
RCMP	
Damage to Property - Rewards	Needs amending to reference “witness who provides a statement”
RECREATION & CULTURE	
Beban Grandview Bowl Synthetic Turf Field	Needs amending. The policy is still the practise but the location name and the club name have changed.
Civic Sport Merit Awards and Arts/culture Merit Awards	Needs amending as awards are now presented to Council at a regular meeting.
Cultural Policy	For Repeal. The “Cultural Plan” adopted on 2014-MAR-10, and as amended on 2017-JUL-10, superseded this policy.

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Definition of “South End” for Pool Purposes	For Repeal. No longer applicable following the construction of NAC. Completed in June, 2001.
Facility Use (Authorized Uses)	For Repeal. City now pays for spaces in City facilities.
Guidelines for Establishing the Value of Rent for Lease/Licence Agreements to Non-Profit Societies	For Repeal. Guidelines for non-profit leases are governed under the Non-Profit Leases policy.
Healthy Choices in City Recreation Facilities	Needs amending to reflect the BCRPA Guidelines for Healthy Communities and the Blue Community Designation and Promoting Use of Municipal Water Council policy.
Liability Insurance Coverage for Organizations Using City-Owned Facilities	For Repeal. Liability insurance is covered under the terms and conditions of facility rental contracts and in lease and licence agreements.
Liability Insurance Provision by Recreational Facility Users	For Repeal. Liability insurance and indemnification is outlined in the terms and conditions for facility rental contracts and in lease and licence agreements.
Non-Profit Leases	Ok as is.
Park Vendors	For Repeal. The policy is out of date and is now included in the Business Licence bylaw.
Serving Alcohol at Nanaimo Athletic Commission Events	For Repeal. The Province took over the regulation monitoring of the types of events monitored by the Nanaimo Athletic Commission.

39	Ok as is
45	Need to be amended
101	For Repeal



RCRS Secondary:	GOV-02	Effective Date:	1994-JUN-20
Policy Number:	COU-099	Amendment Date/s:	1997-MAR-03- Reaffirmed
Title:	100 Percent Developer Pay Rezoning of Rural A-2 and A-3 Zoned Lands	Repeal Date:	
Department:	Development Approvals	Approval Date:	1994-JUN-20

POLICY:

Policy recommendations regarding 100 percent developer pay related to any rezonings of rural A-2 and A-3 zoned lands endorsed.



RCRS Secondary:	GOV-02	Effective Date:	1991-JUL-29
Policy Number:	COU-075	Amendment Date/s:	
Title:	Accepting Cash-In-Lieu of Constructing Works and Services	Repeal Date:	
Department:	Development Approvals	Approval Date:	1991-JUL-29

POLICY:

Council not consider requiring a cash deposit in lieu of constructing works and services as is done by the District of Coquitlam through their Subdivision and Building Bylaws.



RCRS Secondary:	GOV-02	Effective Date:	2004-JUN-07
Policy Number:	COU-165	Amendment Date/s:	
Title:	Accommodation for Katimavik Volunteers	Repeal Date:	
Department:	Building, Facilities and Properties	Approval Date:	2004-JUN-07

POLICY:

Council authorized, subject to Building Code compliance and neighbourhood consultation, up to 12 persons in one single-family dwelling for the purpose of accommodation for Katimavik volunteers and its supervisors.



RCRS Secondary:	GOV-02	Effective Date:	1981-SEP-21
Policy Number:	COU-017	Amendment Date/s:	
Title:	Achievements by Individuals	Repeal Date:	
Department:	Finance	Approval Date:	1981-SEP-21

POLICY:

Council endorsed the following recommendations with regard to recognition of Western Canada, National and International Championships/Achievements by individuals, Groups or Organizations:

1. Council and its Grants Committee in cooperation with Staff to review this topic.
2. Council to establish a Civic Awards Annual budget allotment of \$5,000.
3. A monetary scale re-allocation to be drafted recognizing levels of excellence, levels of completion and itemizing of competition in achieving such championship or achievements.
4. Council to consider the value of redirecting this annual budget allocation so as to improve the quality of life in our City related to sport, cultural and artistic pursuits.



RCRS Secondary:	GOV-02	Effective Date:	1979-FEB-26
Policy Number:	COU-006	Amendment Date/s:	
Title:	Acting Mayor Attending Social Engagement in the Absence of the Mayor	Repeal Date:	
Department:	Legislative Services	Approval Date:	1979-FEB-26

PURPOSE:

N/A

DEFINITIONS

N/A

SCOPE

N/A

POLICY

In the absence of the Mayor, the Acting Mayor is to be asked to attend a social engagement, and if this is not possible, the sequence of Acting Mayors for the year is to be followed, provided, however, that in the event the group involved asked for a specific member of Council is to attend the function in the absence of the Mayor, then that member be invited to attend.

PROCESS

N/A

RELATED DOCUMENTS

N/A

REPEAL/AMENDS

N/A



RCRS Secondary:	GOV-02	Effective Date:	1991-MAR-04
Policy Number:	COU-076	Amendment Date/s:	
Title:	Advanced Property Acquisition	Repeal Date:	
Department:	Buildings, Facilities and Properties	Approval Date:	1991-MAR-04

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Staff directed to proceed with advance purchase and/or acquisition of options on properties required for future phases of Bowen Road upgrading.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2001-SEP-10
Policy Number:	COU-150	Amendment Date/s:	
Title:	Amendment to Land Use Contracts	Repeal Date:	
Department:	Land Administration	Approval Date:	2001-SEP-10

PURPOSE:

To encourage the discharge of Land Use Contracts.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council will not support amendments to Land Use Contracts where the discharge of the Contract and rezoning of the lands can better achieve the goals and objectives of the Official Community Plan.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2000-JAN-13
Policy Number:	COU-142	Amendment Date/s:	
Title:	Annual Budget Disposition of Addition Taxation Revenue Received from Harmac	Repeal Date:	
Department:	Financial Administration	Approval Date:	2000-JAN-13

POLICY:

Council directed that:

1. the supplemental property tax revenue received from Harmac for the 1998 and 1999 tax years to be placed into a special reserve; and,
2. the reserve to be utilized over a ten-year period to reduce the annual tax levy for the major industry class.



RCRS Secondary:	GOV-02	Effective Date:	2015-OCT-26
Policy Number:	COU-198	Amendment Date/s:	
Title:	Anti-Idling Policy	Repeal Date:	
Department:	Engineering and Public Works	Approval Date:	2015-OCT-26 COW

PURPOSE:

Limiting idling times reduces air pollution and greenhouse gas emissions and contributes to healthier work environments and the efficient use of city resources. This policy helps implement the City Energy Conservation and Management Policy (2015) and the Corporate Climate Change Plan (2007).

DEFINITIONS:

Idling means the operation of a vehicle or equipment while they are not in motion and not being used to operate auxiliary equipment that is essential to the operation of the vehicle or equipment.

Fuels For the purpose of this policy, all vehicles or equipment that run on fossil fuels which include gasoline, ethanol, diesel, bio-diesel, propane, hydrogen and natural gas.

Vehicles For the purpose of this policy, vehicles or equipment refers to cars, light trucks, vans, heavy trucks, snow equipment, buses, loaders, backhoes, street sweepers and any other equipment operated by staff and utilizing fossil fuels.

SCOPE:

1. All employees who operate motorized vehicles / equipment are responsible for ensuring the vehicles / equipment are operated in accordance with this policy.
2. Supervisors in each department will be responsible for the adherence and enforcement of the vehicle / equipment idle free policy.

POLICY:

This policy is intended to limit unnecessary idling of municipal vehicles and equipment. The policy applies to all staff operating vehicles and equipment owned, rented or leased by the City of Nanaimo.

PROCESS:

1. Manufacturer’s guidelines (recommendations).
Always follow the manufacturer’s guidelines and recommendations for idling unless otherwise advised by fleet services.

2. Gasoline and alternative fuel vehicles.
Idle times up to one (1) minute are allowed for vehicles during their initial shift warm up and at subsequent times when the vehicle is being restarted after a prolonged period of shut down that results in vehicle conditions similar to those prior to initial shift warm up.
3. Diesel fuelled vehicles/equipment.
Idle times up to three (3) minutes are allowed for diesel fuelled vehicles/equipment during their initial shift warm up and at subsequent times when the vehicle/equipment is being restarted after a prolonged period of shut down that results in vehicle/equipment conditions similar to those prior to initial shift warm up.
4. Operation of equipment in the field.
 - a. *Gasoline and alternative fuel vehicles.*
No operator shall idle the engine of an unleaded fuelled vehicle in excess of one (1) minute, if the vehicle is stopped for a foreseeable period of time.
 - b. *Diesel fuelled vehicles/equipment.*
No operator shall idle the engine of a diesel fuelled vehicle in excess of three (3) minutes if the vehicle is stopped for a foreseeable period of time.

Diesel fuelled vehicles/equipment should only be turned off after enough time has passed to allow the proper circulation and cooling of engine oil, coolant, and turbochargers, not to exceed three (3) minutes.
 - c. *When engines must be left running for any reason, the operator must remain with the vehicle.*

Exceptions:

This policy does not apply to the following vehicles, equipment or situations. Operators must use their own discretion in certain situations.

1. Emergency vehicles and equipment are exempt while engaged in operational activities where engine power is necessary for an associated power need.
2. Vehicles may idle for purposes of defogging, defrosting or de-icing windows. Idling must end when the windows have cleared enough for the vehicle to be safe to drive. In addition to using the vehicle defrosters operators must manually clear glass of snow, ice or frost.
3. During times of extreme cold, idling periods may be necessary for the well-being of the operator and passengers.
4. As part of routine maintenance, this policy does not apply to vehicles being serviced or repaired while running the engine is required.
5. A diesel engine while in an active regeneration cycle on its diesel particulate filter (DPF).

Training:

All City staff are required to participate in the City of Nanaimo's anti-idle awareness training/information sessions.

RELATED DOCUMENTS

N/A

REPEAL/AMENDS

N/A



RCRS Secondary:	GOV-02	Effective Date:	1995-SEP-11
Policy Number:	COU-120	Amendment Date/s:	
Title:	Application of Environmental Policies on Subdivision Applications	Repeal Date:	
Department:	Development Approvals	Approval Date:	1995-SEP-11

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council reaffirmed that it deems the public interest to be served by the general application of its environmental policies on all new subdivision applications. (Cottle Hill, Glen Oaks)

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1999-DEC-20
Policy Number:	COU-138	Amendment Date/s:	
Title:	Appointments to the Board of Directors of the Regional District of Nanaimo	Repeal Date:	
Department:	Administration	Approval Date:	1999-DEC-20

PURPOSE:

In accordance with the *Local Government Act*, Council is entitled to appoint seven directors to the RDN Board, who are collectively assigned 34 votes. In addition, Council may appoint the remaining two Council members as Alternate Directors.

DEFINITIONS:

N/A

SCOPE:

Retained by Council.

POLICY:

Council to review, on a yearly basis, the City's appointees to the Regional District of Nanaimo (RDN) Board of Directors, and that the selection of members of Council shall be considered on a combination of experience and voter confidence.

PROCESS:

Yearly, prior to December 1, the Corporate Officer will place on a Council agenda for Council consideration.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2021-JUN-29
Policy Number:	COU-216	Amendment Date/s:	
Title:	BC Energy Step Code Rezoning Policy	Repeal Date:	
Department:	Development Approvals	Approval Date:	2021-MAR-29 COUNCIL

PURPOSE:

The Province of British Columbia has set a long-term goal for all new buildings to be net-zero-energy-ready by 2032. The Energy Step Code was enacted by the Province in 2017 to provide a consistent set of energy efficiency standards across BC. In July 2018, Nanaimo City Council endorsed the BC Energy Step Code Implementation Strategy, which included a recommendation for a Step Code rezoning policy. BC Energy Step Code requirements were adopted and incorporated into the City of Nanaimo “Building Bylaw 2016 No. 7224” on 2019-OCT-21. Additionally, the City has recently updated GHG reduction targets in its Official Community Plan as the result of Nanaimo City Council declaring a climate emergency on 2019-APR-29, and Council’s commitment to reducing buildings’ GHG emissions consistent with the *Climate Action Charter*

DEFINITIONS:

Energy Step Code	means the Province of British Columbia’s performance-based standard for energy efficiency in new construction requiring energy modeling and on-site testing to demonstrate minimum performance against metrics for building envelope; equipment and systems; and airtightness requirements; and including Step 1, Step 2, Step 3, Step 4 and Step 5, as defined in Sections 9.36.6 and 10.2.3 of the British Columbia Building Code, all as amended or re-enacted from time to time.
Low Carbon Energy System	means a professionally operated and maintained, highly efficient mechanical system that supplies a building’s space heating, cooling, and domestic hot water heating demand primarily from renewable energy sources, and meets defined GHG limits.
Greenhouse Gas Intensity	means a measure of a building’s GHG performance using the definition, calculation, and fuel type emissions factors established in the energy modeling guidelines referenced by the Energy Step Code that is a calculated value determined through energy modeling and reported in kilograms of carbon-dioxide-equivalent per square meter per year (kgCO ₂ e/m ² /yr.).

SCOPE:

This policy applies to rezonings for new construction in buildings under Part 9 (houses and small buildings) and Part 3 (large and complex buildings) of the BC Building Code.

POLICY:

Rezoning applications that lead to an increase in density or a change of use will require minimum building energy efficiency standards to be secured through the application process. The minimum building energy standard will be either (a) one step above the required BC Energy Step Code standard, or (b) the required BC Energy Step Code standard plus the City's Greenhouse Gas (GHG) emission reduction standard.

PROCESS:

Applications to amend the "City of Nanaimo Zoning Bylaw 2011 No.4500" or any bylaw enacted in its place (a "rezoning application") will proceed as follows:

1. During preliminary review of a potential rezoning application, Staff will direct the prospective applicant to review this Policy, the BC Energy Step Code and the BC Building Code, although the prospective applicant is solely responsible for being aware of and responsible for the legal and cost implications.
2. For any rezoning application received, Staff will assess whether the proposed rezoning will lead to an increase in density or change of use. If either of these criteria are met, Staff will recommend a minimum building energy standard be secured consistent with this policy for any future development on the subject property through one or more of the following: a bylaw, phased development agreement, standard development agreement, amenity zoning, or covenant.
3. For a building or portion of building constructed under Part 3 of the BC Building Code, specifically conforming to Section 10.2.3 of the BC Building Code (that is, four storeys and above and greater than 600 square metres in building area), or under Part 9.36.6 of the BC Building Code, the building must comply with the BC Building Code energy standard and either:
 - a. one step above the Energy Step Code step prescribed for that building, or
 - b. subject to a legal commitment to install a low-carbon energy system that satisfies a greenhouse gas intensity limit of 3kg/m²/year.
4. If the rezoning application is approved by Council, the applicant must, prior to bylaw adoption, enter a phased development agreement, standard development agreement, amenity zoning commitment, or covenant for any future development on the subject property, assuring the project complies with this policy prior to building occupancy.

RELATED DOCUMENTS:

- BC Energy Step Code
- BC Building Code
- Building Bylaw 2016 No. 7224



RCRS Secondary:	GOV-02	Effective Date:	2005-MAR-07
Policy Number:	COU-169	Amendment Date/s:	
Title:	Beban Grandview Bowl Synthetic Turf Field	Repeal Date:	
Department:	Recreation and Culture	Approval Date:	2005-MAR-07

PURPOSE:

Providing priority access to the Beban Grandview Bowl synthetic turf field.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The Nanaimo and District Youth Soccer Association will be given priority-booking access to the Beban Grandview Bowl synthetic turf field for youth soccer programs.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1990-MAY-07
Policy Number:	COU-098	Amendment Date/s:	
Title:	Bicycle Traffic Lanes	Repeal Date:	
Department:	Engineering, Public Works and Transportation	Approval Date:	1990-MAY-07

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Bicycle traffic will be provided for in all future construction of new roads, and in the improvements and upgrading of existing roads.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2012 – Facilities (Contracted by the City) 2013 – Facilities (Operated by Community Groups) 2014 – Special Events
Policy Number:	COU-215	Amendment Date/s:	
Title:	Blue Community Designation and Promoting the Use of Municipal Water	Repeal Date:	
Department:	Facilities & Parks Operations	Approval Date:	2012-JUN-25 COUNCIL

PURPOSE:

1. To designate the City of Nanaimo as a “Blue Community” by supporting the resolution to recognize water as human right;
2. To promote publicly funded, owned and operated water and waste water services; and
3. Transition from selling bottled water to promoting the use of municipal water in City of Nanaimo Parks, Recreation & Culture facilities and at municipal events.

DEFINITIONS:

N/A

SCOPE:

This policy is applicable to City of Nanaimo Parks, Recreation and Culture facilities.

POLICY:

1. Designating the City of Nanaimo as a “Blue Community”

Council adopted the following resolution:

“WHEREAS one in six people around the world does not have access to clean drinking water; and,

WHEREAS over a quarter of Canadian municipalities have faced water shortages; and,

WHEREAS the Canadian Medical Association reported 1,766 boil water advisories in Canadian communities in 2008 leading to thousands of waterborne illnesses every year; and

WHEREAS Indigenous communities in Canada have been disproportionately affected by lack of access to clean safe drinking water; and,

WHEREAS the UN Conference on Water in 1977 in Mar del Plata affirmed the right of all persons to access clean drinking water in order to satisfy their fundamental needs; and

WHEREAS the Canadian Union of Public Employees and the Council of Canadians have asked Canadian municipalities to assist in their effort to have the federal government recognize access to drinking water as a human right; and

WHEREAS it is recognized that international treaties, human rights, and water rights are matters of federal and provincial jurisdiction;

THEREFORE BE IT RESOLVED that this Council agrees with the proposition that access to clean water is a fundamental human right.

BE IT FURTHER RESOLVED that this Council calls on the federal and provincial governments to enshrine water as a human right in federal and provincial law.

BE IT FURTHER RESOLVED that this Council calls on the government of Canada to support the recognition of water as a human right in international law.”

2. Publicly Funded, Owned and Operated Water and Waste Water Services

That Council promote publicly financed, owned and operated water and wastewater services.

3. Promoting Municipal Water

Staff directed to implement the plan to transition from selling bottled water to promoting and using municipal tap water in City of Nanaimo Parks, Recreation and Culture facilities as follows:

Fall 2012 - Facilities (Concessions in City facilities or parks that are contracted or leased by the City)

1. Make improvements to drinking water accessibility by retrofitting or replacing water fountains as needed to allow for re-usable water bottle refilling.
2. Staff work with vendors and Concessionaires to ban the sale of bottled water in City-managed recreation and park facilities and promote tap water by providing cups and water to patrons.
3. Install signage near concessions and vending machines to promote the use of City drinking water.

2013 - Facilities (Concessions in City facilities or parks operated by community groups)

4. Staff work with community groups currently selling bottled water at community-run concessions to promote City tap water.
5. Staff promote the use of municipal tap water with operators and managers of community facilities on City property (i.e. Curling Club).

2014 - Special Events

6. Staff promote the use of municipal tap water with organizers of special events held at City venues to promote City tap water.
7. Evaluate the use of a community water wagon to be used at special events and community events.

PROCESS:

Staff to implement the plan to transition from selling bottled water to promoting and using municipal tap water in City of Nanaimo Parks, Recreation and Culture facilities in the timeframes outlined in the policy.

RELATED DOCUMENTS:

N/A

REPEAL or AMENDMENT:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1983-SEP-01
Policy Number:	COU-026	Amendment Date/s:	1996-OCT-21
Title:	Business Licence Bylaw Application	Repeal Date:	
Department:	Community Development	Approval Date:	1983-SEP-01

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The Business Licence Bylaw applies to any person carrying on business within the boundaries of the municipality, and any such person shall hold a valid and subsisting business licence; notwithstanding the fact that the business may be operating under the *Navigable Waters Protection Act* and the *National Harbours Board Act*. (See Legal Opinion Manual VI page 6408 - correspondence dated 1983-AUG-11 from Harman, Wilson and Co. Ltd. - "Operating Without a Business Licence")

COUNCIL
1983-SEP-01

Regarding a proposed amendment to the Business Licence Bylaw which would require cab companies to be licensed under the *Motor Carrier Act*, the City's Solicitor advised that:

"Where a Provincial statute makes it lawful to carry on an activity without a provincial licence, the courts will not allow a municipality to impose a requirement that a Provincial licence be obtained".

Council's decision was to preserve the Status Quo, which requires that all carriers operating within the City acquire an annual business licence and leave further regulations to the Provincial Government.

COUNCIL
1996-OCT-21

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:



RCRS Secondary:	GOV-02	Effective Date:	1993-FEB-08
Policy Number:	COU-090	Amendment Date/s:	2005-JUL-11
Title:	Bylaw Enforcement Procedures	Repeal Date:	
Department:	Community Development	Approval Date:	1993-FEB-08

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE

N/A

POLICY:

All complaints, regardless of origin, impact or motivation, to be dealt with in the same manner.

COUNCIL
1993-FEB-08

Council amended its current policy to include the following exception “given limited Staff resources and budget, Staff may not pursue a complaint regarding the height or siting of a structure where, in the opinion of the General Manager of Development Services, the complainant is not directly impacted by the violation. In those instances where a complaint is lodged anonymously, no action will be taken except where there is reason to believe that the situation involves life and/or safety issues”.

COUNCIL
2005-JUL-11

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

As above.



RCRS Secondary:	GOV-02	Effective Date:	1984-MAR-05
Policy Number:	COU-030	Amendment Date/s:	
Title:	Bylaw Enforcement Requests	Repeal Date:	
Department:	Community Development	Approval Date:	1984-MAR-05

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council Members shall forward all concerns regarding Bylaw enforcement to the Senior Manager of Corporate Administration or the Manager of Bylaw Enforcement.

Requests from Council Members for enforcement shall not be submitted directly to enforcement personnel.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2019-MAY-06 COUNCIL
Policy Number:	COU-205	Amendment Date/s:	
Title:	Capital Project Management Policy	Repeal Date:	
Department:	Administration	Approval Date:	2019-MAY-06 COUNCIL

PURPOSE:

This Policy is designed to improve capital construction project outcomes through the establishment and implementation of a fit-for-purpose, consistent approach to project management and oversight.

DEFINITIONS:

N/A

SCOPE:

Delegated to Staff.

POLICY:

The City of Nanaimo (the “City”) is committed to improving transparency and consistency of capital construction project outcomes. The Capital Project Management Framework, as amended from time to time, is a mandatory Administrative Procedure which will be implemented pursuant to this Policy by all Departments undertaking capital construction projects at the City.

PROCESS:

1 Definitions

- 1.1 Capital Project: For the purposes of this Policy, a Capital Project is defined as all design, construction and related activities involved in delivering a defined scope of work to provide or improve upon the City’s infrastructure within a defined budget and timeframe.
- 1.2 Capital Project Management Framework (the “CPMF”): The CPMF is an Administrative Procedure which describes the standard of project controls and governance arrangements applicable to various classes of Capital Projects.

2 Responsibilities

- 2.1 To implement this Policy and maintain continual improvement of the City’s CPMF, an appropriate level of governance for decision making must be in place throughout the City.
 - 2.1.1 Council is responsible for:
 - i. adoption, periodic review and updating this Policy;
 - ii. maintaining the necessary corporate capacity to support the elements and practices within the CPMF; and
 - iii. setting priorities and articulating community values to City administration.
 - 2.1.2 CAO is responsible for:
 - i. implementing this Policy;

- ii. committing to the implementation and continuous improvement of Capital Project practices and systems to support achievement of the City's organizational objectives.

3 Scope and Applicability

3.1 This Policy applies to all Capital Projects across the organization.

3.2 IT capital projects should follow the intent (but not necessarily the letter) of the CPMF

The CPMF does not replace any existing corporate strategy, business & capital planning, budget management, asset management, estimating, procurement management systems and processes already in place. The Capital Project Management Framework complements and aligns with these initiatives.

4 Benefits of Compliance

4.1 Implementing this Policy will:

- (i) support the goals stated in the Official Community Plan by making best use of available funds for the provision and maintenance of infrastructure;
- (ii) support the City's vision, community values and priorities as stated in Council's Strategic Plans;
- (iii) establish common expectations across the City in terms of how Capital Projects are delivered based on industry good practices which in turn will improve financial performance, and delivery of services that meet stakeholder expectations.

5 Review Date

This Policy should be reviewed every 3 years from its effective date or from time to time as appropriate.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS"

N/A



RCRS Secondary:	GOV-02	Effective Date:	1996-SEP-09 IC COUNCIL
Policy Number:	COU-125	Amendment Date/s:	
Title:	City of Nanaimo / Nanaimo Harbour Commission Project Review Process	Repeal Date:	
Department:	Planning Department	Approval Date:	1996-SEP-09 IC COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. The Project Review Process applies to projects on waterlots administered and controlled by the Nanaimo Harbour Commission (NHC)which are leased to or are available to proposed lessees of the Commission. This Process does not apply to the Port’s own developments or projects.
2. The NHC Board determines use of a waterlot and if it meets Port criteria, gives preliminary approval of proposed project and forwards to the City for review.
3. The City of Nanaimo input is to ensure the project complies with City Building bylaws and to advise the Commission of any potential deficiencies.
4. The NHC Board can then decide if further consultation is required before final approval. This could include consultation with adjacent lessees, upland owners or those members of the public the NHC Board deems necessary.
5. After final approval by the NHC Board, the City will collect the necessary fees and DCC’s and issue a Building Permit.
6. The primary objective of this Project Review Process is to alleviate any problems with respect to development of NHC waterlots and for the NHC and the City to work in harmony in a fair and equitable manner in accordance with their respective mandates.

PROCESS:

Stage 1:

- Proponent submits application to NHC.
- The Nanaimo Harbour Commission reviews application and reviews the NHC Board for preliminary approval.

Stage 2:

- City reviews development proposal and provides recommendations within 30 days.
- NHC gathers additional information from proponent. Application may be denied, moved to Stage 3, or approved and moved to Stage 4 by NHC Board.

Stage 3:

- City receives additional information and provides recommendations within 30 days.
- NHC Board reviews additional project information and carried without further consultation if deemed necessary before final approval (ie: adjacent lessees, upland owners or others).

Stage 4:

- City collects fees and DCC's and issues Building Permit.
- NHC Board gives approval and requests City to issue Building Permit.

Stage 5:

- City monitors construction and reports to NHC.
- NHC reviews City reports and takes appropriate action as required.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1981-JAN-15 COW
Policy Number:	COU-014	Amendment Date/s:	2010-MAY-03/2011-MAY-09
Title:	Civic Sport Merit Awards and Arts and Culture Merit Awards	Repeal Date:	
Department:	Recreation & Culture	Approval Date:	1981-JAN-15

PURPOSE:

The purpose of these awards is to recognize individuals or groups for outstanding achievements in the area of sports or arts and culture. Awards are given to individuals or groups who receive International, National, Western Canadian or Provincial honours.

DEFINITIONS:

N/A

SCOPE:

Retained by the Parks & Recreation Commission on behalf of Council.

POLICY:

Awards are given for the following:

1. Winners (gold medal or 1st place) of a Provincial or Western Canadian, National or International Championships in sport; or,
2. Outstanding achievement (winner or “Gold” / “Highest” standing) in visual or performing art in Provincial, Western Canadian, National or International festival / competition;
3. All individual recipients must reside in the City of Nanaimo;
4. All individual recipients of teams or groups must reside in the City of Nanaimo – regardless of the location of where the team is based;
5. Achievements must be in an amateur activity unrelated to his or her livelihood (must not have been paid for their achievement). Special consideration may be given at the discretion of the Parks, Recreation and Culture Commission or City Council.

PROCESS:

Presentation:

Recipients will be recognized at a Regular Meeting of Council (National or International achievement) or a special meeting of the Parks, Recreation and Culture Commission (Provincial or Western Canadian achievement). All recipients will receive a certificate of recognition and a medallion.

Medallion Design:

The design of medallions for winners of International, National, Western Canadian and Provincial Championships shall be as follows:

1. Pewter finish 2” round medallions with neck ribbons, boxed, one side to include a world globe and space for engraving, and the other side the words “City of Nanaimo”, the City crest, and the words “International Award”.
2. Gold-plated 2” square medallions with neck ribbons, one side to include a maple leaf (engraving area), a place for engraving the year, the words “Canadian Championship”, and the other side the words “City of Nanaimo”, the City crest, and the words “National Award”.
3. Silver-plated 2” round medallions with neck ribbons, boxed, one side to include a maple leaf (engraving area), the words “Western Canadian Championship”, and the other side the words “City of Nanaimo”, the City crest, and the words “Award”.
4. Gold-plated 1 1/2” round medallions with neck ribbons, one side to include the words “Provincial Championship”, the City of Nanaimo Logo, an area for engraving, the word “Award”, and the other side the words “City of Nanaimo” and the City crest.

Nominations:

Nominations must be made in writing using the appropriate form, providing the details of the event and the recipients.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2019-FEB-04
Policy Number:	COU-180	Amendment Date/s:	
Title:	Code of Conduct	Repeal Date:	
Department:	Administration	Approval Date:	2019-FEB-04

PURPOSE:

It is each Elected Official's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other Elected Officials, staff, and the public. Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by Elected Officials in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the City of Nanaimo, the common law and any other legal obligations that apply to Elected Officials individually or as a collective Council.

DEFINITIONS

FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

1. Integrity – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
2. Respect – means having due regard for others’ perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when an Elected Official fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.
3. Accountability – means an obligation and willingness to accept responsibility or to account for one’s actions. Conduct under this principle is demonstrated when Elected Officials, individually and collectively, accept responsibility for their actions and decisions.
4. Leadership and Collaboration – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when an Elected Official encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

SCOPE

This Code of Conduct applies to the members of Council of the City of Nanaimo (“Elected Officials”).

POLICY

STANDARDS OF CONDUCT

Integrity: Integrity is demonstrated by the following conduct:

1. Elected Officials will be truthful, honest, and open in all dealings, including those with other Elected Officials, staff and the public.
2. Elected Officials will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council.

3. Elected Officials will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
4. Elected Officials will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
5. Elected Officials will behave in a manner that promotes public confidence in all of their dealings.

Respect: Respect is demonstrated through the following conduct:

1. Elected Officials will treat every person with dignity, understanding, and respect.
2. Elected Officials will show consideration for every person's values, beliefs, and contributions to discussions.
3. Elected Officials will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
4. Elected Officials will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes unwanted physical contact, or other aggressive actions that may cause any person harm or makes them feel threatened.

Accountability: Accountability is demonstrated through the following conduct:

1. Elected Officials will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council.
2. Elected Officials will listen to and consider the opinions and needs of the community in all decision-making, and allow for appropriate opportunities for discourse and feedback.
3. Elected Officials will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

Leadership and Collaboration: Leadership and collaboration is demonstrated through the following conduct:

1. Elected Officials will behave in a manner that builds public trust and confidence in the local government.
2. Elected Officials will consider the issues before them and make decisions as a collective body. As such, Elected Officials will actively participate in debate about the merits of a decision, but once a decision has been made, all Elected Officials will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
3. Elected Officials will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other Elected Officials and staff to provide their perspectives on relevant issues.
4. As leaders of their communities, Elected Officials will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
5. Elected Officials will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other Elected Officials, staff, and the public.
6. Elected Officials will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

PROCESS

N/A

RELATED DOCUMENTS

N/A

REPEAL/AMENDS

N/A



COUNCIL CODE OF CONDUCT

The public expects a responsive local government with the highest standards of professional conduct from those elected to it. The residents of the City of Nanaimo are entitled to have a fair, ethical and accountable municipal Council that has earned the public's full confidence for integrity. It is an honour and a privilege to serve the public.

As local elected representatives, we recognize that responsible conduct is essential to providing good governance for the City of Nanaimo. We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being active participants in ensuring that these foundational principles, and the standards set out in the Code of Conduct, are followed in all of our dealings with other Elected Officials, staff, and the public.

Our signatures below are evidence of our individual commitments to abide by the spirit and letter of the Code of Conduct.

Signed at the City of Nanaimo, this 4 day of FEBRUARY, 2019



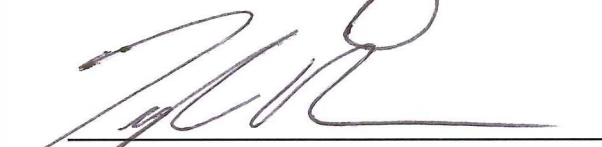
Mayor Leonard Krog



Councillor Sheryl Armstrong



Councillor Don Bonner



Councillor Tyler Brown



Councillor Ben Geselbracht



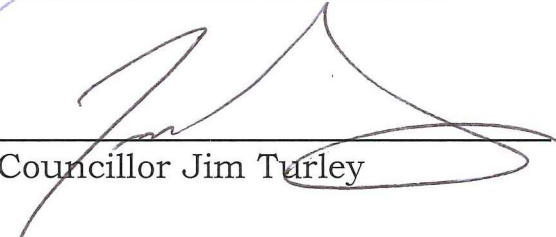
Councillor Erin Hemmens



Councillor Zeni Maartman



Councillor Ian Thorpe



Councillor Jim Turley



RCRS Secondary:	GOV-02	Effective Date:	2019-FEB-04
Policy Number:	COU-203	Amendment Date/s:	
Title:	Code of Conduct	Repeal Date:	
Department:	Administration	Approval Date:	2019-FEB-04

PURPOSE:

It is each Elected Official's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other Elected Officials, staff, and the public. Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by Elected Officials in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the City of Nanaimo, the common law and any other legal obligations that apply to Elected Officials individually or as a collective Council.

DEFINITIONS

FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

1. Integrity – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
2. Respect – means having due regard for others’ perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when an Elected Official fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.
3. Accountability – means an obligation and willingness to accept responsibility or to account for one’s actions. Conduct under this principle is demonstrated when Elected Officials, individually and collectively, accept responsibility for their actions and decisions.
4. Leadership and Collaboration – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when an Elected Official encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

SCOPE

This Code of Conduct applies to the members of Council of the City of Nanaimo (“Elected Officials”).

POLICY

STANDARDS OF CONDUCT

Integrity: Integrity is demonstrated by the following conduct:

1. Elected Officials will be truthful, honest, and open in all dealings, including those with other Elected Officials, staff and the public.
2. Elected Officials will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council.

3. Elected Officials will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
4. Elected Officials will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
5. Elected Officials will behave in a manner that promotes public confidence in all of their dealings.

Respect: Respect is demonstrated through the following conduct:

1. Elected Officials will treat every person with dignity, understanding, and respect.
2. Elected Officials will show consideration for every person's values, beliefs, and contributions to discussions.
3. Elected Officials will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
4. Elected Officials will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes unwanted physical contact, or other aggressive actions that may cause any person harm or makes them feel threatened.

Accountability: Accountability is demonstrated through the following conduct:

1. Elected Officials will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council.
2. Elected Officials will listen to and consider the opinions and needs of the community in all decision-making, and allow for appropriate opportunities for discourse and feedback.
3. Elected Officials will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

Leadership and Collaboration: Leadership and collaboration is demonstrated through the following conduct:

1. Elected Officials will behave in a manner that builds public trust and confidence in the local government.
2. Elected Officials will consider the issues before them and make decisions as a collective body. As such, Elected Officials will actively participate in debate about the merits of a decision, but once a decision has been made, all Elected Officials will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
3. Elected Officials will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other Elected Officials and staff to provide their perspectives on relevant issues.
4. As leaders of their communities, Elected Officials will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
5. Elected Officials will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other Elected Officials, staff, and the public.
6. Elected Officials will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

PROCESS

N/A

RELATED DOCUMENTS

N/A

REPEAL/AMENDS

N/A



RCRS Secondary:	GOV-02	Effective Date:	1979-APR-09
Policy Number:	COU-004	Amendment Date/s:	
Title:	Commercial or Industrial Zoning Near Schools	Repeal Date:	
Department:	Development Approvals	Approval Date:	1979-APR-09

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

That commercial or industrial zoning not encroach too closely to school properties, and, wherever possible, the City keep the School Board informed of developments in this regard.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1995-APR-24
Policy Number:	COU-114	Amendment Date/s:	
Title:	Community Residential Facilities (Transition Houses For Federal Parolees)	Repeal Date:	
Department:	Development Approvals	Approval Date:	1995-APR-24

PURPOSE:

To introduce an appropriate site-specific Zoning Bylaw amendment when a suitable location for the Community Residential Facility is identified by the Nanaimo Halfway House Society.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. Staff directed to introduce an appropriate site-specific Zoning Bylaw amendment when a suitable location for the Community Residential Facility is identified by the Nanaimo Halfway House Society;
2. Council requires that, as a condition of rezoning, a resident of the local neighbourhood and/or Social Planning Advisory Committee member sit on the Nanaimo Halfway House Screening Committee in order to participate in resident screenings; and,
3. as a further condition of rezoning, Council requires a letter from Corrections Canada and/or the Attorney General's Department that the facility is registered and approved by that agency.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1982-MAR-15
Policy Number:	COU-021	Amendment Date/s:	
Title:	Compensation for Heritage Designation	Repeal Date:	
Department:	Development Approvals	Approval Date:	1982-MAR-15

PURPOSE:

Potential compensation to owners of properties designated heritage.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

When a recommendation comes from the Heritage Committee to designate a building as a Heritage Building, Council shall investigate compensating the owner or owners for any resulting loss in value, which may be caused by such a designation.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



CITY OF NANAIMO
THE HARBOUR CITY

COUNCIL POLICY MANUAL

RCRS Secondary:	GOV-02	Effective Date:	1988-JUN-27
Policy Number:	COU-053	Amendment Date/s:	
Title:	Conflict of Interest Guidelines	Repeal Date:	
Department:	Administration	Approval Date:	1988-JUN-27 COUNCIL

PURPOSE:

To ensure that elected officials, Council appointees and Staff are aware of their responsibilities regarding Conflict of Interest.

DEFINITIONS:

Where the masculine is used in these Guidelines, it includes the feminine where the context requires.

SCOPE:

This policy is applicable to Council; Appointees to Boards, Committees, and Commissions; and Staff.

POLICY:

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people. To this end it is imperative that the following three principles be followed:

1. Government decisions and policy be made through the proper and lawful channels of government structure.
2. Public office not be used for personal gain.
3. The public have confidence in the integrity of its government.

(1) THE LAW

It is your personal responsibility to comply with the law and to avoid conflicts of interest.

Therefore, make sure that you have read and understood the provisions of the *Local Government Act*, the *Financial Disclosure Act*, the *Criminal Code of Canada* and the summary of the common law provided to you with this Guide.

You should remember that if some or all of your financial or property interests are held otherwise than in your own name and the nature of them does not appear in your disclosure statement under the *Financial Disclosure Act* that in certain circumstances you may have to declare those interests in order to comply with these guidelines. Similarly you may have to declare the interest of your family.

If you are in any doubt as to the meaning, requirements or application of any of these laws you should seek advice; possibly from your own solicitor, from experienced Councillors, or from senior Staff.

You shall not assume that any unethical activities not covered by or specifically prohibited by these guidelines, or by legislation, are therefore condoned.

Remember that the responsibility is always yours.

(2) PUBLIC DUTY AND PRIVATE INTERESTS

- (i) Your overriding duty as a Councillor is to all of the residents of Nanaimo.
- (ii) Whenever you have, or any member of your family has, a private or personal interest in any question which Councillors must decide, you must not do anything to let that interest influence the decisions.

You shall:

- declare to Council at the first opportunity your interests, or known interests of any close relatives, in any enterprise which proposes to transact business with the municipality;
 - make no effort whatsoever to influence Council or Staff in any decisions on the matter;
 - leave the place of the meeting prior to discussions and vote on the subject, and ;
 - of course - not vote on the matter.
- (iii) Do nothing as a Councillor which you could not justify to the public.
 - (iv) It is not enough to avoid actual impropriety; you should at all times avoid any occasion for suspicion or the appearance of improper conduct.
 - (v) As each matter comes before Council, each member should decide for himself whether he has a specific property, business or financial interest, direct or indirect, which could be affected to the benefit or detriment of the member, his family or associates. If he has, he should then decide whether the effect would be a personal benefit to himself, family or associate as opposed to an effect on the community as a whole. If it would not affect the whole community, but would have a similar effect on a majority of, or substantial number of persons in the community with similar interest, then his acting on the matter would probably not result in a conflict of interest.

(3) DISCLOSURE OF PECUNIARY AND OTHER INTERESTS

- (i) The law makes specific provision requiring you to disclose pecuniary interest, direct and indirect. But interests which are not pecuniary can be just as important. Kinship, friendship, membership of an association, religion, partisanship, institutional or ethnic interests and so forth can sometimes influence your judgment and give the impression that you might be acting for personal motives. A good test is to ask yourself whether others would think that the interest, in the circumstances of the matter at issue, is of a kind to make this possible. If you think they would, or if you are in doubt, disclose the interest and withdraw from the meeting unless you are specifically invited to stay.

- (ii) The principles about disclosure of interest should be borne in mind in your unofficial relations with other Councillors on informal or social occasions no less scrupulously than at formal meetings of Council, its Committees or Sub-Committees.

(4) MEMBERSHIP AND CHAIRMANSHIP OF COUNCIL COMMITTEES AND SUB-COMMITTEES

- (i) You, or a firm or body with which you are personally connected, may have professional business or personal interests within an area for which the Council is responsible; such interests may be substantial and closely related to the work of one or more of the Council's Committees or Sub-Committees, concerned with (say) planning or developing land, personnel matters or the letting of contracts for supplies, services or works. Before seeking or accepting membership of any such Committee or Sub-Committee, you should seriously consider whether your membership would involve you:
 - (a) in disclosing an interest so often that you could be of little value to the Committee or Sub-Committee, or;
 - (b) in weakening public confidence in the impartiality of the Committee or Sub-Committee.
- (ii) You should not seek or accept the Chairmanship of a Committee or Sub-Committee whose business is closely related to a substantial interest or range of interests of yourself or of any body with which you are associated.

(5) COUNCILLORS AND OFFICERS

- (i) Both Councillors and Officers are servants of the public, and they are indispensable to one another. But their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council and are permanently appointed. An Officer's job is to give advice to Councillors and the Council, and to carry out the Council's work under the direction and control of the Council and its Committees.
- (ii) Mutual respect between Councillors and Officers is essential to good local government. Close personal familiarity between individual Councillors and Officers can damage this relationship and prove embarrassing to other Councillors and Officers.

(6) USE OF CONFIDENTIAL AND PRIVATE INFORMATION

- (i) As a Councillor you necessarily acquire much information that has not yet been made public and is still confidential. It is a grave betrayal of trust to use confidential information for personal advantage of yourself or of anyone known to you.
- (ii) You must not communicate information designated confidential to anyone not entitled to receive it.

If you disagree with the designation of such information as confidential, or the designation of those entitled to receive it, under no circumstances should you arbitrarily disclose it. First you should advise Council in writing at an "In Camera" meeting of your

disagreement and the reasons for it. If the disagreement is not resolved before you decide to disclose the information, you should carefully reflect your decision against the first and third principles which preface these guidelines.

(7) GIFTS AND HOSPITALITY

Treat with extreme caution any offer or gift, favour or hospitality that is made to you personally. The person or organization making the offer may be doing or seeking to do business with the Council, or may be applying to the Council for planning permission or some other kind of decision. Working lunches and other social occasions arranged or authorized by Council or by one of its Committees or Sub-Committees may be a proper way of doing business, provided that no extravagance is involved. Nor can there be any hard and fast rule about acceptance or refusal of tokens of goodwill on special occasions. But you are personally responsible for all such decisions and for avoiding the risk of damage to public confidence in local government. The receipt or offer of gifts should be reported to the City Manager.

(8) EXPENSES AND ALLOWANCES

There are rules entitling you to claim expenses and allowances in connection with your duties as a Councillor. These rules should be scrupulously observed.

(9) USE OF COUNCIL FACILITIES

Make sure that any facilities -- such as transport, stationery, or secretarial services -- provided by the Council for your use in your duties as a Councillor are used strictly for those duties and for no other purpose.

(10) UNDUE INFLUENCE

Do not use your position to secure special privileges, favours or exemptions for yourself or any other person.

(11) CONDUCT AFTER LEAVING OFFICE

For a period of twelve months after leaving office, abide by these guidelines except those related to confidential information which shall apply in perpetuity, or until public release of such information as authorized by Council.

GUIDELINES FOR CITY COUNCIL APPOINTEES
TO CIVIC BOARDS, COMMITTEES AND COMMISSIONS

All such bodies are called "Committees" in the Guidelines.

It is essential that Council, in its deliberations and in its conduct of municipal affairs, should have available to it the wisdom, expertise, experience and advice of competent members of the community. It is also essential that members of such Committees be seen to act with integrity to ensure a continued confidence in the process by the citizenry.

In most cases, the advice and guidance of such persons is sought because they have practical experience and special knowledge in the areas of endeavour covered by the mandate of the particular Committee on which they are invited to serve and generally will have business and property interests in those fields of endeavour.

But it is essential and is a matter of law that such members not allow themselves to become involved in conflict of interest situations.

A summary of the law on conflicts of interest is available to you through the Corporate Administration Office.

A member of a Committee stands as a trustee for the local community and he is not to vote or to deal so as to gain or appear to gain private advantage out of matters over which he is asked to comment and advise.

1. Your overriding duty as a member of a Committee is to all residents of Nanaimo.
2. Whenever you have, or any member of your family has, a private or personal interest in any question on which you must advise, you must not do anything to let that interest influence the advice.
3. It is not enough to avoid actual impropriety; you should at all times avoid any occasion for suspicion or the appearance of improper conduct.
4. As a Committee member you often acquire information that has not yet been made public. It is a grave betrayal of trust to use confidential information for personal advantage of yourself or anyone known to you.
5. You must not communicate information designated confidential to anyone not entitled to receive it.
6. Do not use your position to secure special privileges, favours or exemptions for yourself or any other person.
7. Avoid any situations that may cause any person to believe that you may have brought bias or partiality to a question before Council.
8. As each matter comes before a Committee, each member should decide for himself whether he has a specific property, business or financial interest, direct or indirect, which could be affected to the benefit or detriment of the member, his family or associates. If he has, he should then decide whether the effect would be a personal benefit to himself, family or associate as opposed to an effect on the community as a whole. If it would not affect the whole community, but would have a similar effect on a majority of, or substantial number of persons in the community with similar interests, then his acting on the matter would probably not result in a conflict of interest.

Such a financial business or property interest would include an interest as an advocate or lobbyist whether the member was being paid for his services or not. It would be difficult to conceive of a situation where such advocacy would not result in a conflict of interest. Therefore, a member should always withdraw and take no part whatsoever to influence the Committee on any question if he has been engaged to influence in any way the decision on that question. He should always declare such an interest - preferably for his own protection – in writing.

If a member does have such an interest whether personal or community as above discussed, he should declare it to the Committee as soon as possible. The Committee Chair shall then report the conflict in writing to Council as soon as possible.

If it is personal, the member should:

1. leave the place of a meeting;
2. take no part in the discussion;
3. do nothing to influence the other members of the Committee;
4. not vote; and,
5. take no part in drafting the report of the Committee insofar as it touches on that particular matter.

If he deems his to be a community interest he should continue to act as a member of the Committee.

It may be that a member has business or property interests which, for sound business or other reasons, it would be imprudent to declare at that time. Therefore, because secrecy, no matter how prudent, can give rise to suspicion in others, the member should proceed as though for the time being at least his interest is personal -- even if when it becomes public knowledge it would be clearly a community interest.

In summary, before seeking or accepting membership on any Council-appointed Board, Committee or Commission, an individual should seriously consider whether such membership would involve the individual;

1. in disclosing an interest so often that he would be of little value to the Board, Committee or Commission, or
2. in weakening public confidence in the impartiality of the Board, Committee or Commission.

CONFLICT OF INTEREST CODE (MUNICIPAL EMPLOYEES)

"City" means City of Nanaimo

"Employee" means an Officer of the City or a Management/Excluded Employee of the City as designated by "MANAGEMENT TERMS AND CONDITIONS OF EMPLOYMENT AND MUNICIPAL PUBLIC OFFICERS INDEMNIFICATION BYLAW 1992 NO. 4524".

Impartiality and Equality of Service:

1. An Employee shall carry out his/her duties with integrity, impartiality and equality of service to the general public.

Preferential Treatment:

2. An Employee shall not go beyond his/her official duty to assist those dealing with the City where this would result in preferential treatment.

Public Interest:

3. An Employee shall exercise care in the management of his/her private affairs so as not to benefit, or be perceived by the public to benefit from, any City transactions over which he/she can influence decisions (for example: investments, borrowing, purchases, sales, contracts, grants, regulatory or discretionary approvals and appointments).

Confidential Information:

4. An Employee shall not use information which is not available to the general public for his/her own personal profit or advantage, and shall not provide such information to others unless it is in the course of the Employee's duties to do so.

Outside Remuneration:

5. An Employee may engage in outside employment, carry on business or receive public funds for personal activities provided that it does not place demands inconsistent with his/her job, or jeopardize his/her objectivity, and in particular that:
 - (i) it does not interfere with the performance of his/her duties;
 - (ii) it does not represent a conflict of interest as herein set out;
 - (iii) he/she does not have an advantage derived from his/her employment;
 - (iv) it is not performed in such a way as to appear to be an official act; and
 - (v) it does not involve the use of City premises, services, equipment, information or supplies which he/she has access to by virtue of his/her employment with the City.
6. An Employee shall forthwith file a written disclosure of any activity as set out in Section 5 with the City Manager.
7. On receipt of a written disclosure by an Employee, the City Manager shall forward a copy of same to members of Council.

Hospitality, Gifts and Other Benefits:

8. An Employee shall not solicit or accept hospitality, gifts or other benefits which might influence his/her conduct at work, or which could compromise the objectivity of the Employee or result in a public perception that his/her objectivity is compromised.

City Materials, Equipment and Facilities:

9. An Employee shall not use, or allow the use of, City materials, equipment and facilities for unapproved activities.

Property (Land):

10. An Employee shall not deal in property directly or indirectly within the City other than his/her personal residence without first informing the City Manager in writing.

11. An Employee shall declare to the City Manager his/her interest, direct or indirect, in any property which is subject to a rezoning proposal or subdivision within the City.

Private Interests:

12. An Employee shall declare to the City Manager, in writing, any personal or corporate interest held directly or indirectly by the Employee or by an immediate relative of the Employee in a contract or a proposed contract with the City, or in any enterprise which proposes to transact business with the City.

For the purpose of this Section:

"immediate relative" means a spouse (including common-law spouse), parent, child, brother, sister, brother-in-law or sister-in-law.

"indirectly" means through any other person, including a company, trustee or immediate relative.

Plans for, or Offers of, Outside Employment:

13. An Employee shall not allow himself/herself to be influenced in the pursuit of his/her official duties and responsibilities by plans for, or offers of, outside employment.

Post-Employment Behavior:

14. Former Officers of the City who have provided advice to the City on ongoing, specific matters may not switch sides by acting for another employer on the same matter.

Reporting of Conflict of Interest:

15. An Employee shall report to the City Manager any conflict of interest or potential conflict of interest of which he/she is aware involving himself/herself or his/her family, or any other Employee of the City. The City Manager shall then report the conflict to City Council.
16. The City Manager shall report to the City Council any conflict of interest or potential conflict of interest of which he/she is aware involving himself/herself or his/her family, or any other Employee of the City.

RELATED DOCUMENTS:

Community Charter – Division 6 – Conflict of Interest – for Elected Officials
Code of Conduct Administrative Policy– for Employees

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1984-MAR-05
Policy Number:	COU-031	Amendment Date/s:	
Title:	Construction Involving Public Lands	Repeal Date:	
Department:	Buildings, Facilities and Properties	Approval Date:	1984-MAR-05

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY

Bonding shall be required whenever there is construction involving public lands.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1994-JUN-20 COUNCIL
Policy Number:	COU-100	Amendment Date/s:	1997-MAR-03 COUNCIL Reaffirmed
Title:	Contract/Volunteer/Temporary Alternatives to Work Force	Repeal Date:	
Department:	Human Resources	Approval Date:	1994-JUN-20 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY

Council adopted a formal Policy to pursue support functions through contract/volunteer/temporary alternatives prior to further increases to the permanent work force where financial savings are demonstrated.

Above Policy reaffirmed. COUNCIL 1997-MAR-03

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1985-SEP-07
Policy Number:	COU-041	Amendment Date/s:	
Title:	Correspondence to the Nanaimo Port Authority	Repeal Date:	
Department:	Administration	Approval Date:	1985-SEP-07 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Copies of all correspondence being sent to the Nanaimo Port Authority from the City of Nanaimo shall be forwarded to the City's Appointee on the Board.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1990-JUN-18
Policy Number:	COU-064	Amendment Date/s:	
Title:	Cost Recovery for Covenant Preparation and Registration	Repeal Date:	
Department:	Development Approvals	Approval Date:	1990-JUN-18 CEPC

PURPOSE:

To recover costs for legal services associated with the preparation and registration of covenants.

DEFINITIONS:

N/A

SCOPE:

Delegated to Staff.

POLICY:

1. Where Staff consider it necessary to involve legal counsel in preparing, reviewing and registering covenants, the applicant will be advised:
 - (a) that the City's Solicitor will prepare and execute the documents at the applicant's cost; or,
 - (b) that the applicant's Solicitor prepare the documents; the City's Solicitor will review the documents, and either the applicant's or City's Solicitor will register the documents. Costs to the City will be recovered from the applicant.
2. Costs will be recovered by the City prior to final adoption of the Bylaw.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2002-SEP-16
Policy Number:	COU-155	Amendment Date/s:	
Title:	Cottages on Protection Island	Repeal Date:	
Department:	Development Approvals	Approval Date:	2002-SEP-16

PURPOSE:

To regulate sewer and water connections to non-conforming cottages (buildings) on Protection Island.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Sewer and water connections to non-conforming cottages (buildings) to be provided if:

1. an inspection shows that existing plumbing meets current Building Code, or alternatively, if the owner has taken out a permit to install works as per the Building Code; and,
2. undersized buildings (i.e. less than 88m²) are structurally sound and meet a lessor minimum size.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1986-MAY-26
Policy Number:	COU-045	Amendment Date/s:	2012-MAR-05 F&P COW
Title:	Council Expenses – Attendance at Out of Town Meetings	Repeal Date:	
Department:	Finance – Expense Accounts	Approval Date:	1986-MAY-26 COUNCIL

PURPOSE:

To confirm when expenses for out-of-town travel will be provided without prior Council approval.

DEFINITIONS:

N/A

SCOPE:

Retained by Council.

POLICY:

1. Attendance at FCM (Federation of Canadian Municipalities) – those members of Council interested in attending are authorized to attend.
2. Attendance at UBCM (Union of BC Municipalities) – those members of Council interested in attending are authorized to attend.
3. Attendance at AVICC (Association of Vancouver Island Coastal Communities) – those members of Council interested in attending are authorized to attend.
4. Those members of Council who are official Council representatives to Executive Boards or official subcommittees of bodies such as FCM, UBCM and AVICC are authorized to attend.
5. The Mayor, or his designate, are given blanket authority to attend emergency meetings on behalf of the City.
6. Members of Council may, without prior approval of Council, attend meetings and seminars related to municipal government that are within Canada and the costs are within the Council approved budget. (2012-MAR-05)

For travel other than that outlined in paragraphs 1 to 6 above, Council members shall obtain Council approval prior to incurring any expenses for out-of-town travel.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2004-AUG-16
Policy Number:	COU-164	Amendment Date/s:	
Title:	Council Office Equipment	Repeal Date:	
Department:	Legislative Services	Approval Date:	2004-AUG-16

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY

Council authorized the purchase of a filing cabinet for those members of Council requesting one to store City files at their residence.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2016-APR-18
Policy Number:	COU-199	Amendment Date/s:	
Title:	Council Portfolios	Repeal Date:	
Department:	CAO Office	Approval Date:	2016-APR-18 COUNCIL

PURPOSE:

To provide an opportunity for all Council members to:

- gain insight and knowledge into each City Department’s operation;
- become more familiar with City work programs and initiatives at a level not achievable at the Council or Committee table;
- further the fostering of an environment of informed decision making;
- build positive working relationships with Staff; and,
- support the Mayor and Acting Mayor in their interactions with the public and media regarding City work programs and initiatives.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Each Council member will be assigned a portfolio (ie. a City department) on a quarterly rotating basis during their term of office. The portfolio system will assist Council with interactions with residents and others on all City matters which may come to Council, such that at least two members of Council will work cooperatively on receipt and distribution of information to Council on any new initiatives, areas of interest, communications, meetings, and other interactions within that portfolio category.

PROCESS

1. Over the term of office, each Council member is assigned a portfolio (i.e. a City department) on a quarterly rotating basis.
2. Council members are provided the opportunity to interact directly with Staff and observe how Council initiatives are implemented. The Director of the Department is the Council member’s point of contact.

3. Council members will be provided background information as well as an introductory tour of each department's offices, facilities, and equipment.
4. Council members may be invited by the Director to an initial department and section meeting in order to meet Staff and observe various work program initiatives being carried out.
5. From time to time, the assigned Council member may be a spokesperson for media enquiries on issues that fall within the Department's portfolio.
6. Council members will provide a weekly email update regarding their portfolio to the Chief Administrative Officer and the rest of Council.
7. Council members are expected to attend events that fall within their assigned portfolio, in addition to the Mayor and Acting Mayor.
8. Council members will attend committee meetings associated with that department as an observer, if not already appointed by Council.
9. To support collective decision making and maintain transparency, the following aspects are not within the scope of a portfolio:
 - (a) Council members do not have any delegated authority to direct or control resources (including funding or Staff), or otherwise act on behalf of Council;
 - (b) Council members will not directly influence or intervene in day to day operations.
10. If a Council member observes an opportunity for improvement, they will first discuss with the Departmental Director. For matters beyond the Director's authority, the issue will be raised with the Chief Administrative Officer.
11. Concerns regarding personnel and departmental initiatives will be directed to the Chief Administrative Officer.
12. All correspondence and emails between Council members and Staff must also be sent to the Chief Administrative Officer.
13. While undertaking portfolio duties and responsibilities, Council members are subject to all City policies, practices and procedures that apply to Staff.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2009-FEB-02
Policy Number:	COU-180	Amendment Date/s:	
Title:	Council Remuneration - CPI	Repeal Date:	
Department:	Finance Department	Approval Date:	2009-FEB-02

PURPOSE:

N/A

DEFINITIONS

N/A

SCOPE

N/A

POLICY

Council adopted the policy of utilizing the BC Consumer Price Index (CPI) for determining Council remuneration increases.

*Notes: Calculation based on the average annual BC CPI increase for the preceding year.
Implementation commenced 2009-JAN-01.*

PROCESS

N/A

RELATED DOCUMENTS

N/A

REPEAL/AMENDS

N/A



RCRS Secondary:	GOV-02	Effective Date:	2011-SEP-19
Policy Number:	COU-190	Amendment Date/s:	
Title:	Council Remuneration	Repeal Date:	
Department:	Finance	Approval Date:	2011-SEP-19 FPCOW

PURPOSE:

To establish a process for determining Council remuneration.

DEFINITIONS:

N/A

SCOPE:

Delegated to Staff

POLICY:

Mayor and Council will be compensated at the median rate of the twelve comparable communities, to be phased in over the next three years (2012 – 2014)

The twelve comparable communities are the six above and six below the City in population. For the calculation of remuneration for 2012, these municipalities were determined to be the following:

- Chilliwack*
- Delta*
- Kamloops*
- Kelowna*
- Langley District*
- Maple Ridge*
- New Westminster*
- North Vancouver District*
- Port Coquitlam*
- Prince George*
- Saanich*
- Victoria*

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

COU-058

RCRS Secondary:	GOV-02	Effective Date:	
Policy Number:	COU-213	Amendment Date/s:	
Title:	Council Seating Arrangements	Repeal Date:	
Department:	Legislative Services	Approval Date:	N/A

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

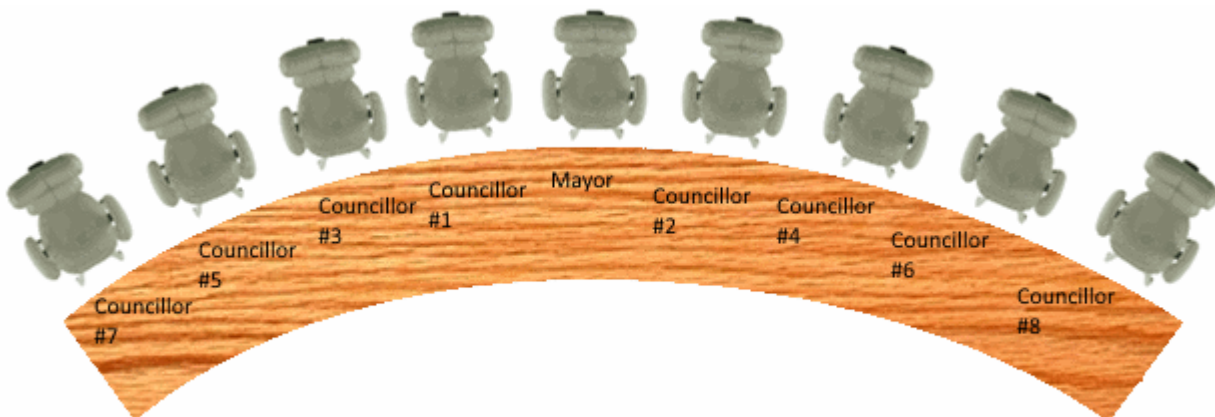
It has historically been the practice in this municipality that the elected officials seating arrangement be determined as follows:

That the Councillor with the longest continuous seniority sit in the first seat immediately to the right of the Mayor; and,

That the next senior Councillor be positioned to the left of the Mayor and thereafter back-and-forth in order of service.

However, where there are two or more Councillors with the same length of service, then the order is determined by alphabetic order.

PROCESS:



RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2016-MAR-21
Policy Number:	COU-200	Amendment Date/s:	2016-APR-04 COUNCIL 2016-MAY-02 COUNCIL 2018-DEC-17 COUNCIL 2019-JAN-21 IC COUNCIL
Title:	Council Spending and Amenities Policy	Repeal Date:	
Department:	CAO Office/Finance	Approval Date:	2016-MAR-21 COUNCIL

PURPOSE:

To establish governance and control parameters regarding expenditure for and by elected officials. The Policy is intended to:

- provide a consistent oversight process for expenditure for and by elected officials;
- protect the interests of taxpayers by ensuring the City obtains the best value for its money.

DEFINITIONS

N/A

SCOPE

Responsibilities

- 1.1 Council to:
 - 1.1.1 approve this policy;
 - 1.1.2 approve future amendments to this policy.
- 1.2 Mayor to:
 - 1.2.1 review and approve expenditures incurred by the Acting Mayor;
 - 1.2.2 bring forward future amendments to this policy for Council’s consideration.
- 1.3 Acting Mayor to:
 - 1.3.1 review and approve expenditures incurred by the Mayor and other Councillors;
 - 1.3.2 bring forward future amendments to this policy for Council’s consideration.
- 1.4 Chief Administrative Officer:
 - 1.4.1 support elected officials by reviewing requests to expend funds;
 - 1.4.2 review and approve administrative procedures and guides that support efficient response to elected official spending requests.
- 1.5 Director of Finance to:
 - 1.5.1 Support elected officials by reviewing requests to expend funds;
 - 1.5.2 provide an accounting report of elected official spending on a quarterly basis;
 - 1.5.3 develop administrative procedures and guides that support efficient response to elected official spending requests.

Authority to Act: Retained by Council with some delegation to Staff.

POLICY

The City of Nanaimo (the City) will establish transparent spending management practices in providing tools and amenities to its elected officials.

This policy shall be reviewed in 3 years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

PROCESS

Application of Policy

- 2.1 The Policy applies to:
 - 2.1.1. Council remuneration;
 - 2.1.2 attendance at in-town or out-of-town meetings;
 - 2.1.3 training and development;
 - 2.1.4 expense reimbursement;
 - 2.1.5 legal fees;
 - 2.1.6 association fees and membership dues;
 - 2.1.7 provision of certain equipment and furniture to Elected Officials such as the following:
 - i. office Equipment;
 - ii. cellular phones and related plan features;
 - iii. internet plans;
 - 2.1.8 Council initiatives.

Council Remuneration

- 3.1 **Base Pay Rate** - Mayor and Council will be compensated at the median rate of twelve comparable municipalities. Such list of comparable municipalities are the six above and six below the City's population. The list of comparable municipalities will be updated at the beginning of each Council term.

Council's base salaries be adjusted to compensate net pay for the 1/3 tax exemption effective 2019-JAN-01. (2018-DEC-17)

Annually, the BC Annual Percent Consumer Price Index will be applied to Mayor and Council's base rate of pay based on the prior year's base compensation amount, to a maximum of 2% per year. (2018-DEC-17)

- 3.2 **Acting Pay Rate** – The Acting Mayor will be provided acting pay at a rate of 10% of the Mayor's base compensation. (2016-APR-04, 2016-MAY-02)
- 3.3 **Medical Benefits** – Council will be afforded the same level of benefits as those provided to management.

Attendance at In-Town or Out-of-Town Meetings

- 4.1 **In-Town Meetings** – Elected Officials are authorized to attend in-town meetings as they deem appropriate.

- 4.2 **Out-of-Town Meetings** – Elected Officials are authorized, as approved by resolution to attend the following out-of-town meetings as applicable and as they deem appropriate:
- i. Federation of Canadian Municipalities (FCM) conventions and other meetings;
 - ii. Union of BC Municipalities (UBCM) conventions and other meetings; and,
 - iii. Association of Vancouver Island and Coastal Communities (AVICC) conventions and other meetings.
- 4.3 The Mayor and Acting Mayor may attend out-of-town emergency meetings on behalf of the City upon pre-notification of Council via email and provide a report at the next Council meeting.
- 4.4 Any travel other than provided for in 4.2 or 4.3 above, will require prior approval by Council.

Training and Development

- 5.1 Mayor and Council may undertake training and development courses subject to budget availability and travel approval provided in Section 4 – In-Town and Out-of-Town Meetings of this policy as applicable.

Expense Reimbursements

- 6.1 Mayor and Council will be afforded the same expense reimbursement and per diem as provided to all employees of the City.
- 6.2 Mayor and Council will be allocated up to \$1,000 each for travel, hospitality and conference activities directly related to City business and the office of a Council member. (2016-MAY-02)
- 6.3 Mayor and Council members must deliver a report on their activities to Council as soon as practicable. (2016-MAY-02)
- 6.4 Up to \$3,000 for the Federation of Canadian Municipalities annual conference; \$2,500 for the Union of BC Municipalities annual conference; and, \$1,000 for the Association of Vancouver Island & Coastal Communities annual conference will be allocated for each approved member of Council to attend these conferences. (2016-MAY-02)

Legal Fees

- 7.1 Council to bring forward conflict of interest issues on an as-needed basis. (2019-JAN-21)
- ~~7.1 Council, by resolution, may approve paying legal fees for a Councillor on a matter arising from a decision of Council subject to a dollar value limit at the discretion of Council. (2019-JAN-21)~~
- ~~7.2 Conflict of Interest Opinions – Council will provide a budget allocation per Councillor per year to cover the cost for each individual Councillor to secure an opinion whether they are in a conflict of interest on a matter before Council. Such expenditure will be pre-approved by the Chief Administrative Officer. This will be treated as a taxable benefit to the benefiting Councillor. (2019-JAN-21)~~
- ~~7.3 Opinions secured through provisions of 7.2 above remain the property of the individual Councillor and the Councillor may release individual opinions at their discretion to Council or members of the public. (2019-JAN-21)~~
- ~~7.4 Council may, through resolution, direct for a legal opinion on a perceived or actual conflict of interest should an individual Councillor not take advantage of provisions of 7.2 above. (2019-JAN-21)~~

Association Fees, Membership Dues and Publication Subscriptions

- 8.1 The City of Nanaimo will pay for association fees, membership dues and publication subscriptions at the request of an individual Councillor provided such membership or publication is in local government in North America.

Office Equipment and Furniture

- 9.1 Office Equipment – The City of Nanaimo shall provide each Councillor upon request, a filing cabinet to store City files at their residence.
- 9.2 The City of Nanaimo will provide each Councillor telecommunications and other equipment such as laptop, printer/scanner/copier/fax, and smartphone that meets their individual needs and expectations in fulfilling their duties.
- 9.3 Retiring members of Council may purchase items provided in 9.1 and 9.2 at a depreciated value over four years.
- 9.4 The City will pay a monthly allowance for internet services at a Councillor's home for City business and such an allowance will not be taxed.
- 9.5 The City will pay an amount equivalent to the cost for service for a City issued cellular phone service to a Councillor who chooses to use a personal cellular phone service.

Council Initiative

- 10.1 The City will allocate contingency funds for Council initiatives within each annual budget.
- 10.2 Commitment of funds provided in 10.1 shall be through a Council resolution.

RELATED DOCUMENTS:

See Legal Advice for Council Members on Conflict of Interest Policy

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2003-MAR-24
Policy Number:	COU-159	Amendment Date/s:	
Title:	Council Use of Microsoft Outlook For Scheduling	Repeal Date:	
Department:	Legislative Services	Approval Date:	2003-MAR-24 IC COUNCIL

PURPOSE:

To devise an electronic procedure whereby meetings are booked and accepted via the City's mail system and appear in Council's personal schedules.

DEFINITIONS:

N/A

SCOPE:

This policy applies to Council and Staff.

POLICY:

1. A central calendar of Council activities, called Council Schedule, will be maintained on the system.
2. Mayor, Council and senior Staff will maintain their own personal calendars, ensuring that all appointments and personal commitments are recorded. Each will add their own planned activities to their personal calendars.
3. The Staff person responsible for organizing a Council meeting, or activity, will add the event to the Council Schedule and then invite the participants to attend.
4. Outside agencies that need to schedule Council activities will contact their Staff representative, who will then add the event to the Council Schedule and invite the participants.

PROCESS:

1. The Council Schedule will be set up as a general calendar that shows all Council meetings. Staff who are responsible for booking Committee/Commission meetings will also be responsible for updating the Council Schedule.
2. To book a meeting, the Staff person will open the Council Schedule and select the date/time for the meeting. All participants (including those from outside the organization) will be invited to the meeting via e-mail. The meeting rooms will be booked as a resource, and if any outside participants do not have email, they will be contacted by telephone.

3. Outside agencies (i.e. RDN, Tourism, Museum, Downtown Partnership) will contact their Staff representative, who will then book the meeting (as per above) by inviting the participants to attend.
4. If meetings are re-scheduled or cancelled, then the Staff person who is responsible for booking the meeting will update the calendar and notify the participants through e-mail.
5. If meetings are re-scheduled or cancelled with less than 24 hours notice, then Council will be notified by telephone, as well as receiving an email notification.
6. Meetings that involve Councillors, but are not official Council activities, can be accommodated by inviting the specific Councillor to the meeting. That is, the meeting will not show on the Council Schedule but will appear as booked time in the Council member's personal calendar.
7. The printed Council Schedule will no longer be distributed via hard copy. This information will be available online and will reflect up-to-the-minute revisions. Note: Councillors may print a schedule for themselves, if desired.
8. If a Council member is unable to access his or her calendar on-line for any reason, they may contact the Corporate Administration Department to obtain their calendar details.
9. A standard (written) booking procedure will be prepared and distributed to all Staff that book Council meetings.

Council Responsibility:

1. All members of Council will be required to use their Outlook calendars and email, as meeting notices will be received as email messages.
2. Reply to email requests for meetings with either *accept* or *decline*. [Note: as this is a special group mailbox, you will need to contact the applicable Staff representative by phone or separate e-mail, if you have questions or comments as the Staff organizer will be unable to see any attached comments in your email reply.]
3. All personal time commitments need to be added to your personal calendar; otherwise, a Council activity may be booked at a time you are unavailable. [Note: this schedule will only show that they are booked at that time, not what the activity is.]
4. When requested by outside agencies to attend a Council related meeting, advise them to book the meeting through the Staff representative.
5. Regularly check the online Council Schedule for Council activities.

Staff Responsibility:

1. The Staff person requesting and booking the Council meeting will access the Council Schedule and *invite* Council, Staff and outside participants to the meeting. Rooms are to be booked as a resource.
2. The designated Staff person will be the contact for the meeting and will update the Council Schedule with any changes or cancellation and for the booking and meeting organization.
3. If meetings are re-scheduled or cancelled with less than 24 hours notice, then the applicable Staff person will notify Council by telephone, as well sending them an email notification.

4. A Staff representative will be appointed for each outside agency. This Staff person will be responsible for booking the meetings electronically.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1993-SEP-27 COUNCIL
Policy Number:	COU-096	Amendment Date/s:	
Title:	Courtesy Parking Passes	Repeal Date:	
Department:	Bylaw Enforcement	Approval Date:	1993-SEP-27 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The Manager of Bylaw Services authorized to issue ten courtesy parking passes “per convention or event”.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2011-JAN-24
Policy Number:	COU-188	Amendment Date/s:	
Title:	Covenant Amendment Process	Repeal Date:	
Department:	Development Approvals	Approval Date:	2011-JAN-24 COUNCIL

PURPOSE:

To streamline the covenant amendment application process, while still providing for public comment on proposed amendments to covenants originally secured through a public rezoning process.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Applications to amend covenant conditions secured through rezoning will proceed in a manner consistent with notification requirements for Development Variance Permits.

PROCESS:

Applications to amend covenant conditions secured through rezoning will proceed as follows:

Step 1 – Council Initial Consideration

The application will be presented to Council through a Staff report. Council can provide direction to Staff to proceed with public notification. Unless Council directs otherwise, notification for the application will proceed as outlined in Step 2. Where the proposed covenant amendment pertains to land use, density or community contributions, Council may choose to direct the application to be forwarded to a Public Hearing.

Step 2 - Public Notification

Staff undertakes notification advising that the proposed amendment will be considered by Council. This will consist of hand and mail delivery within a notification area consistent with that required for development variance permits.

Covenant amendments proceeding to Public Hearing will also be included in newspaper ads pertaining to the Public Hearing.

Step 3 - Council Consideration of Approval

Council can consider approval of the covenant amendment application after hearing from any members of the public who wish to address Council on the matter during Council’s regular open meeting or Public Hearing.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A

Draft Copy

A
CULTURAL
POLICY

FOR
NANAIMO



City of Nanaimo

Parks, Recreation & Culture

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PRELIMINARY DRAFT

NANAIMO CULTURAL POLICY

INTRODUCTION
and
TERMS OF REFERENCE

When the City Parks and Recreation Department changed its name to the "Department of Parks, Recreation and Culture", it became evident that some direction had to be set regarding Nanaimo's future Cultural Development. In light of this, and because of a request from the community, Council initiated the process of developing a Cultural Policy for Nanaimo by a motion in Council on March 18th, 1991.

The Parks, Recreation and Culture Commission appointed a Cultural Policy Committee consisting of Chairman Don Campbell, Commissioner Margaret Strongitharm and several key individuals from the cultural community. (see Appendix A).

As emphasized in the responses to the Imagine Nanaimo survey, culture is of vital importance to the quality of life in our community and in the promotion of economic development. Support for cultural development is an important role local government can play in the growth of our community.

Nanaimo is growing and all its citizens are concerned about the quality of life both now and in the future. After basic needs are met, residents are concerned with opportunities for recreation, sport and cultural expression and experience. It is widely agreed across Canada that there is a definite link between culture and the quality of life in a community, which explains the tremendous growth in arts and culture in the last 40 years. In Canada (1985) more than 1 billion dollars in expenditure was directly attributable to the arts and more than 15 billion dollars in indirect spending.(1)

Nanaimo has made some notable additions to its cultural community over the past years. It has become apparent, however, that a coordinated and concerted effort is needed to develop some common goals and civic policies for future development of culture in our community.

1. Funding of the Arts in Canada to the year 2000, A Government of Canada Report of the Task Force on Funding of the Arts, 1986, p.26.

As our community's cultural resources grow and mature the impact on our city increases dramatically. Cultural organizations, in partnership with the City, will be instrumental in initiating the creation of the aesthetic environment and cultural activities which people are more and more demanding of the community in which they live or visit. A coordinated effort aspiring to common goals will help to realize some of the hopes and dreams of a better place to live. Nanaimo's Cultural Policy will set direction and practices for Nanaimo's cultural development into the next century.

The Cultural Policy Committee reviewed ten Arts and Cultural Policies from other cities across Canada to assist us in developing a frame work for Nanaimo's Cultural Policy. They were: Victoria, Vancouver, Ottawa/Carlton, Calgary, Ottawa, Regina, North Shore Vancouver, Red Deer, Burnaby and Edmonton.

The first task of the committee was to develop a mission statement for the committee and definitions for "Culture" and "Cultural Policy". The following were adopted:

MISSION STATEMENT:

The mission of the Nanaimo Cultural Policy Committee is "To identify a community vision for Nanaimo's Cultural development over the next 20 years."

CULTURE:

Culture is "The collection of artistic, historic, intellectual and spiritual traits which characterize Nanaimo and our future aspirations as a community."

CULTURAL POLICY:

A Cultural Policy is "The statement of goals, objectives, priorities and implementation strategies for the future development of culture in our community."

The policy recommended for Nanaimo includes the following:

1. Cultural Policy Administration
2. Funding
3. Art in Public places
4. Facilities
5. Audience Development/Marketing
6. Programming/Education

A COMMUNITY VISION FOR NANAIMO'S CULTURAL DEVELOPMENT
INTO THE NEXT CENTURY

- Citizens of, and visitors to, Nanaimo will encounter art in public places as part of their daily experiences of our City.
- An ever changing array of cultural events for all ages and interests will be available in a variety of suitable venues year round.
- Our heritage will be preserved and presented in an engaging and informative manner.
- Artists will be encouraged to live, create and produce their work in our city, adding to the economic and cultural well being of the whole community.
- Cultural organizations will have adequate facilities and funding based on identified community needs and long range plans.
- People of all ages and experience will be able to explore their individual creativity through a wide variety of opportunities. –



GOALS OF THE NANAIMO CULTURAL POLICY

CULTURAL POLICY ADMINISTRATION

- To develop an effective municipal cultural policy administrative structure.
- To ensure that Nanaimo's Cultural Policy is implemented and reviewed regularly.

FUNDING

- To provide for adequate and predictable Municipal funding for Cultural organizations.
- To develop Cultural funding criteria.
- To investigate additional sources of funds available to the City of Nanaimo for the Cultural Fund.

ART IN PUBLIC PLACES

- To ensure that all Nanaimo residents and visitors have the opportunity to experience various forms of visual and performing art within the city.

FACILITIES

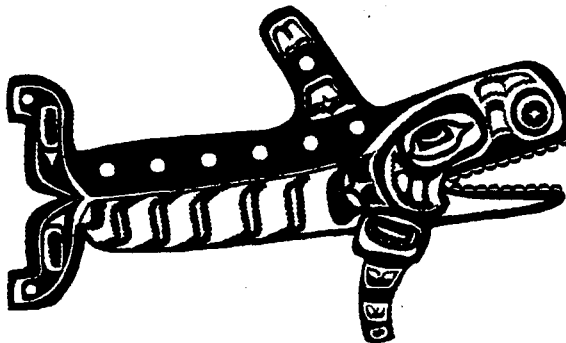
- To ensure that adequate facilities are available for the creation, preservation and presentation of culture in Nanaimo.

AUDIENCE DEVELOPMENT/MARKETING

- To facilitate the development of a coordinated marketing strategy that would increase exposure for local cultural organizations, programs and services.

PROGRAMMING/EDUCATION

- To ensure that all Nanaimo residents and visitors have the opportunity to become involved in a wide range of cultural programs, courses, activities and special events.



CULTURAL POLICY ADMINISTRATION

GOALS

- To develop an effective municipal cultural policy administrative structure.
- To ensure that Nanaimo's Cultural Policy is implemented and reviewed regularly.

To ensure that the evolving cultural needs of the community are met, it is important that a simple but effective administrative structure be in place so that the recommendations that are a part of this policy are implemented and that this Cultural Policy for Nanaimo be reviewed and revised regularly.

RECOMMENDATIONS:

1. That a Cultural Committee be established that will advise and make recommendations on Nanaimo's cultural policy to Council through the Department of Parks, Recreation and Culture Commission. Members of this Committee will be recommended by the Parks, Recreation and Culture Commission and shall include individuals who have experience in cultural activities, cultural administration, education, business and individuals from the community at large who have a keen interest in Nanaimo's cultural development.
2. The initial Cultural Committee would be comprised of nine members each serving a three year term. Three members will also be members of the Parks, Recreation and Culture Commission.
3. That a Cultural Coordinator with the necessary training and experience in the area of culture and administration, be hired by the Department of Parks, Recreation and Culture.

MANDATE OF THE CULTURAL COMMITTEE

- To oversee the implementation of this Policy and conduct a regular cultural policy review.
- To advise the Commission and Council on cultural issues.
- To review all applications for funding and make recommendations to the Parks, Recreation and Culture Commission regarding the distribution of grants from the Cultural Fund. (see policy on Funding)

- To investigate additional sources of funds available to the City of Nanaimo for the Cultural Fund.
- To develop new cultural initiatives for Nanaimo's cultural development in close cooperation with all City Departments, Nanaimo's cultural groups, businesses, School District and Tourism Nanaimo.
- To foster a close cooperation among all Nanaimo Cultural groups in pursuing the aims and objectives of this policy.
- To promote public awareness of cultural organizations and cultural activities in our community.
- To commission and purchase works of art for display in municipal public spaces and buildings.
- To promote strong cultural organizations by ensuring the availability of training in the area of Marketing, Administration, Planning, Fundraising, Special Events and Board Development.

MANDATE OF THE CULTURAL COORDINATOR

- To provide administrative support to the Cultural Committee
- To coordinate funding applications to the Cultural Fund.
- To act as a resource and consultant to Recreation Program staff in the area of cultural programming and special events.
- To act as a Cultural Committee liaison to all Nanaimo cultural groups.
- To organize training for cultural groups in the areas of Marketing, Administration, Planning, Fundraising, Special Events, Board Development etc., to foster strong cultural organizations.
- To facilitate a coordinated cultural marketing strategy.
- To offer information on other funding sources.



FUNDING

GOALS

- To provide for adequate and predictable municipal funding for cultural organizations.
- To develop cultural funding criteria.
- To investigate additional sources of funds available to the City of Nanaimo for the Cultural Fund.

The City of Nanaimo recognizes the importance of adequate and predictable funding for cultural organizations. Municipal funding can be instrumental in gaining support from other levels of government, foundations and corporate or private donors. The criteria for receiving funding should encourage good management and financial accountability which will in turn facilitate strong cultural organizations.

Cultural activity greatly impacts the quality of life in Nanaimo and the attraction of our city to visitors, new residents and industry. It is expected that the following recommendations will facilitate growth in cultural development and stability into the next century.

RECOMMENDATIONS:

1. That a Cultural Fund be created that will provide operating grants to cultural organizations. The amount of this fund will be determined on a per capita basis of direct funding from the City (see Appendix B), plus funds from other sources.
2. That the Cultural Committee make recommendations to the Parks Recreation and Culture Commission regarding the distribution of grants from the Cultural Fund. The Cultural Committee will develop criteria that would ensure close scrutiny in the areas of management and financial accountability, financial need, stability and community needs and initiatives.
3. That funding be distributed to two distinct categories.
 - a) Registered not-for-profit Professional Cultural Organizations: Organizations which provide ongoing programming and/or cultural services of a professional standard and which employ full time staff.

b) **Community Cultural Organizations:** Registered not-for-profit organizations managed primarily by volunteers which provide the community with cultural programming and/or services. A minimum of 15% of annual Cultural Fund grants will be allocated to this category.

4. That long term operational funding be made available to groups defined in 3 (a) above. Groups may apply for 3 year contracts that will ensure minimum yearly funding.
5. That the City continue to distribute donations in kind to various cultural organizations as appropriate over and above the Cultural Fund.
6. Capital projects will not be eligible for assistance from the Cultural Fund.



ART IN PUBLIC PLACES

GOALS

- To ensure that all Nanaimo residents and visitors have the opportunity to experience various forms of visual and performing art within the city.

Visual and performing arts are an integral part of our culture. Art serves to develop a pleasing environment for people, and enhances the quality of life in our community. Public art helps us celebrate who we are and characterizes our community and its future aspirations - Art in public places brings art to the people.

RECOMMENDATIONS:

1. That the City of Nanaimo designate a minimum of 1% of the budget of any municipal construction or renovation project for the commission, purchase, and installation of art works at the site of the improvement or on other city property.
2. That the City commission and/or purchase works of art for display in municipal and public spaces and buildings. The recommendation and acquisition of art would be the responsibility of the Cultural Committee with funding coming from a special art acquisition fund included in the Parks, Recreation and Culture budget and augmented by other sources.
3. That the city will also encourage through its Advisory Planning Commission, and the Department of Planning and Development, all other building projects within the City to adhere to recommendation No. 1 above.
4. That the City continue to encourage and support major cultural festivals and events. This will be in the form of financial support through the Cultural Fund and a formal policy regarding City services, equipment, and facilities that will be provided for these major cultural events. This policy is to be developed by the Cultural Committee and recommended to City Council through the Parks, Recreation and Culture Commission.
5. That the City ask the B.C. Transit Authority to collect 1% of fares paid and that these funds be allocated for Public Art either in the Transit System or be allocated to the Cultural Fund.

FACILITIES

GOALS

- To ensure that adequate facilities are available for the creation, preservation and presentation of culture within the city.

From the results of the "Cultural Resources Inventory and Questionnaire" (see Appendix C), cultural groups have indicated that there is a definite need for additional and better facilities for cultural activities. Nanaimo's cultural groups have also clearly indicated that the number one priority for Nanaimo's future cultural development is the addition of a performing arts centre in Nanaimo. The City has already given support to the "Harbourfront Centre", an 800 seat theatre complex, but before it supports the development of additional cultural facilities it should undertake a comprehensive facilities study that will provide a basis for future development of cultural facilities in Nanaimo.

RECOMMENDATIONS:

1. That a comprehensive inventory and evaluation of all facilities be undertaken to determine availability and suitability of facilities for cultural activity.
2. That a needs survey of all actual and potential users of cultural facilities be undertaken to determine current needs and future priorities for the development of additional cultural facilities and for the upgrading of existing facilities. This survey should be done once every 3 years.
3. That the Cultural Coordinator maintain a list of cultural organizations seeking office, storage or activity space with the intent of accommodating them in suitable space as it becomes available.
4. That the City, Parks, Recreation and Culture Commission review its Facility Fees and Charges with the intent of improving access to community cultural groups.
5. That the Advisory Planning Commission encourage developers to include spaces for cultural organizations or events in development projects.



AUDIENCE DEVELOPMENT/MARKETING

GOALS

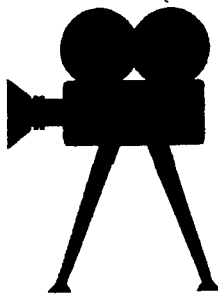
- To facilitate the development of a coordinated marketing strategy that will increase exposure for cultural organizations, programs and services.

This cultural marketing strategy has two objectives. The first priority is to develop a local marketing strategy to increase audience awareness and overall local participation in cultural activities. The second phase is to develop a wider marketing strategy for increased tourism potential.

It is essential that the City cooperate with the cultural community to develop a coordinated marketing strategy that will ensure the best and most efficient exposure possible for cultural programs and services in our community.

RECOMMENDATIONS:

1. That the City support a Cultural Resources Information Service. The purpose of this service would be to make available to the public, regularly updated information on all cultural groups, programs, courses, activities and special events of a cultural nature. This information is to be made available by phone or through a bi-annual "Nanaimo Cultural Directory" publication.
2. That the City encourage all cultural groups to promote their programs and services through "at cost" ads in the Parks, Recreation and Culture "Leisure Guide".
3. That the City produce a brochure and map of Nanaimo highlighting all cultural and recreational facilities.
4. That the Cultural Committee establish an annual awards program to recognize business and media support for culture.



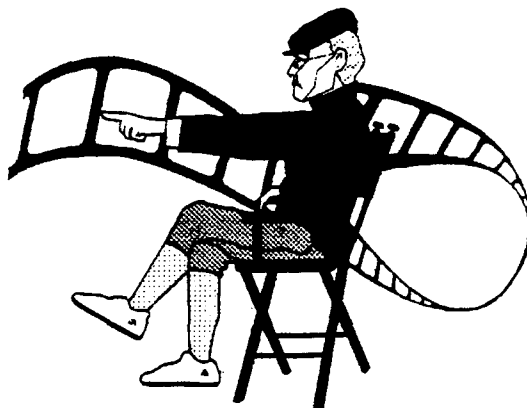
PROGRAMMING/EDUCATION

GOALS

- To ensure that all Nanaimo residents and visitors have the opportunity to become involved in a wide range of cultural programs, courses, activities and special events.

RECOMMENDATION

1. That the Cultural Committee foster cooperation and collaboration among Nanaimo cultural groups in programming and education planning.
2. That the Cultural Committee actively promote partnerships with community and business groups in the development of cultural programs and services.
3. That the Department of Parks, Recreation and Culture coordinate the provision of educational and recreational cultural programs and activities to ensure that a full range of opportunities are available at all stages of a person's life, in accordance with community needs and initiatives.
4. That the City of Nanaimo and the Culture Committee affirm the importance of the provision of cultural education at all levels and that this be communicated to the Nanaimo School Board and other educational institutions.



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APPENDICES

b(b)16

APPENDIX A

NANAIMO CULTURAL POLICY COMMITTEE

CHAIRPERSON

Don Campbell

Parks, Recreation & Culture Commission

CURRENT MEMBERS

Felicity Adams

Staff, Department of Planning
and Development

Joanne Blackman

Nanaimo Multicultural Society

Debra Bodner

Nanaimo Centennial Museum and Archives

Bob Kuhn

Staff, Department of Parks, Recreation
and Culture

Susan Lancaster

Nanaimo Festival/Member at Large

George McGladrey

Nanaimo Arts Council

Brent Meunier

Staff, Department of Parks, Recreation
and Culture

Nancy Randall

Nanaimo Art Gallery and Exhibition Centre

Margaret Strongitharm

Parks, Recreation & Culture Commission

Sandra Thomson

Harbourfront Centre Society

Eileen Williams

Nanaimo Arts Council

CONTRIBUTING MEMBERS

Al Balanuik

School District #68

Faye Clarke

Nanaimo Arts Council

Michelle Hillier

Nanaimo Indian Band

Maggie Marshall

Nanaimo Art Gallery and Exhibition Centre

Linda Martin

Nanaimo Art Gallery and Exhibition Centre

Meg Rintoul

Nanaimo Centennial Museum and Archives

RESEARCH ASSISTANT

John O'Callaghan

APPENDIX B

MUNICIPAL FUNDING OF CULTURE IN CANADA(2)

There are indications, in the larger centres at least, that municipal governments appreciate the impact of cultural activities on the quality of life of their citizens and the drawing card they represent for visitors and industry.

"According to a survey of municipal support for culture in 25 municipalities for which comparable data are available, municipalities increased their assistance three fold in eight years. Some municipalities increased their contributions more than ten times - Kitchener, Regina, Edmonton, and Toronto; during this period, Calgary increased its contribution seven times, Ottawa six times, and Vancouver four times."

The Canadian Task Force on Funding of the Arts believes that with a projected economic growth rate of 3.5 per cent a year it is realistic to expect municipalities to assume a larger share of arts funding by the year 2000. In 1985 it was estimated that they provided \$25 million, or 6 per cent of total arts operating revenues, compared with the federal government's 23 per cent and the provinces' 28 per cent. The Task Force recommended that the share of municipal funding of the arts in Canada increase from the current 6 per cent to nearly 9 per cent by the year 2000 - from \$25 million in 1985 to \$70 million in the year 2000 - representing a growth rate of 7 per cent a year.

In 1991 the Federation of Canadian Municipalities reported the following comparison of cultural spending by the major cities.(3)

	Vancouver	Toronto	Montreal
Population	450,000	600,000	1,000,000
Total funding	\$6,184,000	\$7,102,381	\$32,845,000
Per capita	\$13.16	\$11.84	\$32.35

Per capita funding of culture in cities with a population of 50,000-100,000 ranges from \$2 per capita to \$10 per capita annually.(4)

2. Funding of the Arts in Canada to the year 2000, A Government Report of the Task Force on Funding of the Arts, 1986, pp.83-84.

3. The Vancouver Arts Initiative, 1992, p.53.

4. Arts in the Cities, Telephone inquiry, 1993-Jan-13.

The per capita funding of culture in Nanaimo in 1992 was \$4.18 based on a population of 60,129 ('91 census).

TOTAL CULTURAL FUNDING \$251,118.00

Cultural Groups Receiving Funding in 1992:

**The Nanaimo Arts Council
The Nanaimo Art Gallery
The Nanaimo Festival
The Nanaimo Empire Days Society
Loyal Nanaimo Bathtub Society
The Nanaimo Museum
The Library
The Bastion
The Harbourfront Centre Society
Saysetsen
The Nanaimo Concert Band
The Nanaimo Theatre Group
Upper Island Music Festival
Central Vancouver Island Multicultural Society**

It is recommended that the Cultural Fund when established, be increased by 7% annually until the year 2000 in accordance with the Task Force on Funding of the Arts in Canada recommendation.



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APPENDIX C

**NANAIMO CULTURAL POLICY COMMITTEE
CULTURAL RESOURCES INVENTORY AND QUESTIONNAIRE**

Nanaimo's Cultural Policy Committee has been appointed to identify a community vision of Nanaimo's Cultural development over the next 20 years. Your assistance is essential in order to make this vision a "community" vision.

Please take a few minutes to fill out this questionnaire on behalf of your organization and send it back in the self-addressed stamped envelope.

Thank You! Your input is valued and very much appreciated.

1. NAME OF ORGANIZATION: _____

CONTACT NAME: _____

Phone _____ (H) _____ (W)

No. in Your Organization _____

2. AIMS AND OBJECTIVES OF YOUR ORGANIZATION: _____

3. WHAT TYPE OF CULTURAL SERVICE DO YOU OFFER:

- | | |
|----------------------|------------------------------|
| 1. ___ Crafts | 7. ___ Media |
| 2. ___ Dance | 8. ___ Multicultural |
| 3. ___ Drama/Theatre | 9. ___ Music |
| 4. ___ Environmental | 10. ___ Recreational/Leisure |
| 5. ___ Heritage | 11. ___ Visual Art |
| 6. ___ Literary | 12. ___ Other |

4. How would you rate the availability of and access to Cultural activities in Nanaimo?

very poor excellent

Availability 1 2 3 4 5
(quantity & variety)

Access 1 2 3 4 5
(location, cost, convenience)

Comments:

5. How would you rate the current overall support for Culture in Nanaimo?

very poor 1 2 3 4 5 very supportive

Comments: _____

6(b)20

6. In your opinion, how important are Cultural activities to:
not important very important

Quality of Life in Nanaimo? 1 2 3 4 5

Tourism? 1 2 3 4 5

The Economy? 1 2 3 4 5

Comments: _____

7. How would you rate your organization's facilities?

inadequate very adequate

Performance space 1 2 3 4 5

Exhibit space 1 2 3 4 5

Rehearsal/Practice space 1 2 3 4 5

Administrative space 1 2 3 4 5

Creative space 1 2 3 4 5

Storage space 1 2 3 4 5

Other _____ 1 2 3 4 5

Comments: _____

8. Please identify your top 3 priorities for Nanaimo's future Cultural Development.

- 1. _____
- 2. _____
- 3. _____

9. To create a policy that will meet the aspirations of our community, it is vital that we receive input on future cultural development in Nanaimo. We encourage any written briefs or proposals you may wish to present to the Committee. **DEADLINE FOR SUBMISSIONS AND RETURN OF QUESTIONNAIRE - MARCH 31st, 1992 at the Beban Park Recreation Centre, 2300 Bowen Road, Nanaimo, V9T 3K7.**

DEADLINE FOR RETURN MARCH 31, 1992

6(b)21

**NANAIMO CULTURAL POLICY COMMITTEE
CULTURAL RESOURCES INVENTORY QUESTIONNAIRE**

Question 8. Identify your priorities for Nanaimo's future Cultural Development.

1st Priority 3 points
2nd Priority 2 points
3rd Priority 1 point

Priority	Points	Rank
Theatre/Arts Centre	96	1
Facilities (Cultural)	41	2
Cultural Awareness/Education	27	3
Funding	18	4
Increased Coordination	15	5
Youth	13	6
Art Gallery	12	7
Museum/Archives Space	9	8
Heritage Preservation	7	9
New Recreation Centre	7	10

1. RESPONSE

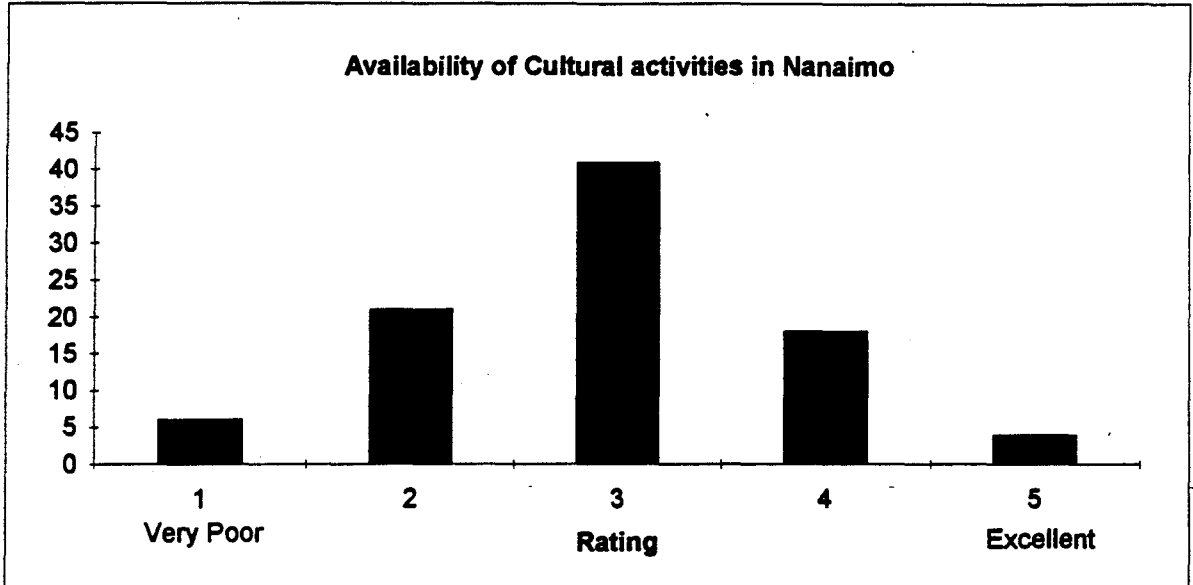
278 Questionnaires were sent out
85 Were Returned (31%)

		Sent Out	Returned	%
a)	Visual and Material Arts:	40	8	20%
b)	Performing Arts - Music:	8	2	25%
c)	Performing Arts - Theatre:	8	6	75%
d)	Performing Arts - Dance:	14	5	36%
e)	Environmental Arts:	15	6	40%
f)	Multiculturalism:	20	7	35%
g)	Heritage Arts	23	11	48%
h)	Media/Literary Arts	16	8	50%
i)	Recreation/Leisure	134	32	24%

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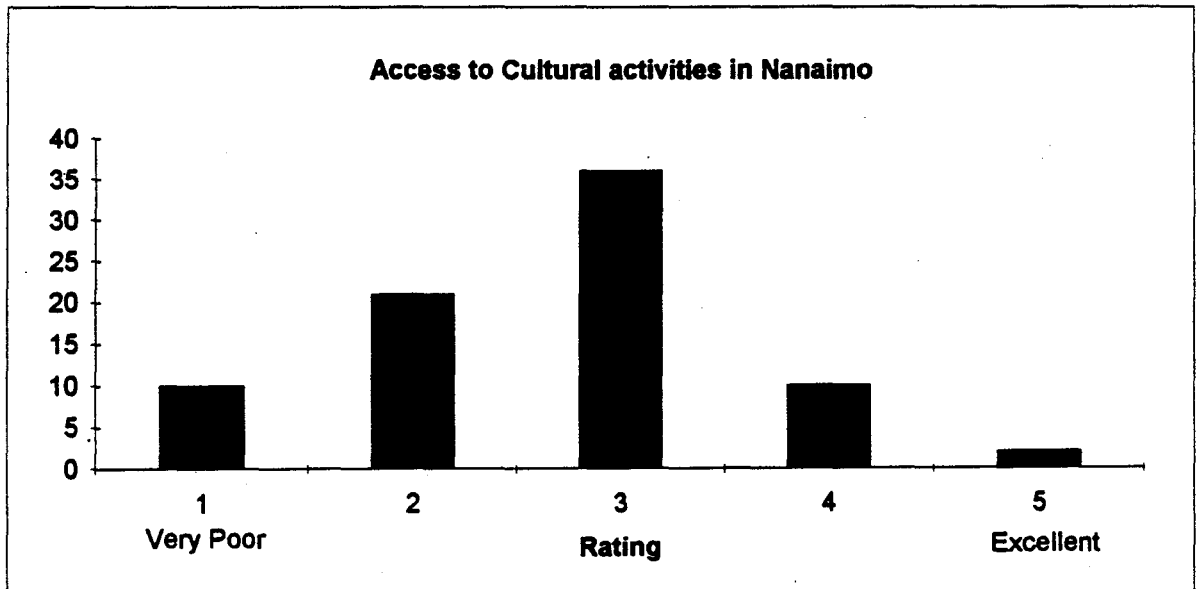
Question #4a: How would you rate the availability of Cultural activities in Nanaimo?

	Very Poor				Excellent
Rating	1	2	3	4	5
# of Organizations	6	21	41	18	4



Question #4b: How would you rate the access to Cultural activities in Nanaimo?

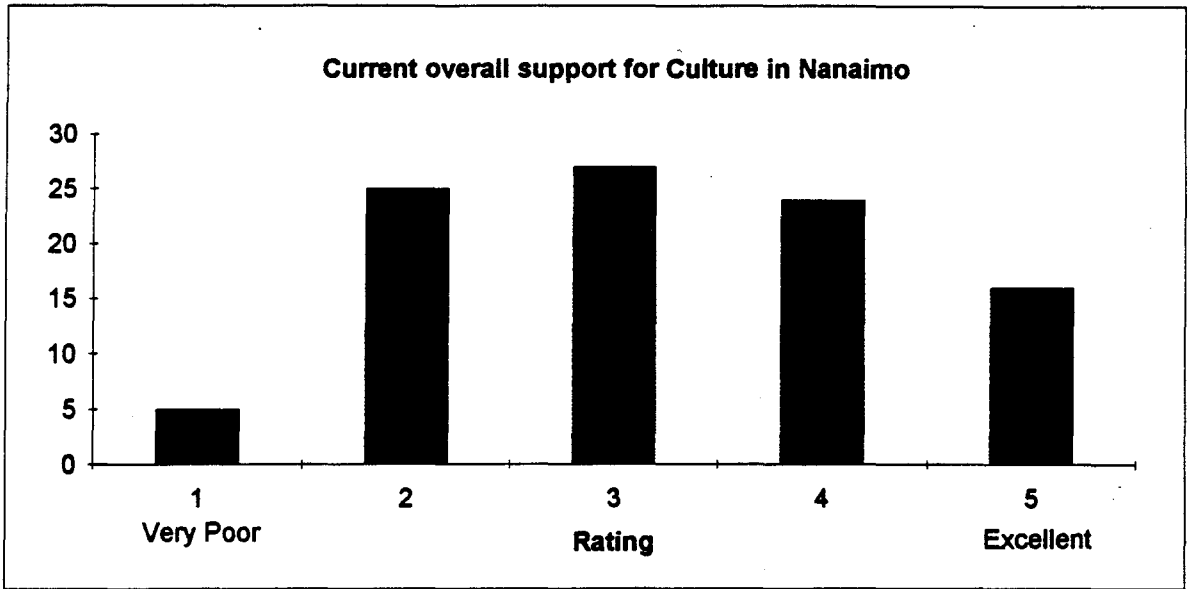
	Very Poor				Excellent
Rating	1	2	3	4	5
# of Organizations	10	21	36	10	2



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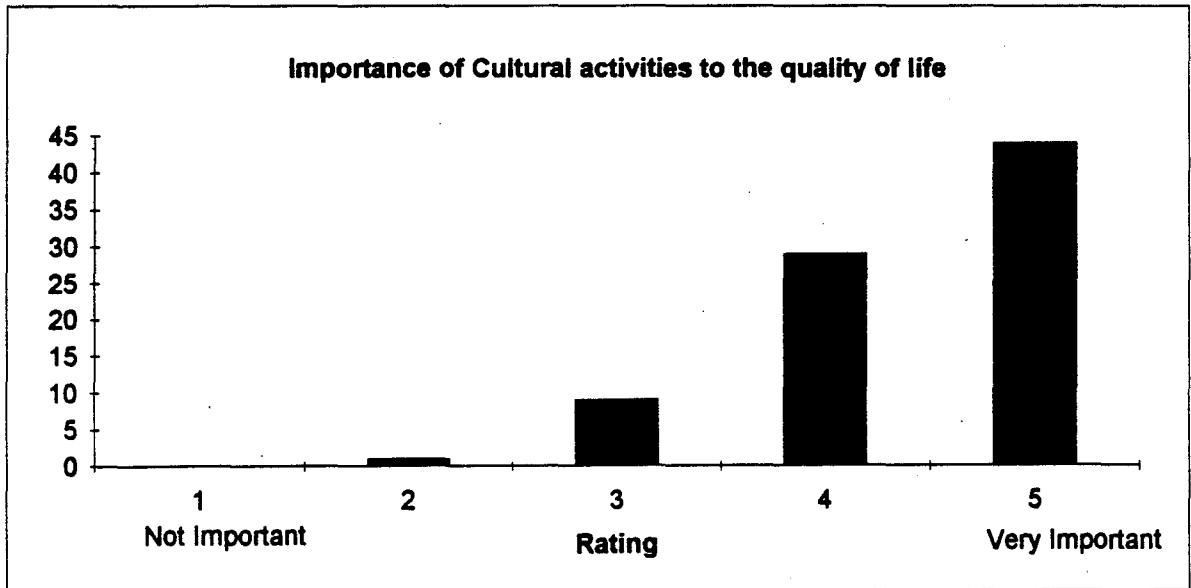
Question #5: How would you rate the current overall support for Cultural activities?

	Very Poor			Excellent	
Rating	1	2	3	4	5
# of Organizations	5	25	27	24	16



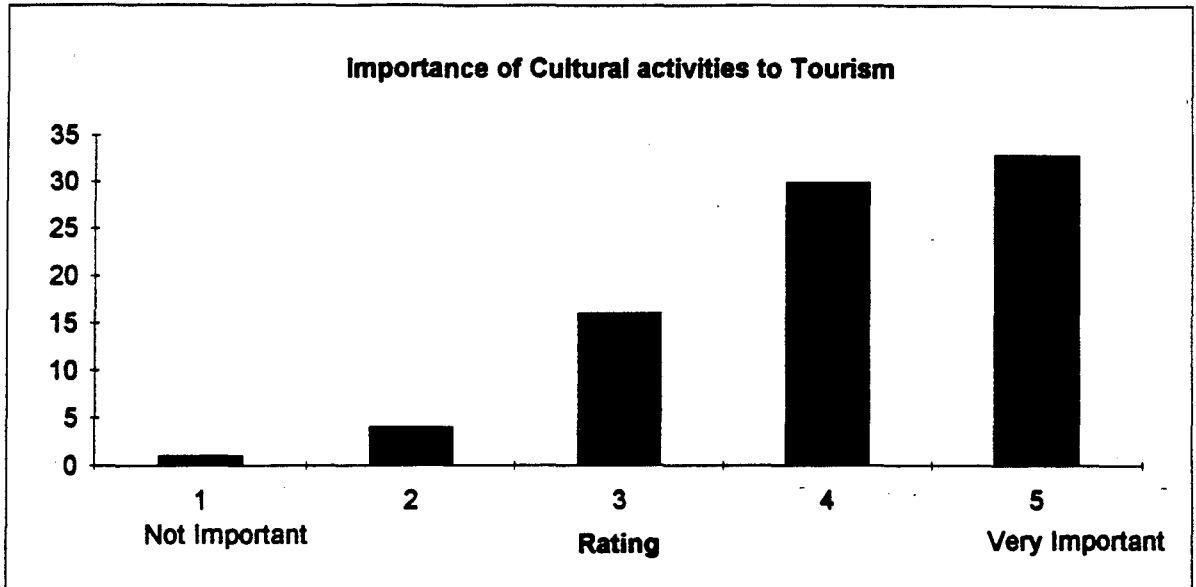
Question #6a: In your opinion, how important are Cultural activities to the quality of life?

	Not Important			Very Important	
Rating	1	2	3	4	5
# of Organizations	0	1	9	29	44



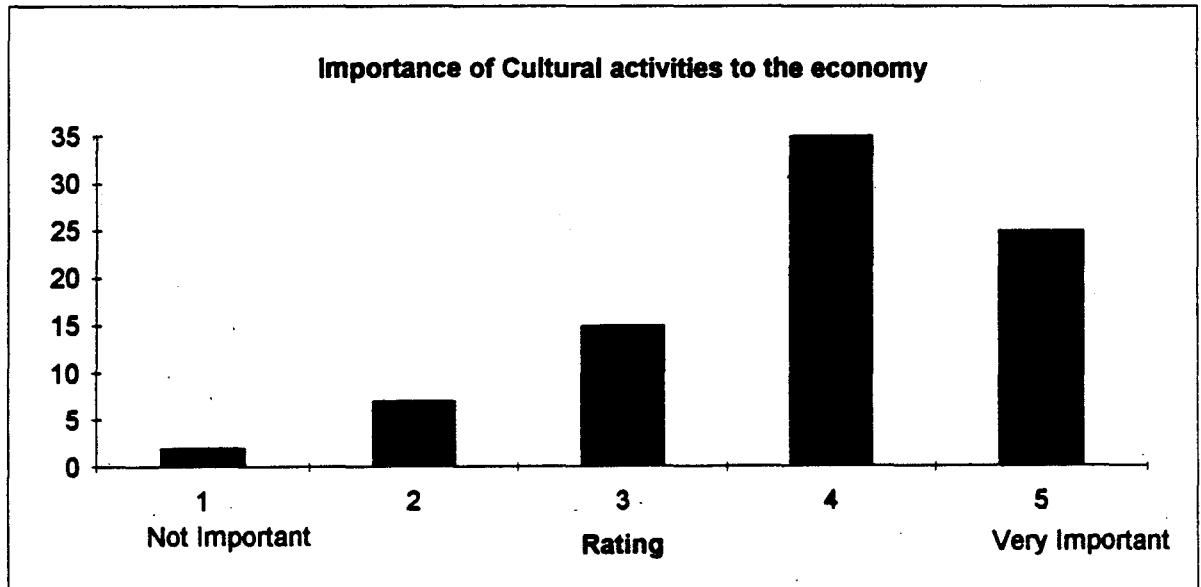
Question #6b: In your opinion, how important are Cultural activities to Tourism?

	Not Important				Very Important
Rating	1	2	3	4	5
# of Organizations	1	4	16	30	33



Question #6c: In your opinion, how important are Cultural activities to the economy?

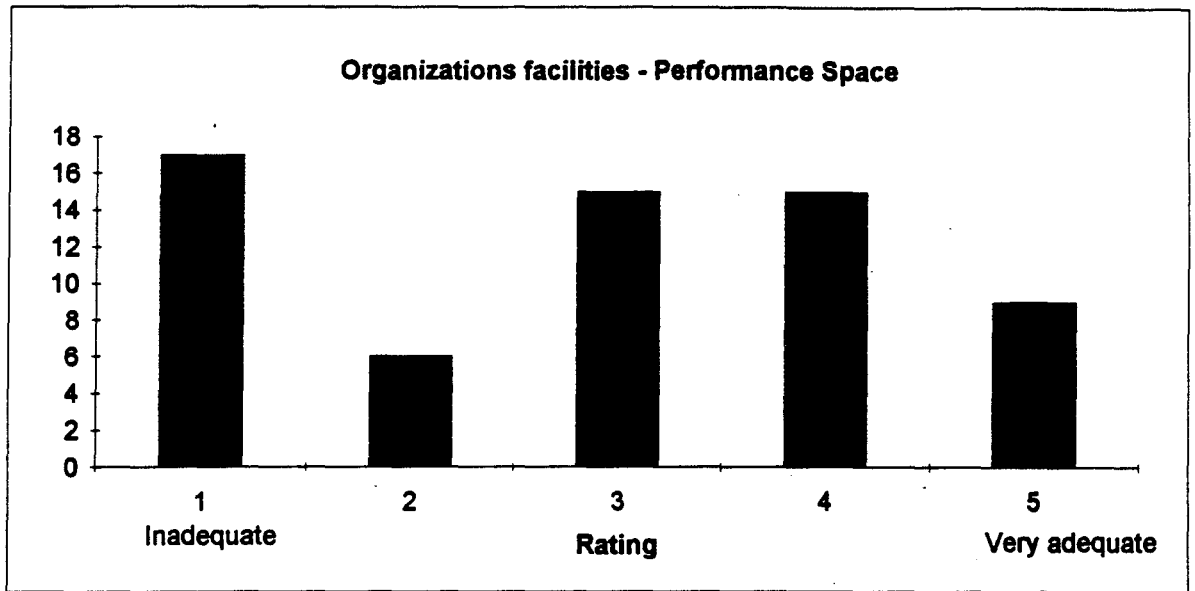
	Not Important				Very Important
Rating	1	2	3	4	5
# of Organizations	2	7	15	35	25



6(b) 25

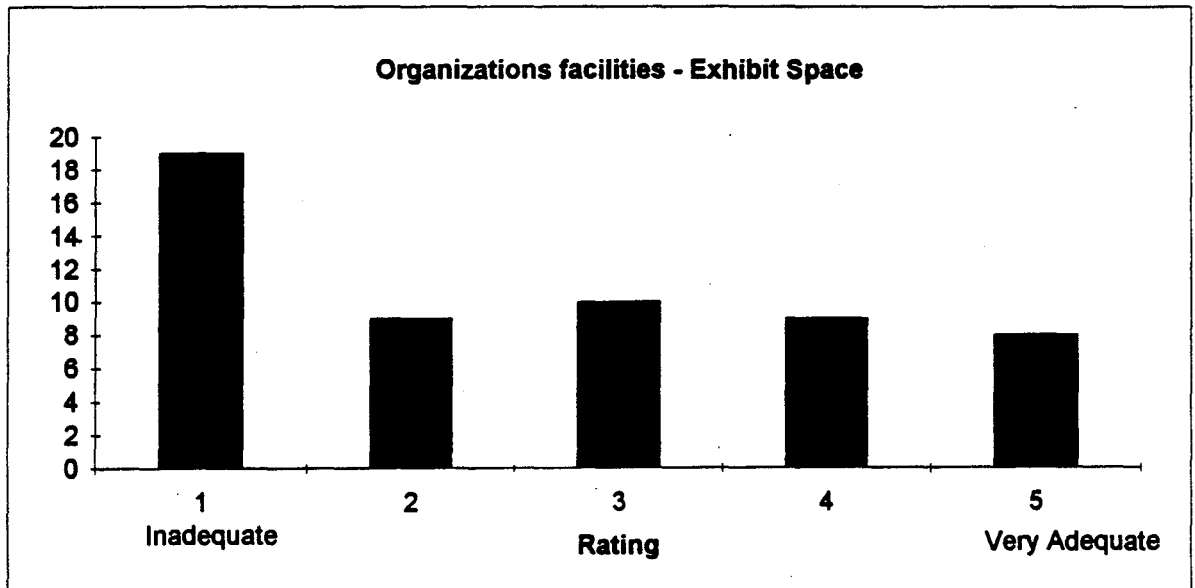
Question #7a: How would you rate your organizations facilities? - Performance Space

	Inadequate				Very Adequate
Rating	1	2	3	4	5
# of Organizations	17	6	15	15	9



Question #7b: How would you rate your organizations facilities? - Exhibit Space

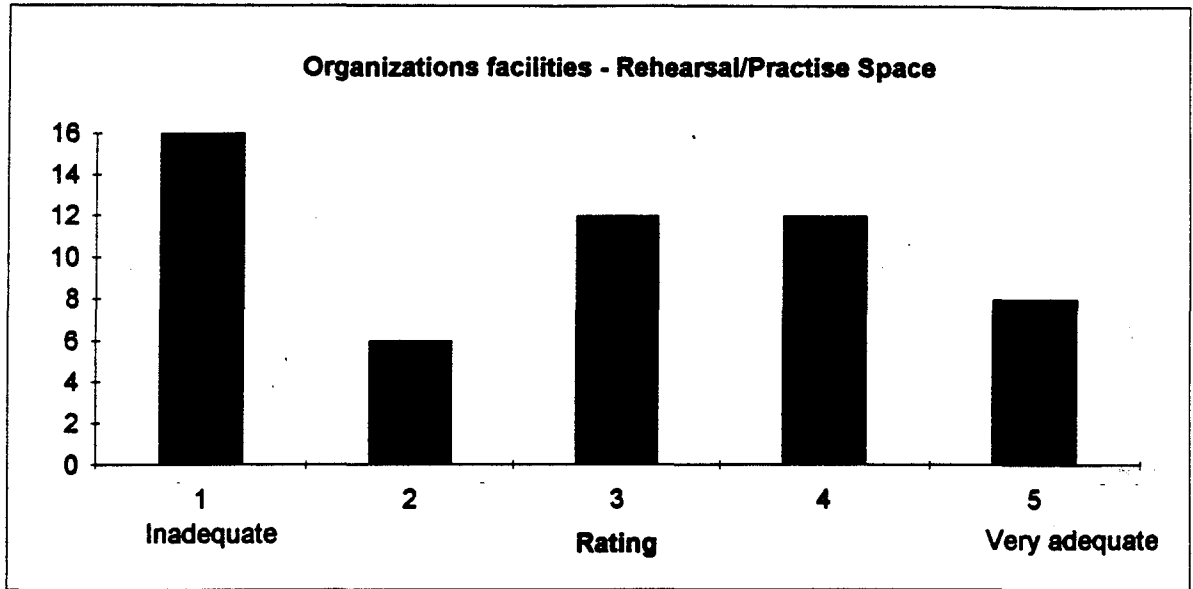
	Inadequate				Very Adequate
Rating	1	2	3	4	5
# of Organizations	19	9	10	9	8



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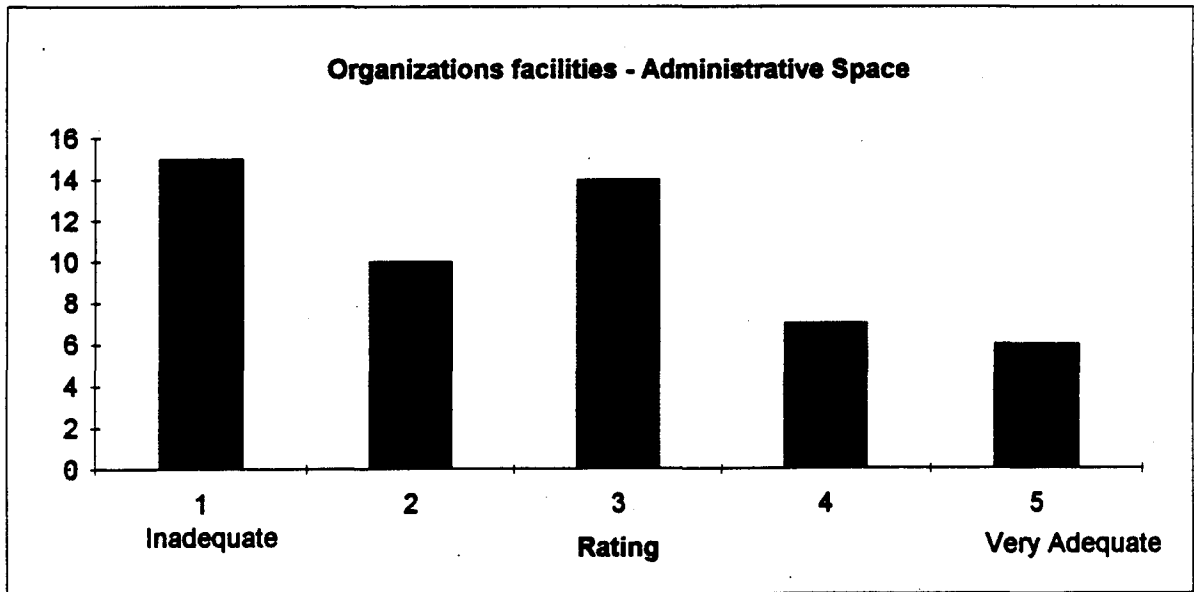
Question #7c: How would you rate your organizations facilities? - Rehearsal/Practise Space

	Inadequate				Very Adequate
Rating	1	2	3	4	5
# of Organizations	16	6	12	12	8



Question #7d: How would you rate your organizations facilities? - Administrative Space

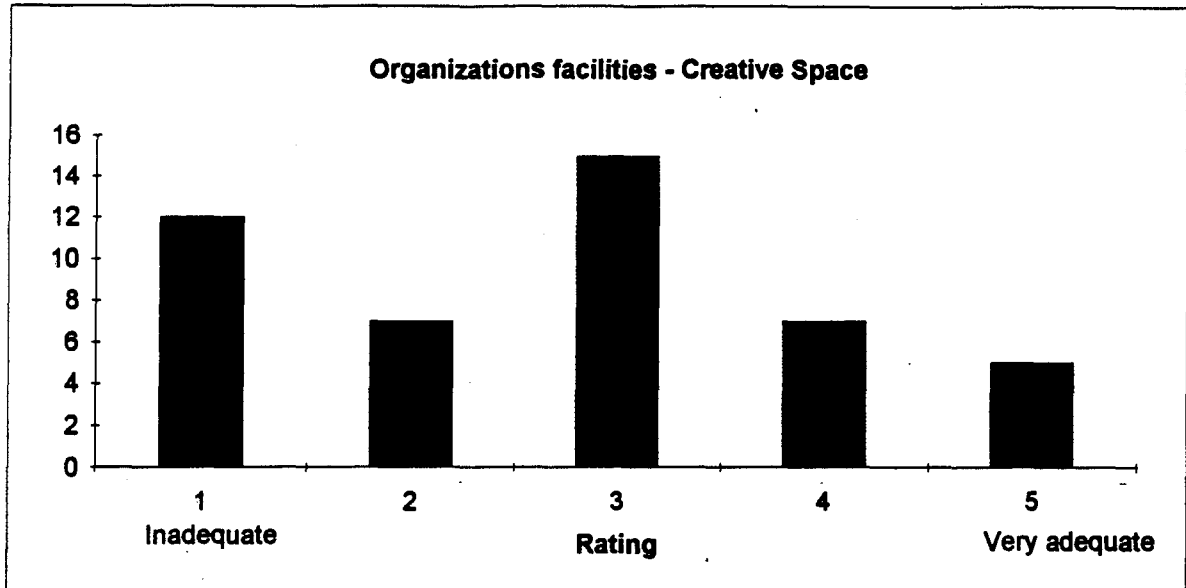
	Inadequate				Very Adequate
Rating	1	2	3	4	5
# of Organizations	15	10	14	7	6



6(b)27

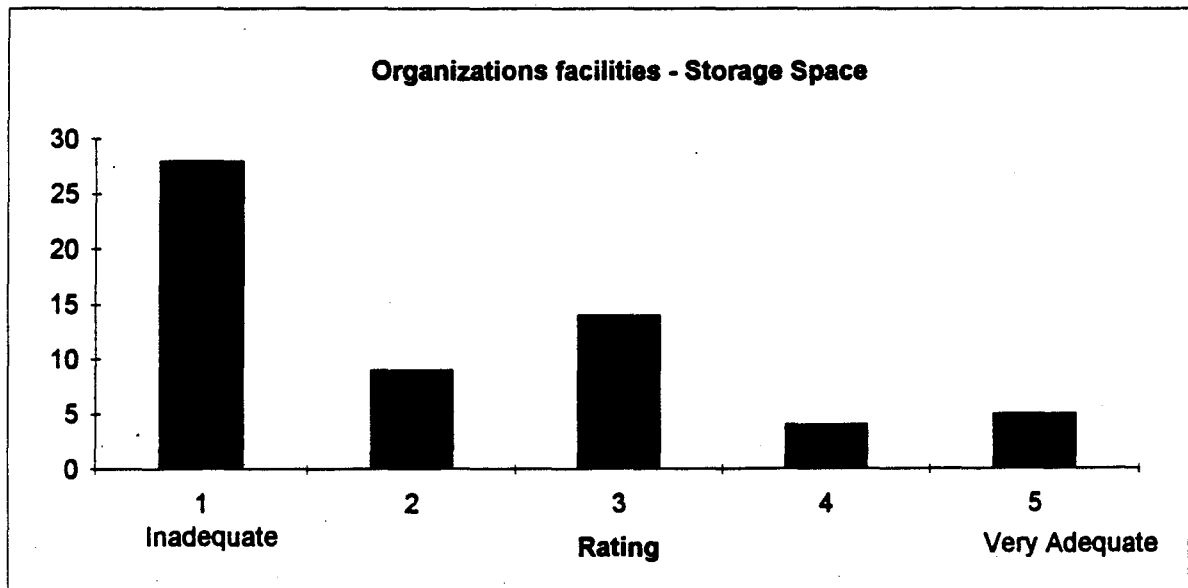
Question #7e: How would you rate your organizations facilities? - Creative Space

	Inadequate				Very Adequate
Rating	1	2	3	4	5
# of Organizations	12	7	15	7	5



Question #7f: How would you rate your organizations facilities? - Storage Space

	Inadequate				Very Adequate
Rating	1	2	3	4	5
# of Organizations	28	9	14	4	5





RCRS Secondary:	GOV-02	Effective Date:	1993-SEP-13
Policy Number:	COU-095	Amendment Date/s:	
Title:	Cultural Policy	Repeal Date:	
Department:	Recreation and Culture	Approval Date:	1993-SEP-13

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council approved the following:

- (a) the hiring of a cultural coordinator referred to the Parks, Recreation and Culture Commission for review and prioritization within the 1994 Budget,
- (b) allocating one percent of the Municipal Building Construction Capital Budget to a reserve fund for the purchase and installation of art works on City property,
- (c) the current cultural grants budgets re-allocated to a new cultural fund which would be reviewed by the Parks, Recreation and Culture Commission for recommendation to Council,
- (d) increasing cultural funding by seven percent each year, up to and including the year 2000,
- (e) a request for funding in an amount equal to one percent of fares not to be made to the Regional District Transit Authority (those funds were to be allocated for public art),
- (f) the draft Cultural Policy for the City adopted as presented (see attached).

COUNCIL
1993-SEP-13

Council:

- (1) Received the revised Nanaimo Cultural Policy as revised by the Parks, Recreation and Culture Commission meeting held 1994-APR-27;

(2) authorized the Commission to appoint a Cultural Committee.

[Note: Staff recommendations for amendments to the policy were put forward; however, they were not endorsed by Council. Council passed a motion to receive the revised policy and therefore the existing policy as adopted on 1993-SEP-13 is still in effect.]

COUNCIL COMMITTEE OF THE WHOLE
1994-MAY-09

The Parks, Recreation and Culture Commission authorized to make recommendations to Council on cultural grant funding.

COUNCIL COMMITTEE OF THE WHOLE
1994-DEC-05

"WHEREAS Council sometimes receives requests for assistance of all kinds directly from cultural groups;

AND WHEREAS Council has established a Cultural Grants Committee to adjudicate requests for taxpayer support from cultural groups within the community,

THEREFORE BE IT RESOLVED that prior to considering any requests for financial or any other type of support from any cultural group, Council immediately refer them to the Cultural Grants Committee and request that the Committee provide a recommendation back to Council prior to any support being provided to the group."

COUNCIL
2000-MAY-08

Council received the report from Mr. M. Duncanson, Chairman, Parks, Recreation and Culture Commission, re: Developing a Cultural Strategy for Nanaimo. (Note: The Terms of Reference were attached to the report.)

COUNCIL
2000-JUL-10

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A

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A
CULTURAL
POLICY

FOR
NANAIMO



City of Nanaimo

Parks, Recreation & Culture

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PRELIMINARY DRAFT

NANAIMO CULTURAL POLICY

INTRODUCTION
and
TERMS OF REFERENCE

When the City Parks and Recreation Department changed its name to the "Department of Parks, Recreation and Culture", it became evident that some direction had to be set regarding Nanaimo's future Cultural Development. In light of this, and because of a request from the community, Council initiated the process of developing a Cultural Policy for Nanaimo by a motion in Council on March 18th, 1991.

The Parks, Recreation and Culture Commission appointed a Cultural Policy Committee consisting of Chairman Don Campbell, Commissioner Margaret Strongitharm and several key individuals from the cultural community. (see Appendix A).

As emphasized in the responses to the Imagine Nanaimo survey, culture is of vital importance to the quality of life in our community and in the promotion of economic development. Support for cultural development is an important role local government can play in the growth of our community.

Nanaimo is growing and all its citizens are concerned about the quality of life both now and in the future. After basic needs are met, residents are concerned with opportunities for recreation, sport and cultural expression and experience. It is widely agreed across Canada that there is a definite link between culture and the quality of life in a community, which explains the tremendous growth in arts and culture in the last 40 years. In Canada (1985) more than 1 billion dollars in expenditure was directly attributable to the arts and more than 15 billion dollars in indirect spending.(1)

Nanaimo has made some notable additions to its cultural community over the past years. It has become apparent, however, that a coordinated and concerted effort is needed to develop some common goals and civic policies for future development of culture in our community.

1. Funding of the Arts in Canada to the year 2000, A Government of Canada Report of the Task Force on Funding of the Arts, 1986, p.26.

As our community's cultural resources grow and mature the impact on our city increases dramatically. Cultural organizations, in partnership with the City, will be instrumental in initiating the creation of the aesthetic environment and cultural activities which people are more and more demanding of the community in which they live or visit. A coordinated effort aspiring to common goals will help to realize some of the hopes and dreams of a better place to live. Nanaimo's Cultural Policy will set direction and practices for Nanaimo's cultural development into the next century.

The Cultural Policy Committee reviewed ten Arts and Cultural Policies from other cities across Canada to assist us in developing a frame work for Nanaimo's Cultural Policy. They were: Victoria, Vancouver, Ottawa/Carlton, Calgary, Ottawa, Regina, North Shore Vancouver, Red Deer, Burnaby and Edmonton.

The first task of the committee was to develop a mission statement for the committee and definitions for "Culture" and "Cultural Policy". The following were adopted:

MISSION STATEMENT:

The mission of the Nanaimo Cultural Policy Committee is "To identify a community vision for Nanaimo's Cultural development over the next 20 years."

CULTURE:

Culture is "The collection of artistic, historic, intellectual and spiritual traits which characterize Nanaimo and our future aspirations as a community."

CULTURAL POLICY:

A Cultural Policy is "The statement of goals, objectives, priorities and implementation strategies for the future development of culture in our community."

The policy recommended for Nanaimo includes the following:

1. Cultural Policy Administration
2. Funding
3. Art in Public places
4. Facilities
5. Audience Development/Marketing
6. Programming/Education

**A COMMUNITY VISION FOR NANAIMO'S CULTURAL DEVELOPMENT
INTO THE NEXT CENTURY**

- Citizens of, and visitors to, Nanaimo will encounter art in public places as part of their daily experiences of our City.
- An ever changing array of cultural events for all ages and interests will be available in a variety of suitable venues year round.
- Our heritage will be preserved and presented in an engaging and informative manner.
- Artists will be encouraged to live, create and produce their work in our city, adding to the economic and cultural well being of the whole community.
- Cultural organizations will have adequate facilities and funding based on identified community needs and long range plans.
- People of all ages and experience will be able to explore their individual creativity through a wide variety of opportunities. –



GOALS OF THE NANAIMO CULTURAL POLICY

CULTURAL POLICY ADMINISTRATION

- To develop an effective municipal cultural policy administrative structure.
- To ensure that Nanaimo's Cultural Policy is implemented and reviewed regularly.

FUNDING

- To provide for adequate and predictable Municipal funding for Cultural organizations.
- To develop Cultural funding criteria.
- To investigate additional sources of funds available to the City of Nanaimo for the Cultural Fund.

ART IN PUBLIC PLACES

- To ensure that all Nanaimo residents and visitors have the opportunity to experience various forms of visual and performing art within the city.

FACILITIES

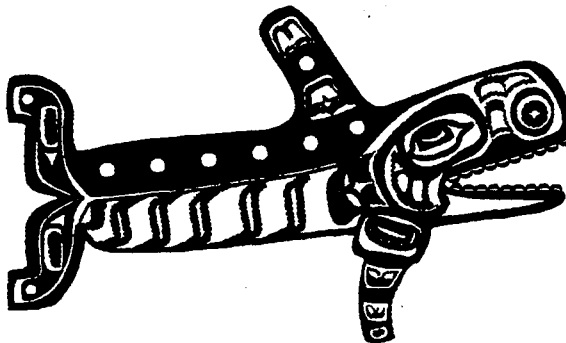
- To ensure that adequate facilities are available for the creation, preservation and presentation of culture in Nanaimo.

AUDIENCE DEVELOPMENT/MARKETING

- To facilitate the development of a coordinated marketing strategy that would increase exposure for local cultural organizations, programs and services.

PROGRAMMING/EDUCATION

- To ensure that all Nanaimo residents and visitors have the opportunity to become involved in a wide range of cultural programs, courses, activities and special events.



CULTURAL POLICY ADMINISTRATION

GOALS

- To develop an effective municipal cultural policy administrative structure.
- To ensure that Nanaimo's Cultural Policy is implemented and reviewed regularly.

To ensure that the evolving cultural needs of the community are met, it is important that a simple but effective administrative structure be in place so that the recommendations that are a part of this policy are implemented and that this Cultural Policy for Nanaimo be reviewed and revised regularly.

RECOMMENDATIONS:

1. That a Cultural Committee be established that will advise and make recommendations on Nanaimo's cultural policy to Council through the Department of Parks, Recreation and Culture Commission. Members of this Committee will be recommended by the Parks, Recreation and Culture Commission and shall include individuals who have experience in cultural activities, cultural administration, education, business and individuals from the community at large who have a keen interest in Nanaimo's cultural development.
2. The initial Cultural Committee would be comprised of nine members each serving a three year term. Three members will also be members of the Parks, Recreation and Culture Commission.
3. That a Cultural Coordinator with the necessary training and experience in the area of culture and administration, be hired by the Department of Parks, Recreation and Culture.

MANDATE OF THE CULTURAL COMMITTEE

- To oversee the implementation of this Policy and conduct a regular cultural policy review.
- To advise the Commission and Council on cultural issues.
- To review all applications for funding and make recommendations to the Parks, Recreation and Culture Commission regarding the distribution of grants from the Cultural Fund. (see policy on Funding)

- To investigate additional sources of funds available to the City of Nanaimo for the Cultural Fund.
- To develop new cultural initiatives for Nanaimo's cultural development in close cooperation with all City Departments, Nanaimo's cultural groups, businesses, School District and Tourism Nanaimo.
- To foster a close cooperation among all Nanaimo Cultural groups in pursuing the aims and objectives of this policy.
- To promote public awareness of cultural organizations and cultural activities in our community.
- To commission and purchase works of art for display in municipal public spaces and buildings.
- To promote strong cultural organizations by ensuring the availability of training in the area of Marketing, Administration, Planning, Fundraising, Special Events and Board Development.

MANDATE OF THE CULTURAL COORDINATOR

- To provide administrative support to the Cultural Committee
- To coordinate funding applications to the Cultural Fund.
- To act as a resource and consultant to Recreation Program staff in the area of cultural programming and special events.
- To act as a Cultural Committee liaison to all Nanaimo cultural groups.
- To organize training for cultural groups in the areas of Marketing, Administration, Planning, Fundraising, Special Events, Board Development etc., to foster strong cultural organizations.
- To facilitate a coordinated cultural marketing strategy.
- To offer information on other funding sources.



FUNDING

GOALS

- To provide for adequate and predictable municipal funding for cultural organizations.
- To develop cultural funding criteria.
- To investigate additional sources of funds available to the City of Nanaimo for the Cultural Fund.

The City of Nanaimo recognizes the importance of adequate and predictable funding for cultural organizations. Municipal funding can be instrumental in gaining support from other levels of government, foundations and corporate or private donors. The criteria for receiving funding should encourage good management and financial accountability which will in turn facilitate strong cultural organizations.

Cultural activity greatly impacts the quality of life in Nanaimo and the attraction of our city to visitors, new residents and industry. It is expected that the following recommendations will facilitate growth in cultural development and stability into the next century.

RECOMMENDATIONS:

1. That a Cultural Fund be created that will provide operating grants to cultural organizations. The amount of this fund will be determined on a per capita basis of direct funding from the City (see Appendix B), plus funds from other sources.
2. That the Cultural Committee make recommendations to the Parks Recreation and Culture Commission regarding the distribution of grants from the Cultural Fund. The Cultural Committee will develop criteria that would ensure close scrutiny in the areas of management and financial accountability, financial need, stability and community needs and initiatives.
3. That funding be distributed to two distinct categories.
 - a) Registered not-for-profit Professional Cultural Organizations: Organizations which provide ongoing programming and/or cultural services of a professional standard and which employ full time staff.

b) **Community Cultural Organizations:** Registered not-for-profit organizations managed primarily by volunteers which provide the community with cultural programming and/or services. A minimum of 15% of annual Cultural Fund grants will be allocated to this category.

4. That long term operational funding be made available to groups defined in 3 (a) above. Groups may apply for 3 year contracts that will ensure minimum yearly funding.
5. That the City continue to distribute donations in kind to various cultural organizations as appropriate over and above the Cultural Fund.
6. Capital projects will not be eligible for assistance from the Cultural Fund.



ART IN PUBLIC PLACES

GOALS

- To ensure that all Nanaimo residents and visitors have the opportunity to experience various forms of visual and performing art within the city.

Visual and performing arts are an integral part of our culture. Art serves to develop a pleasing environment for people, and enhances the quality of life in our community. Public art helps us celebrate who we are and characterizes our community and its future aspirations - Art in public places brings art to the people.

RECOMMENDATIONS:

1. That the City of Nanaimo designate a minimum of 1% of the budget of any municipal construction or renovation project for the commission, purchase, and installation of art works at the site of the improvement or on other city property.
2. That the City commission and/or purchase works of art for display in municipal and public spaces and buildings. The recommendation and acquisition of art would be the responsibility of the Cultural Committee with funding coming from a special art acquisition fund included in the Parks, Recreation and Culture budget and augmented by other sources.
3. That the city will also encourage through its Advisory Planning Commission, and the Department of Planning and Development, all other building projects within the City to adhere to recommendation No. 1 above.
4. That the City continue to encourage and support major cultural festivals and events. This will be in the form of financial support through the Cultural Fund and a formal policy regarding City services, equipment, and facilities that will be provided for these major cultural events. This policy is to be developed by the Cultural Committee and recommended to City Council through the Parks, Recreation and Culture Commission.
5. That the City ask the B.C. Transit Authority to collect 1% of fares paid and that these funds be allocated for Public Art either in the Transit System or be allocated to the Cultural Fund.



FACILITIES

GOALS

- To ensure that adequate facilities are available for the creation, preservation and presentation of culture within the city.

From the results of the "Cultural Resources Inventory and Questionnaire" (see Appendix C), cultural groups have indicated that there is a definite need for additional and better facilities for cultural activities. Nanaimo's cultural groups have also clearly indicated that the number one priority for Nanaimo's future cultural development is the addition of a performing arts centre in Nanaimo. The City has already given support to the "Harbourfront Centre", an 800 seat theatre complex, but before it supports the development of additional cultural facilities it should undertake a comprehensive facilities study that will provide a basis for future development of cultural facilities in Nanaimo.

RECOMMENDATIONS:

1. That a comprehensive inventory and evaluation of all facilities be undertaken to determine availability and suitability of facilities for cultural activity.
2. That a needs survey of all actual and potential users of cultural facilities be undertaken to determine current needs and future priorities for the development of additional cultural facilities and for the upgrading of existing facilities. This survey should be done once every 3 years.
3. That the Cultural Coordinator maintain a list of cultural organizations seeking office, storage or activity space with the intent of accommodating them in suitable space as it becomes available.
4. That the City, Parks, Recreation and Culture Commission review its Facility Fees and Charges with the intent of improving access to community cultural groups.
5. That the Advisory Planning Commission encourage developers to include spaces for cultural organizations or events in development projects.



AUDIENCE DEVELOPMENT/MARKETING

GOALS

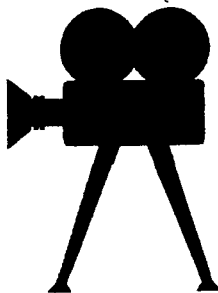
- To facilitate the development of a coordinated marketing strategy that will increase exposure for cultural organizations, programs and services.

This cultural marketing strategy has two objectives. The first priority is to develop a local marketing strategy to increase audience awareness and overall local participation in cultural activities. The second phase is to develop a wider marketing strategy for increased tourism potential.

It is essential that the City cooperate with the cultural community to develop a coordinated marketing strategy that will ensure the best and most efficient exposure possible for cultural programs and services in our community.

RECOMMENDATIONS:

1. That the City support a Cultural Resources Information Service. The purpose of this service would be to make available to the public, regularly updated information on all cultural groups, programs, courses, activities and special events of a cultural nature. This information is to be made available by phone or through a bi-annual "Nanaimo Cultural Directory" publication.
2. That the City encourage all cultural groups to promote their programs and services through "at cost" ads in the Parks, Recreation and Culture "Leisure Guide".
3. That the City produce a brochure and map of Nanaimo highlighting all cultural and recreational facilities.
4. That the Cultural Committee establish an annual awards program to recognize business and media support for culture.



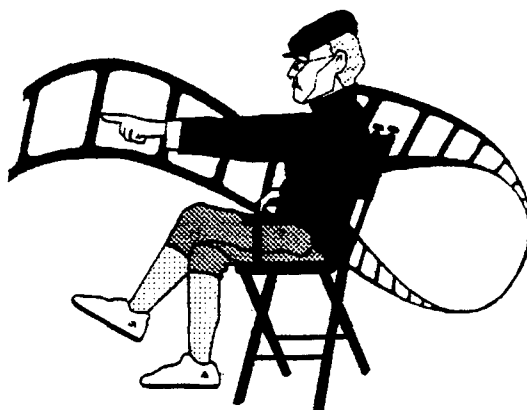
PROGRAMMING/EDUCATION

GOALS

- To ensure that all Nanaimo residents and visitors have the opportunity to become involved in a wide range of cultural programs, courses, activities and special events.

RECOMMENDATION

1. That the Cultural Committee foster cooperation and collaboration among Nanaimo cultural groups in programming and education planning.
2. That the Cultural Committee actively promote partnerships with community and business groups in the development of cultural programs and services.
3. That the Department of Parks, Recreation and Culture coordinate the provision of educational and recreational cultural programs and activities to ensure that a full range of opportunities are available at all stages of a person's life, in accordance with community needs and initiatives.
4. That the City of Nanaimo and the Culture Committee affirm the importance of the provision of cultural education at all levels and that this be communicated to the Nanaimo School Board and other educational institutions.



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APPENDICES

b(b)16

APPENDIX A

NANAIMO CULTURAL POLICY COMMITTEE

CHAIRPERSON

Don Campbell

Parks, Recreation & Culture Commission

CURRENT MEMBERS

Felicity Adams

Staff, Department of Planning
and Development

Joanne Blackman

Nanaimo Multicultural Society

Debra Bodner

Nanaimo Centennial Museum and Archives

Bob Kuhn

Staff, Department of Parks, Recreation
and Culture

Susan Lancaster

Nanaimo Festival/Member at Large

George McGladrey

Nanaimo Arts Council

Brent Meunier

Staff, Department of Parks, Recreation
and Culture

Nancy Randall

Nanaimo Art Gallery and Exhibition Centre

Margaret Strongitharm

Parks, Recreation & Culture Commission

Sandra Thomson

Harbourfront Centre Society

Eileen Williams

Nanaimo Arts Council

CONTRIBUTING MEMBERS

Al Balanuik

School District #68

Faye Clarke

Nanaimo Arts Council

Michelle Hillier

Nanaimo Indian Band

Maggie Marshall

Nanaimo Art Gallery and Exhibition Centre

Linda Martin

Nanaimo Art Gallery and Exhibition Centre

Meg Rintoul

Nanaimo Centennial Museum and Archives

RESEARCH ASSISTANT

John O'Callaghan

APPENDIX B

MUNICIPAL FUNDING OF CULTURE IN CANADA(2)

There are indications, in the larger centres at least, that municipal governments appreciate the impact of cultural activities on the quality of life of their citizens and the drawing card they represent for visitors and industry.

"According to a survey of municipal support for culture in 25 municipalities for which comparable data are available, municipalities increased their assistance three fold in eight years. Some municipalities increased their contributions more than ten times - Kitchener, Regina, Edmonton, and Toronto; during this period, Calgary increased its contribution seven times, Ottawa six times, and Vancouver four times."

The Canadian Task Force on Funding of the Arts believes that with a projected economic growth rate of 3.5 per cent a year it is realistic to expect municipalities to assume a larger share of arts funding by the year 2000. In 1985 it was estimated that they provided \$25 million, or 6 per cent of total arts operating revenues, compared with the federal government's 23 per cent and the provinces' 28 per cent. The Task Force recommended that the share of municipal funding of the arts in Canada increase from the current 6 per cent to nearly 9 per cent by the year 2000 - from \$25 million in 1985 to \$70 million in the year 2000 - representing a growth rate of 7 per cent a year.

In 1991 the Federation of Canadian Municipalities reported the following comparison of cultural spending by the major cities.(3)

	Vancouver	Toronto	Montreal
Population	450,000	600,000	1,000,000
Total funding	\$6,184,000	\$7,102,381	\$32,845,000
Per capita	\$13.16	\$11.84	\$32.35

Per capita funding of culture in cities with a population of 50,000-100,000 ranges from \$2 per capita to \$10 per capita annually.(4)

2. Funding of the Arts in Canada to the year 2000, A Government Report of the Task Force on Funding of the Arts, 1986, pp.83-84.

3. The Vancouver Arts Initiative, 1992, p.53.

4. Arts in the Cities, Telephone inquiry, 1993-Jan-13.

The per capita funding of culture in Nanaimo in 1992 was \$4.18 based on a population of 60,129 ('91 census).

TOTAL CULTURAL FUNDING \$251,118.00

Cultural Groups Receiving Funding in 1992:

**The Nanaimo Arts Council
The Nanaimo Art Gallery
The Nanaimo Festival
The Nanaimo Empire Days Society
Loyal Nanaimo Bathtub Society
The Nanaimo Museum
The Library
The Bastion
The Harbourfront Centre Society
Saysetsen
The Nanaimo Concert Band
The Nanaimo Theatre Group
Upper Island Music Festival
Central Vancouver Island Multicultural Society**

It is recommended that the Cultural Fund when established, be increased by 7% annually until the year 2000 in accordance with the Task Force on Funding of the Arts in Canada recommendation.



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APPENDIX C

**NANAIMO CULTURAL POLICY COMMITTEE
CULTURAL RESOURCES INVENTORY AND QUESTIONNAIRE**

Nanaimo's Cultural Policy Committee has been appointed to identify a community vision of Nanaimo's Cultural development over the next 20 years. Your assistance is essential in order to make this vision a "community" vision.

Please take a few minutes to fill out this questionnaire on behalf of your organization and send it back in the self-addressed stamped envelope.

Thank You! Your input is valued and very much appreciated.

1. NAME OF ORGANIZATION: _____

CONTACT NAME: _____

Phone _____ (H) _____ (W)

No. in Your Organization _____

2. AIMS AND OBJECTIVES OF YOUR ORGANIZATION: _____

3. WHAT TYPE OF CULTURAL SERVICE DO YOU OFFER:

- | | |
|----------------------|------------------------------|
| 1. ___ Crafts | 7. ___ Media |
| 2. ___ Dance | 8. ___ Multicultural |
| 3. ___ Drama/Theatre | 9. ___ Music |
| 4. ___ Environmental | 10. ___ Recreational/Leisure |
| 5. ___ Heritage | 11. ___ Visual Art |
| 6. ___ Literary | 12. ___ Other |

4. How would you rate the availability of and access to Cultural activities in Nanaimo?

very poor excellent

Availability 1 2 3 4 5
(quantity & variety)

Access 1 2 3 4 5
(location, cost, convenience)

Comments:

5. How would you rate the current overall support for Culture in Nanaimo?

very poor 1 2 3 4 5 very supportive

Comments: _____

6(b)20

6. In your opinion, how important are Cultural activities to:
not important very important

Quality of Life in Nanaimo? 1 2 3 4 5

Tourism? 1 2 3 4 5

The Economy? 1 2 3 4 5

Comments: _____

7. How would you rate your organization's facilities?

inadequate very adequate

Performance space 1 2 3 4 5

Exhibit space 1 2 3 4 5

Rehearsal/Practice space 1 2 3 4 5

Administrative space 1 2 3 4 5

Creative space 1 2 3 4 5

Storage space 1 2 3 4 5

Other _____ 1 2 3 4 5

Comments: _____

8. Please identify your top 3 priorities for Nanaimo's future Cultural Development.

- 1. _____
- 2. _____
- 3. _____

9. To create a policy that will meet the aspirations of our community, it is vital that we receive input on future cultural development in Nanaimo. We encourage any written briefs or proposals you may wish to present to the Committee. **DEADLINE FOR SUBMISSIONS AND RETURN OF QUESTIONNAIRE - MARCH 31st, 1992 at the Beban Park Recreation Centre, 2300 Bowen Road, Nanaimo, V9T 3K7.**

DEADLINE FOR RETURN MARCH 31, 1992

6(b)21

**NANAIMO CULTURAL POLICY COMMITTEE
CULTURAL RESOURCES INVENTORY QUESTIONNAIRE**

Question 8. Identify your priorities for Nanaimo's future Cultural Development.

1st Priority 3 points
2nd Priority 2 points
3rd Priority 1 point

Priority	Points	Rank
Theatre/Arts Centre	96	1
Facilities (Cultural)	41	2
Cultural Awareness/Education	27	3
Funding	18	4
Increased Coordination	15	5
Youth	13	6
Art Gallery	12	7
Museum/Archives Space	9	8
Heritage Preservation	7	9
New Recreation Centre	7	10

1. RESPONSE

278 Questionnaires were sent out
85 Were Returned (31%)

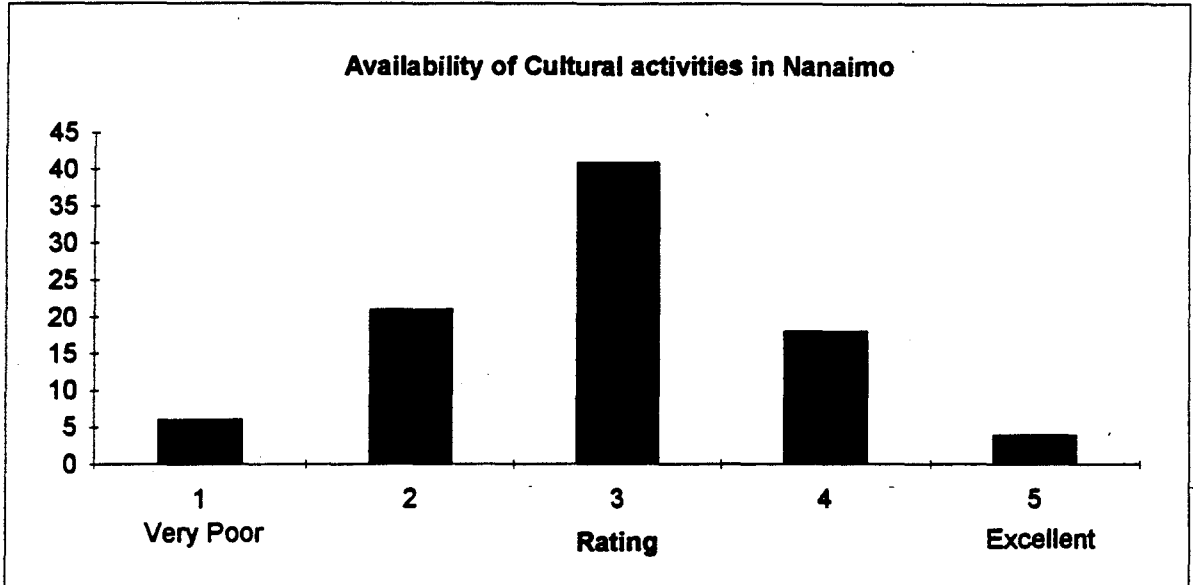
		Sent Out	Returned	%
a)	Visual and Material Arts:	40	8	20%
b)	Performing Arts - Music:	8	2	25%
c)	Performing Arts - Theatre:	8	6	75%
d)	Performing Arts - Dance:	14	5	36%
e)	Environmental Arts:	15	6	40%
f)	Multiculturalism:	20	7	35%
g)	Heritage Arts	23	11	48%
h)	Media/Literary Arts	16	8	50%
i)	Recreation/Leisure	134	32	24%

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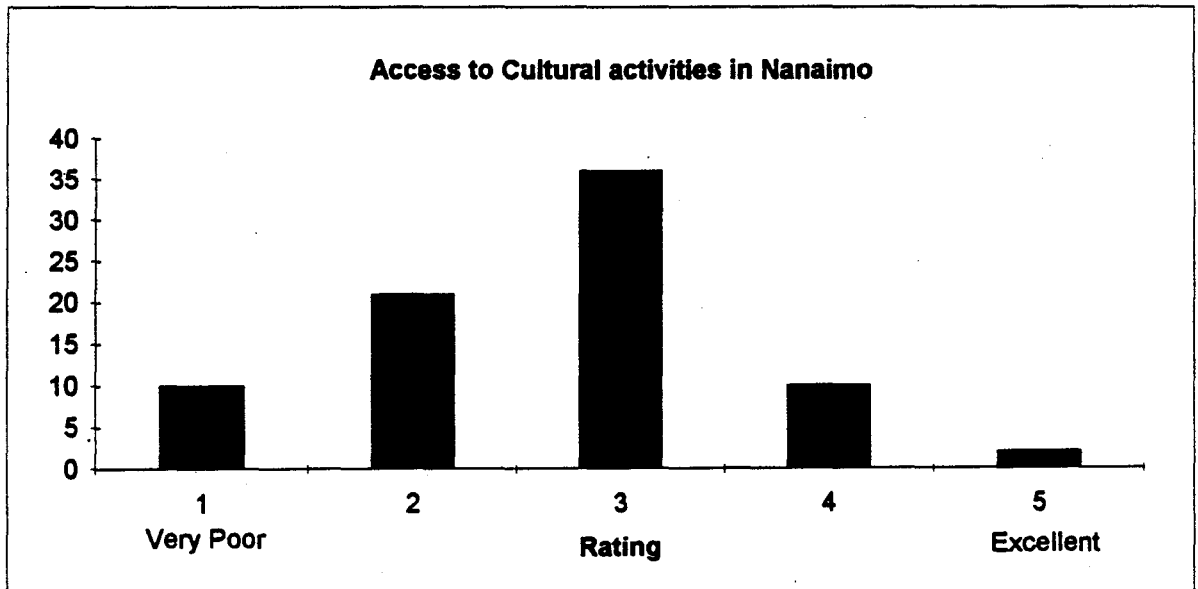
Question #4a: How would you rate the availability of Cultural activities in Nanaimo?

	Very Poor				Excellent
Rating	1	2	3	4	5
# of Organizations	6	21	41	18	4



Question #4b: How would you rate the access to Cultural activities in Nanaimo?

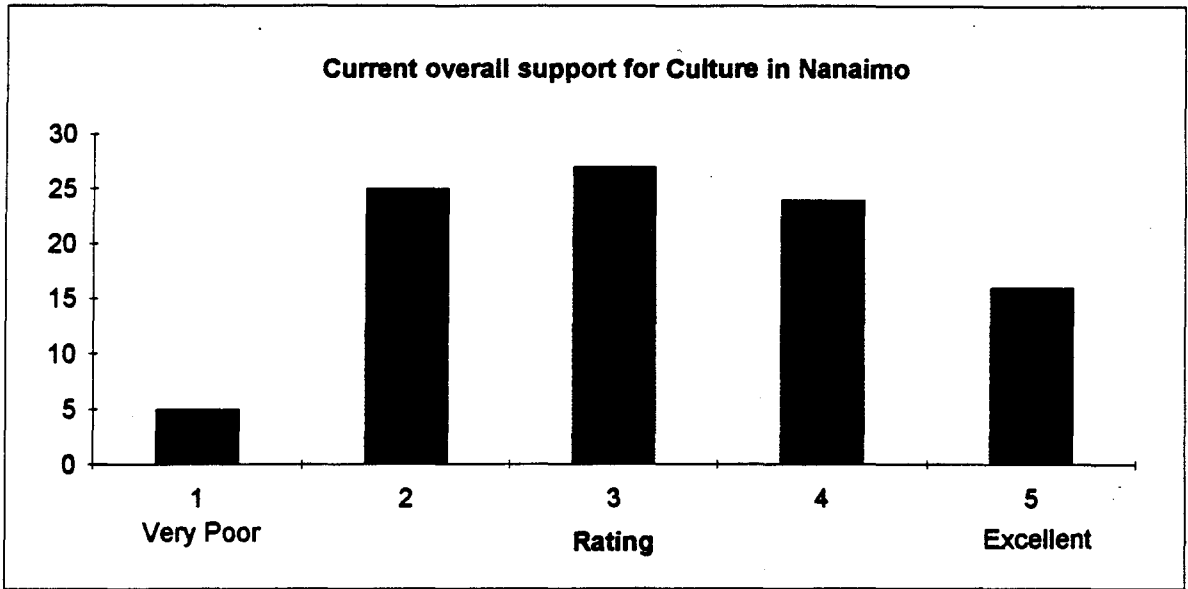
	Very Poor				Excellent
Rating	1	2	3	4	5
# of Organizations	10	21	36	10	2



6(b)23

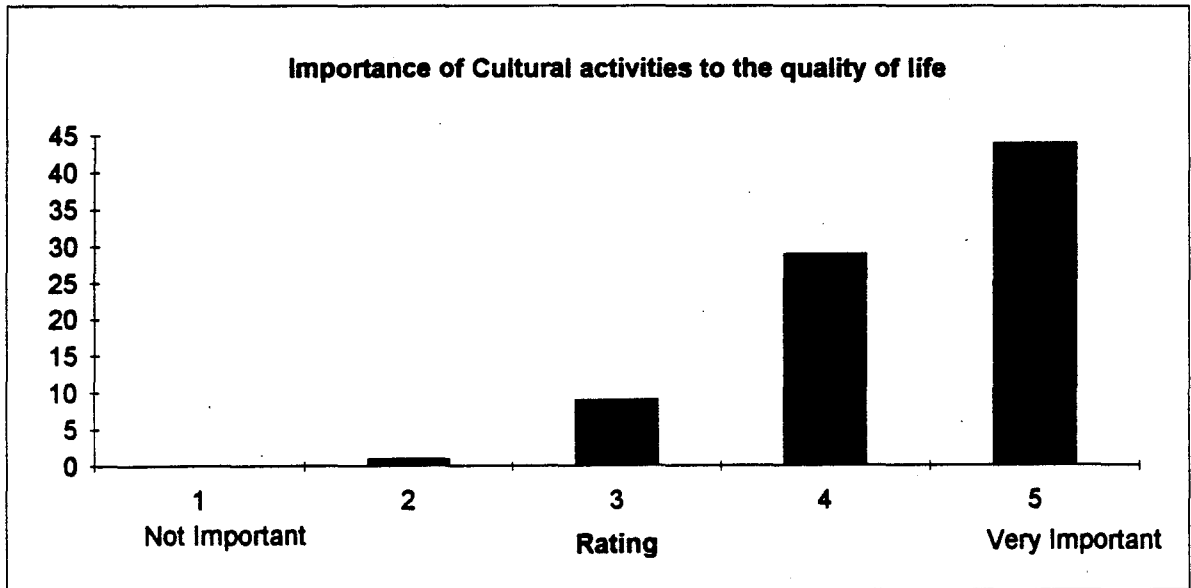
Question #5: How would you rate the current overall support for Cultural activities?

	Very Poor			Excellent	
Rating	1	2	3	4	5
# of Organizations	5	25	27	24	16



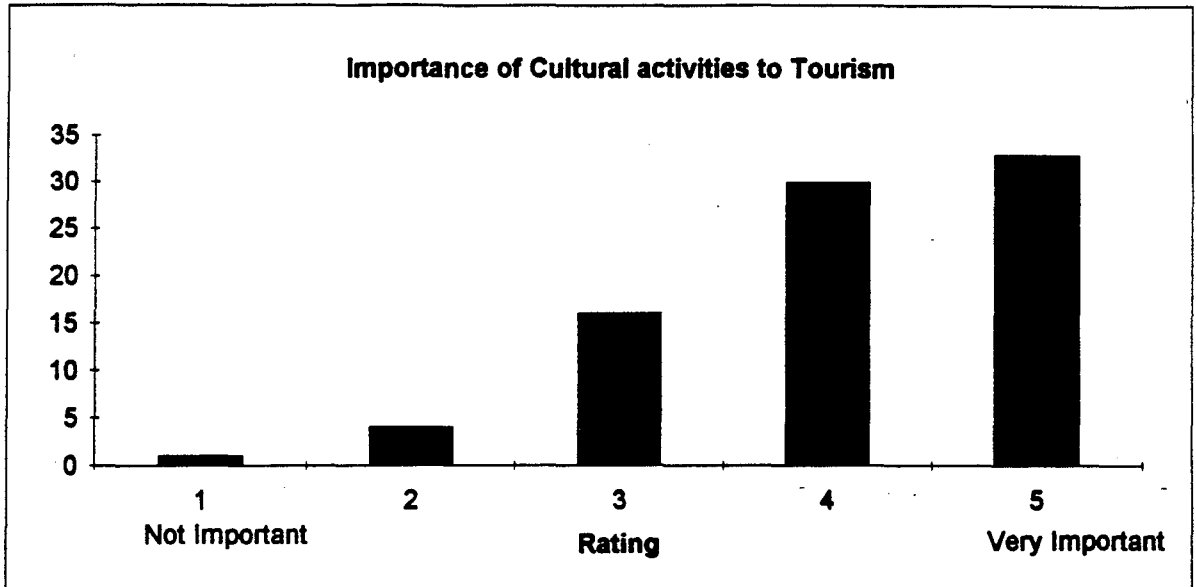
Question #6a: In your opinion, how important are Cultural activities to the quality of life?

	Not Important			Very Important	
Rating	1	2	3	4	5
# of Organizations	0	1	9	29	44



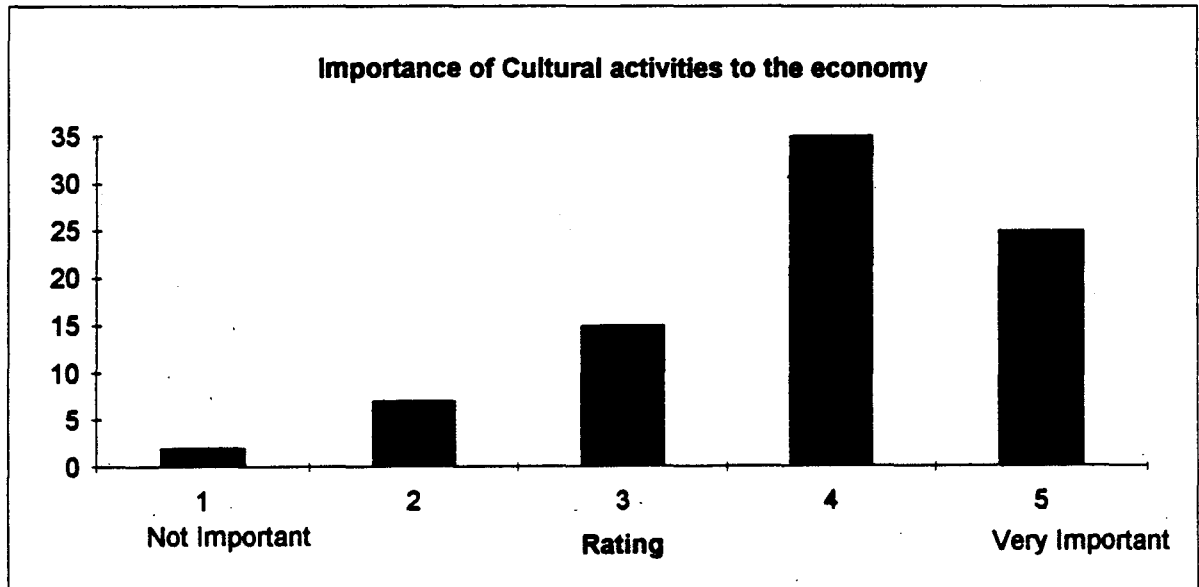
Question #6b: In your opinion, how important are Cultural activities to Tourism?

	Not Important				Very Important
Rating	1	2	3	4	5
# of Organizations	1	4	16	30	33



Question #6c: In your opinion, how important are Cultural activities to the economy?

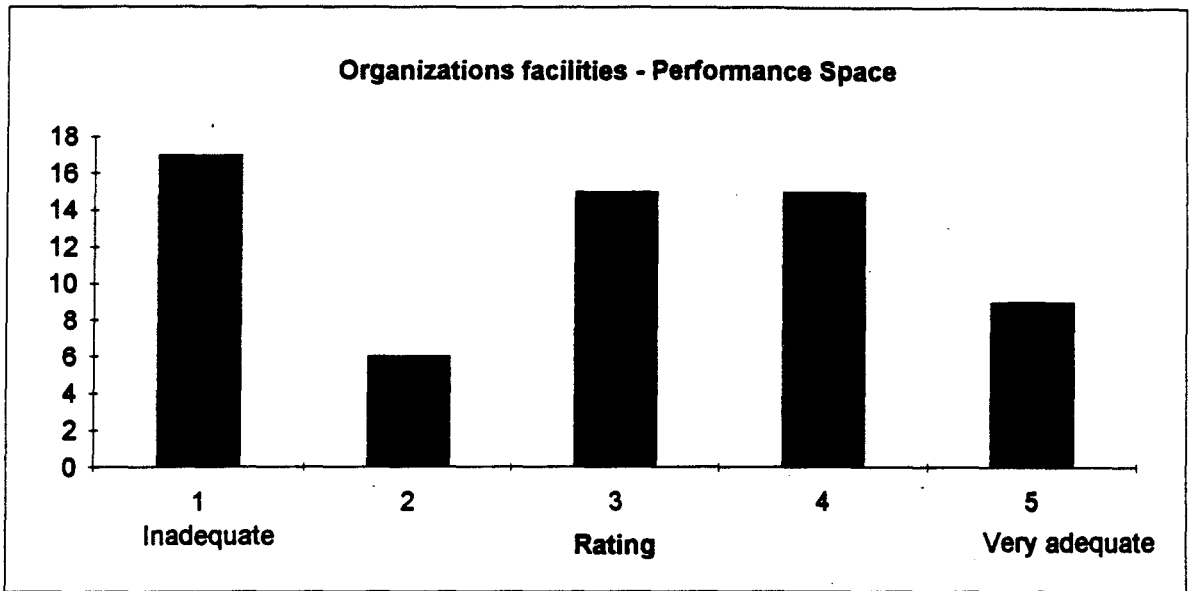
	Not Important				Very Important
Rating	1	2	3	4	5
# of Organizations	2	7	15	35	25



6(b) 25

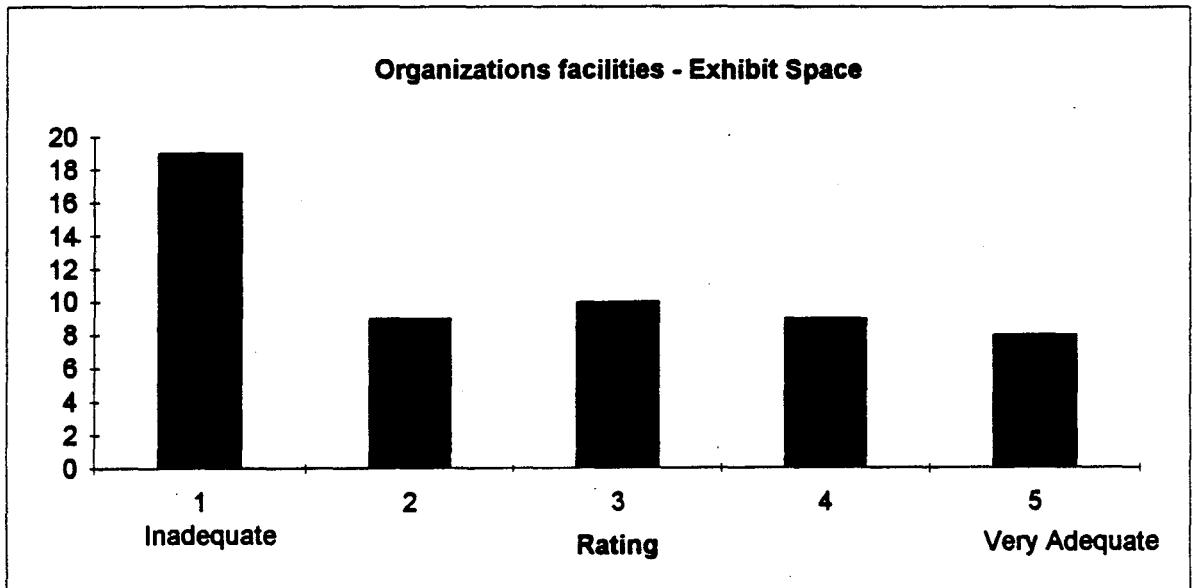
Question #7a: How would you rate your organizations facilities? - Performance Space

	Inadequate				Very Adequate
Rating	1	2	3	4	5
# of Organizations	17	6	15	15	9



Question #7b: How would you rate your organizations facilities? - Exhibit Space

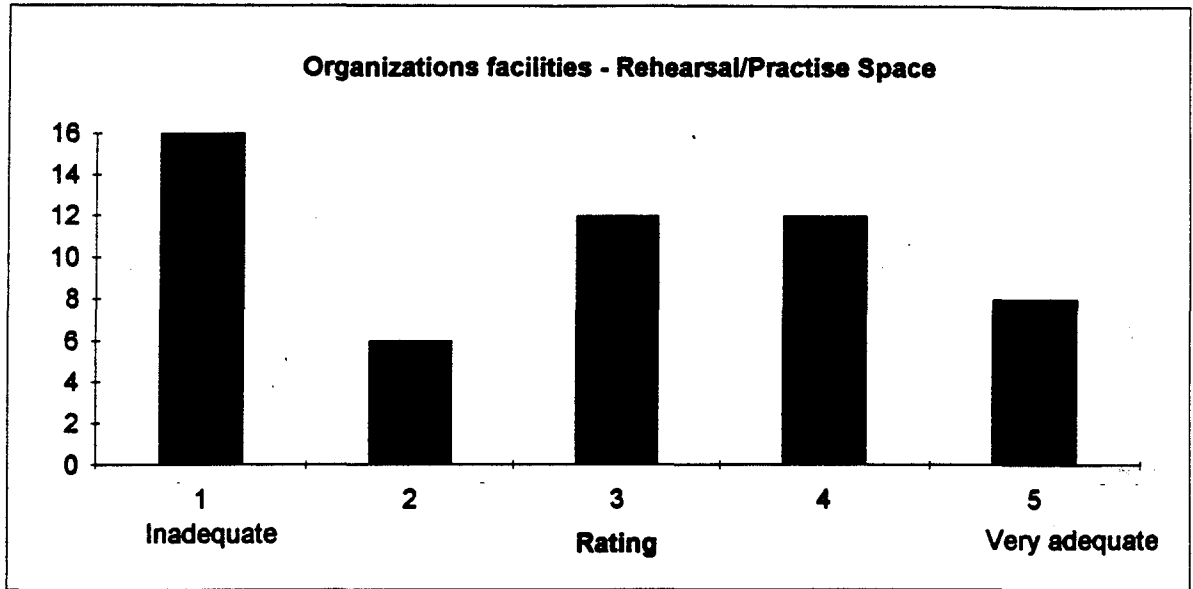
	Inadequate				Very Adequate
Rating	1	2	3	4	5
# of Organizations	19	9	10	9	8



6(b)26

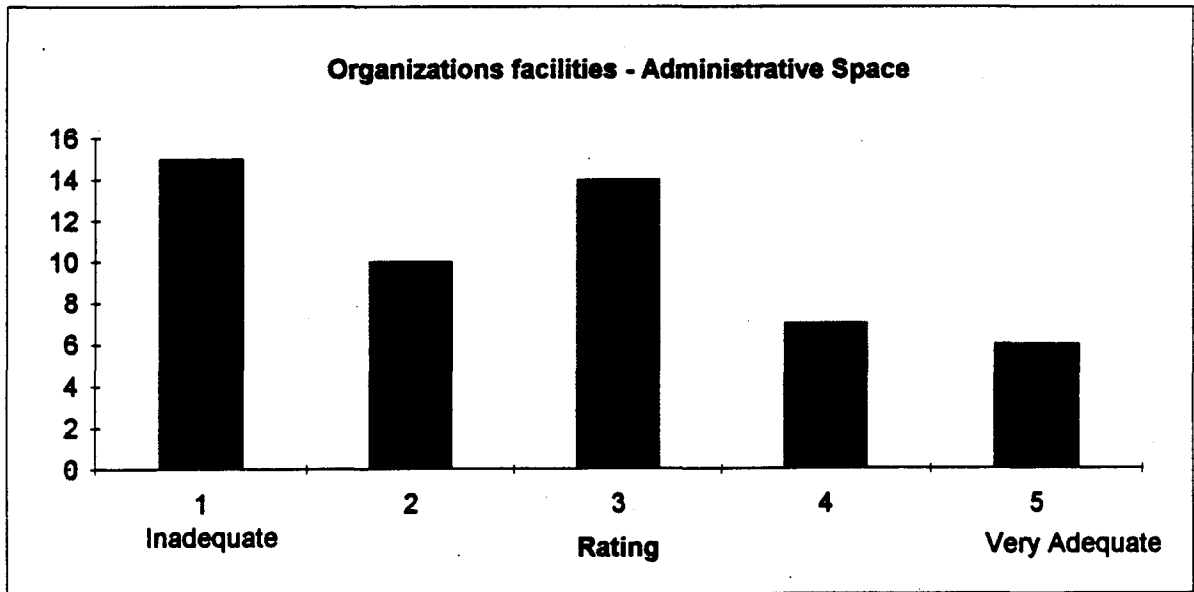
Question #7c: How would you rate your organizations facilities? - Rehearsal/Practise Space

	Inadequate				Very Adequate
Rating	1	2	3	4	5
# of Organizations	16	6	12	12	8



Question #7d: How would you rate your organizations facilities? - Administrative Space

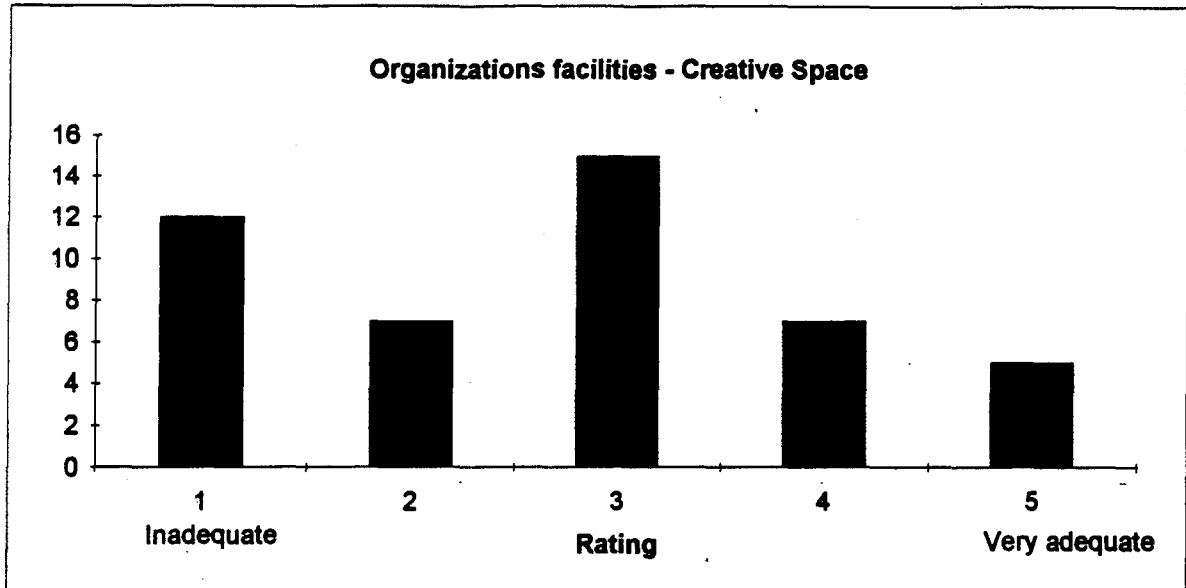
	Inadequate				Very Adequate
Rating	1	2	3	4	5
# of Organizations	15	10	14	7	6



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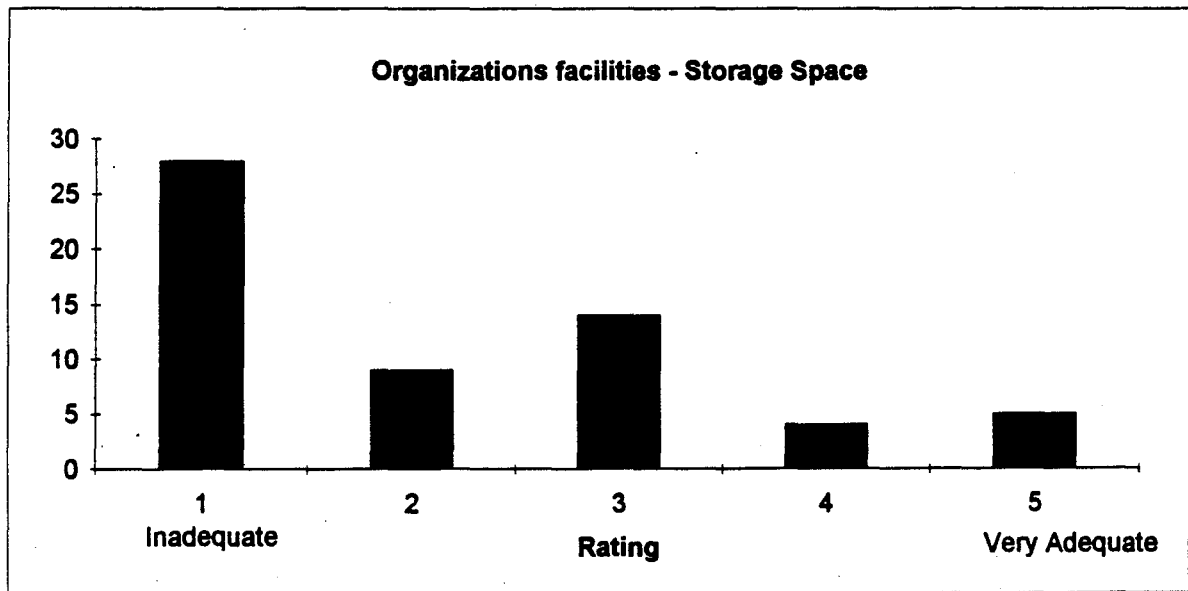
Question #7e: How would you rate your organizations facilities? - Creative Space

	Inadequate				Very Adequate
Rating	1	2	3	4	5
# of Organizations	12	7	15	7	5



Question #7f: How would you rate your organizations facilities? - Storage Space

	Inadequate				Very Adequate
Rating	1	2	3	4	5
# of Organizations	28	9	14	4	5





RCRS Secondary:	GOV-02	Effective Date:	1994-NOV-07
Policy Number:	COU-112	Amendment Date/s:	
Title:	Cycling / Inline Skating on Waterfront Park Walkways	Repeal Date:	
Department:	Facilities & Parks Operations	Approval Date:	1994-NOV-07

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

That the waterfront promenade be for pedestrian use only except from the Nanaimo Yacht Club to Lion's Great Bridge.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2009-OCT-19
Policy Number:	COU-181	Amendment Date/s:	2013-SEP-09 COUNCIL
Title:	Dam Safety Policy	Repeal Date:	
Department:	Legislative Services	Approval Date:	2009-OCT-19 COUNCIL

PURPOSE:

Under the *Water Sustainability Act*, the B.C. Dam Safety Regulation places responsibility for dam safety on the dam owner.

The purpose of this Dam Safety Policy (the “Policy”) is to set out the City of Nanaimo’s (the “City’s”) commitment to dam safety for all dam structures.

DEFINITIONS

N/A

SCOPE

Delegated to Staff

POLICY

The City will:

- design and construct new dams in a conservative manner in accordance with regulatory requirements and consistent with industry standards;
- manage, inspect, maintain, improve and decommission existing dams in a manner which meets the Dam Safety Regulation;
- use its Dam Safety Management Program to identify, assess and manage risks;
- reduce Dam Safety risks to as low as reasonably practicable.

PROCESS

- the Manager of Water Resources is responsible for administering the dam safety management program and ensuring all dams owned by the City meet regulatory requirements;
- the Lead Supervisor - Waterworks is responsible for managing the daily operations of staff who maintain, inspect, measure, and report the performance of all City dams;
- the Manager of Water Resources is responsible for maintaining current Emergency Response Plans, providing timely notification to agencies, downstream facilities and stakeholders, and providing clear response procedures for site personnel;
- the General Manager, Engineering and Public Works reports to City Council annually on the status and safety of all the City’s dams, and any regulatory changes which impact dam safety;
- the General Manager, Engineering and Public Works will inform City Council in a timely manner of any significant dam safety incident or emerging issue which either violates or has the potential to breach the intent of this policy.

DAM SAFETY MANAGEMENT PROGRAM:

The City will maintain a dam safety management program that meets regulatory requirements and considers the Canadian Dam Safety Guidelines. The current City of Nanaimo [Dam Safety Management Program](#) is available on the City's website or through the City's Department of Engineering and Public Works.

The key elements in the dam safety management system include:

- program planning;
- safety assessment and risk management;
- review, program assessment, and ongoing training for continuous improvement;
- detailed inspection and surveillance practices;
- documented Operation, Maintenance and Surveillance procedures;
- documented and detailed Emergency Response Plans (the Middle and Lower Chase River Dams [Emergency Action Plan](#) and other emergency plans are available on the City's website and maintained by the City's Department of Engineering and Public Works as well as the Emergency Coordination Centre);
- dam security;
- regulatory communications;
- external oversight and independent review; and
- appropriate document management.

RELATED DOCUMENTS

Canadian Dam Safety Guidelines
Dam Safety Management Program
Emergency Action Plan

REPEAL/AMENDS

N/A



RCRS Secondary:	GOV-02	Effective Date:	1975-MAR-03
Policy Number:	COU-003	Amendment Date/s:	1985-JAN-21
Title:	Damage to Property - Rewards	Repeal Date:	
Department:	RCMP	Approval Date:	1975-MAR-03

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The amount of the reward offered for information leading to the arrest and conviction of any person or persons responsible for committing acts of vandalism against City-owned property shall be up to \$500.

1975-MAR-03

The City shall seek restitution under the Criminal Code for damages from persons convicted of vandalizing City property.

1985-JAN-21

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1993-JUN-21 COUNCIL
Policy Number:	COU-092	Amendment Date/s:	
Title:	Development Cost Charges Exemption for Basements	Repeal Date:	
Department:	Development Approvals	Approval Date:	1993-JUN-21 COUNCIL

PURPOSE:

To provide limited exemptions for the application of Development Cost Charges to basement areas in multi-family projects.

DEFINITIONS:

N/A

SCOPE:

Delegated to Staff

POLICY:

Policy providing limited exemptions for the application of Development Cost Charges to basement areas in multi-family projects, adopted, as follows:

For the purposes of the calculation of Development Cost Charges due on multi-family projects, no Development Cost Charges shall be payable on floor areas in multi-family dwellings where:

1. the area is located entirely within a dwelling unit;
2. elevation of the floor of the unit in question is located a minimum of 6 feet below grade at any point on the perimeter of the foundation. (Grade is to be taken as the elevation of the ground level adjacent to the building foundation);
3. no part of the floor area to be exempted is to have direct access from the exterior of the building;
4. the area to be granted the exemption shall not have any plumbing fixtures roughed in and/or installed; and,
5. the maximum area to which this exemption shall apply shall not exceed 50 square metres (540 square feet) for any individual dwelling unit.

PROCESS:

N/A

RELATED DOCUMENTS

N/A

REPEAL/AMENDS

N/A



RCRS Secondary:	GOV-02	Effective Date:	1994-JUN-27 COUNCIL
Policy Number:	COU-108	Amendment Date/s:	
Title:	Development Cost Charges in the Downtown Core Following Total Loss of a Structure	Repeal Date:	
Department:	Planning Department	Approval Date:	1994-JUN-27 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council endorsed a policy that Development Cost Charges (DCC's) not be collected on Building Permits in the Downtown Core when:

- a structure is being replaced with a new structure of a same or lesser size and for which the same use is proposed. (The exemption would not apply to larger structures or if an alternate use is proposed.);
- the new structure or improvements will not result in an increase in the capital cost burden to the City;
- the building permit for the site is applied for within two years of the demolition permit having being issued; and,
- the Downtown Core is defined as the area falling within Development Permit Area 14.

COUNCIL

1994-JUN-27

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1991-FEB-18
Policy Number:	COU-074	Amendment Date/s:	
Title:	Development Cost Charges for New Growth	Repeal Date:	
Department:	Development Approvals	Approval Date:	1991-FEB-18

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council reiterate that it endorses the philosophy already outlined in the Water and Sewer Development Cost Charge Bylaws - that being that those works which can be paid for 100 percent by new growth, rather than by the general taxpayer be constructed and paid for in that fashion.

PROCESS:

N/A

RELATED DOCUMENTS

N/A

REPEAL/AMENDS

N/A



RCRS Secondary:	GOV-02	Effective Date:	2000-JAN-31
Policy Number:	COU-143	Amendment Date/s:	
Title:	Development Cost Charges for Not-For-Profit Rental Housing	Repeal Date:	
Department:	Development Approvals	Approval Date:	2000-JAN-31

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council:

1. adopted the criteria established in the report which will allow the City to evaluate whether not-for-profit rental housing developments qualify for Development Cost Charge (DCC) reductions;
2. granted a 50 percent reduction of the calculated DCC's on not-for-profit rental developments that meet the criteria outlined in the report;
3. funded the DCC reduction grants for not-for-profit rental housing projects from the general DCC reserve account; and,
4. upheld the previous decision with respect to Development Cost Charges for the Kiwanis project.

Note: The criteria is as follows:

1. The housing development must be owned in whole or in part by either the Federal Government, Provincial Government, City Government, or a non-profit organization (including non-profit cooperatives). At least 30 percent of the tenants must have a total income that falls within the Core Need Income Threshold (CNIT) established for the City of Nanaimo and must receive subsidized rent. A covenant or housing agreement restricting the use of such housing to the above must also be registered on title.
2. The project must be eligible for a housing subsidy (either rent or capital) from a senior level of government. Therefore, Council's DCC exemption would be conditional until such funding is in place. Should the project not receive senior government funding, the DCC exemption would be nullified.)

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1990-SEP-17 CEPC
Policy Number:	COU-072	Amendment Date/s:	
Title:	Development Cost Charges for Parking Area and Attached Garages	Repeal Date:	
Department:	Development Approvals	Approval Date:	1990-SEP-17 - CEPC

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

That all parking structures and/or enclosures are not to be considered as forming part of the gross floor area of the building and therefore are not subject to development cost charges.

In the case of residential developments, this exemption would only be extended to a maximum of two enclosed parking spaces per residential unit.

[Endorsed at Expenditure and Review Meeting 1990-SEP-17.]

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1996-JUL-29 IC COUNCIL
Policy Number:	COU-124	Amendment Date/s:	
Title:	Development Cost Charges in Relation to a Building Permit	Repeal Date:	
Department:	Development Approvals	Approval Date:	1996-JUL-29 IC COUNCIL

PURPOSE:

To ensure the City is able to plan for DCC capital projects by not permitting refunds of DCCs if a project does not proceed.

DEFINITIONS:

N/A

SCOPE:

Delegated to Staff

POLICY

Council directed that Development Cost Charges (DCCs) paid in relation to the issuance of a building permit are not subject to a refund if the project does not proceed.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1996-DEC-19
Policy Number:	COU-122	Amendment Date/s:	
Title:	Development Cost Charges Review	Repeal Date:	
Department:	Development Approvals	Approval Date:	1996-DEC-19

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The City's current annual review of Development Cost Charges to continue and that after this review is completed, a Development Cost Charge review be conducted every three years.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1994-JUN-20 COUNCIL
Policy Number:	COU-101	Amendment Date/s:	1994-OCT-03 COUNCIL 1997-MAR-03 COUNCIL
Title:	Development Cost Charges to Promote Commercial / Industrial Development	Repeal Date:	
Department:	Development Approvals	Approval Date:	1994-JUN-20 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council to take immediate steps to modify commercial/industrial development charges to promote commercial/industrial development.

COUNCIL
1994-JUN-20

Council to continue to explore means to alter the relationship between Residential and Commercial/Industrial Development Cost Charges. (Established Council Policy (June 1994) is to disincent residential and incent or remove impediments to commercial/industrial development).

COUNCIL
1994-OCT-03

Council reaffirmed budget strategy policies adopted in June 1994 including:

Council to take immediate steps to modify commercial/industrial development cost charges to promote commercial/industrial development and this issue again referred to UBCM.

COUNCIL
1997-MAR-03

PROCESS:

N/A

RELATED DOCUMENTS :

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1981-FEB-09
Policy Number:	COU-013	Amendment Date/s:	
Title:	Defining a Historical Name	Repeal Date:	
Department:	Development Approvals	Approval Date:	1981-FEB-09

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The period of time to define a historical name shall be not less than 50 years.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1998-JAN-19 COUNCIL
Policy Number:	COU-135	Amendment Date/s:	
Title:	Definition of "South End" for Pool Purposes	Repeal Date:	
Department:	Recreation & Culture	Approval Date:	1998-JAN-19 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council determined that the definition of "South End" for 52-metre pool purposes is "south of a line created by Comox Road/Bowen Road/Millstone River".

COUNCIL

1998-JAN-19

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2003-SEP-29
Policy Number:	COU-163	Amendment Date/s:	
Title:	Development of 5424 Dunster Road	Repeal Date:	
Department:	Development Approval	Approval Date:	2003-SEP-29

PURPOSE:

To ensure commitments made to the neighbourhood regarding the Boban/Godfrey connector are honoured.

DEFINITIONS:

N/A

SCOPE:

Retained by Council.

POLICY:

Council endorsed the following policy regarding public consultation prior to development of 5425 Dunster Road:

- that prior to the construction of the Boban/Godfrey connector, consultation shall be completed with the neighbourhood regarding the standards of the road and potential traffic calming measures to discourage industrial users;
- that Council reconsider the need for the Boban/Godfrey connector, if a connector is built on the west side of the Nanaimo Parkway between Dunster and Jingle Pot Roads; and,
- that prior to parkland development, consultation occur with the neighbourhood.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1994-DEC-12
Policy Number:	COU-097	Amendment Date/s:	
Title:	Development of Large Parcels of Waterfront Land	Repeal Date:	
Department:	Development Approvals	Approval Date:	1994-DEC-12

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

In respect to development of large parcels of waterfront land, applicants to be encouraged to seek higher density inland from the shore as a means of securing public open space along the water's edge.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1990-JAN-29 COUNCIL
Policy Number:	COU-061	Amendment Date/s:	
Title:	Development of Sanitary Sewer Pocket Areas	Repeal Date:	
Department:	Engineering	Approval Date:	1990-JAN-29 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

That existing sanitary sewer failure areas continue to be repaired either through the existing maintenance or annual capital budget, and sufficient funds be included (starting in 1991) to continue with right-of-way monitoring program for infiltration/inflow.

The servicing of sewer pocket areas be undertaken on the basis of the current Local Improvements Policy which stipulates a cost-sharing split of 60 percent City, 40 percent property owner.

Since the South East Nanaimo area would require massive investment of infrastructure funds (not just for sanitary sewer but also water, drainage and road), Council discourage the extension of services in this area within the 1990's unless the developer is prepared to fund 100 percent of the servicing costs.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1993-JUN-21
Policy Number:	COU-093	Amendment Date/s:	
Title:	Development Policies Regarding Geotechnical Studies	Repeal Date:	
Department:	Development Approvals	Approval Date:	1993-JUN-21

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council, in addition to its earlier policy regarding the North Slope Study, adopted the additional policies as follows:

1. for building permits, the required geotechnical report must conclude the land is safe for the intended use;
2. for subdivisions, the geotechnical report must find the probability of land failure to be not more frequent than ten percent in 50 years;
3. for development permits in subdivisions the geotechnical report indicate both conditions can be met; and,
4. this same standard to be applied to all hazard lands being developed in the City.

PROCESS:

N/A

RELATED DOCUMENTS:

“North Slope Development Policy”

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1997-APR-28
Policy Number:	COU-126	Amendment Date/s:	
Title:	Development Standards for Agricultural Zoned Land (ie: Fielding Road)	Repeal Date:	
Department:	Development Approvals	Approval Date:	1997-APR-28

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. All agriculturally zoned lands located within the Urban Containment boundary to no longer be subject to the Vacant Lands Policy of 1994-JUL-19.
2. Staff directed to bring forward applications for rezoning for larger parcels (i.e.: larger than 10 acres) in the areas formerly subject to the Vacant Lands Policy for consideration of placing requirements prior to processing the application.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1995-JUN-19 COUNCIL
Policy Number:	COU-116	Amendment Date/s:	
Title:	Disposition of Parkland	Repeal Date:	
Department:	Development Approvals	Approval Date:	1995-JUN-19 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council to continue to maintain its current policy of requiring a Public Hearing prior to the disposition of any parkland within the City.

COUNCIL
1995-JUN-19

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2010-MAY-17 COUNCIL
Policy Number:	COU-184	Amendment Date/s:	
Title:	Ditch/Swale Policy	Repeal Date:	
Department:	Engineering and Public Works	Approval Date:	2010-MAY-17 SP COUNCIL

PURPOSE:

The City promotes open ditch / swale drainage as part of its efforts to implement a more environmentally sustainable approach to protect the natural environment while striving to meet the needs of our residents in a fiscally responsible manner. The Official Community Plan also offers direction to:

- protect and enhance the natural environment.
- achieve a balance between protecting property from flood hazards and protecting water quality and quantity for natural habitat.
- revise the City’s approach to storm water management for public and private drainage systems in order to meet the City’s environmental objectives, while remaining cost effective.

Ditches and swales manage rain water for road and property drainage by: helping filter runoff, reducing downstream peak flow rates, providing storage and increasing groundwater recharge. When a ditch is filled and replaced with a pipe, most of the storm water management benefits are compromised. The cumulative impact of many ditch filling projects within the same drainage area is likely to increase downstream peak flows and degrade the quality of run-off reaching surface water bodies. If implemented without appropriate technical analysis or design guidelines, ditch alteration can result in upstream flooding or local infrastructure maintenance problems. A disruption in the flow of water from a single property can impact the integrity of a drainage system for many others.

DEFINITIONS:

N/A

SCOPE:

Authority to Act - Delegated to Staff.

POLICY:

The City will only authorize ditches / swales to be piped and infilled on an exception basis because of the merits of open drainage.

All approved ditch / swale infill work is to be done to City standard and at the property owner’s expense. If the ditch infill request impacts multiple property owners a Local Improvement Process will be used. The work will be inspected by the City.

PROCESS:

An exception will be considered by utilizing the Ditch / Swale checklist which is attached. Based on the response to these questions, the request is either declined or it proceeds to engineering assessment.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

Repeals COU-040 – Ditch Piping Program Policy

DITCH/SWALE INFILL REQUEST CHECKLIST

- See Page 27 of the Special Open Council Meeting Agenda for 2010-MAY-11 Agenda for a copy of the Checklist
- Also noted as g:\utilities\storm sewer\ditch infill\infill-request-checklist



RCRS Secondary:	GOV-02	Effective Date:	2002-JUN-17
Policy Number:	COU-153	Amendment Date/s:	
Title:	Donation of Obsolete Computer Equipment to Charitable Organizations	Repeal Date:	
Department:	Finance	Approval Date:	2002-JUN-17

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Staff authorized to donate obsolete computer equipment to worthwhile charitable organizations.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1988-JAN-04 COUNCIL
Policy Number:	COU-052	Amendment Date/s:	2001-FEB-19 COUNCIL
Title:	Donations of Capital Projects by Groups or Organizations	Repeal Date:	
Department:	Facilities & Parks Operations	Approval Date:	1988-JAN-04 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

If any group or organization proposes to donate/sponsor a new facility or project on City-owned or controlled land, that maintenance costs be carefully examined prior to acceptance.

COUNCIL

1988-JAN-04

Guidelines for City Assisted Community Capital Projects were adopted and are to be used by community groups who are either seeking financial assistance from the City or are undertaking a capital project on City property.

COUNCIL

2001-FEB-19

PROCESS:

N/A

RELATED DOCUMENTS:

Guidelines for City Assisted Community Capital Projects

(Note: a copy of the Guidelines can be found on page 26/27 of the 2001-FEB-19 Council agenda)

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1984-AUG-20
Policy Number:	COU-027	Amendment Date/s:	
Title:	Encroachment Onto City-Owned Property	Repeal Date:	
Department:	Community Development	Approval Date:	1984-AUG-20

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council endorsed the following policy with respect to encroachment of privately-owned buildings and structures onto City-owned property:

1. For each building or structural encroachment on the city-owned or controlled land or rights-of-way, in a commercial or industrial zoned area, the following per annum rates will be applied or will be levied:

For every encroachment of 9.2 square meters (100 sq. ft.) or less.	\$100.
For every encroachment of 9.3 Square meters (101 sq. ft.)	\$150.
For every encroachment exceeding 18.6 square meters (201 sq. ft.)	\$200.

2. For each building or structural encroachment of the City-owned or controlled lands or rights-of-way in a residentially zoned or occupied area, the following per annum rates will apply or be levied:

For every encroachment of 6.9 square metres (75 sq. ft.) or less	\$ 5.
For every encroachment of 7.0 square metres (76 sq. ft.) but not exceeding 9.2 square meters (100 sq. ft.)	\$10.
For every encroachment of 9.3 square meters (101 sq. ft.) but not exceeding 18.5 square meters (200 sq. ft.)	\$15.

For every encroachment exceeding 18.6 square meters (201 sq. ft.) \$25.

For each advertising sign encroaching on City-owned or controlled lands or rights-of-way, the following per annum rates will apply or be levied:

For every encroachment of 4.6 square meters (50 sq. ft.) or less. \$ 50.

For every encroachment of 4.7 square meters (51 sq. ft.) but not exceeding 9.2 square meters (100 sq. ft.) \$ 75.

For every encroachment exceeding 9.3 square meters (101 sq. ft.) \$100.

3. EXEMPTIONS:

All canopies, awnings or decorative appurtenances, fixtures or structures added to any building or structure to enhance the appearance of same may be exempted completely from the payment of any annual rates or fees for such encroachments; provided always that the owner covenants and agrees that he will pay to the municipality the fee of \$1 upon execution of each and every encroachment.

4. SIGNING AUTHORITY - REVITALIZATION CANOPY ENCROACHMENTS

The Mayor and Clerk are granted blanket authority to endorse encroachment agreements for all canopies to be constructed in the downtown area under the City-funded Downtown Revitalization Canopy program.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2009-OCT-19 COUNCIL
Policy Number:	COU-183	Amendment Date/s:	2015-OCT-26 COW
Title:	Energy Conservation and Management Policy	Repeal Date:	
Department:	Engineering	Approval Date:	2009-OCT-19 COUNCIL

PURPOSE:

The reasons for this policy are to:

- become more efficient with energy use;
- reduce waste and greenhouse gas emissions;
- use more environmentally benign sources of heating, cooling, and energy; and,
- reduce pollution.

To reduce energy consumption and lower greenhouse gas emissions, in a manner that is consistent with the:

- City of Nanaimo Corporate Climate Change Plan
- BC Hydro PowerSmart Partner Program Agreement

DEFINITIONS

N/A

SCOPE

N/A

POLICY

1. The City will conserve energy by identifying and adopting, specific, quantifiable targets. The City has set a target of 1% reduction in the City’s overall energy consumption per year for existing buildings (as of October 2009). Where growth/expansion of a building area is required, the energy intensity (e.g. kwh/square foot) should not be greater than the energy intensity of existing facilities of similar use.
2. The City’s Infrastructure Planning & Energy Manager, in addition to other building, fleet and department managers will be tasked with contributing toward meeting these reduction targets. Energy usage in their respective buildings, facilities, vehicles and operations shall be considered. Opportunities to reduce energy consumption shall be identified.
3. The City will adopt a Fleet Anti-Idling Policy as an air quality and energy conservation measure. The City’s Fleet Manager will be responsible for all Anti-Idling training and awareness programs.
4. All non-essential lighting and other electrical loads shall be minimized during non-business hours. Departments are expected to make a reasonable determination as to what critical functions must continue and inform the Building and Department Managers.
5. The City will commit to work with staff to help them better understand energy consumption and the means by which individuals can influence reductions through prudent use of resources. To

help accomplish this, the City may introduce incentives, both fiscal and behavioral, intended to compel staff to use the least amount of energy necessary to achieve personal, professional and operational tasks.

6. The responsibility for “energy efficiency and conservation” will be added to all job descriptions over time.
7. Upgrade existing energy use, mechanical systems, lighting, appliances and other related systems to higher efficiency standards (i.e. Energuide, Energy Star) where the change offers a simple payback of 8 years or less. For buildings, where simple payback is greater than 8 years, a lifecycle cost analysis will be done to determine the advantage of switching to more higher efficient building wide systems.
8. The finance department will report on the corporation’s energy consumption and greenhouse gas emissions for each year. All staff will be made aware of their departments energy consumption so that energy efficiency and performance can be assessed and action taken.
9. Building and Department managers shall review, through the budget process, all new energy consuming initiatives – these initiatives will include building and construction projects; as well as programs and/or services provided to the community. Initiatives that ensure that efficient energy use remains a priority will be given preference for adoption.

PROCESS

Delegated to Staff.

RELATED DOCUMENTS

- City of Nanaimo Corporate Climate Change Plan,
- BC Hydro PowerSmart Partner Program Agreement
- Anti-Idling Policy

REPEAL/AMENDS

N/A



RCRS Secondary:	GOV-02	Effective Date:	1992-DEC-07 COUNCIL
Policy Number:	COU-080	Amendment Date/s:	
Title:	Enforcement of the <i>Architects Act</i>	Repeal Date:	
Department:	Development Approvals	Approval Date:	1992-DEC-07 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Staff to apply the provisions of the B.C. Building Code as it relates to the design review of all new construction projects in Nanaimo.

PROCESS:

Delegated to Staff.

RELATED DOCUMENTS:

- *Architects Act*,
- BC Building Code

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2000-FEB-21
Policy Number:	COU-141	Amendment Date/s:	
Title:	Enforcement of the Animal Control Bylaw	Repeal Date:	
Department:	Community Development	Approval Date:	2000-FEB-21

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Staff directed to respond to complaints regarding the "LICENSING AND CONTROL OF ANIMALS BYLAW 1995 NO. 4923" only if the complainants:

- (a) live within 100 metres of the residence of the bylaw infraction, or,
- (b) the complainant is directly impacted by the bylaw infraction.

PROCESS:

N/A

RELATED DOCUMENTS:

"LICENSING AND CONTROL OF ANIMALS BYLAW AMENDMENT BYLAW 2000 NO. 5431"

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1990-MAR-19
Policy Number:	COU-065	Amendment Date/s:	
Title:	Extension of Employment Beyond Maximum Retirement Age	Repeal Date:	
Department:	Human Resources	Approval Date:	1990-MAR-19

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

No further extensions of employment beyond maximum retirement will be granted, except in those special cases where a clear operational necessity exists to extend a particular employee's employment beyond maximum retirement age.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1992-JAN-20 COUNCIL
Policy Number:	COU-081	Amendment Date/s:	
Title:	External Labour Disputes	Repeal Date:	
Department:	Human Resources	Approval Date:	1992-JAN-20 COUNCIL

PURPOSE:

That Council not comment on or become involved in external labour disputes.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council will not ordinarily comment on, or adopt motions of support for, the positions taken by third parties in labour disputes not involving or directly impacting the City.

PROCESS:

Retained by Council.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1983-FEB-26
Policy Number:	COU-024	Amendment Date/s:	1985-FEB-25, 988-JUN 13, 1989-NOV-20, 1992-MAY-25, 1995-JUN-26, 1996-APR-29, 1998-AUG-10, 1998-NOV-16, 1999-JUL-12
Title:	Facility Use – (Authorized Uses – Council Chamber, Board Room, Conference Rooms, Activity Centre)	Repeal Date:	
Department:	Recreation & Culture	Approval Date:	1983-FEB-26

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Office accommodation for neighbourhood Community Associations in the City buildings shall follow Council's established policy; i.e. policy re: Community Services Building shall be extended to Activity Centre Offices where space permits; and all applicants shall be encouraged to apply to the Grants Advisory Committee for assistance if required.

1983-FEB-26

City subsidized facilities shall be strictly for local community purposes, and for no other use.

1985-FEB-25

1. If the use of a City facility is required by Council or by a member of Council for a Council-sponsored or approved meeting, program or function, the facility may be used free of charge.
2. Notwithstanding No. 1, members of Council are entitled to free use of City facilities for activities related to the conduct of City business without having to obtain the prior approval of Council.
3. Use of the City Hall Council Chambers, the City Hall Board Room or the Franklyn Building Conference Room, by an organization, group or individual for the purposes of holding a meeting or function unrelated to the conduct of City business, shall require the prior approval of Council.

4. Where Council has approved a meeting or function pursuant to No. 2, and unless otherwise exempted or stipulated by Council, the following rental rates shall apply:

<u>Facility</u>	<u>Rate (per meeting)</u>
City Hall Council Chambers	\$30. plus GST*
City Hall Board Room	\$20. plus GST*
Franklyn Building Conference Room	\$20. plus GST*

*Any facility rental under 30 days pays GST.

[NOTE: School District No. 68 is exempted from the requirement to pay the aforementioned rental rates in those extraordinary instances where use of the facility(ies) is required for the conduct of School District business.]

1988-JUN-13:

The Citizenship Court may utilize City Hall facilities (Council Chamber, Board Room, Councillor's Office) when required for its ceremonies, when the facilities are not otherwise engaged for City-related purposes, and that the fees normally charged for this purpose be waived.

1989-NOV-20:

Nanaimo Centennial Museum and Archives Board authorized to use meeting space at City Hall for their monthly Board Meetings, and the rental fee for this use be waived.

1992-MAY-25:

Mid-Island Film and Video Commission

Rental of City facilities for filming locations at a nominal \$1. charge authorized.

(As this is a contractual item, any potential disruption to community interests can be identified up front and the terms of use can be negotiated. Rental of City buildings [such as the Centennial Building at Beban Park] for use as a studio would be excluded from the \$1. rental rate. A \$300. - \$400. daily rate would be an acceptable charge.)

1995-JUN-26

The Court of Canadian Citizenship permitted to use the Bowen or Beban Park meeting rooms when Citizenship ceremonies are larger than 40 candidates, and the fees for the use of the meeting rooms are to be waived.

1996-APR-29

The Nanaimo Empire Day Society granted permission to use the Conference Room in the City Hall Annex Building to hold the Society's monthly meetings, and the fee for the use of this meeting room is to be waived.

1998-AUG-10

Commencing 1999-JAN-01, Council established a policy to charge the Regional District of Nanaimo and other "commercial" users for use of Council meeting facilities as follows:

Council Chamber	\$200
Boardroom	\$150

1998-NOV-16

Council authorized the use of the vacant area of the Departure Bay Activity Centre for use by non-profit, volunteer organizations integral to the Nanaimo Emergency Program.

1999-JUL-12

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1981-MAR-09 COUNCIL
Policy Number:	COU-015	Amendment Date/s:	1981-JUN-01 COUNCIL, 1984-NOV-15 COUNCIL
Title:	Fencing – Parks/City-Owned/Private Property	Repeal Date:	
Department:	Facilities & Parks Operations	Approval Date:	1981-MAR-09 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

FENCING POLICY/PARKS

When the City’s Parks and Recreation Department receives request from property owners for construction of a fence between their property and a park site, the City, through its Parks and Recreation Commission, will investigate to ensure it is a logical requirement, and in addition ascertain the wishes of all owners of adjacent property similarly affected by the boundary in question.

The Commission shall recommend to City Council the construction of a fence between the park site and the property of ONLY those owners agreeing to the following terms, subject to budgetary allocations and priorities:

1. The City’s Parks and Recreation Department shall construct a fence suitable to the urban or rural location of the park site and to other pertinent conditions which may exist;
2. The property owner in an urban area shall pay an amount comparable to one-half the cost of a chain-link or wooden fence the property owner in a rural area will pay an amount comparable to one-half the cost of an erected three-strand block wire fence. These amounts, expressed in dollars per linear foot, will be reviewed and set at the beginning of each year by the City.

COUNCIL

1981-MAR-09

FENCING POLICY BETWEEN CITY OWNED PROPERTY AND PRIVATE PROPERTY

1. Council adopted a policy for fencing between City owned property and privately owned abutting property as follows:

(1) GENERAL:

In each fence location, the City will employ a design suitable to the location and purpose.

The City will specify a limited number of designs for standard City fences: wire-strand and wire-mesh fencing; chain-link fencing; wood fencing; protective fencing for playfields.

The City will construct all perimeter fences on City property and clear of the property lines. The City will then be able to carry out painting and maintenance procedures without damage to adjoining property and to treat the fence as City property. The City will encourage cost sharing arrangements. Cost sharing generally, will be on the basis of four-foot standard fences.

The City will establish a scale of costs of standard fences at the beginning of each year.

(2) CITY INITIATIVE:

The City may initiate the construction of a fence, and in the case of urban property line fences, the adjoining property owner will be notified in writing of the intention of the City to construct a chain-link or wood fence and will be invited to pay to the City a sum equal to one-half of the cost of a four foot fence.

In the case of rural property line fences, the adjoining property owner will be notified in writing of the intention of the City to construct a fence and will be invited to pay to the City a sum equal to one-half of the cost of a wire fence.

If the adjoining property owner will not agree in writing to participate in the cost of the construction of a property line fence within 30 days of the mailing of the City notice, the City may proceed with the construction of a fence.

The City may construct street line fences on City property when and where required.

(3) OWNER INITIATIVE:

If the owner of the adjoining property proposes the construction of a fence at a City property line, the City may proceed as if under a City initiative or may refuse to proceed. Reasons for City refusal would include: The limited extent of the proposed work, the location, and pending changes on the City property.

The property owner is at liberty to construct a fence totally within his own property at his own cost, subject to City bylaws.

If the property owner wishes to construct a particular type of well-designed ornamental fence within his own property and if the extent and type of fence eliminates the need for a future City fence, the City may pay to the owner one-half the cost of a standard four foot fence but will not maintain the owner's fence.

- (4) Assuming that the majority of City fences at property lines will be galvanized steel or aluminum chain-link fences, the maintenance will be minimal and will be assumed to be the responsibility of the City. The maintenance of all other types of fences at property lines will be undertaken as circumstances warrant. Replacement fences at property lines will be undertaken as if under City initiative.

COUNCIL
1981-JUN-01

Applicants for cost-sharing by the City for the construction of fencing on City/private property boundary lines shall be advised that there are no funds available for such purposes, and should be encouraged to construct their own fencing.

COUNCIL
1984-NOV-15

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2003-SEP-15
Policy Number:	COU-161	Amendment Date/s:	
Title:	Film Permit Fees	Repeal Date:	
Department:	Community Development	Approval Date:	2003-SEP-15

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

An annual fee of \$50. is set for commercial “one-stop shopping” film permits, and all other existing permit fees waived as a means to promote and assist filmmaking development in Nanaimo.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2002-AUG-19 COUNCIL
Policy Number:	COU-151	Amendment Date/s:	2008-MAR-31 IN CAMERA COUNCIL
Title:	Freedom of the City	Repeal Date:	
Department:	Legislative Services	Approval Date:	2002-AUG-19 COUNCIL

PURPOSE:

Freedom of the City is the highest honour given by the City of Nanaimo. Reserved for individuals of exceedingly high merit, it is given only in exceptional cases, usually to honour someone with a lifetime of achievement who has enhanced the livability of the City or who has gained national and international acclaim in the arts, business or commerce, humanities, politics, community service, sports or professional endeavors and who has brought recognition to Nanaimo through his or her achievements.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. Freedom of the City is the highest honour the City can bestow. This Honour is reserved for candidates of exceedingly high merit, and may be bestowed upon any person considered to merit such distinction.
2. The distinguished honour of Freedom of the City shall be based on a lifetime of outstanding contribution(s) to the community, related to actions having a direct beneficial effect on the City of Nanaimo.
3. Outstanding contributions may be related to the arts, business or commerce, humanities, politics, community service, sports or professional endeavors.
4. Candidates must have elevated the stature of the community through acts or deeds within the community or on behalf of the community at-large.
5. The main purpose of the Freedom of the City Honour shall be to:
 - (a) recognize the outstanding effort of a citizen who has given exemplary service and/or recognition to the community of Nanaimo;
 - (b) foster good feelings in the community; and,
 - (c) create an awareness of the varying contributions which are made towards the well-being of our community by its citizens.
6. To honour a distinguished unit of the armed forces of Canada, the United Kingdom or another Nation of the Commonwealth, the Council may confer Freedom of the City on that unit. The Commanding Officer of a unit honoured with Freedom of the City has, by virtue of the office, the same qualifications and privileges as a person honoured with Freedom of the City.

PROCESS:

Retained by Council.

Selection Process:

1. All nominations must be in writing and accompanied by an Honours Nomination Application Form which can be picked up at the Legislative Services Department.
2. Nominations will be considered at an "In Camera" Meeting of Council.
3. A unanimous vote of all members of Council is required for a Freedom of the City Honour to be granted.

Presentation:

Recipients of this Honour are recognized during a special ceremony at Council. The ceremony consists of the Mayor, or a designated representative of Council reading and then presenting the recipient with a framed scroll summarizing the recipient's meritorious service to the City.

The presentation at Council is followed by the signing of the Freedom of the City book and a reception in honour of the recipient and guests.

Privileges:

Recipients of the Freedom of the City Honour are entitled to free parking within the City of Nanaimo.

The Commanding Officer of a unit honoured with Freedom of the City has, by virtue of office, the same qualifications and privileges as a person honoured with Freedom of the City.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A

Past Recipients

	Name	Date Awarded
1.	Charles E. Salter (Alderman)	1940-JUN-24
2.	South Alberta Regiment	1941 APRIL
3.	George S. Pearson (M.L.A.)	1951-FEB-05
4.	Sir Denys Lawson (Lord Mayor of London)	1951-SEP-10
5.	John Barsby (Mayor)	1958-NOV-03
6.	Victor B. Harrison (Mayor)	1958-NOV-03
7.	George Muir (Mayor)	1958-NOV-03
8.	Honourable Earle C. Westwood (Mayor)	1958-NOV-03
9.	Harold Hackwood (City Clerk)	1960-JUN-27
10.	Peter Maffeo (Mayor)	1968-JAN-08
11.	The Canadian Scottish Regiment (Princess Mary's)	1974-OCT-05
12.	A. Rod Glen (Greater Nanaimo Water District Board, Chairman of City of Nanaimo Restructure Committee)	1978-NOV-23
13.	Harold Nicholson (City Clerk)	1980-NOV-14
14.	Thomas C. Douglas (M.P.)	1981-MAY-25
15.	Gertrude L. (Happy) Hall (Alderman)	1981-MAY-25
16.	Frank James Ney (Mayor)	1984-DEC-03
17.	R. G. (Bob) Rowledge (Director of Finance)	1988-MAY-11
18.	The Canadian Scottish Regiment	1990-MAY-20
19.	Margaret Strongitharm (Councillor)	1996-SEP-30
20.	HMCS Nanaimo	1997-MAR-03
21.	Donald Thomas Sale (St. John's Ambulance)	1997-OCT-01
22.	Chick Hee (Chuck) Wong	2002-AUG-19
23.	Douglas Earle Rispin	2003-SEP-29
24.	Ray Brookbank	2008-SEP-29
25.	Alex Ferguson	2008-SEP-29
26.	Ted Kelly	2008-SEP-29
27.	Ken Medland	2008-SEP-29
28.	Jim Moffatt	2008-SEP-29
29.	Gino Sedola	2008-SEP-29
30.	Alex Virostko	2008-SEP-29
31.	Muriel Mackay-Ross	2010-NOV-22
32.	Diana Johnstone	2015-FEB-16



City of Nanaimo HONOURS NOMINATION FORM

Confidential when completed.

Please indicate the Honour for which you are nominating this candidate.

[Note: See policies for a more detailed description of criteria.]

<input type="checkbox"/> Freedom of the City - to honour a lifetime of achievement	<input type="checkbox"/> Patron of the City <i>(individual)</i> - to honour exceptional deeds, activities, or selfless volunteerism	<input type="checkbox"/> Companion of the City <i>(group)</i> - to honour exceptional deeds, activities, or selfless volunteerism
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CANDIDATE/NOMINEE	NOMINATOR
Mr./Mrs./Ms./Miss/Group/Organization: Full Name:	Mr./Mrs./Ms./Miss: Full Name:
Home Address:	Address:
Mailing Address (if applicable)	Mailing Address (if applicable)
City/Prov.	City/Prov.
Postal Code:	Postal Code:
Telephone:	
Fax No:	
Business Address:	Telephone:
Postal Code:	Fax No:
Telephone:	E-Mail:
Fax No:	
Profession/Occupation:	
Date of Birth:	Signature:
Place of Birth:	
No. of Years Residing in Nanaimo:	Date:
Sex:	

Important

Please provide the following information on a separate page or in a covering letter:

1. The reasons you are nominating this individual or group.
2. An up-to-date biographical sketch or a résumé of the nominee including:
 - professional activities/occupations with responsibilities and time frames;
 - dates of specific meritorious deeds or activities;
 - organizations/service clubs belonged to and dates of active participation in same; and,
 - all official honours/awards previously received by this individual or group.
3. Any other information that might assist Council in evaluating the nomination.

References

Persons who support this nomination (*accompanying letters of support are encouraged*).

1.	Mr./Mrs./Ms./Miss Name:	2.	Mr./Mrs./Ms./Miss: Name:	3.	Mr./Mrs./Ms./Miss: Name:
	Address:		Address:		Address:
	Postal Code:		Postal Code:		Postal Code:
	Telephone:		Telephone:		Telephone:

Please send the completed form and attachments to:

City of Nanaimo
Legislative Services Department
455 Wallace Street
Nanaimo BC V9R 5J6

For More Information

(250) 755-4405

Thank you for your nomination.



RCRS Secondary:	GOV-02	Effective Date:	2003-JAN-27
Policy Number:	COU-158	Amendment Date/s:	
Title:	Free Parking for Special Events in the Downtown Area	Repeal Date:	
Department:	Community Development	Approval Date:	2003-JAN-27

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council to consider requests for free parking at the Bastion Street Parkade, in order to support special events in downtown Nanaimo that have been endorsed by Tourism Nanaimo, the Downtown Nanaimo Partnership, and the City of Nanaimo.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1984-FEB-20
Policy Number:	COU-028	Amendment Date/s:	
Title:	Front Street – Access to Rear of Federal Building	Repeal Date:	
Department:	Development Approvals	Approval Date:	1984-FEB-20

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

POLICY:

The City shall provide access, at this time, across City-owned lands from Front Street to the rear of the Federal Building, and has no intention of cancelling this access in the foreseeable future.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1996-DEC-11
Policy Number:	COU-121	Amendment Date/s:	
Title:	Funding Alcoholic Beverages at City Socials	Repeal Date:	
Department:	CAO Office	Approval Date:	1996-DEC-11

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The practice of funding alcoholic beverages at Socials hosted by the City discontinued (also applies to GNWD).

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2016-APR-04
Policy Number:	COU-201	Amendment Date/s:	
Title:	Governance Protocol Policy	Repeal Date:	
Department:	Administration	Approval Date:	2016-APR-04

PURPOSE:

To provide Council with guidelines and protocol to assist in creating an effective, efficient and positive approach to dealing with Council matters.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council wishes to:

- take positive steps to ensure all members of Council receive all necessary information to allow them to perform their duties to the City; and,
- ensure that all members of Council work together in a cooperative, respectful, and knowledgeable manner so as to best advance the interests of the City.

PROCESS:

1. Mayor & Council (also referred to as “Council”) will implement a portfolio system for interactions with residents and others on all City matters which may come to Council, such that at least two members of Council will work cooperatively on receipt and distribution of information to Council on any new initiatives, areas of interest, communications, meetings, and other interactions within that portfolio category;
2. The Acting Mayor will attend all public meetings and functions together with the Mayor or, if the then Acting Mayor is not available, the next Councillor designated in sequence to be Acting Mayor;
3. Council will encourage all persons making representations to the City to make such representations, where not directed to managers and/or staff, to the attention of “Mayor and Council” and copies of all incoming correspondence to any member of Council will be sent to all members of Council;
4. All members of Council will work together to ensure statements or information provided publicly, including to the media, accurately reflect the will and direction of Council, and to ensure any privately-held views are communicated with the respect due to each member of Council, all managers, employees, and volunteers, and with due regard to the reputation of the City;

5. All members of Council will ensure any expenses to be incurred by City at the individual desire of a member of Council is pre-authorized by the Director of Finance or his or her designate, excluding expenditures which are already pre-authorized by existing bylaws or policies, such approvals to be made in accordance with law and not to be unreasonably denied; and,
6. Council members will work together as a cooperative and cohesive group to ensure the objectives stated above are achieved and maintained so as to create an effective, efficient and positive approach to dealing with Council matters, the Chief Administrative Officer, the residents of the City, directors and staff, and the public.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2011-AUG-29
Policy Number:	COU-185	Amendment Date/s:	
Title:	Grants Policy and Guidelines	Repeal Date:	
Department:	Finance	Approval Date:	2011-AUG-29 COW

PURPOSE:

To establish a policy and guidelines for grant funding.

DEFINITIONS:

N/A

SCOPE:

POLICY:

See sections below.

PROCESS:

1. COMPOSITION AND TERM

The Grants Advisory Committee shall be appointed by Council and shall be comprised of:

- 2 members recommended by the Parks, Recreation and Culture Commission, one from the Cultural Committee, and one from the Recreation Committee
- 1 member recommended by the United Way
- 1 Council member as appointed by Council and that member will serve as Chair of the Committee
- 1 member recommended by the Nanaimo Alcohol and Drug Action Committee
- 1 member recommended by the Social Planning Advisory Committee
- 2 members of the general public appointed by Council
- 1 non-voting Staff liaison recommended by the City Manager

The bodies recommending appointees shall be requested to ensure that the recommended representatives provide a good balance of knowledge in their respective areas of service, and to ensure the commitment and attendance of their recommended representatives.

The maximum term for any member shall be three years.

2. TERMS OF REFERENCE

The Terms of Reference of the Grants Advisory Committee shall be:

- (a) to advise Council on the amount of financial assistance which the municipality should grant to applicants, including permissive taxation exemptions. Recommendations shall be made in accordance with the guidelines and criteria defined in this Policy;

- (b) to recommend policies to Council with regard to non-statutory tax exemption (Permissive Tax Exemptions under Sections 224 and 227 of the *Community Charter*);
- (c) to make recommendations on requests for the subsidized use of civic facilities and resources as if they were requests for financial assistance ("in-kind" grants);
- (d) to maintain the confidentiality of all matters reviewed by the Committee;
- (e) to provide all applicants with observations, recommendations and/or reasons for the recommendations of the Committee;
- (f) to ensure that civic grant funding does not subsidize activities that are the responsibility of senior governments, as this would represent a downloading of senior government costs to local taxpayers;
- (g) to ensure that priority of funding in all categories shall be given to small organizations, rather than larger ones;
- (h) to ensure that grants from the City will be awarded on the basis of demonstrated need for the service within the community.
- (i) to consider appeals by organizations who do not agree with grant recommendations made by City committees. Appeals are limited to a review of the process and are not intended to be a review of the Committee's judgment.

3. CATEGORIES OF GRANT FUNDING

Grant funding will be divided into the following categories:

- Security Checks
- Other Grants
- Permissive Tax Exemptions (Cash Grants)
- Permissive Tax Exemptions

Recommendations on the amount of grant funding any applicant will be awarded from these categories shall be made in accordance with the guidelines that are outlined in this Policy.

4. YEARLY ALLOCATION FOR GRANT FUNDING

The amount of money available in each category shall be determined by Council during the Financial Plan process each year.

5. COORDINATION OF GRANTS-IN-AID PROCEDURES (with the Regional District of Nanaimo)

Funding: The amount raised from the Regional District levy on the City of Nanaimo shall be returned to the City each year on the condition that the funds are used as either basic or supplementary grants to those organizations which have a primary base of operations within the city, but also provide services which are of a benefit to residents outside the City.

6. GUIDELINES FOR MAKING GRANT RECOMMENDATIONS (by category)

(a) SECURITY CHECKS

Statement of Purpose: Security Check grants are awarded to organizations that must have security checks performed by the R.C.M.P. on their employees and/or volunteers and meet the criteria specified below.

Criteria for Awarding Grants:

- must be able to identify services provided to residents of Nanaimo
- nonprofit organization
- sound financial and administrative management
- demonstrated financial need
- \$500/year maximum award to any organization from this category (2012-JAN-09)
- eligible organizations can only apply for financial support from this category once a calendar year (applications reviewed in November)
- applications for this category must be received by October 31st
- must adhere to all City of Nanaimo bylaws and policies
- awards from this category are exclusive of awards from the other categories

Kind of Funding:

- Security Check Fee Reimbursement

(b) OTHER GRANTS

Statement of Purpose: Applications that don't fit into any categories of any of the granting committees are to be referred to the Grants Advisory Committee for review and recommendation. If the scope of the grant request exceeds the committee's budget, the Grants Advisory Committee can make a recommendation subject to the grant being funded from Council contingency.

Criteria for Awarding Grants:

- large number of volunteers;
- registered non-profit society;
- sound financial and administrative management;
- financial need;
- accessible to a large portion of the community;
- must have a broad base of support;
- must have another source of financial support;
- must be local in focus and must adhere to all City of Nanaimo's bylaws and policies;
- cash grants will not be provided if the organization receives a Permissive Tax Exemption, or where the facility is provided by the City of Nanaimo free of charge or at a substantially reduced rate. Notwithstanding the above statement, organizations facing critical financial difficulties are eligible to apply for emergency funding.

Kind of Funding:

- educational funding;
- emergency funding;
- capital grants on a matching basis up to a maximum of \$5,000;
- in-kind funding for facility rental.

(c) PERMISSIVE TAX EXEMPTIONS (Cash Grants)

Statement of Purpose: An organization may only be added to the Permissive Tax Exemption roll for the following year. In some unusual cases it may be appropriate to give an organization a cash grant during the current year.

Criteria for Awarding Grants:

- the property must be recommended for a Permissive Tax Exemption in the following year; and
 - (1) the property qualifies for Permissive Tax Exemption as a Church, Public Hospital, Community Care Facility, or Private School; or
 - (2) the organization can demonstrate an extraordinary financial need;
 - (3) must adhere to all City of Nanaimo's bylaws and policies.

Application Deadline: Will be considered at the time of application for Permissive Tax Exemption.

7. PERMISSIVE TAX EXEMPTIONS

Section 220 of the *Community Charter* identifies certain properties which are exempt from taxation. This section includes property owned and occupied by Her Majesty, the municipality, School Boards, hospitals and churches. As Section 220 exemptions are specifically provided for, Council's discretion is restricted, except in determining the extent of the exemption in certain cases.

Sections 224, 225, 226 of the *Community Charter* identify situations in which Council may exercise discretion in granting full or partial exemptions from taxation. These exemptions must be adopted by bylaw, by the 31st of October of the year preceding exemption.

All buildings and properties that receive a permissive tax exemption must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category. A report to Council with recommendations for their endorsement is done after each review. The Grants Advisory Committee may also review specific organizations annually for various reasons determined by the committee.

In making recommendations to Council, the Grants Advisory Committee should ensure that:

- (a) the goals, policies, and general operating principles of the municipality as a whole are reflected in the organizations that receive municipal support;
- (b) exemptions are not given to services that are otherwise provided on a private, for profit basis, this would provide an unfair competitive advantage;

- (c) the services provided by the organizations should be an extension of municipal services and programs and must fall under the responsibility of local government, senior government program costs must not be transferred to property taxpayers, as this would represent a downloading of senior government costs to local taxpayers;
- (d) the taxation burden resulting from the exemption must be a justifiable expense to the taxpayers of the municipality, the sources of municipal revenue are limited and requests for exemption must be considered in concert with the other needs of the municipality;
- (e) the services provided by the organizations should provide benefits and be accessible to the residents of the City of Nanaimo, and, in an appropriate age range, the organization's regulations must allow all Nanaimo residents to participate at a reasonable fee.
- (f) the organization is adhering to all City of Nanaimo's bylaws and policies.

In order to more clearly specify criteria, Permissive Tax Exemptions will be divided into the following categories:

- Churches
- Public Hospital
- Senior Citizens' Housing Facilities
- Community Care Facilities
- Private Schools
- Recreation
- Other
 - Community Services
 - Community Associations
 - Arts and Cultural Organizations
 - Other Permissive Exemptions

8. GUIDELINES FOR MAKING RECOMMENDATIONS ON PERMISSIVE TAX_EXEMPTION BY CATEGORY

(a) CHURCHES

General: The buildings set apart for public worship and the land upon which they stand are exempt from taxation under Section 220(1)(h) of the *Community Charter*. Church halls and such lands as Council considers necessary to support the statutory exemption may be considered as an extension of the exemption under Section 224(2)(f).

Policy: The maximum area of land to be exempted from taxation shall be 2 acres of the land upon which the buildings for public worship stand plus the footprint of the building(s) used for public worship (Revised 1986-AUG-25). This exempted area will not exceed the land area of the legal parcel(s) upon which these buildings stand. Church properties which are currently on the PTE roll and do not conform are to be removed.

Buildings for public worship shall be those established by the Area Assessor and will not include a church manse.

(b) PUBLIC HOSPITALS

General: Buildings set apart and used as a hospital under the *Hospital Act*, except a private hospital under that *Act*, and the land upon which they stand are exempt from taxation under Sections 220(1)(j) and 220(1)(k) of the *Community Charter*. Council may, by bylaw, under Section 224(2)(h) of the *Community Charter*, exempt any area of land surrounding the exempted building under Sections 220(1)(j) and 220(1)(k).

Policy: Where a building has been identified as a hospital under the *Hospital Act* (except a private hospital) by the Area Assessor, Council will exempt the legal parcel(s) upon which the hospital building stands and any adjoining parcel that Council finds to be necessary to the operation of the hospital.

(c) SENIOR CITIZENS' HOUSING FACILITIES

General: Section 220(1)(i) of the *Community Charter* exempts from taxation a building that was constructed or reconstructed with the assistance of aid granted by the Province after 1947-JAN-01, but before 1974-APR-01, and that is owned and used exclusively without profit by a corporation to provide homes for elderly citizens, together with the land on which the building stands. It also allows Council, by bylaw, under Section 224(2)(h) of the *Community Charter* to exempt, by bylaw, any area of land surrounding the exempted building. Section 224(2)(k) of the *Community Charter* allows Council to exempt from taxation land or improvements for which a grant has been made, after 1974-MAR-31, under the Housing Construction (Elderly Citizens) Act before its repeal in 1996.

Policy: Where a building has been identified as meeting the above criteria by the Area Assessor, Council will exempt the legal parcel(s) upon which the building stands. As it is impossible for any new building to meet this criteria, this section will apply to only seven existing properties: The Mt. Benson Sr. Citizens' Housing Society (tax folios 81301.000; 81312.000; 81315.000; 84328.000), and George R. Pearkes Sr. Citizens Housing Society (tax folios 16006.051; 16006.252; 16006.275).

(d) COMMUNITY CARE FACILITIES

General: Section 224(2)(j) of the *Community Charter*, allows Council to exempt from taxation land and improvements owned or held by a person or organization and operated as a private hospital licensed under the *Hospital Act* or as a licensed community care facility, or registered assisted living residence, under the *Community Care and Assisted Living Act*.

Policy: Council will exempt property that meets the above criteria and is owned or held and operated by a registered non-profit society.

(e) PRIVATE SCHOOLS

General: Section 220(1)(l) of the *Community Charter*, with certain restrictions, exempts private schools from taxation. It also allows Council, by bylaw, under Section 224(2)(h) of the *Community Charter* to exempt from taxation any area of land surrounding the exempted building.

Policy: Where a building has been identified as meeting the above criteria by the Area Assessor, Council will exempt the legal parcel(s) upon which the building stands and any adjoining parcel that Council finds to be necessary to the operation of the school. The

permissively exempt property must be accessible to the general public as identified in 7 (e) above.

(f) RECREATION

General: Section 224(2)(i) of the *Community Charter* permits Council, by bylaw, to exempt from taxation, certain organizations using property as a public park or recreation ground, or for public athletic or recreational purposes.

Policy: Permissive Tax Exemptions will be given to organizations that own property that is maintained and used for public park or recreation purposes if they:

- (1) provide full financial and operating information as requested by the Grants Advisory Committee;
- (2) meet the conditions of Section 224 of the *Community Charter*;
- (3) meet the general guidelines outlined in 7(a) to 7(f) of this Policy;
- (4) are registered non-profit societies.

(g) OTHER

General: Section 224(2)(a) *Community Charter* permits Council, by bylaw, to exempt from taxation, land or improvements that are owned or held by a charitable, philanthropic, or other not for profit organization that are used for a purpose that is directly related to the purposes of the organization.

- Community Service Organizations

This has been historically interpreted to include organizations that provide service to the community such as social service agencies.

- Community Associations

This can include community associations that provide a place for local communities to meet, engage in activities that enhance the local community, or hold land that is available for community use.

- Arts & Cultural Organizations

This can include organizations that provide or promote arts and cultural activities.

- Other Permissive Exemptions

Policy: Permissive Tax Exemptions may be given to organizations that:

- (1) provide full financial and operating information as requested by the Grants Advisory Committee;
- (2) meet the conditions of Section 224 of the *Community Charter*; and,
- (3) are registered non-profit societies.

9. APPEALS

Statement of Purpose The mandate of the Grants Advisory Committee is to review appeals for process issues only. That is, to determine whether the original advisory committee had all the correct information and used the appropriate criteria to make their recommendation. The Grants Advisory Committee will not revisit the actual decision, i.e. whether the correct amount was granted.

Criteria for Allowing an Appeal:

- Was the advisory committee's decision based on the application not meeting certain criteria or submitting incomplete or incorrect information? Did the advisory committee misinterpret some of the information submitted?
- Did the committee notify the applicant of its recommendations two weeks before it was sent to the next level (either to Council or to the Parks, Recreation & Culture Commission), thereby giving the applicant time to respond?
- Does the applicant believe that the recommendation was based on incorrect or incomplete information? Does the applicant believe its information was misinterpreted?
- Did the advisory committee have all the information and the appropriate criteria to make its recommendation?
- Did the advisory committee determine the application should be reconsidered based on this new/different information?

Authority to Act:

Retained by Council

RELATED DOCUMENTS

Community Charter – Division 7 – Permissive Exemptions

REPEAL/AMENDS

N/A



RCRS Secondary:	GOV-02	Effective Date:	2006-MAY-29
Policy Number:	COU-173	Amendment Date/s:	2006-JUN-12 2008-SEP-29 2011-MAR-28
Title:	Green Building Strategy	Repeal Date:	
Department:	Engineering	Approval Date:	2006-MAY-29 Council

PURPOSE:

To ensure City facilities are built in a more efficient, healthy and ecologically-responsible manner that enhances the well-being of the community.

DEFINITIONS:

N/A

SCOPE:

POLICY:

Council adopted the following policy:

1. Use the Leadership in Energy and Environmental Design (LEED) building rating system and meet the requirements for the Silver standard or better (including full registration and certification under the CaGBC) for all new building construction and additions larger than 500 square metres; *(2006-JUN-12)*
2. Consider LEED certification for major renovations of its existing buildings;
3. Recognize green building practice in the community by establishing a new category for an Advisory Committee on the Environment environmental award for Green Building design;
4. Encourage learning and awareness of green building practice both within the organization and throughout the wider community;
5. Incorporate the LEED life-cycle cost analysis into the City's Life Cycle costing approach and report back with any recommendations; and,
6. Review the Green Building Strategy in six years, or after the next three City construction projects using the LEED approach are completed (whichever comes first), to determine its effectiveness and to make adjustments as needed.

PROCESS

All new municipal buildings, 900 square metres or greater, to be built to the Gold standard for Leadership in Energy and Environmental Design (LEED), including full registration and certification under the Canada Green Building Council (CaGBC). *(2008-SEP-29) (2011-MAR-28)*

(a) For new building construction and additions less than 900 m²:

City Staff should provide Council with rationale on how the following environmental priorities will be addressed:

- energy efficiency appropriate to the building scale
- minimizing greenhouse gas emissions
- water efficiency

(b) For new building construction and additions greater than 900 m²:

City Staff will follow the LEED Gold certification process with priority given to gaining LEED points in the following categories:

- Energy and Atmosphere
- Sustainable Sites
- Water Efficiency

(c) Council Exemption:

For a building project greater than 900 m², Council may exempt the building from the LEED certification process where it can be demonstrated that the proposed building contains LEED equivalent green features.

(2011-MAR-28)

Authority to Act:

Delegated to Staff

Council approval required when exemptions are considered.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2005-OCT-03 COUNCIL
Policy Number:	COU-171	Amendment Date/s:	
Title:	Green Building Construction Methods	Repeal Date:	
Department:	Engineering	Approval Date:	2005-OCT-03 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council encouraged Staff to continue to pursue opportunities to use environmentally responsible construction methods and materials in City-funded construction and renovation projects.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2007-JUL-09
Policy Number:	COU-084	Amendment Date/s:	
Title:	Guidelines Establishing the Value of Rent for Lease/Licence Agreements to Non-Profit Societies	Repeal Date:	
Department:	Recreation & Culture	Approval Date:	2007-JUL-09

PURPOSE:

The City of Nanaimo leads or facilitates the delivery of a wide variety of services and facilities that meets the needs of our community.

These guidelines pertain to the granting of a lease, license or other right or permit to use land or improvements owned, held or otherwise in the possession and control of the City which are longer than a monthly tenancy. (The Parks, Recreation and Culture Commission Regulation Bylaw #5721 covers fee and charges and delegates the responsibility for issuing Parks, Recreation and Culture Commission facility use licences to staff.)

These guidelines apply to real property, including improvements on real property, and to personal property associated with the use of the real property or improvements. This is not intended to fetter the statutory discretion of Council to grant assistance to any person where Council is authorized to do so by law. Despite anything in these guidelines, the City is prohibited by the *Community Charter* from disposing of real property at less than fair market value in certain circumstances and these guidelines cannot be interpreted to provide authority or any obligation to override or ignore such statutory limitations.

To deliver the services in the most efficient and effective manner, **the City of Nanaimo may lease or license the use of City facilities or land at a nominal rent to non-profit organizations offering community services for public benefit.** The guidelines listed below will assist in determining if a nominal rent is applicable for the public benefit provided.

DEFINITIONS:

N/A

SCOPE:

Pertains to properties owned by the City of Nanaimo that are occupied by non-profit societies through agreements such as a lease or license.

POLICY:

Guidelines to Assist with Determining Nominal Rent for Non-Profit Societies.

1. The primary service offered provides a demonstrable public benefit.
2. Participation or membership is available to a broad demographic in the community.

3. The society provides the only opportunity or one of only a few opportunities for the service, activity or benefit in the community.
4. The society does not compete directly with the business community in the service it provides or the societies services compete with the business community, but are offered in very different ways, or are accessible to persons who do not normally have access to the services or facilities in the private sector.
5. Taxpayers will expect the City to provide the service if the entity declines to.
6. There is a unique distinguishing feature.

City Council may offer the use of City facilities or land at market rent to non-profit organizations that primarily offer a direct service for private benefit. If some of the services offered provide demonstrable public benefit consideration may be given for some rent reduction if a portion of the service provides public benefit and fits well with the stated guidelines.

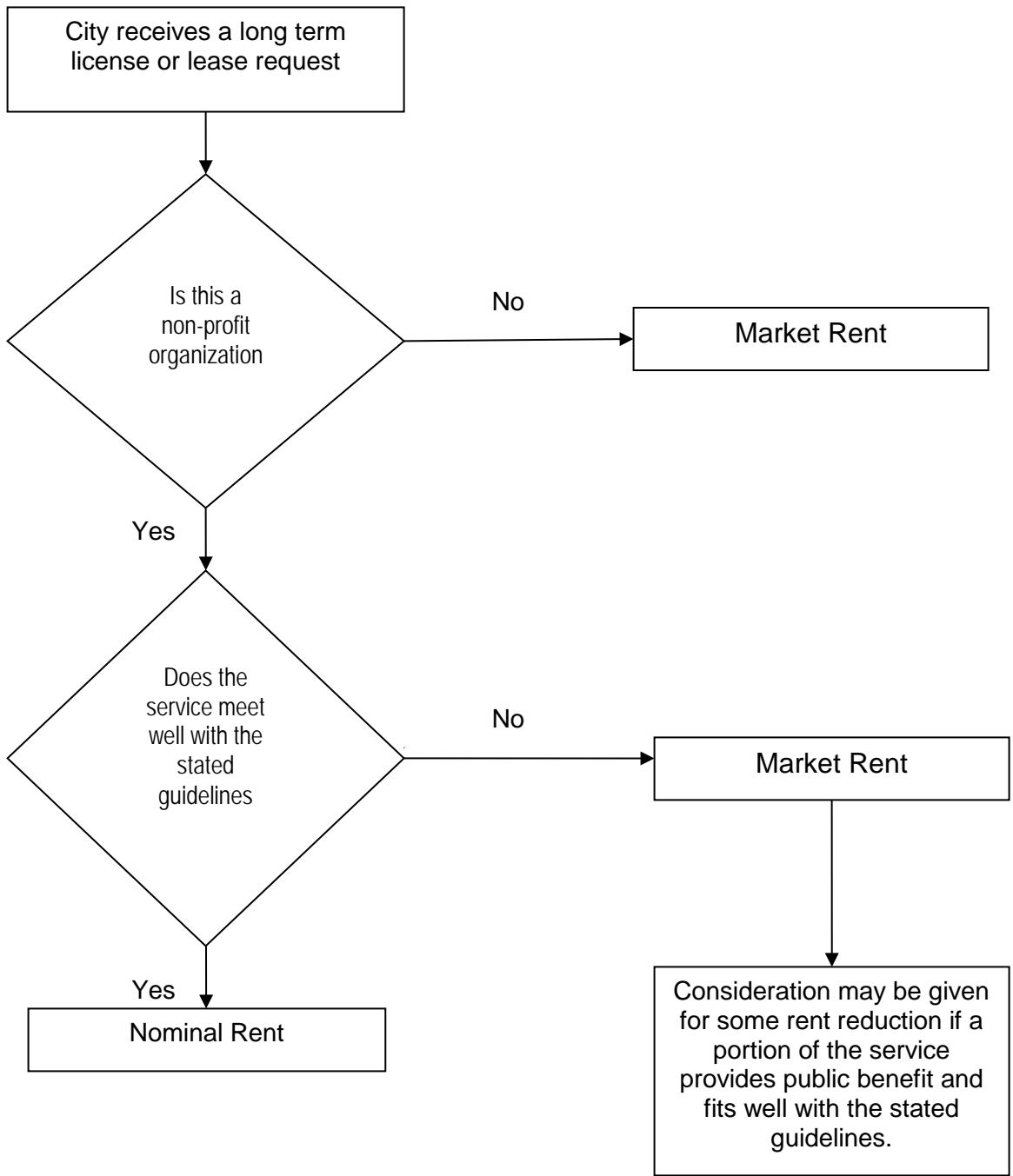
Amount of Benefit

Nothing in these guidelines shall be interpreted as preventing or obliging the City in determining the value of the disposition, from attempting to relate the value of the assistance to an estimate of the value of the benefit to the community provided by the proposed transferee.

Where the transferee is a business or commercial enterprise, disposition may only be carried out pursuant to a partnering agreement or otherwise in accordance with the *Community Charter* or other statutory power that may be granted by the Province from time to time.

PROCESS:

See below.



RELATED DOCUMENTS:

Bylaw #5721 – Parks, Recreation and Culture Commission Regulation Bylaw (which has been repealed) delegates the responsibility for facility use licences to staff.

REPEAL or AMENDMENT:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2014-JAN-22 – PRCC 2014-MAR-10 - Council
Policy Number:	COU-221	Amendment Date/s:	
Title:	Guidelines for City Assisted Community Capital Projects	Repeal Date:	
Department:	Facilities and Parks Operations	Approval Date:	2014-MAR-10

PURPOSE:

The City of Nanaimo through its Parks, Recreation and Culture Commission encourages community projects that enhance the quality of life and leisure in Nanaimo. The Commission may support projects by recommending that City Council provide financial assistance, enable the use of City land or assign staff to help with project development.

DEFINITIONS:

N/A

SCOPE:

Groups and organizations who wish to undertake a variety of projects within the City of Nanaimo’s parks and facilities.

POLICY:

STEP 1 – DETERMINING PROJECT FEASIBILITY

A community organization or group considering a community capital project that may either require the City’s financial assistance or be constructed on City land, is to present its idea to the Parks, Recreation and Culture Commission. If the Commission determines that the project is in the community’s interest and helps achieve the goals of the City, staff will be asked to work with the community group in the development of a project plan that includes an information report to Council outlining the public process.

STEP 2 – APPROVAL IN PRINCIPLE

The community organization will return and present the project plan to Commission or the appropriate standing Sub-Committee of the Parks, Recreation and Culture Commission. The presentation will include:

1. A description of the project and its benefit to the community; including reference to community master plans, if applicable.
2. A conceptual drawing and a site plan.
3. An estimated project budget including all funding sources (cash, grants, loans, donations and volunteer hours) and the financial assistance that is being requested from the City.
4. An estimated operating budget and how the project will be operated and/or maintained.
5. A detailed fundraising plan.
6. An estimated project timeline.
7. The public input process required.

Based on this presentation, a recommendation will be forwarded to the Parks, Recreation and Culture Commission. If the project feasibility phase is recommended by the Commission, then a report will be provided to Council outlining the scope of the project, and the steps of the process. Commission endorsement of the

project will be subject to approval by Council. If support is given for the project, the organization may initiate a fundraising campaign and develop more detailed plans.

STEP 3 – APPROVAL TO PROCEED

Before the project proceeds, the community organization must present to department staff:

1. Construction drawings and specifications.
2. A detailed site plan.
3. A project budget including written quotes for all work.
4. A construction plan and schedule.
5. An operating plan and budget.
6. A verification of financing from all sources.
7. Alternative Approval Process

All capital projects built on City property will become the property of the City.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL or AMENDMENT:

Repeals COU-214



RCRS Secondary:	GOV-02	Effective Date:	2002-NOV-25
Policy Number:	COU-154	Amendment Date/s:	
Title:	Guidelines for the Application of Frontage Works and Services Requirements	Repeal Date:	
Department:	Development Approvals	Approval Date:	2002-NOV-25

PURPOSE:

To provide guidelines when applying works and services requirements to development.

DEFINITIONS

N/A

SCOPE

This policy is applicable to City Staff when applying works and services requirements to development.

POLICY

General Requirements

1. Feasibility of Road Works

The first step in reviewing the applicability of frontage works and services to a site is to determine whether or not the road works fronting a property can practically be constructed to the ultimate standard at the time of development. Typically, the two main issues for consideration are:

- (a) whether or not sufficient information is available to allow the final vertical and horizontal alignment of a road to be established; and,
- (b) whether or not there are any alignment and/or grade changes which would be so substantial as to preclude construction of the works fronting the property unless included as part of a larger project.

A. If the ultimate design alignment of a road is not available, the City requires that the developer's engineer undertake sufficient design work to establish the impact of the "frontage works and services". (This would also an assessment of any work outside of the developer's obligation required to tie the bylaw required road improvements safely into the existing road work.

B. If the "ultimate" design information is available however, the ultimate standard identified does not tie in with the existing infrastructure, then the frontage works which would be the responsibility of the developer, could not be built unless they formed part of a larger project. In such cases, the City may cost-share in the larger project and/or attempt to obtain the participation of additional property owners. The City's decision as to participation in a project will be based on a combination of the need for the work in relation to other work and the projected cost. In cases where construction of full frontage works are not possible unless included as part of a larger project and the City decides not to participate, the developer would not generally be required to undertake any works beyond those of a basic nature to address

safety concerns. The decision as to whether cost sharing is available as well as the appropriateness of an exception (either full or partial) made under this section would be dealt with at a Staff level.

- C. The previous section dealt with the determination of whether or not there were any physical impediments to the construction of frontage road works. Where it is determined that the works can be built, this would typically trigger construction of all underground and above ground works related to the roadway fronting the property.

If it is determined that the road cannot be constructed, there would typically still be requirements to ensure that safe access to the site is achievable and that pedestrians are safely able to pass. These decisions must of necessity be made on a site-specific basis. Accordingly, it is essential to review site lines and access, as well as pedestrian requirements and if necessary, as a minimum, construct a pedestrian route to a standard sufficient to maintain a safe pedestrian route. This also includes replacement of damaged sidewalk or curbs. (This could also include requirements for items such as street lighting, traffic islands, corner improvements, intersection upgrading, pavement widening, etc.)

2. Non-Technical Considerations – related to the use and size of the proposed development

The City recognizes that there may be reasons other than technical concerns which may justify relaxation of the requirements for works and services. These considerations are reviewed in the section and can be summarized as follows:

- Existing conditions of adjoining properties

General Assumptions

It is assumed that all underground works required to service the development (i.e. water and sanitary sewer connections) would be undertaken as works and services as a condition of any development approvals. This would also include any upsizing normally required to accommodate the overall service area, including drainage ditches or storm sewers.

The first issue which comes into play is whether or not the existing road works fronting properties in the general area (approximately 150 metres on either side) are built to the ultimate design criteria as shown in Engineering Standards and Specifications for the area. If this is the case, there is no question but that the frontage works should be constructed to the ultimate standard. If however, the surrounding area road standard includes graveled shoulders and ditches or swales, then a determination needs to be made as to whether or not the adjacent – or other large properties on the street (other than the one under development) are likely to redevelop within a ten-year timeframe. An exemption will be considered if the standard works fronting the surrounding properties are not consistent with the City's ultimate road standard goal and it is unlikely that upgrading will occur within a ten-year timeframe, and improvements are not included in the City's five-year capital works Plan.

(In general, the lesser the frontage length, the less likely that works and services should be required for a specific property.)

- (a) Rural Areas: Where parcels undergoing subdivision are located outside of the Urban Containment Boundary and the resultant parcels will be a minimum of 0.8 hectares (2.0 acres) in area, works and services shall be provided to a rural standard.

(b) Low Density Residential Areas

- Timeframe: If it is expected that the majority of the parcels in the adjoining area will not be in a position to provide works to a full standard within a five-year period, consideration will be given to either a reduced standard or full exemption.
- Frontage: Where the parcel does not form part of a continuous strip and the frontage is less than 30 metres, it would be appropriate to relax standards.
- Number of Lots: In cases where an existing lot is subdivided into three or fewer single family residential properties, works required to be constructed (if any) should be consistent with the existing conditions.

(NOTE: this would only apply where there is no further potential for subdivision of any of the newly Created lots under current zoning.)

(c) Multi-Family Residential and Commercial Development

- Timeframe: If it is expected that the majority of the parcels in the adjoining area will not be in a position to provide works to a full standard within a five-year period, consideration should be given to either a reduced standard or full exemption.
- Frontage: Where the parcel does not form part of a continuous strip and the frontage is less than 30 metres, it would be appropriate to relax standards.

(d) Downtown (as defined on the City DCC project drawing): In the downtown area, works should be limited to drainage control and pedestrian movements when the parcel to be developed is less than 2,000 square metres. (This exemption would not apply when the proposed development triggered the need to undertake specific works related to vehicular movements to and from the site.)

NOTE: Other issues identified:

- Pavement reconstruction
- Rural standards

PROCESS

The following is an overview of the process to be followed in determining the applicability of works and services to subdivisions and building developments. The term “works and services” applies to a broad range of civil works which include underground servicing, road works, sidewalks, streetlights, etc., as described in the Subdivision Bylaw. The process set out in the guidelines recognizes that it may not be cost effective in all cases to require surface (road) works to be undertaken as a condition of development approval and sets out rationale for determining when this is the case.

The guidelines are split into two sections:

- the first, deals with general issues to be addressed in reviewing the applicability of works and services to development sites, and,
- the second, deals with more specific issues related to how the zoning of a site and the form of development proposed, impact the decision on what works are often required to be constructed as a condition of the City’s approval process.

Although the goal of these guidelines is to assist in identifying situations when it may not be appropriate to require works and services, it is important to recognize that in all cases, safe and efficient vehicular and pedestrian routes should be provided. As such, regardless of whether or not a property fits the criteria for an exemption from the requirement to construct current standard full frontage works and services, there may be the need to construct works to an interim standard to address public safety needs.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2008-JAN-23 - PRCC 2008-FEB-11 – Council
Policy Number:	COU-222	Amendment Date/s:	
Title:	Healthy Choices in City Recreation Facilities	Repeal Date:	
Department:	Recreation & Culture	Approval Date:	2008-FEB-11

PURPOSE:

To support School District #68’s initiative for healthy food in vending machines by having healthy food choices in the Nanaimo Aquatic Centre’s vending machines, as well as all other vending machines in City facilities.

SCOPE:

All vending machines and food and beverage sales within the City of Nanaimo’s recreation facilities.

POLICY:

With childhood obesity reaching epic proportions, the British Columbia Government, in partnership with Parks and Recreation, is at the forefront of creating healthy eating environments. The sale of high carbohydrate and high sugar foods is steadily being replaced with healthy food and beverage choices in school and recreation centre vending machines, cafeteria, stores and fundraisers.

In November 2005, the Ministry of Health and the Ministry of Education published the Guidelines for Food and Beverage Sales in BC Schools, which were developed by provincial nutritionists and British Columbia registered Dieticians, with input from all stakeholders. Since then, new federal standards for food and beverages served to children have been developed with full implementation moved to 2008.

The Guidelines for Food and Beverage Sales in BC Schools outlines the percentage of food type that would be allowed for sale in our centres. The food choices criteria focuses on a menu based on those items that fit into either the Choose Sometimes or the Choose Most categories.

The City of Nanaimo has developed a good working relationship with School District #68 through the work of the Move More Eat Well in the creation of Healthamongus Days and will build on this partnership through continued changes and improvements to our food services. Healthamongus Days provides 5,000 school aged children with non-competitive physical activity and healthy snacks at no cost. The event replaced two "candy grabbing" special events.

As the transition to healthier choices continues, City of Nanaimo recreation facilities must work closely, through partnership, with School District 68 to ensure healthy choices are the easiest and highest volume choices in our facilities.

At their meeting on 2008-JAN-23, the Parks, Recreation and Culture. Commission unanimously passed a motion to endorse the following:

1. change products in all Parks, Recreation and Culture facility vending machines to reflect the Guidelines for Food and Beverage Sales in BC Schools with the exception of ten percent (10%) of product.
2. work with contract food service providers to enhance and adapt current menu choices to be more aligned with the guidelines over the next year.

PROCESS:

Unlike the schools, our facilities serve a broad clientele and a variety of activities. Therefore, facilities will continue offering coffee, tea, diet pop and sport drinks.

To implement the guidelines, staff will audit the department's existing food and beverage service(s). Once completed, staff will work with our vending contractor (Ryan Vending) to initiate the changes in all department facilities. The department will also collaborate with the existing food service providers at all facilities to develop strategies for enhanced menu selection of healthy choices.

The chart below provides an example of how healthy vending choices are determined and what these changes mean in one food group (grains) and our target percentages in our vending machines for 2008.

Food Group Criteria	Not Recommended	Choose Least	Choose Sometimes	Choose Most
e.g. Grains – grains must be the 1 st and 2 nd ingredient	Baked goods	Most muffins, cakes, cookies, etc.	Enriched breads; bagels, English muffins	Whole grain breads; buns, tortillas bagels
School Guideline	0	0	50%	50%
Current Practice	70%		30%	
2008	5%	5%	40%	50%

RELATED DOCUMENTS:

Guidelines for Food and Beverage Sales in BC Schools – Ministry of Education & Ministry of Health – Revised September 2007 (attached PDF).

**Guidelines for
Food and Beverage Sales
in BC Schools**

**Ministry of Education
&
Ministry of Health**

**Revised
September 2007**



ActNowBC

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Overview

Schools in British Columbia are at the forefront of creating healthy eating environments. The sale of junk-food is steadily being replaced with healthy food and beverage choices in school vending machines, cafeteria, stores, and school fundraisers.

The 2007 update to the *Guidelines for Food and Beverage Sales in BC Schools* (2005 Guidelines) strengthens BC's commitment to providing a healthy eating environment for students. The former implementation date of 2009 has been accelerated to 2008. The revised Guidelines also contain stricter nutrition criteria for the consumption of calories, fat, salt, and sugar to support making food and beverage choices in BC schools the healthiest in North America.

Background

In November of 2005, the Ministries of Health and Education published the *Guidelines for Food and Beverage Sales in BC Schools*, with the instruction to schools to implement these Guidelines fully by 2009. The 2005 Guidelines reflected BC's commitment to health and education. The 2005 Guidelines recognized four key facts:

- Students, on an average school day, consume about one-third of their calories at school, and a significant amount of that is purchased on site;
- Good nutrition is important for healthy growth and development in childhood and can reduce the risk of health problems in later years;
- Healthy children learn better; and
- Schools can directly influence students' health.

Provincial Nutritionist Lisa Forster-Coull and other BC Registered Dietitians developed the 2005 Guidelines with input from parents, teachers, school trustees, administrators, physicians, dental hygienists, and school food and beverage suppliers.

The 2005 Guidelines were also informed by a province-wide study¹ of school food sales and policies conducted in the Spring of 2005. This study found that the foods and drinks sold in schools tended to be high in calories and low in nutrients. The study also found that things were improving. At the time, more than 50 percent of BC schools taking part in the study had already implemented one or more nutrition-related policy, and more than 80 percent of reporting districts had a district-wide nutrition policy in place, under development, or planned. A Spring 2007 survey was carried out to assess change since the 2005 survey and the implementation of the *Guidelines for Food and Beverage Sales in BC Schools*.

The 2005 Guidelines provided BC schools with a nutrition standard, reducing the ambiguities in deciding "what is a healthy food?" Vendors started using the 2005 Guidelines to change the contents sold in vending machines, parent groups began to use the Guidelines to change the menus for student lunches, and school stores began shifting to healthier stock-lists.

¹ Findings from the study are presented in the *School Food Sales and Policies Provincial Report*. The report is available online at www.bced.gov.bc.ca/health/health_publications.htm

Rationale for 2007 Revisions

Since the Guidelines were published in November 2005, new federal standards for food and beverages served to children and youth have been developed. The Ministries of Education and Health have revised the 2005 Guidelines to reflect these new standards. These revisions include:

- Aligning with *Canada's Food Guide (2007)* which recommends much lower fat, salt, and sugar consumption for persons over the age of two;
- Reflecting the knowledge gained since mandatory nutrition labeling came into effect;
- Eliminating the *Choose Least* food and beverage options which could previously make up 10 percent of products offered; effectively eliminating sales of all diet beverages from Elementary and Middle schools, most fries, and highly salted, sweetened and processed products; and
- Adopting stricter criteria for fat, salt, and sugar in the *Choose Most* and *Choose Sometimes* categories, thereby eliminating sales of chips moderately high in fat or salt, high sugar energy bars and a few other products.

2007 Revisions

As with the 2005 Guidelines, the 2007 revised Guidelines apply to all food and beverages sold to students in all school locations and events, including vending machines, school stores, cafeterias, and fundraisers. See Table 1 for a summary of the 2007 Guidelines.

There are two key changes for all schools to note:

- The timeline for full implementation has been moved forward to 2008; and
- ***Not Recommended and Choose Least*** foods must be eliminated from sales in
 - Elementary Schools by January 2008, and
 - Middle and Secondary Schools by September 2008.

Although the revised Guidelines continue to use the same categories (*Choose Most*, *Choose Sometimes*, *Choose Least*, and *Not Recommended*) there have been changes in the ingredient and nutrient criteria. Some of these changes include:

- Removing artificially sweetened items from Elementary and Middle schools due to an increase in the number of products containing these ingredients and a broadly expressed desire to minimize children's consumption of these products outside of parental supervision;
- Redefining vegetable and fruit juices and other beverages to reflect the growing number of choices available; and
- Aligning with new evidence as outlined in *Canada's Food Guide (2007)*, limiting fat and sodium content in most food groupings to deal with a number of fatty and salty snacks previously permitted under the 2005 Guidelines.

Table 1

2007 Guidelines Summary			
<i>Not Recommended</i>	<i>Choose Least</i>	<i>Choose Sometimes</i>	<i>Choose Most</i>
These items (including candies and drinks where sugar is the first ingredient, or the second ingredient after water) tend to be highly processed, or have very high amounts of sweeteners, salt, fat, trans fat, or calories relative to their nutritional value.	These items (such as french fries) tend to be low in key nutrients such as iron and calcium or may be highly salted, sweetened, or processed.	These items (such as flavoured yogurts) tend to be nutritious but moderately salted, sweetened, or processed.	These items (including whole grain breads and fresh vegetables) tend to be the highest in nutrients, the lowest in unhealthy components, and the least processed.
These food and beverage items <u>must</u> be eliminated from school sales by 2008.²	These food and beverage items <u>must</u> be eliminated by 2008.³	These food and beverages <u>can</u> account for up to 50% of total food and beverage items sold in BC schools by 2008.⁴	These food and beverages <u>must</u> account for 50% or more of food and beverages sold in BC Schools by 2008.⁵

Nutrition Criteria

The 2007 Guidelines provide detailed criteria to clarify where specific food items fit (“Nutrition Criteria for Each Food Grouping”, pages 6-18). Potato chips for example could fit in any of the four categories, depending on their nutritional value:

- *Choose Most* potato chips have less than 5 grams of fat and less than 150 mg of sodium per serving. This is consistent with recommendations in Canada’s Food Guide which emphasizes limiting added sodium and fat;
- *Choose Sometimes* potato chips also have less than 5 grams of fat, but the sodium content is between 150-300 mg of sodium;
- *Choose Least* potato chips are higher in fat (5–14.9 grams) or in sodium (300-450 mg); and
- *Not Recommended* potato chips are those with 15 grams or more of fat, or more than 450 mg of sodium, or more than .02 grams of trans fats.

² To be eliminated from Elementary school sales effective January 1, 2008; to be eliminated from Middle and Secondary school sales effective September 1, 2008.

³ To be eliminated from Elementary school sales effective January 1, 2008; to be eliminated from Middle and Secondary school sales effective September 1, 2008.

⁴ Elementary schools effective January 1, 2008; Middle and Secondary schools effective September 1, 2008.

⁵ Elementary schools effective January 1, 2008; Middle and Secondary schools effective September 1, 2008.

Appendix A provides further information and resources to help users understand how to read ingredient lists and nutrition labels. While foods meeting both the *Choose Least* and *Not Recommended* criteria cannot be sold in schools effective 2008, they have not been collapsed into one *Not Recommended* category for the purpose of assisting schools and parents in making healthier choices in situations where food and beverages are provided to students but not 'sold' to students.

While the criteria were developed to guide decisions about food and beverages sold to students, the criteria may also be used to guide decisions about food and beverages used at school ceremonies and celebrations. For example, *Choose Least* items would be better choices than *Not Recommended* items when food and beverages are provided and not sold.

Goal

The goal of the Guidelines is to improve the choices offered within the school setting so that it is easy for students to make healthy choices on a routine basis. The food environment influences our purchasing and consumption habits. The Guidelines provide schools, and food/beverage providers within schools, with a standard for decision-making.

Minimum Standards

By September 2008, all schools and districts will be required to ensure that of the food and beverage items sold in schools:

- At least 50 percent are in the *Choose Most* category;
- Up to 50 percent (maximum) are in the *Choose Sometimes* category; and
- *Choose Least* and *Not Recommended* items are no longer sold to students.

Under the Guidelines, a school menu board that has ten items listed must list a minimum of five products from the *Choose Most* category, and a maximum of five *Choose Sometimes* products. Products from the *Choose Least* and *Not Recommended* group would not be listed on the menu board and would not be sold to students.

Under the Guidelines, two vending machines with ten slots each could have a maximum of ten slots providing *Choose Sometimes* and a minimum of ten slots with *Choose Most* products.

- "At least 50 percent" refers to the number of offerings, not the total sales.

- These Guidelines apply to all vending, school stores, cafeteria and fundraising sales of food and beverages in the school setting.

The Checkmark System ✓

In an effort to assist students in making informed choices about nutrition, the report recommends schools and school districts implement a checkmark system at the point of sale, such as on the front of vending machines' slots or on food menu boards.

Checkmarks ✓ are universal symbols of excellence. In the school food context, checkmarks may be interpreted by students as identifying choices for their learning and health.

For example:

- ✓✓ *Choose Most* foods may be symbolized by two checkmarks.
- ✓ *Choose Sometimes* foods by one checkmark.

The checkmarks ✓ can be used to draw a student's attention to

healthier choices. If these symbols are used, it is important that they are used correctly. *Choose Least* and *Not Recommended* items sold in the

school setting (to August 31, 2008) should not be identified with any checkmark.

Implementation

Schools and districts are encouraged to continue working with students, teachers, parents, and others to develop strategies for implementing these Guidelines and meeting the minimum standards. Many schools have found the following four-step approach effective in promoting healthy eating environments:

1. Develop partnerships with key stakeholders, including students, teachers, parents, public health professionals, caterers, and vendors to determine the best ways to promote healthier choices in the school environment.
2. Develop policies to influence such things as the types of food sold on site and the types of food sold at fundraising events. Involve students and parents in policy making and communicate the policies effectively.
3. Develop transition plans to guide the change process and give all affected parties time to adapt.
4. Develop and implement marketing mechanisms to further encourage healthy choices. Marketing mechanisms may include such things as making healthier choices more plentiful, more visible and less expensive, compared to their less healthy counterparts.

Appendix B provides a more detailed overview of this approach to implementation.

For additional resources, visit the Ministry of Education's Healthy Schools' website: www.bced.gov.bc.ca/health/health_publications.htm .

For additional support with nutrition information, call Dial-A-Dietitian, toll free, at 1-800-667-3438 (In Greater Vancouver, call 604-732-9191), or contact your local Community Nutritionist.

**2007 Guidelines for Food and Beverage Sales in BC Schools
Nutrition Criteria for Each Food Grouping**

Food Grouping Criteria	Not Recommended	Choose Least	Choose Sometimes	Choose Most
<p>Grains Grains must be the first or second ingredient (not counting water) Grain ingredients may include: - flours made from wheat, rye, rice, potato, soy, millet, etc. - rice, pasta, corn, amaranth, quinoa, etc</p>	<p>Some seasoned breads, commercial pancakes, biscuits, etc Very high fat/sugary/salty baked goods like some crackers, muffins, cakes, cookies, squares, doughnuts, pastries, danishes, and croissants Some sugary cereals Most seasoned noodle or rice mixes Most saltier grain and corn snacks, baked or fried (cereal mix, wheat chips, tortilla chips, popcorn, cheesies, etc)</p>	<p>Most loaves, muffins, cakes, cookies, squares, doughnuts, pastries, danishes, and croissants Some higher fat crackers Some sugary cereals Some instant noodle or rice mixes (not enriched or containing fats) Most pasta salads Most bags of grain and corn snacks, especially if deep-fried (cereal mix, wheat chips, tortilla chips, popcorn, cheesies, etc)</p>	<p>Many enriched breads, buns, bagels, tortillas, English muffins, pancakes, etc Some small baked lower fat items such as loaves, muffins, or crackers Most pastas (including those with added egg, spinach or tomato) Most cereals Some pasta salads with very little dressing Other rice, rice noodles, and wraps Very few lower fat grain and corn snacks (cereal mix, wheat chips, tortilla chips, popcorn, etc)</p>	<p>Many whole grain breads, buns, bagels, tortillas, English muffins, pancakes, etc Some small baked lower fat items with whole grains, fibre, fruit or nuts, such as loaves, muffins, or crackers Some whole grain cereals, cereals with fibre, fruit, or nuts Most whole grain pastas Brown/wild rice Very few whole grain and corn snacks (cereal mix, wheat chips, tortilla chips, popcorn, etc)</p>
<p>Nutrition Criteria</p>	<p>ANY of the following: Calories: more than 400 Fat: 15 g or more Saturated fat: more than 5 g Trans fat: 0.2 g or more Sodium: more than 450 mg Sugars: more than 28 g Caffeine: more than 25 mg</p>	<p>ANY item that passes the Not Recommended criteria AND has ANY of the following: Calories: 300-400 Fat: 7-14.9 g Saturated fat: 3-5 g Sugars: 16.1 - 28 g Iron: 5% DV (0.7 mg) or less Sugars: are first ingredient Artificial Sweeteners are present (Elementary and Middle schools only) Caffeine: 15.1 - 25 mg</p>	<p>ANY item that passes the Not Recommended and Choose Least, but does not pass the Choose Most criteria May contain artificial sweeteners (Secondary schools only)</p>	<p>ANY item that passes the Not Recommended and Choose Least criteria AND has ALL of the following: Fibre: 2 g or more Sugars: may have 12-16 g sugars IF fruit is the first or second ingredient Iron: 10% DV (1.4 mg) or more Does not contain artificial sweeteners</p>

Foods high in starches and sugars (natural or added) can leave particles clinging to teeth and put dental health at risk.
Grain choices of particular concern include some cereals, granola bars, crackers, cookies and chips (corn, wheat, rice, etc).
The BC Dental Public Health Committee suggests eating these clingy foods only at mealtimes, and choosing at snack time grain choices that clear quickly from the mouth.
For more information on how food and beverage choices can affect dental health, see www.bced.gov.bc.ca/health/health_publications.htm

Allergy awareness: these guidelines are not intended to address food allergy concerns in schools.

**2007 Guidelines for Food and Beverage Sales in BC Schools
Nutrition Criteria for Each Food Grouping**

Food Grouping Criteria	Not Recommended	Choose Least	Choose Sometimes	Choose Most
<p>Vegetables & Fruit A vegetable or fruit or fruit puree must be the first or second ingredient, not counting water. <i>(Juice and concentrated fruit juice does not count as a fruit ingredient for this food grouping - see "Vegetable & Fruit Juices")</i></p>	<p>Pickles (see Condiments & Add Ins Food Grouping) Most fries: if moderately salted, or if fried in fat containing trans fat Most candy and chocolate or 'yogurt' coated fruit Most fruit gummies (<i>note that concentrated fruit juice is considered an added sugar when it is not preceded by water in the ingredient list</i>) Most potato/vegetable chips, especially saltier flavours Some fruit chips (baked or fried)</p>	<p>Some canned vegetables, including regular sauerkraut Some fries: some small portions of deep fried potatoes, may be lightly salted Coated/breaded and deep fried vegetables Most jarred salsa (sodium) Some fruit gummies with pureed fruit as first ingredient Most fried fruit chips</p>	<p>Most fresh/frozen/dried vegetables and fruit, raw, cooked, moderately seasoned/dressed Most canned vegetables in broth Fruit canned in light syrup Fries: some baked frozen fries (without trans fats), may be very lightly salted Vegetables, breaded and baked Some lower sodium jarred salsa Some sweetened baked fruit slices Some fruit gummies with pureed fruit as first ingredient Some potato/vegetable chips, very lightly salted, baked</p>	<p>Most fresh/frozen/dried vegetables and fruit, raw, cooked, very lightly seasoned/dressed Canned vegetables or fruits (in water, juice) Some frozen fruit bars made with pureed fruit Some baked fruit slices</p>
<p>Nutrition Criteria</p>	<p>ANY of the following: Fat: 15 g or more Trans fat: 0.2 g or more Sodium: more than 450 mg Sugars: are first ingredient Caffeine: more than 25 mg</p>	<p>ANY item that passes the Not Recommended criteria AND has ANY of the following: Calories: more than 250 Fat: 5-14.9 g Sodium: between 300-450 mg Sugars: both the second and third ingredients are sugars Caffeine: 15.1 - 25 mg Artificial Sweeteners are present (Elementary and Middle schools only)</p>	<p>ANY item that passes the Not Recommended and Choose Least criteria, but does not pass the Choose Most criteria May contain artificial sweeteners (Secondary schools only)</p>	<p>ANY item that passes the Not Recommended and Choose Least criteria AND has ALL of the following: Sodium: less than 150 mg Sugars: are not the second ingredient Does not contain artificial sweeteners.</p>

Foods high in sugars and starches (natural or added) can leave particles clinging to teeth and put dental health at risk. Vegetable/fruit choices of particular concern include fruit leathers, dried fruit, and chips (potato or other). The BC Dental Public Health Committee suggests eating these clingy foods only at mealtimes, and choosing at snack time foods that clear quickly from the mouth, such as fresh/canned/frozen vegetables or fruit (raw or cooked). For more information on how food and beverage choices can affect dental health, see www.bced.gov.bc.ca/health/health_publications.htm

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**2007 Guidelines for Food and Beverage Sales in BC Schools
Nutrition Criteria for Each Food Grouping**

Food Grouping Criteria	Not Recommended	Choose Least	Choose Sometimes	Choose Most
<p>Vegetable & Fruit Juices</p> <p>A vegetable or fruit juice or puree must be the first ingredient (not counting water):</p> <ul style="list-style-type: none"> - may be diluted with water or carbonated water - may have added food ingredients, e.g. Fruit pulp, fruit puree - may not be fortified with vitamins other than Vitamin C, or with minerals other than calcium. - some non-medical ingredients and herbs may not be acceptable. Check with Dial-A-Dietitian for safety in children. 	<p>Most “drinks”, “blends”, “cocktails”, “splashes” and “beverages” (if sweetened with added sugars)</p> <p>Most fruit smoothies made with any Not Recommended ingredients</p> <p>Slushy drinks and frozen treats with added sugars (see “Candles, Chocolates, etc” food grouping)</p> <p>Juice drinks with added caffeine, guarana or yerba</p>	<p>Some nectars or juice blends</p> <p>Most regular tomato juice</p> <p>Most regular vegetable juice</p> <p>Most fruit smoothies made with any Choose Least ingredients</p> <p>Slushy drinks and frozen treats made with concentrated juice</p> <p>Artificially sweetened juice drinks (Elementary/Middle schools)</p>	<p>100% juice, may be from concentrate (fruit, vegetable, or combination)</p> <p>Some lower sodium tomato and vegetable juices</p> <p>Diluted or sparkly juice drinks, no added sugars (only Secondary schools may have artificial sweeteners)</p> <p>Most fruit smoothies made with any Choose Sometimes ingredients</p> <p>Slushy drinks and frozen treats made with Choose Sometimes items (note that concentrated fruit juice is considered an added sugar when it is not preceded by water in the ingredient list)</p>	<p>None</p>
<p>Nutrition Criteria</p> <ul style="list-style-type: none"> - may be artificially sweetened in Secondary schools only 	<p>ANY of the following:</p> <p>Juice content: less than 50% AND has added sugars</p> <p>Size: more than 600 mL</p> <p>Trans fat: 0.2 g or more</p> <p>Sodium: more than 450 mg</p> <p>Caffeine: more than 25 mg</p>	<p>ANY item that passes the Not Recommended criteria AND has ANY of the following:</p> <p>Size: 361-600 mL</p> <p>Juice content: 50% or more AND has added sugars</p> <p>Concentrated fruit juice is first ingredient for slushies</p> <p>Fat: more than 5 g</p> <p>Caffeine: 15.1-25 mg</p> <p>Artificial Sweeteners are present (Elementary and Middle schools only)</p> <p>AND ANY item that passes the Not Recommended criteria, but does not pass the Choose Sometimes criteria</p>	<p>ANY item that passes the Not Recommended and Choose Least criteria AND has:</p> <p>Sodium: less than 200 mg</p> <p>No added sugars</p> <p>Caffeine: 15 mg or less</p> <p>Size: 250 mL or less for Elementary schools only</p> <p>May contain artificial sweeteners (Secondary schools only)</p>	<p>No criteria</p>
<p>The BC Dental Public Health Committee recommends choosing plain water more often than juice. 100% juice and other fruit drinks contain sugars and acids (natural or added) that dissolve tooth enamel when sipped frequently. To avoid prolonged exposure to these sugars and acids, they suggest that only plain water be allowed in classrooms except at designated eating times. For more information on how food and beverage choices can affect dental health, see www.bced.gov.bc.ca/health/health_publications.htm</p> <p>Allergy awareness: these guidelines are not intended to address food allergy concerns in schools.</p>				

**2007 Guidelines for Food and Beverage Sales in BC Schools
Nutrition Criteria for Each Food Grouping**

Food Grouping Criteria	Not Recommended	Choose Least	Choose Sometimes	Choose Most
<p>Milk-based Foods Milk must be the first ingredient; cream is NOT considered a milk ingredient</p>	<p>Most cream cheese and light cream cheeses and spreads Some candy flavoured ice creams and frozen yogurt Frozen 'yogurt' not based on milk ingredients (see "Candies, Chocolates, etc" food grouping) Most regular sized sundaes Most frozen novelties</p>	<p>Some higher fat cheeses Most processed cheese slices and spreads Some puddings/custards, etc. Some ice milks, ice creams, and frozen novelties Most cottage cheese</p>	<p>Some processed cheese slices Most flavoured yogurts Yogurt with artificial sweeteners (Secondary schools only) Many puddings/custards Pudding/custards/ice milk bars with artificial sweeteners (Secondary schools only) Small portions of some ice milks and frozen yogurts – simply flavoured</p>	<p>Most regular and light cheeses, cheese strings (unprocessed) Plain yogurt Some flavoured yogurts Some puddings/custards</p>
<p>Nutrition Criteria</p>	<p>ANY of the following: Calories: more than 400 Fat: more than 20 g Trans fat: 0.4 g or more, per 8 g of protein Sodium: more than 450 mg Sugars: are the first ingredient Calcium: less than 4% DV (44 mg) Caffeine: more than 25 mg</p>	<p>ANY item that passes the Not Recommended criteria AND has ANY of the following: Calories: 250 - 400 Fat: 15 - 20 g Sugars: 36 g or more per 175 mL Calcium: 5% DV or less for every 100 mg sodium Caffeine: 15.1 - 25 mg Artificial Sweeteners are present (Elementary and Middle schools only)</p>	<p>AND any item that passes the Not Recommended, and Choose Least criteria, but does not pass the Choose Most criteria May contain artificial sweeteners (Secondary schools only)</p>	<p>ANY item that passes the Not Recommended, Choose Least, and Choose Sometimes criteria, AND has ALL of the following: Sodium: less than 300 mg Sugars: 20g or less per 175 mL Does not contain artificial sweeteners</p>

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**2007 Guidelines for Food and Beverage Sales in BC Schools
Nutrition Criteria for Each Food Grouping**

Food Grouping Criteria	Not Recommended	Choose Least	Choose Sometimes	Choose Most
<p>Milk- & Alternatives-based Beverages</p> <p>Milk must be the first ingredient; cream is NOT considered a milk ingredient. However, <i>fortified</i> soy drinks contain protein and calcium and may be assessed in this food grouping. See "Other Beverages" for other <i>fortified</i> drinks (e.g. rice, potato based) and <i>non-fortified</i> soy drinks.</p>	<p>Most egnogs Regular tea/coffee lattés Some blended sweetened coffee drinks Most hot chocolate mixes made with water (see also "Other Beverages")</p>	<p>Most candy flavoured milks Some decaf blended sweetened coffee drinks Smoothies made with Choose Least ingredients</p>	<p>Most basic flavoured milks and fortified soy drinks Yogurt drinks Some decaf flavoured tea/coffee lattés (eg. Chai, caramel) Smoothies made with Choose Sometimes ingredients Some egnogs if lower in sugar Most hot chocolates made with milk Most artificially sweetened milk drinks (Secondary schools only)</p>	<p>Plain, unflavoured milk and fortified soy drinks Many milks modified with fatty acids Decaf unsweetened tea/coffee lattés Smoothies made with Choose Most ingredients Some hot chocolates made with milk and very little added sugar</p>
<p>Nutrition Criteria</p>	<p>ANY of the following: Size: more than 600 mL Calories: more than 600 Fat: more than 15 g per 250 mL Trans fat: more than 0.4 g per 250 mL Sodium: more than 450 mg Sugars: are the first ingredient Caffeine: more than 25 mg</p>	<p>ANY item that passes the Not Recommended criteria AND has ANY of the following: Size: 361-600 mL first ingredient is not a milk ingredient Calories: 400 - 600 Fat: 10 - 15 g per 250 mL Sugars: more than 36 g per 250 mL Artificial Sweeteners are present (Elementary and Middle schools only) Caffeine: 15.1 - 25 mg</p>	<p>ANY item that passes the Not Recommended and Choose Least criteria, but does not pass the Choose Most criteria May contain artificial sweeteners (Secondary schools only)</p>	<p>ANY item that passes the Not Recommended, Choose Least, and Choose Sometimes criteria, AND has ALL of the following: Sodium: less than 200 mg Sugars: 20 g or less per 250 mL (if fortified soy drink, 8 g or less per 250 mL) Size: 250 mL or less in Elementary schools Does not contain artificial sweeteners</p>
<p>To avoid prolonged exposure to the added sugars found in sweetened milk beverages, the BC Dental Public Health Committee suggests that only plain water be allowed in classrooms except at designated eating times. For more information on how food and beverage choices can affect dental health, see www.bced.gov.bc.ca/health/health_publications.htm</p> <p align="center">Allergy awareness: these guidelines are not intended to address food allergy concerns in schools.</p>				

**2007 Guidelines for Food and Beverage Sales in BC Schools
Nutrition Criteria for Each Food Grouping**

Food Grouping Criteria	Not Recommended	Choose Least	Choose Sometimes	Choose Most
<p>Meat & Alternatives A meat or meat alternative must be the first or second ingredient (excluding nuts and seeds*).</p> <p>Meat and meat alternatives include: beef, pork, poultry, fish, game meats, eggs, soybeans, legumes, tofu.</p> <p><i>*See the "Nuts & Seed Mixes or Bars" category for guidelines on these items.</i></p>	<p>Many products deep fried in hydrogenated or partially hydrogenated oils or in vegetable shortening</p> <p>Some wieners with more filler than meat</p> <p>Some heavily seasoned chicken or tuna salads</p> <p>Most jerky</p>	<p>Many cold cuts and deli meats (deli chicken, deli beef, pepperoni, bologna, salami, etc) if high in salt</p> <p>Some seasoned chicken or tuna salads</p> <p>Some breaded and fried chicken/fish/meat</p> <p>Most regular wieners, sausages, smokies, bratwurst</p> <p>Fattier pepperoni/chicken sticks</p> <p>Some jerky</p>	<p>Some marinated poultry</p> <p>Some fish canned in oil</p> <p>Marbled or fatty meats</p> <p>Some deli meats if not too salty</p> <p>Some chicken or tuna salads, lightly seasoned</p> <p>Some breaded and baked chicken/fish/meat</p> <p>Some lean wieners, sausages</p> <p>Lean pepperoni/chicken sticks</p> <p>Some jerky, lightly seasoned</p> <p>Some egg or legume salads, lightly seasoned</p> <p>Some dessert tofus</p> <p>Some refried beans</p>	<p>Chicken, turkey</p> <p>Fish, seafood, fresh or canned in water/broth</p> <p>Lean meat (beef, bison, pork, lamb)</p> <p>Lean game meats and birds (venison, moose, duck, etc)</p> <p>Some chicken salads if lower salt</p> <p>Eggs and some egg salads</p> <p>Some lean wieners if lower salt</p> <p>Jerky (plain)</p> <p>Tofu</p> <p>Most legume salads if lower salt</p> <p>Dal</p> <p>Falafel</p> <p>Some refried beans</p>
<p>Nutrition Criteria</p>	<p>ANY of the following:</p> <p>Calories: more than 400</p> <p>Fat: more than 20 g</p> <p>Saturated fat: more than 10 g</p> <p>Trans fat: 0.4 g or more, per 8 g of protein</p> <p>Sodium: more than 600 mg</p> <p>Iron: less than 1% DV (0.14 mg)</p> <p>Artificial Sweeteners are present (Elementary and Middle schools only)</p> <p>Caffeine: more than 25 mg</p>	<p>ANY item that passes the Not Recommended criteria</p> <p>AND has ANY of the following:</p> <p>Fat: more than 16 g per 60 g portion</p> <p>Saturated fat: 8 - 10 g</p> <p>Sodium: 451-600 mg</p> <p>Protein: 5 g or less</p> <p>Artificial Sweeteners are present (Secondary schools only)</p> <p>Caffeine: 15.1-25 mg</p>	<p>ANY item that passes the Not Recommended and Choose Least criteria but does not pass the Choose Most criteria</p>	<p>ANY item that passes the Not Recommended and Choose Least criteria</p> <p>AND has ALL of the following:</p> <p>Fat: less than 12 g per 60 g portion</p> <p>Saturated fat: less than 5 g</p> <p>Sodium: less than 375 mg</p> <p>Sugars: no more than 1 g per gram of protein</p> <p>Iron: 3% DV or more (.42 mg)</p>

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2007 Guidelines for Food and Beverage Sales in BC Schools Nutrition Criteria for Each Food Grouping				
Food Grouping Criteria	Not Recommended	Choose Least	Choose Sometimes	Choose Most
<p>Nuts & Seeds (Mixes or Bars) Peanuts, nuts or seeds must be the first or second ingredient.</p>	Most chocolate or 'yogurt' covered nuts	Some salty or sugary nut/seed bars and mixes (e.g. sesame snap bars)	Nuts/seed bars and mixes with nuts/seeds or fruit as the first ingredient; may contain candy, 'yogurt', or chocolate if sugars are not the second and third ingredients	Nut/seed bars and mixes with nuts/seeds or fruit as first ingredient, and no candies or chocolate Peanut butter and other nut/seed butters, e.g. tahini
<p>Nutrition Criteria</p>	<p>ANY of the following: Calories: more than 400 Trans fat: 0.2 g or more Sodium: more than 450 mg Sugars: are the first ingredient AND item has more than 250 calories Caffeine: more than 25 mg</p>	<p>ANY item that passes the Not Recommended criteria AND has ANY of the following: Calories: 300 – 400 Sodium: 300 – 450 mg Sugars: are the first ingredient AND item has 250 or fewer calories Sugars: are more than 10 g AND fruit is not the first or second ingredient (<i>count all nuts/seeds listed consecutively as a single ingredient</i>) Artificial Sweeteners are present (Elementary and Middle schools only) Caffeine: 15.1-25 mg</p>	<p>ANY item that passes the Not Recommended and Choose Least criteria but does not pass the Choose Most criteria May contain artificial sweeteners (Secondary schools only)</p>	<p>ANY item that passes the Not Recommended and Choose Least criteria AND has ALL of the following: Sodium: less than 200 mg Sugars: are neither the first nor second ingredient Sugars: are not both the second and third ingredient Does not contain artificial sweeteners</p>
<p>Nut and seed mixes or bars containing dried fruit, sugars, crackers or other sugars/starches (natural or added) can leave particles clinging to teeth and put dental health at risk. The BC Dental Public Health Committee suggests eating these clingy foods only at mealtimes, and choosing at snack time foods that clear quickly from the mouth, such as plain nut/seed choices (may be savory seasoned).</p> <p>For more information on how food and beverage choices can affect dental health, see www.bced.gov.bc.ca/health/health_publications.htm</p> <p>Allergy awareness: these guidelines are not intended to address food allergy concerns in schools.</p>				

**2007 Guidelines for Food and Beverage Sales in BC Schools
Nutrition Criteria for Each Food Grouping**

Food Grouping Criteria	Not Recommended	Choose Least	Choose Sometimes	Choose Most
<p>Mixed Entrée Foods</p> <p><i>Schools should ask caterers and supplies for items that meet the Choose Most and Sometimes criteria. Note: for Mixed Entrée items that do not have Nutrition Facts tables (eg. meals from small caterers) please use the "Healthier Foods Fact Sheet" on the bced website as a guide</i></p>	<p>Some pizzas, e.g. with double cheese</p> <p>Some pastry based pizza pockets</p> <p>Some meat pot pies</p> <p><i>Note: Some trans fats occur naturally in meats like beef, lamb, goat, deer, moose, elk, and buffalo</i></p>	<p>Most sandwiches made with deli or processed meats</p> <p>Some pizzas, e.g. meat lovers</p> <p>Some pastry based pizza pockets</p> <p>Most meat pot pies</p> <p>Most stir fries if made with salty sauces</p> <p>Some sausage/vegetable rolls</p> <p>Some pasta with a cream based sauce</p> <p>Most frozen entrees unless lower in sodium</p>	<p>Most sandwiches, short (e.g. 10 cm) submarine sandwiches, and burgers made with lean meats (turkey, chicken, beef) and plenty of vegetables and whole grain breads/buns</p> <p>Some pizzas with vegetables</p> <p>Some stews, chillies, curries, lower sodium, if served with a grain food</p> <p>Some meat pot pies</p> <p>Most stews served without a grain food</p> <p>Some stir fries</p> <p>Most sushi</p> <p>Pilaf (rice and meat)</p> <p>Some pasta with a milk based sauce</p> <p>Some curries, moderately salted</p> <p>Hard tacos with meat or bean filling</p>	<p>Most sandwiches, short (e.g. 10 cm) submarine sandwiches, and burgers made with lean meats (turkey, chicken, beef) and plenty of vegetables and whole grain breads/buns</p> <p>Some pizzas with vegetables</p> <p>Some stews, chillies, curries, lower sodium, if served with a grain food</p> <p>Some meat/tofu and vegetable stir fries served on rice, if sauce is lower in sodium</p> <p>Pilaf (with vegetables)</p> <p>Most pasta with vegetable based sauce (may have meat)</p> <p>Burritos (bean or meat)</p> <p>Soft tacos filled with Choose Most ingredients</p> <p>Falafel in pita with tomatoes and tzatziki</p> <p>Some low sodium frozen entrees</p>
<p>Nutrition Criteria</p> <p><i>Schools should ask caterers and supplies for items that meet the Choose Most and Sometimes criteria. Note: for Mixed Entrée items that do not have Nutrition Facts tables (eg. meals from small caterers) please use the "Healthier Foods Fact Sheet" on the bced website as a guide</i></p>	<p>ANY of the following:</p> <p>Calories: more than 1,000</p> <p>Fat: more than 25 g</p> <p>Saturated fat: 12 g or more</p> <p>Trans fat: 0.4 g or more, per 8 g of protein</p> <p>Sodium: more than 1,200 mg</p> <p>Iron: less than 5% DV (0.7 mg)</p> <p>Artificial Sweeteners are present (Elementary and Middle schools only)</p> <p>Caffeine: more than 25 mg</p>	<p>ANY item that passes the Not Recommended criteria</p> <p>AND has ANY of the following:</p> <p>Calories: 700 - 1,000</p> <p>Fat: 16.1 - 25 g</p> <p>Saturated fat: 8 - 11.9 g</p> <p>Sodium: 1,000 - 1,200 mg</p> <p>Sugars: more than 24 g</p> <p>Artificial Sweeteners are present (Secondary schools only)</p> <p>Caffeine: 15.1 - 25 mg</p>	<p>ANY item that passes the Not Recommended and Choose Least criteria, but does not pass the Choose Most criteria</p>	<p>ANY item that passes the Not Recommended, and Choose Least criteria</p> <p>AND has ALL of the following:</p> <p>Ingredients: contains at least one-third of a food guide serving from at least three food guide food groups (a vegetable/fruit must be one of these)</p> <p>Sodium: less than 750 mg</p> <p>Fibre: 3 g or more</p> <p>Iron: 10% DV (1.4 mg) or more</p>

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2007 Guidelines for Food and Beverage Sales in BC Schools Nutrition Criteria for Each Food Grouping				
Food Grouping Criteria	Not Recommended	Choose Least	Choose Sometimes	Choose Most
Soups Includes dry, canned, and fresh	Some instant soups, plain or seasoned Regular canned soups, broth or milk based	Some instant soups, plain or seasoned Many canned soups, broth or milk based	Some soups without meat, or beans/lentils Some low-sodium canned or instant soups	Some soups made with meat or beans/lentils Some low-sodium canned or instant soups made with meat or beans/lentils
Nutrition Criteria	ANY of the following: Fat: 15 g or more Trans fat: 0.4 g or more per 8 g of protein Sodium: more than 750 mg Iron: less than 2% DV (0.28 mg) Artificial Sweeteners are present (Elementary and Middle schools only)	ANY item that passes the Not Recommended criteria AND has ANY of the following: Fat: 10 – 14.9 g Sodium: 600 - 750 mg Artificial Sweeteners are present (Secondary schools only)	ANY item that passes the Not Recommended and Choose Least criteria, but does not pass the Choose Most criteria	ANY item that passes the Not Recommended, and Choose Least criteria AND first ingredient must be a food guide food (not counting water) Sodium: less than 450 mg Iron: 5% DV or more (0.7 mg)

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2007 Guidelines for Food and Beverage Sales in BC Schools Nutrition Criteria for Each Food Grouping			
Food Grouping Criteria	Not Recommended	Choose Least	Choose Sometimes
Candies, Chocolates, etc.	Most regular packages	Most very small packages of candies/chocolates Very small portions of dessert gelatins	Sugar-free gum or mints or cough drops (Secondary schools only) Diabetic candies (Secondary schools only)
Nutrition Criteria	ANY of the following: Calories: 100 or more Sugars: more than 12 g Sodium: more than 175 mg Caffeine: more than 25 mg	ANY item that passes the Not Recommended criteria AND has ANY of the following: Calories: 50 - 99 Sodium: 50 - 175 mg Sugars: 5 - 12 g Artificial Sweeteners are present (Elementary and Middle schools only) Caffeine: 15.1 - 25 mg	ANY item that passes the Not Recommended and Choose Least criteria May contain artificial sweeteners (Secondary schools only)
Candies, chocolates, etc. that are high in sugars and starches (natural or added) can leave food particles clinging to teeth that can put dental health at risk. The BC Dental Public Health Committee suggests eating these clingy foods only at mealtimes, and choosing at snack time foods that clear quickly from the mouth. For more information on how food and beverage choices can affect dental health, see www.bced.gov.bc.ca/health/health_publications.htm			No criteria

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2007 Guidelines for Food and Beverage Sales in BC Schools
Nutrition Criteria for Each Food Grouping

Food Grouping Criteria	Not Recommended	Choose Least	Choose Sometimes	Choose Most
<p>Energy Bars Includes meal replacement bars, sports bars, and snack bars. If a bar has fruit or vegetables as the first or second ingredient, it may score better in the Vegetable and Fruit grouping. If a bar has nuts, nut butter or seeds as the first or second ingredient, it may score better in the Nuts and Seeds food grouping.</p>	<p>Super-sized bars Low protein bars</p>	<p>Bars with sugars as first ingredient Many bars with added fats Many "low-carb" bars</p>	<p>Most bars made with a whole grain and/or fruit base</p>	<p>Some bars made with a whole grain and/or fruit base</p>
<p>Nutrition Criteria</p>	<p>ANY of the following: Calories: more than 300 Trans fat: 0.2 g or more Sodium: more than 450 mg Protein: less than 4 g Caffeine: more than 25 mg</p>	<p>ANY item that passes the Not Recommended criteria AND has ANY of the following: Calories: 250 - 300 Fat: more than 5 g of fat Sodium: 300 - 450 mg Protein: 4 - 5.9 g Sugars: are first ingredient Sugars: 16 g or more AND fruit is not the first ingredient Artificial Sweeteners are present (Elementary and Middle schools only) Caffeine: 15.1 - 25 mg</p>	<p>ANY item that passes the Choose Least and Not Recommended, but does not pass the Choose Most criteria May contain artificial sweeteners (Secondary schools only)</p>	<p>ANY item that passes the Not Recommended, and Choose Least criteria AND Fibre: 2 g or more Sodium: less than 200 mg Does not contain artificial sweeteners</p>
<p>Energy bars high in sugars and starches (natural or added) can leave food particles clinging to teeth that can put dental health at risk. The BC Dental Public Health Committee suggests eating these clingy foods only at mealtimes, and choosing at snack time foods that clear quickly from the mouth. For more information on how food and beverage choices can affect dental health, see www.bced.gov.bc.ca/health/health_publications.htm</p> <p>Allergy awareness: these guidelines are not intended to address food allergy concerns in schools.</p>				

**2007 Guidelines for Food and Beverage Sales in BC Schools
Nutrition Criteria for Each Food Grouping**

Food Grouping Criteria	Not Recommended	Choose Least	Choose Sometimes	Choose Most
<p>Other Beverages* (Non-Juice/ Non-Milk based)</p> <ul style="list-style-type: none"> - May not be fortified with vitamins other than Vitamin C, or with minerals other than calcium, or with ingredients such as creatine, taurine, etc. - Some herbs may be acceptable. Check with Dial-A-Dietitian for safety in children. - May not be fortified with vitamins other than Vitamin C, or with minerals other than calcium. - Some non-medicinal ingredients and herbs may not be acceptable. Check with Dial-A-Dietitian for safety in children. 	<p>Most drinks with sugars as the first ingredient (not counting water) – e.g. iced teas, fruit ‘aides’, pops</p> <p>Most sport drinks*</p> <p>Most unfortified flavoured rice, soy or potato drinks</p> <p>Most hot chocolate mixes made with water</p> <p>All regular coffee/tea drinks</p> <p>Most mixed decaf coffee drinks with sugar and cream</p>	<p>Some fortified flavoured (and most unfortified plain) rice drinks</p>	<p>Most fortified flavoured potato drinks and some fortified rice drinks</p> <p>Some unfortified soy drinks</p> <p>Water (flavoured or not) minimally sweetened</p> <p>Water (flavoured or not) with artificial sweeteners (Secondary schools only)</p> <p>Diet decaf soft drinks and diet non-carbonated drinks (Secondary schools only)</p> <p>Most unfortified plain soy or potato drinks</p>	<p>Water, plain</p> <p>Sparkling/carbonated water or water with added flavours (no added sugar and/or no artificial sweeteners)</p> <p>Soda water</p> <p>Fruit/mint flavoured unsweetened teas</p> <p>Decaf tea or coffee</p> <p>Most fortified plain potato drinks (see “Milk Beverages” for fortified soy drinks)</p>
<p>Nutrition Criteria</p>	<p>ANY of the following:</p> <p>Size: more than 600 mL</p> <p>Calories: more than 300</p> <p>Fat: more than 15 g per 250 mL</p> <p>Trans fat: 0.2 g or more</p> <p>Sodium: more than 450 mg</p> <p>Sugars: more than 16 g per 250 mL</p> <p>Sugars: 8 – 16 g per 250 mL AND there is less than 5% calcium (55 mg) per 250 mL</p> <p>Caffeine: more than 25 mg</p>	<p>ANY item that passes the Not Recommended criteria AND has ANY of the following:</p> <p>Fat: 10 - 15 g fat per 250 mL</p> <p>Sodium: 200 - 450 mg</p> <p>Sugars: 8 - 16 g per 250 mL AND calcium is 5 - 20% (55- 220 mg) per 250 mL</p> <p>Sugars: between 2-8 g per 250 mL AND calcium is less than 5% (55 mg) per 250 mL</p> <p>Artificial Sweeteners are present (Elementary and Middle schools only)</p> <p>Caffeine: 15.1 - 25 mg</p>	<p>ANY item that passes the Not Recommended and Choose Least criteria but does not pass the Choose Most criteria</p> <p>May contain artificial sweeteners (Secondary schools only)</p>	<p>ANY item that passes the Not Recommended and Choose Least criteria</p> <p>AND:</p> <p>Sodium: 50 mg or less</p> <p>Sugars: no added sugars if there is less than 20% DV calcium per 250 mL</p> <p>Sugars: may have less than 8 g per 250 mL IF there is at least 20% DV calcium (220 mg) per 250 mL</p> <p>Does not contain artificial sweeteners</p>
<p>*Sport/electrolyte drinks containing added sugars are not recommended for routine sale in schools. However, the BC Community Nutritionist Council School Food Advisory Committee suggests that Middle/Secondary schools can make these drinks available for students actively participating in endurance or performance sports.</p>				
<p>“Other Beverages” may provide excess liquid calories, caffeine, artificial sweeteners, or acids and often displace healthier food/beverage choices in students’ diets. The BC Community Nutritionist’s Council School Food Advisory Committee suggests that portion sizes of “Other Beverages” (except plain water) be limited to: 250 mL or less for Elementary schools and 360 mL or less for middle/Secondary schools.</p> <p>The BC Dental Public Health Committee suggests choosing plain water more often than “other beverages”.</p> <p>Whether they contain sugars or not, almost all “Other Beverages” contain acids (natural or added) that may dissolve tooth enamel when sipped frequently. To avoid prolonged exposure, the committee recommends that only plain water be allowed in classrooms except at designated eating times.</p> <p>For more information on how food and beverage choices can affect dental health, see www.bced.gov.bc.ca/health/health_publications.htm</p> <p>Allergy awareness: these guidelines are not intended to address food allergy concerns in schools.</p>				

**2007 Guidelines for Food and Beverage Sales in BC Schools
Nutrition Criteria for Each Food Grouping**

Food Grouping Criteria	Not Recommended	Choose Least	Choose Sometimes	Choose Most
<p>Condiments & Add-Ins Portions have been estimated to limit the amount of salt, fat, and/or sugar to approximately:</p> <ul style="list-style-type: none"> - 100 - 200 mg sodium; - 5 - 10 g total fat; and/or - 4 - 8 g added sugars (or artificial sweetener equivalent) 	<p>Condiments or add-ins containing trans fat (from partially hydrogenated oils or vegetable shortening) AND more than 0.2 g trans fat per serving</p>		<p>Condiments and add-ins can be used to enhance the flavour of Choose Most and Choose Sometimes items. Condiments and add-ins should be served on the side whenever possible. If condiments or add-ins are served <i>in</i> a food or beverage, then that item needs to be assessed as <i>served</i> in the appropriate food grouping (e.g. A sandwich with mayo would be assessed as the sandwich plus the mayo in the "Mixed Entrée" food grouping). Encourage students to limit their choices to one to two portions:</p> <p>Herbs and salt-free seasonings, garlic, pepper: no limit Soy sauce: 2 - 3 mL Hot sauce: 5 - 10 mL Table salt: ¼ - ½ mL (do not serve potassium based salt substitutes in schools) Soft margarine, butter: 5 - 10 mL Cream cheese or processed cheese spread (regular/light): 5 - 15 mL Sour cream: 15 - 30 mL Cream: 5 - 15 mL Whipped Cream (from cream): 15 - 30 mL Low fat spreads, dips, dressings: 5 - 15 mL Regular spreads, dips, dressings: 5 - 10 mL Oil for sautéing or dressing: 5 - 10 mL Ketchup, mustard, pickles, relishes, olives: 10 - 15 mL Horseradish: 10 - 45 mL Jarred salsa, sauerkraut: 10 - 30 mL (fresh salsa can fit into the Vegetables and Fruit food grouping) Salad toppers (e.g. Bacon bits): 5 - 10 mL Croutons: 25 - 50 mL Sugars/honey: 5 - 10 mL Flavoured syrups (e.g. For lattes): 1 pump (10 mL) Artificial sweeteners: 1 packet (Secondary schools only)</p>	

Allergy awareness: these guidelines are not intended to address food allergy concerns in schools.

1. Understanding Ingredient Labels

Every product has an ingredient list. For small bulk items, it might be on the carton rather than the individual package. Ingredients are listed in descending order -- as you read through the list, the amounts by weight get smaller and smaller. Usually the first three to five ingredients (not including water) tell you the most; however, artificial sweeteners and caffeine don't weigh very much so they are usually near the end of the ingredient list.

Milk Ingredients: Milk needs to be the first ingredient for the Milk-based foods and Milk-based beverages categories. Look for these words:

- Milk (whole/2%/1%/skim, non fat)
- Evaporated Milk
- Skim Milk Powder
- 'Milk Ingredients', Milk Solids (may be modified)

Trans fats are strictly limited in the Guidelines. If there is no Nutrition Facts Label, these words in the ingredient list give you an idea of how much trans fat might be in the product:

- Shortening
- Margarine (not all have trans fat)
- Partially hydrogenated oil

Artificial sweeteners: Artificial sweeteners are safe for children and adolescents to consume in small quantities. The 2007 Guidelines allow artificial sweeteners in the *Choose Sometimes* category and as a condiment in Secondary schools, but not in Elementary and Middle schools. Look for these names in the ingredient list:

- Splenda (Sucralose)
- Nutrasweet (aspartame, Sweet'n Low, Sugar Twin)
- Acesulfame Potassium (Ace-K)
- Cyclamate (Sugar Twin, Sucaryl)
- Sugar alcohols (maltitol, sorbitol, xylitol, etc, also polydextrose, hydrogenated starch hydrolysates, isomalt)

(Note: Some foods are sweetened with stevia. Stevia is an herb that is not approved by Health Canada.)

Sugars can be from many sources and in many forms. Look for these words on the ingredient list for added sugars:

- "Ose" words: sucrose, fructose, dextrose, maltose, etc
- Syrups: cane syrup, rice syrup, corn syrup, maple syrup, etc
- Concentrated fruit juice (used to sweeten many products other than 100% fruit juice, but adds very few nutrients to the products)
- Honey, molasses

Salt can be from these sources, but check the Nutrition Facts Label for total sodium:

- Salt, Sea Salt
- Sodium
- Sodium chloride
- Soy sauce
- MSG (monosodium glutamate)
- Baking soda, baking powder

Caffeine is listed as an ingredient only if it is *added* to something. Coffee drinks would not list caffeine as an ingredient, but cola drinks would. Cocoa contains caffeine but is unlikely to exceed the caffeine restrictions in the Guidelines. If the following ingredients are present, caffeine levels are likely to exceed the restrictions in the Guidelines:

- Caffeine
- Coffee (not coffee flavouring)
- Tea (black or green or white)
- Matè, Yerba, Yerba Matè
- Guarana

For more help in reading ingredient lists and determining caffeine content, contact your local Community Nutritionist or call Dial-A-Dietitian at 604-732-9191 (toll free in BC at 1-800-667-3438).

2. Understanding Nutrition Facts Panels

The Nutrition Facts Panel is used to classify a food or beverage as “Choose Most,” “Choose Least,” “Choose Sometimes,” or “Not Recommended.” Most foods and beverages were required to have a Nutrition Facts Panel by December 12, 2005. Small manufacturers have until December 12, 2007. For small bulk items the panel might be on the carton rather than the individual package.

Compare this amount to the size of the package being sold. Is it the same or is it smaller, bigger?

In the Guidelines, the amount of a nutrient allowed is always based on the total package size you are selling (unless otherwise specified). In this example, if the package was 250 mL, it would contain twice what the Nutrition Facts Label shows, e.g. 36 g of carbohydrate.

Sodium mg/portion sold is restricted for many of the food groupings.

% Daily Value:

The % refers to the proportion of the total recommended daily amount for someone with the highest needs.

Nutrition Facts	
Per 125 mL (87 g)*	
Amount	% Daily Value**
Calories 80	
Fat 0.5 g	1 %
Saturated 0 g + Trans 0 g	0 %
Cholesterol 0 mg	
Sodium 0 mg	0 %
Carbohydrate 18 g	6 %
Fibre 2 g	8 %
Sugars 2 g	
Protein 3 g	
Vitamin A 2 %	Vitamin C 10 %
Calcium 0 %	Iron 2 %

This is the TOTAL amount of fat.

This is where you can find the amount of trans fat in a product. Some meats and milk products have low amounts of naturally occurring trans fats.

Naturally occurring sugars (like those from fruit or milk) are shown together with added sugars.

For more help in interpreting Nutrition Facts panels or items without a Nutrition Facts panel, contact your local community nutritionist or call Dial-A-Dietitian toll free at 1-800-667-3438. In Greater Vancouver call 604-732-9191.

For more information on reading nutrition fact labels and ingredient lists:
http://www.hc-sc.gc.ca/fn-an/label-etiquet/index_e.html

Strategy for Change

The *Guidelines for Food and Beverage Sales in BC Schools (2007)* are one tool for enhancing the capacity of schools to promote healthier learning environments. To maximize their impact, you may want to use them as part of a broader strategy for change. Many schools have had good results from following the four steps outlined below.

Step 1: Develop Partnerships

Key stakeholder groups, including students, teachers, parents, public health professionals, caterers, and vendors, meet to determine the approaches best suited to the needs of the school and its students. The *School Food Sales and Policies Provincial Report (2005)* found that BC schools that had formal groups focused on nutrition were more likely to offer more healthy choices and were more likely to implement policies encouraging healthy eating at school.

Partners share information on:

- The impact of nutrition on student health and learning;
- The influence of the school environment on food selection;
- What makes an item a healthy choice; and
- Marketing strategies to affect healthy choices.

School food and nutrition resources can be found on these websites:

- About School Health and Nutrition Programs in BC www.dashbc.org
- Eat Well, Play Well www.dietitians.ca/child
- Making It Happen: Healthy Eating At School www.knowledgenetwork.ca/makingithappen

Step 2: Develop Policy

BC schools are in various stages of developing and implementing policies that influence the types of foods sold on site, the types of foods sold at fundraising events, and students' access to foods and beverages throughout the school day.

Student and parent involvement is very important in developing school policies, if they are to be effective. Policies are also more effective when communicated clearly to staff, students, and parents. Communication can take place through:

- Student, staff, and family handbooks and/or newsletters;
- Staff orientation and meetings;
- Student orientation;
- Announcements at school events; and
- Community meetings.

Examples of existing school food policies can be found on the BC School Trustees' Association website at: <http://www.bcsta.org/policy/polindex.htm> .

Step 3: Develop Transition Plans for Full Implementation

Healthy food policies provide direction that translates into practice over time. Transition plans give schools a map to follow to help students, parents and other key stakeholders learn about, adapt to, and in time embrace the healthy changes. Transition plans also provide time to work with vendors on product, pricing, and promotion changes. Some schools may also need a transition phase to honour or adapt existing contracts.

It is recommended that schools require food/beverage suppliers to assess what categories their products fit into. Schools should ask vendors for an inventory list classified by category (*Choose Most, Choose Sometimes, Choose Least, Not Recommended*) and whenever possible have a Registered Dietitian review the vendor's list. Members of the food and beverage industry are very familiar with the BC Guidelines, and together with food safety requirements, the Guidelines should form the foundation for food and beverage providers.

Healthy beverage choices can be offered without delay, since there is a wide variety readily available. Healthy snacks for vending machines are available but not as plentiful, so a little more time may be needed for manufactures to provide different options.

As in policy development, student and parent involvement is very important in developing strong transition plans to achieve sustained change.

Step 4: Develop and Implement Marketing Mechanisms

When promoting healthier food and beverage choices to students, schools can consider these marketing mechanisms:

Variety

Providing a variety of healthy food and beverage choices encourages consumption of healthier food products.

Stocking

Healthier food choices should be more plentiful and more visible than less healthy choices. Vendors and caterers are a good source of information and can assist schools in finding healthier products. Vending machines can make healthier beverage options more visible by placing these at eye level. Cafeterias can also display healthier food more prominently.

Marketing

In Secondary schools, there are many examples of business teachers and student councils undertaking marketing campaigns to promote healthier food/beverage products in school stores, vending machines, and cafeterias. In Elementary schools, newsletters have been effective in communicating healthy eating campaigns to parents.

Pricing

Price is the most important factor in helping students make healthier choices. Where healthier items cost less, students are more likely to choose them over their more expensive, less nutritious counterparts. The School Food Sales and Policies Provincial Report (2005) found that schools under-use this strategy. It also identified a number of other opportunities for action that schools may wish to consider.

A decreased profit margin on healthier products can be compensated by raising the prices of less healthy products during the transition to full implementation of the Guidelines. BC schools using this strategy have not reported an overall loss of revenue.



RCRS Secondary:	GOV-02	Effective Date:	1990-NOV_04
Policy Number:	COU-068	Amendment Date/s:	
Title:	Healthy Cities Program	Repeal Date:	
Department:	Development Approvals	Approval Date:	1990-NOV-05

PURPOSE:

To establish a broad public policy regarding health.

DEFINITIONS:

N/A

SCOPE:

POLICY:

1. That the City of Nanaimo endorses Municipal actions which enhance the health and well being of the community; it has endorsed procedures to improve the physical design of buildings where people live and work, it has endorsed a recent exhaustive study of Social Planning and will be considering implementation procedures in its 1991 Budget, and it has undertaken a range of physical improvements such a sidewalks, wheelchair curbing, smoke regulations, and it continues to examine its bylaws and practices to improve the community's well being both at a development and corporate level.
2. That the City of Nanaimo endorses full community participation in the Healthy Cities Initiative, as indeed it has endorsed full community participation in its Social Planning, housing, recreation and other functions it has examined or pursued.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2004-OCT-18
Policy Number:	COU-167	Amendment Date/s:	
Title:	Heritage Building Documentation	Repeal Date:	
Department:	Community Development	Approval Date:	2004-OCT-18

PURPOSE:

To ensure that where a heritage building, structure or site listed on the City’s Heritage Register is about to be demolished (in whole or part), significantly renovated, or relocated, the building, structure or site be documented.

DEFINITIONS:

N/A

SCOPE:

Delegated to Staff and Nanaimo Community Archives.

POLICY:

Council adopted the following Heritage Building Documentation Policy as proposed by the Nanaimo Community Heritage Commission:

1.0. Purpose

The purpose of the Heritage Building Documentation Policy is to ensure that buildings, structures and sites having heritage value are documented prior to demolition, major renovation or relocation to a new site.

2.0 Notification

- 2.1. That the City notify the Nanaimo Community Heritage Commission (NCHC) upon receiving the following permit applications:
 - 2.1.1 A relocation or demolition permit for a building or structure listed on the City’s Heritage Register or listed within a Heritage Conservation Area;
 - 2.1.2 A heritage alteration permit for an interior or exterior alteration to a building or structure listed on the City’s Heritage Register or listed within a Heritage Conservation Area;
 - 2.1.3 Any permit that will allow excavation of a known archaeological site (including both pre and post 1846 sites).
- 2.2. That the Building Inspection Division notify the Heritage Planner within 48 hours of receiving a demolition or relocation permit application for any building whose date of construction is prior to 1965.
- 2.3. That the City notify the NCHC of properties or sites not on the Heritage Register or listed within a Heritage Conservation Area, but which may have significant or potential heritage

value, when those properties or sites are subject to a relocation or demolition permit application.

3.0 Documentation

3.1. That the City document buildings and sites listed in the City's Heritage Register or listed within a Heritage Conservation Area when the following occurs:

3.1.1 A demolition or relocation permit application is received;

3.1.2 A building permit or heritage alteration permit application is received to undertake an external building alteration;

3.1.3 The NCHC determines that the building is a risk of being demolished through neglect.

3.2. The scope of documentation will depend on the significance of the subject building, structure or site as determined by the NCHC. Documentation may include any combination of the following:

3.2.1 Measured or "as found" drawings;

3.2.2 Perspective sketch, including interior and exterior elevations, sketches of details and floorplans, section sketches;

3.2.3 Photographs of building elevations and architectural details, including:

- Black and White (5"X7")
- Colour (only where colour provides essential information)
- Photogrammetry (if measured details necessary)

3.2.4 Field notes

3.2.5 Surveyed site plan

3.2.6 Photographs or hand drawn details of significant features;

3.2.7 Written descriptions about portions of a building, structure or site which have been altered or modified;

3.2.8 Samples of building surface finishes (interior and exterior)

3.3. The cost of documentation will be billed to the property owner through the permit process and will follow the standard documentation procedures noted above (a tax receipt will be issued by the City to the property owner for costs incurred).

4.0 Storage of Documentation Information

4.1. Documentation information should be transferred to the custodianship of the Nanaimo Community Archives upon closure of the development file. The City of Nanaimo will retain ownership of the materials as per agreement between the Nanaimo Community Archives and the City of Nanaimo.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2004-OCT-18
Policy Number:	COU-168	Amendment Date/s:	
Title:	Heritage Plaques	Repeal Date:	
Department:	Community Development	Approval Date:	2004-OCT-18 Council

PURPOSE:

To establish a procedure for consideration of heritage plaque requests by members of the general public and to ensure appropriate content and consistent design.

DEFINITIONS:

N/A

SCOPE

Delegated to Staff and the Nanaimo Community Heritage Commission.

POLICY:

Council adopted the following Heritage Plaque Policy as proposed by the Nanaimo Community Heritage Commission:

1.0. Purpose

The City of Nanaimo supports the erection of historic plaques in the city. The purpose of the Heritage Plaque Policy is to establish a procedure to consider heritage plaque requests by members of the general public, and if the plaque request meets the evaluation criteria, to ensure appropriate content and consistent design. This policy applies to interpretative plaques only and will not be applied to commemorative plaques.

2.0 Application Process

- 2.1. Application for Heritage Plaques will be made through the Community Planning Division of the Development Services Department and submitted to the attention of the Heritage Planner.
- 2.2. Applicants should provide documentary evidence of historical significance.
- 2.3. The Heritage Planner will place the application on the next available agenda of the City of Nanaimo Community Heritage Commission (NCHC).
- 2.4. Applicants will be notified of the NCHC decision within 30 days of the application being considered.

3.0 Evaluation Criteria

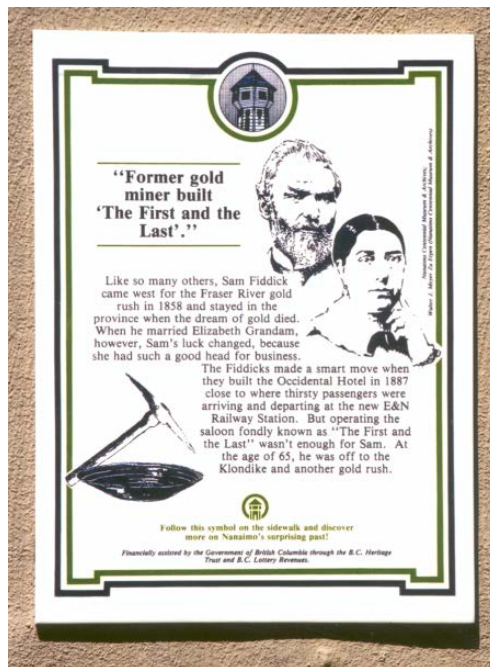
- 3.1. The subject of the plaque must have had a locally significant impact on Nanaimo area history, or will be deemed, by the NCHC, to represent a provincially or nationally important example or illustration of Canadian human history.
- 3.2. Uniqueness or rarity are not, in themselves, evidence of historic significance, but may be used as criteria in connection with the above.

- 3.3 A representative example may be deemed, by the NCHC, to warrant recognition of historic significance because it exemplifies an important aspect of local history.
- 3.4 In general, only one interpretative plaque will be created for each place, person, object or event of local historical significance.
- 3.5 Only persons who have been deceased for at least twenty-five years will be considered as plaque subjects.
- 3.6 Approval of content is at the sole discretion of the NCHC and the City of Nanaimo.
- 3.7 The NCHC and City of Nanaimo reserve the right to refuse a plaque proposal.

4.0 Design

4.1. The City of Nanaimo has developed a standard plaque design as follows:

- Standard size is 11 inches wide by 17 inches long.
- Composition is metal with baked enamel coating.
- Borders are blue and green, as per the attached example.
- City Logo is centered at the top of the plaque.
- White background with blue and green lettering.
- Illustrations in blue ink.



Example

4.2 The NCHC may, from time to time, consider other design criteria.

5.0 Cost Sharing

5.1. Cost Sharing provisions apply only to plaques initiated by the public. Plaques at the request of an Applicant will be funded on a cost-shared basis, with a 50 percent contribution by the NCHC and a 50 percent contribution by the Applicant.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1999-MAY-10
Policy Number:	COU-139	Amendment Date/s:	
Title:	Hiring, Firing and Restructure Decisions	Repeal Date:	
Department:	Human Resources	Approval Date:	1999-MAY-10

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The City Manager given the authority and responsibility as the Senior Manager of the City for hiring, firing and restructure decisions pertaining to all Staff and all departments (subject to compliance with *Local Government Act* requirements).

PROCESS:

N/A

RELATED DOCUMENTS:

Local Government Act

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2002-JUL-08
Policy Number:	COU-152	Amendment Date/s:	
Title:	Honours – Patron of the City/ Companion of the City	Repeal Date:	
Department:	Legislative Services	Approval Date:	2002-JUL-08

PURPOSE:

To honour an individual (patron) or group (companion) for an exceptional deed or activity, or provide recognition of a specific service, an outstanding achievement in a particular field of endeavor, or selfless volunteerism.

DEFINITIONS:

N/A

SCOPE:

Authority to Act – Retained by Council.

POLICY:

These honours are presented on a broader basis than the Freedom of the City Honour. The Patron of the City Honour or Companion of the City Honour are granted in recognition of an exceptional deed or activity, specific service, an outstanding achievement in a particular field of endeavor, or selfless volunteerism.

The activity/service must have been carried out in an outstanding professional manner and instilled pride in the community.

PROCESS:

Selection Process:

1. All nominations must be in writing and accompanied by an Honours Nomination Application Form which can be picked up in the Legislative Services Department (*see application attached to the Freedom of the City Policy*).
2. Nominations will be considered at an “In Camera” meeting of Council.
3. A two-thirds majority of Council is required prior to a Patron or Companion of the City Honour being granted.

Presentation:

The recipient/s will be honoured at a special ceremony during a Regular Council Meeting and will receive a citation summarizing the recipient's achievements. A copy of the citation will be entered in the Patron/Companion of the City Merit Book.

Privileges:

There are no special privileges connected with the Patron of the City or Companion of the City Honours, unlike the Freedom of the City Honour.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2014-APR-07
Policy Number:	COU-195	Amendment Date/s:	
Title:	Hosting of e-Town Hall Meetings	Repeal Date:	
Department:	Administration	Approval Date:	2014-APR-07

PURPOSE:

To provide guidelines for when and how Council will consider hosting an e-Town Hall meeting.

DEFINITIONS:

N/A

SCOPE:

Authority to Act – Retained by Council.

POLICY:

The City of Nanaimo encourages the development of positive relationships, community engagement and participatory democracy based on effective consultation and open communication. Hosting e-Town Hall meetings supports this philosophy by scheduling topic focused events that encourage a range of residents to present a variety of ideas and questions to Council by combining the online connectivity Twitter, Facebook and web postings with the tradition of attending community meetings in person. The information shared during the course of an e-Town Hall meeting encourages dialogue, facilitates learning and builds trust.

PROCESS:

The following criteria will determine when Council should consider hosting an e-Town Hall.

1. The City has jurisdiction over the topic to be discussed.
2. Hosting the e-Town Hall meeting will improve the diversity of public feedback.
3. The City has a sufficient time window of no less than two weeks to promote the e-Town Hall meeting's topic, date and time.

An opportunity to host an e-Town Hall meeting may be identified either by an individual Councillor via a motion to Council or a recommendation proposed by Staff to Council.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS

N/A



RCRS Secondary:	GOV-02	Effective Date:	2011-JAN-10
Policy Number:	COU-187	Amendment Date/s:	
Title:	Housing Legacy Reserve – Funding Allocation Criteria	Repeal Date:	
Department:	Finance	Approval Date:	2011-JAN-10

PURPOSE:

To establish a policy for the use of the Housing Legacy Reserve for affordable housing.

DEFINITIONS:

N/A

SCOPE:

The intent of the Housing Legacy Reserve (HLR) is for use as a resource for municipal support to affordable housing initiatives in Nanaimo.

POLICY:

- (a) Municipal support and assistance for affordable housing projects will be directed primarily to the provision of social housing in Nanaimo, and secondarily to non-market housing, as represented on the housing continuum below.

<i>The Housing Continuum</i>							
Emergency Shelters	Low Barrier Housing	Transitional Housing	Supported Housing	Affordable Rental Housing	Assisted Home Ownership	Rental Housing	Home Ownership
<i>Social Housing</i>				<i>Non-Market Housing</i>		<i>Market Housing</i>	

The housing continuum is widely accepted as a model of housing needs and affordability. This model describes both housing need (and affordability) and the degree of government intervention that decreases as one moves from the left to right along the continuum. The continuum distinguishes three broad categories for housing:

- Social Housing, which involves some form of government funding and/or operation, as well as support services to tenants who are homeless, or in transition to housing, with support services (emergency shelters, low barrier, transitional, and supported housing);
- Non-Market Housing, which may be provided by non-profit or private for-profit entities and is either affordable rental for low income individuals or families, or affordable ownership below market rates for low to moderate income households (affordable rental, assisted home ownership); and,
- Market Housing, which is provided by the private sector and includes market rental and home ownership directed toward middle and higher income residents (rental housing, home ownership).

- (b) The following are categories of funding to be applied for the use of reserve:
- Land and building acquisition costs related to affordable housing projects.
 - Project planning costs (including legal, land surveying, subdivision, site investigation, development approvals, engineering design).
 - Project capital costs (including construction of works and services, building components).
 - Financial support (including relief from payment of DCC's) for affordable housing.
- (c) Funds from the HLR for municipal affordable housing projects are a priority and are applied for purposes of the following:
- Land and building acquisition related to affordable housing projects.
 - Project planning costs (including legal, land surveying, subdivision, site investigation, development approvals, engineering design).
 - Project capital costs (including construction of works and services, building components).
- (d) Funds from the HLR for assistance to non-profit organizations may be provided and are applied for purposes of the following:
- Project capital costs (including construction of works and services, building components).
 - Financial support (including relief from payment of DCC's) for affordable housing.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1995-MAY-29
Policy Number:	COU-119	Amendment Date/s:	1995-SEP-25
Title:	Instream Policy	Repeal Date:	
Department:	Development Approvals	Approval Date:	1995-MAY-29 Council

PURPOSE:

To deal with development considered to be in-stream.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The following outlines those circumstances in which the new provisions of the zoning bylaw, the subdivision bylaw and the requirement for a Development Permit would not be applicable:

For Subdivisions:

Section 993 of the *Municipal Act* provides statutory instream protection from new regulations affecting the subdivision for 1 year after the adoption of the new regulations.

For Rezoning:

Rezoning are not an application to develop. They are applications for new development rights, and they frequently do not result in immediate construction. As a result, an instream policy is not required.

For Development Permits:

It is proposed that any development for which a complete development permit application has been received would be considered in-stream. This in-stream status would transfer to the building permit, if the building permit application was consistent with the development permit. The in-stream status of the development permit would extend for the two year validity of the development permit application. Any development permit which was defeated by Council would lose its in-stream status.

For Building Permits:

It is proposed that any development for which a complete building permit application has been submitted will be considered instream. The instream status will be lost if the building permit is not accepted within one year of issuance or lapses for failure to commence construction.

COUNCIL

1995-MAY-29

(In-Stream provision)

The one-year statutory protection for subdivisions extended to cover building permits issued on the subject property during the one-year statutory grace period.

COUNCIL

1995-SEP-25 (Referred from 1995-SEP-11)

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1990-JAN-29
Policy Number:	COU-062	Amendment Date/s:	1992-APR-13 Re-affirmed
Title:	Inucan Proposal	Repeal Date:	
Department:	Development Approvals	Approval Date:	1990-JAN-29 – E&P

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Since the South East Nanaimo area would require massive investment of infrastructure funds (not just for sanitary sewer but also water, drainage and road), Council to discourage the extension of services in this area within the 1990's unless the developer is prepared to fund 100 percent of the servicing costs.

EXECUTIVE AND POLICY

(Development and Public Works Services Planning)

1990-JAN-29

Council reaffirmed its policy dated 1990-JAN-29, that no development proceed in this area except at 100 percent developer pay.

PLANNING AND ENVIRONMENT

1992-APR-06, and,

COUNCIL

1992-APR-13

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



CITY OF NANAIMO
THE HARBOUR CITY

COUNCIL POLICY MANUAL

RCRS Secondary:	GOV-02	Effective Date:	2007-JAN-08
Policy Number:	COU-197	Amendment Date/s:	2013-JAN-15 FPCOW 2014-OCT-20 COUNCIL
Title:	Investment Policy	Repeal Date:	
Department:	Finance	Approval Date:	2007-JAN-08

POLICY:

Surplus cash will be invested by the Director of Finance (or delegate) in the best permitted investment available that meets the needs of the City.

DEFINITIONS:

Banker's Acceptance (BA)	A short-term debt instrument issue by a major corporation, which is guaranteed (endorsed) by a financial institution. It is sold at a discount, with issue periods of between 30 and 365 days, and in face value multiples of \$100,000.
Bond	An IOU from the borrower to the lender. It refers to any interest-bearing government or corporate security that obligates the issuer to pay a particular sum of money at specified intervals, and to repay the principal amount of the loan upon maturity. A secured bond is backed by collateral that may be sold by the bondholder if the bond issuer fails to pay interest and principal as due. A debenture or unsecured bond is not backed by any specific collateral.
Callable Securities	Securities redeemable by the issuer prior to the scheduled maturity date.
Central Depository for Securities (CDS)	A national clearing house for securities trading owned by the major financial institutions, investment dealers and trust companies. CDS is regulated directly by the Provincial Securities Commissions and indirectly through the Federal Regulations of Financial Institutions. It manages the recording and clearing of the Canadian stocks, bonds, and coupons on a book basis. The physical securities are stored in the vaults of CDS and the Bank of Canada.
Collateral	Assets pledged to a lender as security for a loan.
Delivery Versus Payment	There are two methods of delivery of securities: delivery versus payment; and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.
Diversification	Dividing investment Portfolio among a variety of securities offering independent returns.
Intermediate Fund (MFA)	The market in which fixed income and money market instruments (treasury bills, commercial paper, banker's acceptance, etc.) that have an investment horizon of six to twenty-four months are traded. The performance objective of the fund manager is to achieve a total return of 30 basis points over the one year Canada Treasury Bills, net of expenses.

Internally Financed Projects	Where funds are received for a specific purpose (i.e. Equipment Replacement Fund) but the money is not immediately needed. The City may use the funds to finance a capital project and charge interest at the same rate as the Municipal Finance Authority borrowing rate.
Liquidity	A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.
Market Value	The price at which a security is trading and could presumably be purchased or sold.
Maturity	The date upon which the principal or stated value of an investment becomes due and payable.
Money Market (MFA)	The market in which short-term (one year or less) debt instruments (treasury bills, commercial paper, banker's acceptances, etc.) are issued and traded. The performance objective of the fund manager is to exceed the Scotia McLeod 91 day Treasury Bill Index by 15 basis points, net of expenses.
Portfolio	Collection of securities held by an investor.
Rating	Evaluation of the likelihood of default by a security issuer. Canada Bond Rating Service and Dominion Bond Rating Service are the primary bond and money market security rating agencies in Canada. Standard and Poors, and Moody's Investor Service are American bond rating firms that also rate Canadian issuer.
Safekeeping	A service to customers rendered by financial institutions for a fee, whereby securities and valuables are held in the financial institution's vault for protection.
Yield	The rate of annual income return on an investment, expressed as a percentage. (a) COUPON YIELD is the rate of annual payments to the lender expressed as a percentage of the par value of the security. (b) YIELD TO MATURITY is the interest rate that will make the present value of future cash flows from a security equal to the current price or market value of the security.

REASON FOR POLICY:

To establish policy for the investment portfolio that meets the statutory requirements of the *Community Charter*.

To define the performance objectives of the investment portfolio. The City maintains sufficient short term liquid assets to enable it to meet its annual cash flow requirements. Due to the uncertain nature of future expenses, the portfolio focuses on high quality, liquid securities. The objectives, in order of priority, are:

- Quality (safety)
- Liquidity
- Return

AUTHORITY TO ACT:

The City delegates the management of the Portfolio to staff and agents. The staff delegates include:

- Director of Finance
- Manager, Accounting Services (“The Manager”)

The agents include:

- Custodial Broker
- Authorized Investment Dealers and Institutions

Portfolio management responsibilities have been allocated as follows:

The staff delegates will:

- calculate the rates of return on the entire Portfolio
- review the investment policy at least annually and make recommendations to City Council for any changes considered appropriate
- select investment dealers and institutions (the “Brokers”) to assist the Manager in meeting performance objectives for the Portfolio
- review the Portfolio’s performance on a regular basis and provide reports to City Council
- be responsible for the delegation of any responsibility not specifically mentioned in this Policy

The Manager will:

- select specific investments for purchase that reflect the quality, liquidity and diversification objectives of the City
- seek to maximize the investment return on the Portfolio, after ensuring that the foregoing liquidity and quality requirements have been satisfied
- manage the securities held by the Portfolio in accordance with this Policy and applicable legislation. The staff delegates may from time to time engage consultants or other advisors to assist them in fulfilling their responsibilities

The Custodial Broker(s) will:

- provide the Manager with 15 business days advance notice of upcoming maturities
- provide the Manager with monthly, written reports of investment performance results
- provide custody of the Portfolio investments and maintain records of all transactions
- provide the Manager with monthly portfolio statements of the Portfolio’s holdings and of transactions over the period

PROCEDURE:

Authorized Investment Dealers and Institutions:

The Director or delegate will maintain a list of financial institutions and investment dealers authorized to provide investment services. The investment dealers will provide the Manager with the credit quality rating of each security at the time of purchase.

Permitted and Prohibited Investments:

The following are the investments permitted in the Portfolio:

1. Eligible Securities as defined in Section 183 of the *Community Charter*, SBC, Chapter 26, 2003 as amended.

2. Investments in internally financed City of Nanaimo projects (an example would be a local improvement project that the City finances rather than borrowing from the Municipal Finance Authority (MFA)).
3. All investments must be denominated in Canadian dollars.

For clarity, investments in shares, warrants, or other equities, convertible debt securities, derivatives, swaps, options or futures are prohibited, and all investment categories that are not explicitly permitted are prohibited. All investments will be held in the name of the City of Nanaimo.

Investment Performance Objectives:

The City must maintain adequate liquid assets to meet ongoing expenses. The City also desires to preserve and enhance the “real” value of invested capital. That is, the City’s Portfolio should earn a rate of return that is greater than the rate of inflation. A supplementary objective, taking into account the foregoing objectives, is to maximize the return of the total Portfolio.

Based upon the length of the investment term, the investment performance objective for the Portfolio is to match or exceed the MFA Intermediate Fund and Money Market Fund performance objectives as defined in Appendix A.

Investment Constraints:

The primary constraints relate to maintaining the liquidity of the portfolio and safety of invested capital.

1. All securities held in the portfolio shall have a maturity of ten years or less. It is understood that the majority of assets will be invested in securities with a maturity considerable shorter than this ten year maximum. Overall, the total portfolio shall have an average term to maturity of no greater than three years.
2. Overall, securities in the total portfolio shall have an average quality rating of at least AA.
3. The quality rating of any security will be established at the time of acquisition of the security. In the case where the security is rated by more than one of three agencies listed, the lowest ratings will apply. Any securities acquired shall have a rating of at least “A” as defined by the following ratings agencies: Moody’s, S&P (Standard and Poor’s)/CBRS (Canadian Bond Rating Service) or DBRS (Dominion Bond Rating Service). A designated rating shall include all sub-classifications. For instance, an “A” rating by S&P/CBRS shall include “A-“, “A”, and “A+”.
4. For guidance on the rating of investments the deemed rating of any such security will be established, at the time of acquisition of the security of Portfolio, as follows:

	AAA	AA	A
S&P	A1+	A1	A1-
Moody’s	P1 (Aaa)	P1 (Aa)	P1 (A)
DBRS	R1 (High)	R1 (Mid)	R1 (Low)
Cash	X		
MFA	X		
Fully-Insured Credit Unions	Rating of the Province that guarantees the deposit will be used.		

1. Registered under the Credit Unions and Caisses Populaires Act
2. Guaranteed 100% by Provincial deposit insurance programs such as The Credit Union Deposit Insurance Corporation (www.cudicbc.ca) or the Credit Union Deposit Guarantee Corporation (<http://www.cudgc.ab.ca>)

5. The limit of the portfolio’s investments in any single issuer of securities will be determined by considering a combination of the independent rating agencies classification and the type of the financial institution. The limit will not apply to cash or cash equivalent investments in the Government of Canada, the MFA or any of the five major Canadian banks, if that bank has been awarded the contract for the banking services of the City. The following financial institutions shall have specific limits:

	Investment Limit	Letter of Credit Limit
All other Credit Unions that are not Fully-Insured	\$nil	\$2,000,000 per institution (total for all other credit unions not to exceed \$6,000,000)

6. A quarterly review of the portfolio will be undertaken to make sure investments meet the requirements of this policy. If any security receives a credit downgrade while it is held in the portfolio, the Manager, shall use its best judgment to determine whether the rating is likely to be restored within a reasonable period of time.
 - If so, the Manager may authorize the Broker to retain the investment.
 - If not, the Manager shall take all reasonable steps to liquidate the investment in an orderly fashion with due regard to price and liquidity constraints.

Other Constraints:

1. The Portfolio shall not borrow funds to acquire securities or otherwise deal in margin trading.
2. No investments will be made in instruments that provide for reduced rates to the investor based on increasing market rates.
3. Where practical, a minimum of three quotations will be obtained each time the City purchases or sells securities. *Exception:* occasionally offerings of value may require immediate action. Under such circumstances, competitive bids may not be obtained provided that value can be substantiated by market data information services.
4. Letters of Credit (LOC) acceptance totals will follow the portfolio investment limits unless specific limits have been defined in Investment Constraints Section 5.

RELATED DOCUMENTS:

N/A

REPEAL or AMENDMENT:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1994-MAR-28
Policy Number:	COU-110	Amendment Date/s:	
Title:	Laneways in Small Lot Subdivisions	Repeal Date:	
Department:	Development Approvals	Approval Date:	1994-MAR-28

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Staff directed to encourage applicants to consider providing laneways in small lot subdivisions.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2012-MAR-05 FPCOW
Policy Number:	COU-191	Amendment Date/s:	2019-JAN-21 IC COUNCIL
Title:	Legal Advice for Council Members on Conflict of Interest	Repeal Date:	
Department:	CAO Office	Approval Date:	2012-MAR-05 FPCOW

PURPOSE:

To provide Council with a process for a City-paid opinion to ensure that the Council member is making his or her determination with respect to conflict with the best possible advice that is based on the most accurate information available.

DEFINITIONS:

N/A

SCOPE:

This policy applies to Council members.

POLICY:

Ref. No.	Condition/Parameter	Rationale
1.	Fees payable for legal opinions obtained on a matter that will potentially have a Council member in conflict.	Members of Council are motivated to avoid being in conflict and should make that determination before voting in a potential conflict. Alternatively, information may come to light to make a Councillor question if conflict exists, including after declaring conflict.
2.	Limitation of \$3,000 including taxes per Councillor per year. Amounts in excess of this would be decided upon by Council. That conflict of interest issues be brought forward on an as needed basis. (2019-JAN-21)	Allows Council to budget for the possible use of this policy. (2019-JAN-21)
3.	Council members using this policy are encouraged to use lawyers who specialize in Local Government Law and are required to NOT use the City's lawyers. (Staff can assist in locating firms who specialize.)	The best and most cost-efficient opinions are likely to come from those who are expert in the field.
4.	Lawyer providing opinions to a Council member must confirm, in writing, that he/she has received a copy of this policy.	Gives the solicitors context and a correct understanding of who is their client and how the opinion will be used.
5.	Lawyer providing opinions to a Council member must confirm, in writing, that he/she has received a copy of the fact pattern prepared by the City Manager and has considered it in providing an opinion to the Council member.	A relevant opinion can only come from a complete understanding of the facts. The information provided by staff is most likely to be related to the nature of the decision in front of Council (e.g. rezoning or permit application) but may include some information related to the circumstances

		surrounding the potential conflict. However, the Council member would still be instructing the lawyer as his/her advisor.
6.	Council may ask for a copy of the legal opinion but the opinion is the property of the Council member seeking it and the Council member may refuse to provide it. and will still be eligible for payment/reimbursement under this policy. (2019-JAN-21)	The Council member is ultimately responsible for assessing his/her potential conflicts. Further, the Council member may have to subsequently rely on this opinion in his/her defence and therefore may not wish to waive solicitor-client privilege.
7.	Council may seek its own legal opinion on the issue.	The fact that one member of Council has been advised on an issue does not prevent the need for the City to be advised on the same issue (e.g. the City could be seeking to answer broader questions).
8.	The Councillor who receives the opinion must still make his/her own determination as to whether he or she is in a conflict before participating on an issue.	The opinion is meant to assist with the Council member's obligation to not be in conflict, not supplant it. Nor is the Councillor bound by the opinion.
9.	The Councillor who receives the opinion would have "custody" of the opinion for the purposes of releasing it publicly or for FOI.	The intention is to protect solicitor-client privilege.
10.	The Council member using this policy acknowledges that payments made under this policy may be a taxable benefit in the year that it is paid.	The tax treatment will depend upon the facts of each individual case. The City, as the payer, would determine the tax treatment.
11.	The Council member using this policy acknowledges that payments made under this policy will be included in the list of disbursement prepared annually under the <i>Financial Disclosure Act</i> .	Fulfils a statutory requirement.

PROCESS

The *Community Charter* requires that a member of Council has sole responsibility for assessing whether he or she has a conflict and for governing his or her conduct in accordance with that assessment of conflict.

As part of that assessment, a member of Council who believes that he or she may be in a conflict of interest would be able approach the City Manager for the purposes of securing funding for a legal opinion within the parameters and limitations of this policy.

Role of Councillor Requesting the Opinion

- Submit request to City Manager (preferably, but not necessarily) before the potential conflict might affect a vote or before participating in any discussions on the matter.
- Inform the remainder of Council at the "In Camera" meeting (FP/COW or Council) directly after submitting request.
- Submit this policy and the written fact pattern prepared by the City Manager or delegate.

- Submit to the City Manager the detailed lawyer's bill for the opinion, accompanied with the lawyer's confirmation that he/she has received this policy and the fact pattern as prepared by the City Manager or designate.

Role of Council

- Use this policy in concert with the Code of Conduct and the *Community Charter* in fulfilling the duties of elected office, including making every effort to avoid participating in discussions (before, during or after meetings) or voting on issues in which a member may be in conflict.

Staff's Role

At the request of a member of Council for a legal opinion:

- prepare a fact pattern on the issue that is a potential conflict of interest as identified by the Council member that includes the nature of the decision that Council will be facing, staff's understanding of the nature of the relationship between the parties involved (i.e. Council and the applicant or contract party), and any other relevant factual information that staff possesses.
- assist the Council member with selecting a lawyer, if requested.
- ~~arrange for payments in accordance with this policy.~~ (2019-JAN-21)

It is NOT staff's role to monitor or assess potential conflicts of interest for members of Council.

RELATED DOCUMENTS:

Code of Conduct Policy

Division 6 – Conflict of Interest - *Community Charter*

Section 7 of the Council Spending and Amenities Policy

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1997-MAR-13
Policy Number:	COU-131	Amendment Date/s:	
Title:	Liability Insurance Coverage for Organizations Utilizing City-Owned Facilities	Repeal Date:	
Department:	Recreation & Culture	Approval Date:	1997-MAR-13

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. The Nanaimo and District Harbourfront Centre Society (Port Theatre) not required to increase its liability insurance above \$2 Million at this time; and,
2. the City's policy of requiring organizations that utilize City facilities to purchase Comprehensive General Liability Insurance of \$2 Million (or \$5 Million if considered high risk) endorsed.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1986-MAR-10
Policy Number:	COU-044	Amendment Date/s:	
Title:	Liability Insurance Provision by Recreation Facility Users	Repeal Date:	
Department:	Recreation & Culture	Approval Date:	1986-MAR-10

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. All Parks and Recreation facility use agreements shall include a rider regarding indemnification of the City.
2. The City encourages all teams and individuals to take out and carry adequate liability insurance coverage.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1981-DEC-14
Policy Number:	COU-136	Amendment Date/s:	1994-JUN-17, 1995-MAY-15, 1998-OCT-19
Title:	Liquor Licence Application Processing Fees	Repeal Date:	
Department:	Development Approvals	Approval Date:	1981-DEC-14

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

In the case of requests for various licences, Council shall state that they have or have not any objection to the issuance of such licences.

1981-DEC-14

Special Occasion Licence applications will continue to be processed as per current practice, (i.e. directly to Council following a review by R.C.M.P. and Staff).

1994-JUN-17

Staff requested to prepare a report regarding general policies for Class “C” Liquor Licences in the downtown area, and the Nanaimo City Centre Association to be approached to provide their input into this matter.

COUNCIL
1995-MAY-15

An application fee not to be charged for Special Occasion Licences.

EVENING COUNCIL
1998-OCT-19

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2000-DEC-04
Policy Number:	COU-140	Amendment Date/s:	1974-FEB-25/1991-SEP-09/1994-APR-14/1994-APR-28/1994-JUN-20
Title:	Local Improvement/Capital Expenditure Programs – Roadworks – Installation of Curbs and Sidewalks	Repeal Date:	
Department:	Engineering and Public Works	Approval Date:	2000-DEC-04

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council directed that Staff:

1. transfer up to a maximum of \$500,000 annually, to be reviewed annually, from the \$1.5 Million Capital Road Resurfacing Program to local roads;
2. adopt a criteria/priority system for the paving of local roads;
3. continue the current Local Improvement Program - cost-sharing formula of 70 percent – 30 percent for local road overlay to remain intact for residents wishing to take advantage of the program; and,
4. commence pavement overlay on local roads on a priority basis in 2001.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1997-DEC-15
Policy Number:	COU-128	Amendment Date/s:	
Title:	MacMillan Bloedel (Weyerhaeuser) – Permission to Haul Logs along Extension Road	Repeal Date:	
Department:	Engineering	Approval Date:	1997-DEC-15

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. MacMillan Bloedel (Weyerhaeuser) Limited is permitted to haul logs along Extension Road for approximately 6 weeks commencing in February, 1998; and,
2. Staff given discretionary powers to grant these types of exemptions in the future.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1994-JUN-20 COUNCIL
Policy Number:	COU-103	Amendment Date/s:	1994-AUG-15 COUNCIL
Title:	Managing Blocks of Vacant Land	Repeal Date:	
Department:	Development Approvals	Approval Date:	1994-JUN-20 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

- (a) Council Seminar Sessions - Managing Blocks of Vacant Land/1995 Budget Planning

Note: The following information was received by Members of Council during two seminar sessions held on 1994-JUN-16 at Bowen Park and were endorsed by Council on 1994-JUN-20:

- (1) Managing Blocks of Vacant Land:

A. Linley Valley

Council would permit existing residentially zoned lands to develop and even encourage rezonings for a mix of densities. In addition, Council would direct Staff and the Approving Officer to obtain as many of the items identified in the Comprehensive Plan as are practicable for these developments. Council would not support rezoning of the agricultural lands without a comprehensive plan. Council would undertake a separate plan for District Lot 56.

B. West Nanaimo

Support development following completion for a comprehensive neighbourhood plan. This plan must identify all costs of development and include a plan to have these provided by the development community.

C. South Nanaimo

Encourage development of these areas based on a comprehensive plan for the entire South Nanaimo area. The intention of the plan would be to isolate and identify all "hard" and "soft" service requirements and develop an implementation program that would see the development community provide all of these services as a condition of development continuing.

D. Duke Point

- (a) That the agriculturally zoned lands owned and operated by Harmac Pacific Limited be entertained for compatible industrial uses as conditions warrant.
- (b) Effectively discourage the development of other agricultural lands by not approving any rezoning without provision for sanitary sewer.

E. Remnant Parcels

1. DND Lands

Council continue with the work of the Task Force.

2. Brannen Lake Correctional Institute

Until such time as there are specific identified uses, it is premature to determine whether development would be suitable. This is not required for the next 20,000 to 30,000 people.

3. Agricultural Lands South of Jingle Pot Road, Between Wakesiah Avenue and Addisison Road

Continue to liaise with the Provincial Government.

4. Lands South of Aulds Road, West of the Regional Highways Headquarters

This land is currently the subject of a rezoning application, RA.94-17, and will be considered in-stream under Council's current policy.

5. Lands Between McGirr and Brickyard Roads, west of Hammond Bay Road

In February of 1994, Council accepted these lands do have development potential and would entertain rezonings for development of mixed residential densities. It is recommended Council evaluate the proposals from these lands on a comprehensive basis.

6. Remaining Agricultural Parcels that are Occupied by the Green Thumb Nursery on Hammond Bay Road, Lands Immediately North of Brannen Lake and West of Metral Drive, Parcels Immediately North of Green Lake

There is one active rezoning application, RA.92-28, for a parcel immediately west of Pleasant Valley School and that would normally be considered in-stream under Council's current policies.

That Council signify that it is prepared to support rezoning of some or all of the lands identified in the report for residential uses on an individual basis under a different set of policies which could include such things as the need for a comprehensive plan of the area to be prepared prior to development, and that all hard service extensions and upgrading, would be at the complete cost of the developer, and that a mechanism be established to ensure that the developer provide as many of the "soft-costs" as possible.

COUNCIL
1994-JUN-20

Council endorsed the following proposal:

"It is proposed that the owners of the agriculturally zoned lands in south Nanaimo, the Western Lands, and those portions of the Linley Valley so zoned for agriculture be required to undertake the plan as proposed above prior to the development of these land areas.

In the event an individual property owner applies to rezone a property in the absence of this Comprehensive Plan, Staff will bring the application immediately to Council for direction and adjudication.

In the event owners of land currently zoned for development apply for rezoning as a group, the plan outlined in Section 3 above will provide the basis for the submission of material in support of the rezoning.

In the event the property owners of land currently zoned for single family subdivision apply for such a subdivision, the Approving Officer will require the subdivision applicant to provide the information as outlined in Section 3.2.*"

1. The rezoning of these blocks will only be entertained where a comprehensive plan is in place;
2. certain lands previously in the North Nanaimo Planning Reserve Area are freed for development. Council's direction requires the Approving Officer to request a different approach to subdivision applications for these properties than is the norm in the City; and,
3. Council has directed that an effort be made to identify the soft costs associated with development of these areas. This has traditionally not been requested in development proposals.

*Section 3.2(As attached.)

COUNCIL
1994-AUG-15

IMPLEMENTING COUNCIL'S DECISION REGARDING VACANT LANDS, (SECTION 3.2)

[Note: A full copy of the above report is available in Legislative Services Vault No. 25]

3.2 Subdivision Requirements for Land Already Zoned

3.2.1 Subdivision Principles

- Environmental features will be fully considered when evaluating subdivision feasibility.
- Residential development will encourage neighbourhood identity by interconnecting streets.
- The subdivision will encourage walking and cycling through a trail system.
- The subdivision plan will demonstrate a comprehensive transportation system within the area and its connection to existing streets.

- The park and open space system will be built on the area's needs, environmental resources, recreation potential and special features.

3.2.2 Subdivision Information

- An outline of the topography and terrain analysis.
- An inventory of:
 - water courses/public amenity areas
 - important habitat areas
 - significant vegetation and features
 - view points
- A traffic study identifying the major road system through the site and connecting to the adjacent neighbourhood system.
- An inventory of existing storm water and sanitary services serving the area.

3.2.3 Subdivision Plan

- The subdivision plan will display:
 - A trail amenity and park system based on the terrain analysis and inventory identified above.
 - The subdivision plan will secure a linear trail system through the site. The subdivision plan will identify a major road system and connections to adjacent neighbourhood roads.
- The subdivision plan will identify potential locations of schools.

3.2.4 Public Involvement

Applicants for subdivision of zoned lands will hold a Public Information meeting prior to issuance of the PLA. At this meeting, the applicant will display the inventory of information which the Approving Officer requested in the plan built upon that information.

3.2.5 Development Strategy

The subdivision applicant will provide projections of capacity for service beyond the site for both road and underground services.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2014-JUN-09 COUNCIL
Policy Number:	COU-196	Amendment Date/s:	
Title:	Matching Grants Policy	Repeal Date:	
Department:	Finance	Approval Date:	2014-JUN-09 COUNCIL

PURPOSE:

To provide guidelines for individuals and organizations applying for matching funds in support of City initiatives, to ensure the partner’s contribution does not consist of monies previously funded by general taxpayer contributions / transfers.

DEFINITIONS:

N/A

SCOPE:

Authority to Act - Council

POLICY:

The Matching Grants Policy provides a mechanism for community engagement, skills development, capacity building, and shared funding arrangements for the delivery of appropriate programs. These Grants supports partnerships between community groups and the City to deliver events, services, and local projects in the City of Nanaimo.

Matching Grants are designed to support projects that involve genuine community participation. By “matching” the amount contributed by a stakeholder, the City is strengthening partnerships between the City and the community, supporting locally-identified projects and helping to build a general sense of collaboration within the community.

When an organization is proposing to match a grant from the City of Nanaimo, the matching funds shall not consist of funds previously funded by taxpayer contributions and/or transfers. The City’s total contribution shall be calculated by considering both direct funding and any additional funding provided by general taxpayer contributions or transfers by the City in support of that organization’s operations.

For example, if an organization is requesting a matching grant from both the City and the Nanaimo Economic Development Corporation (NEDC) (which is funded primarily by general taxpayer contributions to the City), the total funding of these two organizations will be considered in aggregate.

Examples of organization supported by the City are: Regional District of Nanaimo (RDN) NEDC, Downtown Nanaimo Business Improvement Association (DNBIA), Port Theatre, Nanaimo Museum, Vancouver Island Conference Centre (VICC), and all other organizations that receive more than \$2,500 in City Funds for their operation. This funding is considered to be provided by general tax payers contributions.

PROCESS:

The following procedure applies to all Committees that provide Grant recommendations to Council:

- When an application for a Grant is made to any City Committee, all sources of funding from other parties must be disclosed in the application process
- The total amount of the Grant shall be calculated taking into account both direct funding and any additional funding provided by the general taxpayer contributions or transfer (i.e. the percentage of funding the group receives from the City as part of its operational budget).
- Committee recommendations to council must disclose and explain all sources of funding for Grants including city supported and non-city supported organizations
- Organizations receiving Matching Grants shall communicate to the City in writing, of any other grant applications that have been submitted for the same purpose; either before or after the City grant has been approved.
- City funded organizations shall report all applications for grants to the appropriate committee staff liaison in writing.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1996-FEB-26
Policy Number:	COU-123	Amendment Date/s:	
Title:	Mayor and Council Gifts, Tributes and Souvenir Budget	Repeal Date:	
Department:	Legislative Services	Approval Date:	1996-FEB-26

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

This policy applies to staff.

POLICY:

Staff given direction:

1. to continue its current policy with respect to athletic and merit awards;
2. that the distribution of pins/postcards and gifts for dignitaries is to be based on tradition and the discretion of Staff rather than formal policy;
3. to provide pictures to the May Queen and her party and silver trays to Miss Nanaimo and the first and second runners-up;
4. to forward any future requests from organizations requesting annual contributions similar to the May Queen and Miss Nanaimo directly to Council to determine whether it wishes to include the requested contribution within the established policy; and,
5. that special occasion greetings from the Mayor and Council and other such advertising is discontinued.

PROCESS:

N/A

RELATED DOCUMENTS:

Civic Sport Merit Awards and Arts and Culture Merit Awards Policy

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2003-FEB-10 COUNCIL
Policy Number:	COU-156	Amendment Date/s:	2008-MAR-31 COUNCIL
Title:	Medical Coverage for Council Members	Repeal Date:	
Department:	Human Resources	Approval Date:	2003-FEB-10 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Councillors to be provided paid benefits using the Union of British Columbia Municipalities Plan.

COUNCIL
2003-FEB-10

Council amended the policy to include the following:

"For consistency and ease of administration, Council will be afforded the same level of benefits as those provided to management".

COUNCIL
2008-MAR-31

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1995-JUN-26
Policy Number:	COU-117	Amendment Date/s:	
Title:	Mid-Island Film & Video Commission	Repeal Date:	
Department:	Community Development	Approval Date:	1995-JUN-26

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council endorsed the request of the Film Commission as outlined in the staff report:

1. Rescheduling and re-permitting on short notice

There would be situations where weather or other circumstances necessitate rescheduling and re-permitting.

2. Rental of City facilities for filming locations at a nominal \$1. charge

As this is a contractual item, any potential disruption to community interests can be identified up front and the terms of use can be negotiated. Rental of City buildings (such as the Centennial Building at Beban Park) for use as a studio would be excluded from the \$1. rental rate. It is recommended that a \$300. - \$400. daily rate would be an acceptable charge.

3. Provision of City Staff, R.C.M.P., Fire and other personnel be at a charge-out rate reflecting wage and benefit recovery costs only.

The City must set reasonable rates if it expects to attract the film, video or commercial work here. The industry does not expect to be a cost "drain" but neither will it accept onerous charges. Subcontracting of any City equipment would also be calculated on a cost-recovery basis.

4. Establishing the film and video industry as a priority economic sector and establishing the Economic Development Office as a primary contact

The Commission recognizes it may find it more and more difficult to manage the workload as a volunteer group. Many are now suffering burnout and are finding it difficult to manage their businesses while also acting as a "film commission" office. The Economic Development Office has provided support to their efforts where possible, but has not assumed responsibility for the

function. The current study funded by the federal and provincial governments will inventory and evaluate needs in order to begin to develop workable structures around the Province. This may result in additional requests for support to the City. The Commission understands that requests for higher support are contingent upon assessing and reaching an understanding as to the provincial, regional, municipal and Commission roles and responsibilities.

5. Support of Commission marketing efforts

Support for these efforts will depend entirely on the nature and extent of any specific request. An example would be last year's support for attendance to "Location Expo". Projects such as this will require pre-approval.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1990-MAR-26 CEPC
Policy Number:	COU-067	Amendment Date/s:	
Title:	Minimum Lot Size for Unserviced Large Lot Subdivisions	Repeal Date:	
Department:	Development Approvals	Approval Date:	1990-MAR-26 CEPC

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

That the minimum lot size for unserviced (no water, no sewer) large lot subdivisions is five acres.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1993-FEB-08
Policy Number:	COU-091	Amendment Date/s:	
Title:	MLS Sale of Surplus City Properties	Repeal Date:	
Department:	Community Development	Approval Date:	1993-FEB-08

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. The City's Land Agent is authorized to sign contracts of sale for MLS listed surplus City properties provided the price is at the current list price; and,
2. Staff authorized to pay a five percent sales commission and requisite legal fees to complete the sale of listed properties.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



PARKS, RECREATION AND CULTURE

NAMING PARKS AND FACILITIES POLICY STATEMENT

POLICY NO: COU-217

Pages: 1 of 4
Approval Date: 2007-OCT-24 PRCC
Updated: 2020-SEP-23 - STAFF

SECTION: PARKS, RECREATION AND CULTURE ADMINISTRATION
SUBJECT: Naming Parks and Facilities

The City of Nanaimo has reserved the right to name parks and facilities based on contributions, either financial or otherwise to the community, from individuals or non-profit societies and organizations.

Requests for naming are presented to Parks, Recreation and Culture staff. Staff then bring the request forward to Council for consideration.

Parks, Recreation and Culture will review requests for naming of parks and facilities and forward recommendations for Council's consideration. In accordance with the Division's Policy, naming rights will be reserved for individuals who have made special contributions to the community, or for clubs and organizations to recognize their contributions in the development of parks and facilities.

Revisions:
2015-APR-20 (Name reference updates & Appendix A update)
2020-SEP-23 (Process update)

Reference List:
Appendix A – City of Nanaimo Park and Facility Naming Examples – attached.



APPENDIX A
(Examples Only, not a comprehensive list)

Park or Facility Name	Origin of Park/Facility Name
Knowles Park	Named after the Knowles family who were long time residents of the south end of Nanaimo. Arthur Knowles passed away in 1992 and the park was renamed in his honour. Arthur Knowles also left a park and sport legacy to south end of Nanaimo in the form of \$500,000 in trust.
Colliery Dam Park	<p>The Colliery Dams are a rare link with Nanaimo's industrial heritage. Built in 1910/11 by the Western Fuel Company to supply water for coal washing and for use by miners, mules and horses in the mines, the water system quickly developed an important secondary use. Hornell near the pipeline were allowed to tap the line for domestic uses and eventually this water was carried to most of the homes in South Harewood.</p> <p>The Harewood Colliery Dams symbolize the important role the coal company played in the lives of early residents. The darns created an upper and lower reservoir, with a spillway at the eastern end to siphon off overflow.</p> <p>In the 1950s the land was sold by Canadian Collieries to the City of Nanaimo for use as a park.</p>
Barney Moriez Park	The name honours a fireman killed in the line of duty at the nearby Shell plant fire on September 7, 1977.
Jack Little Room at Nanaimo Aquatic Centre	Named for former Councillor Jack Little in August 2006. Mr. Little was an advocate of constructing the Nanaimo Aquatic Centre in the south end of Nanaimo.
Merle Logan Field	In October 2005, Nanaimo and District Youth Soccer Association requested that the artificial turf field be named after Merle Logan, a long time soccer volunteer.
Naming of parks and facilities for facilities for Service Club contributions (i.e. Rotary Skate Park)	This is just one example of many for naming parks and made by Service Clubs. In October 2003, the newly constructed skate park at May Richards Bennett Pioneer Park was named the Rotary Skate Park in recognition of the \$26,000 donation by the Rotary Clubs of Nanaimo.

Thrifty Foods Field House (McGirr Sports Complex)	In November 2004, Council approved recognizing the \$60,000 contribution of cash and product by Thrifty Foods by permitting their name and logo be displayed for ten years.
Piper Park	Piper Park was named after former alderman Philip J. Piper who was born in Nanaimo in 1891. Mr. Piper was instrumental in the purchase of Beban Park.
Loudon Park	Named after Bill Loudon. Following WWI, Mr. Loudon purchased 700 acres of land in the Wellington area from the Dunsmuirs and he homesteaded and mined the land. The park was part of his land as was the Pioneer Cemetery off Wellington Road. Mr. Loudon gifted this land to the Wellington Improvement District and it became part of the City of Nanaimo's park system with the 1975 amalgamation.
Pioneer Square Park	<p>The Vancouver Coal Company gave the land to the City of Nanaimo in 1895 for a new fire hall. Once the hall was relocated in the 1960s, the park use expanded and the road intersections were redesigned. The park was landscaped in the 1980s.</p> <p>Pioneer Square was dedicated by the Nanaimo Pioneers Society on July 25, 1938. A cairn was placed on this site stating "Erected to the Memory of our Pioneers 1938".</p>
Jack Point	The point is named after Jack Dolholt who resided on the point for 40 years (1819-1905).
Saxer Park	Named after the Saxer family who were longtime residents of the Dover Road area. The grand opening of the park took place on 2005-APR-14 with Anna Saxer in attendance. She passed away shortly after.
Pipers Lagoon Park	<p>Pipers Lagoon was originally known as Page's Lagoon after landowner Louis Page. The Piper family came to Nanaimo and bought the 57 hectares of waterfront in 1917 from Louis Page.</p> <p>The Pipers used the property for a sheep farm but had to shut it down because cougars were eating the livestock. Hence the name "Cougar Headland" off the lagoon and spit. Parts of the lagoon were rented out in the 1930s for rustic cabins. Between 1948 and 1952, a sawmill also operated on the Pipers' land and a whaling station was across the bay (near what is now the Charlaine Boat ramp).</p>
Molly's Marsh	The property was a gift to the City from the owner, far in excess of the 5% subdivision development required, and named after his ill daughter, Molly.
Elaine Hamilton Park	Renamed in 2006 from Trofton Park to Elaine Hamilton Park to honour Elaine Hamilton for her many years of community volunteer service, involvement with sports leagues (especially softball) and serving on the Parks, Recreation and Culture Commission.

Maffeo Sutton Park	Named for two individuals - Pete Maffeo and Joe Sutton. Pete Maffeo was a popular mayor and ice cream shop owner who was admired for community service and sport involvement. Joe Sutton was the caretaker of Deverill Square Park for many years.
McGregor Park	Dedicated to the McGregor family and Scottish pioneers who first settled in Nanaimo and operated the coal mines. McGregor was the first trained engineer to relocate to Nanaimo and work in the mines.
Beban Park	Named after the Beban family who lived on the 160 acres of land in the Beban Park area from the 1930s -1950s. Beban house was their home for over 20 years.
Bowen Park	Named after the Bowen brothers who managed the Western Fuel Company. Mayor McKenzie accepted the parkland from the Canadian Western Fuel Company in 1918.
Lions Sports Pavilion	The field house at Beban Park was named the Lions Sports Pavilion in July 2002, in recognition of the contributions from the Hub City Lions Club who coordinated fundraising of almost \$100,000 in cash and in-kind for this project; in addition to applying for and receiving a Community Partners Provincial Grant in the amount of \$137,000.
Deverill Square Gyro Park	Deverill was the man who first surveyed Nanaimo. He designed the radial street pattern downtown and laid the street grid in the old city and south end.
Sid Clark Gyro Park	<p>This property was acquired in 1920. It was renamed in 2009 from “Gyro Youth Park” to “Sid Clark Gyro Park” in recognition of Mr. Sid Clark.</p> <p>Mr. Clark was a Gyro Club member for over 35 years and a native son of Nanaimo – born and raised in the south end. He obtained his law degree and was earned an appointment to the bench as a Provincial Court Judge after a lengthy career in criminal law. He and his wife raised five children in Nanaimo.</p>
Sherry Fields	<p>In September 2012, the sports fields located at Harewood Centennial Park were officially named “Sherry Fields”, to recognize the long-term dedication and service to the community on behalf of the entire Sherry Family.</p> <p>The Sherrys have a long history with Nanaimo and in fact the park and the neighbourhood itself. Although Loyd Sherry may be the most recognizable of the Sherry names, the entire family has a long and impressive history of community service.</p>

2020-SEP-23

File: C9

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RCRS Secondary:	GOV-02	Effective Date:	1985-MAY-27
Policy Number:	COU-036	Amendment Date/s:	
Title:	Nanaimo Curling Club	Repeal Date:	
Department:	Development Approvals	Approval Date:	1985-MAY-27

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The restrictions over the use of the Nanaimo Curling Club property are as follows:

1. There is a restrictive covenant registered on the Bowen Park deed of land restricting the park use (including Curling club leased area) to park/recreational use only. (See documents on file in Administrative Services Department vault - LF 230.)
2. The zoning within our Community Plan for all parks basically restricts uses thereof to civic/public functions.
3. The Curling Club, whose activities are carried out by a non-profit society, has applied for and received taxation exemption under our annual Permissive Exemption Bylaw, and so should not be entering into any rental/sub-lease that could be deemed to be in competition with private enterprise properties.

Therefore, Curling Club activities shall be restricted to civic/public functions in which there are no direct retail sales involved. Such civic/public functions shall be of a short period of time only, i.e. outdoor show, home show, and other special events of this nature.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2013-FEB-18 COUNCIL
Policy Number:	COU-192	Amendment Date/s:	
Title:	Nanaimo Economic Development Corporation (NEDC) Appointments	Repeal Date:	
Department:	Community Development	Approval Date:	2013-FEB-18 COUNCIL

PURPOSE:

To outline the nominating and appointment procedure for the Board of Directors of the Nanaimo Economic Development Corporation.

DEFINITIONS:

N/A

SCOPE:

Authority to Act by Council.

POLICY

Select Committee

- On or before January 15 of each year Council will create a NEDC Nominating Committee.
- The NEDC Nominating Committee must seek nominations of qualified candidates to serve as directors on the Board of Directors of the NEDC.
- City Staff and the Chief Executive Officer of the NEDC will provide support and advice to the NEDC Nominating Committee.
- On or before March 15 of each year, the NEDC Nominating Committee will provide a list of qualified candidates to Council.

Council

- Council will consider the recommendations of the NEDC Nominating Committee.
- Council will appoint nominees or other qualified candidates to the Board of Directors of the NEDC on or before March 31 of each year or as required.
- Council may appoint a director for a term of 1 to 3 years.
- Council will make appointments to the Board of Directors in a manner that supports an annual one-third vacancy rate.

Directors

- All of the directors will be appointed by Council and serve at the pleasure of Council.
- The number of directors will not be less than 1 or exceed 17.
- A person may not serve more than 9 consecutive years.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1992-MAY-04
Policy Number:	COU-086	Amendment Date/s:	
Title:	New Water Licences and Water Licence Renewals – Millstone Water Basin	Repeal Date:	
Department:	Engineering and Public Works	Approval Date:	1992-MAY-04

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The City opposes all new water licence and water licence renewals in the Millstone Water Basin. (Letter sent to Ministry of the Environment.)

PROCESS:

Retained by Council.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1997-MAY-05
Policy Number:	COU-132	Amendment Date/s:	
Title:	Non-Profit Leases	Repeal Date:	
Department:	Recreation & Culture	Approval Date:	1997-MAY-05

PURPOSE:

To outline the nominal lease fees for lease agreements with recreation non-profits organizations.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. That leases to recreational non-profit organizations to remain at one dollar per year; and
2. That a \$125 administrative fee for lease renewals be implemented.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1993-MAR-22 COUNCIL
Policy Number:	COU-094	Amendment Date/s:	
Title:	North Slope Development Policy	Repeal Date:	
Department:	Development Approvals	Approval Date:	1993-MAR-22 COUNCIL

PURPOSE:

To limit the development of properties in the North Slope Area.

DEFINITIONS:

N/A

SCOPE:

Delegated to Staff

POLICY:

Council endorsed the North Slope Development Policy for dealing with development proposals in the area covered by the North Slope Stability Study.

COUNCIL

1993-MAR-22

APPENDIX C

(Of the North Slope Stability Study Report

Presented to Council at the "IC" Planning and Environment Committee Meeting held 1993-MAR-15, and endorsed by Council at the Regular Meeting of Council held 1993-MAR-22)

NORTH SLOPE DEVELOPMENT POLICY

Applications for development approvals in the seven regimes identified in HBT Agra's North Slope Stability Study dated March 1993 shall be subject to the following:

1. In regimes assigned a high hazard rating (level 1), no development approvals will be granted for property located within 80 metres of the crest of the slope until such time as all additional investigation recommended in the report has been completed and the information incorporated into the geotechnical engineer's report filed in support of the development application (this affects regimes 2, 3 and 4).
2. In regimes assigned a minor hazard rating (levels 2 and 3), no development approvals will be granted for properties located within 40 metres of the crest of the slope until such time as initial investigations recommended in the report have been completed and the information incorporated into the geotechnical engineer's report filed in support of the application (regimes 1, 5 and 7).

3. For the remaining regime designated as low hazard (level 4), geotechnical reports are still required prior to the granting of development approval however no investigations of a regional nature are required to provide additional information over and above that which may be available for a specific site (regime 6).
4. The additional investigations referenced above shall be carried out as per the recommendations contained in the North Slope Stability report and covering letter with the exception that a property owner may make application to utilize alternate investigative methods. Such applications will only be considered if the report submitted in support of the variance was reviewed and found to be acceptable by a second geotechnical engineer to be determined by the City. The engineering firm retained to review the report is to be in the employ of the developer and all costs of the additional review are to be borne by the developer.

[Note: A copy of the complete North Shore Stability Study - Geotechnical Review of the Existing Shoreline Slope Stability – HBT Agra Ltd., March 1993, may be obtained from the Corporate Administration Department and is located in the Upstairs Vault, Reports and Studies, No. 24.]

COUNCIL
1993-MAR-22

PROCESS:

N/A

RELATED DOCUMENTS:

- North Slope Stability Study – Geotechnical Review of the Existing Shoreline Slope Stability – HBT Agra Ltd., March, 1993
- Development Policies Regarding Geotechnical Studies Policy

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2019-OCT-21 COUNCIL
Policy Number:	COU-206	Amendment Date/s:	
Title:	Notice of Motion Policy	Repeal Date:	
Department:	Administration	Approval Date:	2019-OCT-21 COUNCIL

PURPOSE:

This policy provides a process for members of Council to follow prior to drafting a notice of motion for presentation to Council. The notice of motion process during a meeting is outlined in Section 11 of “Council Procedure Bylaw 2018 No. 7272” as amended from time to time.

DEFINITIONS:

N/A

SCOPE:

Retained by Council.

POLICY:

A Notice of Motion is the tool that Council members use to bring topics forward for consideration at a Council meeting. Prior to a member of Council bringing forward a notice of motion, it is recommended these steps, included in the process, be followed:

1. Member of Council identifies:
 - Topic
 - Desired outcome
 - How the resolution adheres to guiding principles in the 2019-2022 Strategic Plan
 - Drafts resolution and forwards to the City Clerk, copying Mayor and the CAO

2. The City Clerk:
 - Adjusts wording if required and discusses changes with member of Council
 - Determines appropriate meeting date to bring notice of motion forward and places on the agenda

3. The Member of Council bringing forward the resolution that is now on the agenda under “Notice of Motion”:
 - Reads out the Notice of Motion on the Agenda
NOTE: [No discussion or vote takes place at this time]

4. At the following Council Meeting that the Notice of Motion is considered, now under the “Other Business” heading of the agenda, the following options can occur:
 - Motion may be moved by Council member that brought forward the resolution
 - i. The motion requires a seconder
 - ii. Vote can occur
 - iii. Motion may be passed
 - iv. Motion may be defeated

- Any member of Council may refer topic of resolution back to Staff for a report to determine implications, including financial, policy, administrative, legal etc.
 - i. Motion is in order at any time
 - ii. Motion requires a seconder
 - iii. Motion may be passed and item referred back to Staff
 - iv. Motion may be defeated and the original motion would require a vote

5. If the Resolution is referred back to Staff:

- Staff reports back to Council with a Staff Report, as soon as possible, outlining any potential implications that may apply to proceeding with the resolution
- City Council votes on proposed resolution after receiving Staff Report on subject matter if Staff Report was required

PROCESS::

N/A

RELATED DOCUMENTS:

“Council Procedure Bylaw 2018 No. 7272”

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2001-NOV-19
Policy Number:	COU-148	Amendment Date/s:	
Title:	Occupant Loads in Licensed Beverage Establishments	Repeal Date:	
Department:	Development Approvals	Approval Date:	2001-NOV-19

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Policy established whereby Staff directed to use 0.95 m² per person in calculating occupancy loads for liquor licensed establishments.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1992-MAY-25
Policy Number:	COU-087	Amendment Date/s:	
Title:	OCP Amendments to be Referred to Regional District for Information	Repeal Date:	
Department:	Development Approvals	Approval Date:	1992-MAY-25

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

All City of Nanaimo Official Community Plan amendments to be referred to the Regional District of Nanaimo for information.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1997-MAY-26 IC
Policy Number:	COU-133	Amendment Date/s:	
Title:	Official Use Only Parking Permits	Repeal Date:	
Department:	Community Development	Approval Date:	1997-MAY-26 IC

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The City shall provide "Official Use Only" parking permits to Members of Council.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2005-NOV-28
Policy Number:	COU-170	Amendment Date/s:	
Title:	Park Bench Donation Program	Repeal Date:	
Department:	Facilities & Parks Operations	Approval Date:	2005-NOV-28

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council:

1. discontinued the Park Bench Donation Program;
2. does not support the placement of flowers, pictures and other memorabilia on benches;
3. to focus on the Tree Donation Program and consider other donation programs in the future; and,
4. supported the Lions Club Dedication Program at the Lions Pavilion at Maffeo-Sutton Park.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1979-NOV-26
Policy Number:	COU-008	Amendment Date/s:	
Title:	Parkland Acquisitions	Repeal Date:	
Department:	Development Approvals	Approval Date:	1979-NOV-26

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

That City staff circulate all proposed parkland acquisitions to appropriate staff at School District No. 68 for their information and reciprocal arrangements shall be requested of School District No. 68.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1979-NOV-26
Policy Number:	COU-008	Amendment Date/s:	
Title:	Parkland Acquisitions	Repeal Date:	
Department:	Development Approvals	Approval Date:	1979-NOV-26

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

That City staff circulate all proposed parkland acquisitions to appropriate staff at School District No. 68 for their information and reciprocal arrangements shall be requested of School District No. 68.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1985-NOV-25 COUNCIL
Policy Number:	COU-038	Amendment Date/s:	1986-MAR-10 COUNCIL 1991-MAR-18 COUNCIL
Title:	Park Vendors	Repeal Date:	
Department:	Recreation & Culture	Approval Date:	1985-NOV-25 COUNCIL

PURPOSE:

To establish guidelines for street cart vendors.

DEFINITIONS

Street Vendors: All vendors who operate anywhere in the City of Nanaimo other than in areas under Parks, Recreation and Culture jurisdiction.

Park Vendors: All vendors who operate in areas under Parks, Recreation and Culture jurisdiction.

Prior to 1993, all vendors within the City of Nanaimo came under the jurisdiction of the Parks, Recreation and Culture Department; however, they were required to obtain City of Nanaimo business licences. Parks, Recreation and Culture subsequently transferred all non-park vendors to the Business Licence Division to administer.

Business Licence Staff reviewed Council Policies (Appendix A and B attached) and wrote a Business Licence policy based on their contents. Street Vendors Guidelines and acknowledgement have also been prepared (Appendix E attached).

In 1994, street vending was expanded beyond the original four “street vending” locations as needs were identified. These expansions were as follows;

Stewart Avenue

Due to heavy ferry traffic and the resulting long lines, sometimes extending from the terminal to Pearson Bridge and beyond, a need was identified to service ferry patrons who were in the line ups for hours on end. They are unable to go into the restaurants along the route as vehicles in the line are frequently moving. The established businesses along this route are given first option to participate and some have done so.

Cabarets

Vendors approached the Business Licence Division and suggested that they be permitted to operate outside cabarets to lessen the after hours noise generated in such areas as Cavan Street. This was successfully done in Victoria. Positive input was obtained from the RCMP and, to date, this practice has helped reduce noise and other problems related to the departure of cabaret patrons.

Licences are issued on a “trial basis” for a 30 day period after which the applications are again reviewed by Business Licence staff and the RCMP. The licences are conditional and subject to cancellation at any time. A copy of the agreement letter is attached (Appendix F).

SCOPE:

N/A

POLICY:

VENDORS IN PARKS AND FACILITIES - PARKS & RECREATION DEPARTMENT

Authority for the issuance of seasonal or short term permits for the location of vendors in parks and facilities under administration of the Parks and Recreation Department is delegated to the Director of Parks and Recreation.

The Director of Parks and Recreation shall issue permits based on the following:

1. The number of allocations for vendors in City parks and facilities shall be determined on an annual basis by the Director of Parks and Recreation following a need assessment to be performed by the Parks and Recreation Department.
2. Parks and Facility Concessions/Vendors will not be duplicated in the same park/facility unless multi-facility activities are warranted, as determined by the Director of Parks and Recreation.
3. Park Concessionaires/Vendors shall be given a designated location and such shall not obstruct normal pedestrian movement at any time.
4. Park Concessionaire/Vendor units shall be maintained at all times in a good clean sanitary condition and standards of appearance must always be attractive.
5. A permit may be suspended or revoked by the Director of Parks and Recreation at any time.
6. All applications for a Park/Facility Vendor's permit shall be accompanied by:
 - (1) A letter from the Medical Health Officer approving of the Vendor's equipment operations.
 - (2) A picture, drawing or description of kiosk and/or stand.
 - (3) Requested location(s).
 - (4) Proposed days and hours of operation.
 - (5) Prices of items/goods to be sold.
 - (6) Agreement to fee(s) established under the Fees and Rentals Policy of the Parks and Recreation Department.
7. A call for "Regular" seasonal applications re Park/Facility Vendors shall take place annually during the month of March. Applications received after March 31st will be adjudicated according to established criteria and in the order received.
8. A "Short Term" (four day maximum) Park/Facility Vendor application re Special Events (e.g. Bathtub or Empire Days) shall be made in writing to the Director of Parks and Recreation a minimum of seven days before each function, and shall be accompanied by the items listed in

6. above and also be a letter of approval from the recognized sponsoring group (e.g. Empire Days or Bathtub Societies).

9. Following approval of a Vendor's application, the Vendor shall provide the City with a certified copy of \$1,000,000. inclusive Comprehensive Public Liability and Property Damage Insurance, when required; such insurance shall name the City of Nanaimo as an additional named insured; and

Each Vendor shall indemnify and save harmless the City of its officers, servants and agents from and against all claims relating to labour and material furnished for the work in connection with his/her permit.

10. All mobile vending kiosks must have someone in attendance at all times; and shall be removed from City Parks every evening and no later than 10:00 p.m.
11. All park concession vendors must have suitable garbage collection arrangements; and the area around concession unit kept free from all paper, plastic, dirt or materials originating from the concessionaire's business.
12. Approved kiosks, mobile units and equipment are not to be changed, altered or modified without the written approval of the Director of Parks and Recreation.
13. Concessionaires/Vendors shall not assign nor rent their licenced locations.
14. As a general guideline, a maximum of two seasonal permits (licences) will be issued to any one vending firm.
15. Requests for permission to hold lotteries (car/boat/house, etc.), raffles or ticket sales are to be processed through the City Clerk's department in order to observe the statutory requirements of the British Columbia Lottery Regulations. Permission from the City Clerk's office to hold lotteries, raffles or ticket sales does not constitute permission to operate as a park vendor or concessionaire.

COUNCIL
1985-NOV-25

COUNCIL
1986-MAR-10

[Note: Refer to "PARKS REGULATION BYLAW 1987 NO. 3297"]
Adopted 1987-DEC-14

PARK VENDORS – GUIDELINES FOR CONCESSIONAIRES

1. Stationary push carts are permitted only on the sites identified by the Parks and Recreation Department on signed agreement.
2. Only stationary push carts are permitted to be operated on designated stationary push cart sites.
3. Stationary push carts must be hand propelled, but may be delivered to their site by vehicle.
4. Stationary push carts shall be removed from their site each night.

5. Stationary push carts must be totally self contained and must contain a garbage receptacle adequate to ensure the cleanliness of the adjacent area.
6. The operator of a stationary push cart shall be responsible for cleaning up litter in the area within 25 metres of his/her push cart and shall be responsible for removal of all collected garbage from the site to a designated location.
7. The total area to be provided for a stationary push cart will not exceed two square metres.
8. The goods sold from a stationary push cart are to be limited to food and flowers (street push carts - downtown locations).
9. The operator of a stationary push cart must obtain insurance which relieves the City of any liability related to his/her operation.
10. The operator of a stationary push cart must obtain all approvals necessary to operate his/her cart.
11. The operator of a stationary push cart must obtain and display at all times an approved identification tag with photograph.
12. Applications for the operation of stationary push carts during special events will be considered from non-profit organizations.
13. The concession vendor shall, as required:
 - (a) take out or cause to be taken out and keep or cause to be kept in force at all times during the term of this agreement comprehensive public liability insurance in respect of claims for personal and bodily injury, death or property damage arising out of any occurrence related to the operation of the vending service under this agreement in an amount of not less than One Million (\$1,000,000.00) Dollars per occurrence.
 - (b) cause each policy of insurance required to be maintained by it to -
 - (b.1) name the invitor as joint insured under the policy;
 - (b.2) contain a cross-liability clause;
 - (b.3) provide that the coverage under the policy cannot be cancelled or any provisions changed or deleted unless Thirty (30) Days' prior written notice is given to the Invitor by the Insurer;
 - (c) provide to the Invitor from time to time, upon request, proof that all premiums under the policies required to be maintained by the vendor have been paid and that they are in full force and effect and contain the above terms and conditions;
 - (d) indemnify and save the Invitor harmless against all loss, damage, costs and liabilities including fees of solicitors and other professional advisors arising out of :
 - (d.1) any breach, violation or nonperformance of any covenant, condition or term of this agreement by the Contractor;
 - (d.2) any personal injury, death or property damage related to the operation of the vending unit under this agreement.
14. The Concessionaire shall obtain the approval of the City before erecting or locating any structure related to this Concession, and such to be the Director of Parks and Recreation and in accordance

with the Building and other bylaws of the City where applicable and any and all other applicable Municipal and Provincial enactments.

15. The City reserves the right at its sole discretion to prohibit or regulate the operation of the Concession during the period of any park/property closure. The authority under this section shall be exercised by the Director of Parks and Recreation or his duly appointed assistants.
16. The Concessionaire shall in no way hinder the use of the park/property by the public nor create or cause a nuisance.
17. The Concessionaire shall provide the required number of garbage receptacles as defined by the City, and a custodial service that includes picking up of litter resulting from the operation of the Concession; and at the end of each day of operation, or as require, shall leave the area of the park in a neat and tidy condition and free of any letter resulting from the operation of the Concession.
18. The City shall provide a garbage collection service which must be used by the Concessionaire.
19. Concession operations including equipment shall meet all of the requirements under the Health Act and regulations thereunder and receive local Health Inspector's approval and comply with the terms of this agreement and any applicable Municipal, Provincial or Federal enactments.
20. Concessionaire shall obtain all applicable City licences; and keep a copy of Agreement at stand at all times; and present it, upon request, to members of the Bylaw Enforcement Department, the R.C.M.P. and Parks and Recreation Department. If a copy of Agreement not at stand/mobile unit, vendor may be asked to leave the park/property.
21. Vendor agrees to remove this mobile concession unit(s) and any materials associated with vending operation each evening as agreed to.
22. Concession Agreement is not assignable unless prior City approval is given.
23. The City reserves the right to immediately terminate the Vendor's Agreement and thereby the privilege to operate on City property or properties administered by the Parks and Recreation Department if any of the City conditions are contravened or if, for some reasons, the Parks and Recreation Department deems necessary.

[Note: It is the objective of the city that downtown push carts add to the street colour and activity. The design of the carts should achieve these objectives.]

COUNCIL
1991-MAR-18

Other Locations

Vending is permitted in other locations where a need is identified such as the industrial area at Mostar. Vending locations are subject to compliance with the provisions of "ZONING BYLAW 1993 NO. 4000" and the vending cannot conflict with an existing business. The vending is permitted on private property only, with the written permission of the property owner.

"Street Vendors" licences are issued for a one-year term pursuant "BUSINESS LICENCE BYLAW 1992 NO. 4572". Although the "Park Vendors" are issued annual Business Licences, the terms of their contract with Parks, Recreation and Culture are for a specified seasonal term during which they are permitted to operate in City parks.

“Street Vendors” are permitted to operate until 10:00 p.m. with the exception of those at cabarets which are permitted to operate until 3:00 a.m. which is one-half hour after the legal cabaret closing time and assists in a more orderly disbursement of patrons.

The differences between “street vendors” and “park vendors” such as operating hours and seasons are simply a reflection of the different customer demand and need levels.

PROCESS:

N/A

RELATED DOCUMENTS:

"PARKS REGULATION BYLAW 1987 NO. 3297"

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1991-OCT-28
Policy Number:	COU-078	Amendment Date/s:	
Title:	Payment of Works and Services by Installment	Repeal Date:	
Department:	Development Approvals	Approval Date:	1991-OCT-28

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. The City offers developers who are required to complete Works and Services the option of forming a Specified Area containing their property which would allow them to pay the cost of the Works and Services over an extended period of time.
2. When funds are available, the Local Improvement Fund be used as a source of funding for the required Works and Services.
3. When sufficient funds remain in the Local Improvement Fund, the following interest rates be charged by the City for the funds advanced to pay for the Works and Services:
 - (a) Works and Services valued at less than \$15,000. - nine percent;
 - (b) Works and Services valued at between \$15,000. and \$25,000. - prime rate plus one percent (but not less than ten percent);
 - (c) Works and Services valued in excess of \$25,000. - prime rate plus two percent (but not less than 11 percent).

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2003-MAR-24 IC COUNCIL
Policy Number:	COU-160	Amendment Date/s:	2005-SEP-12 IC COUNCIL 2007-MAY-14 COUNCIL 2008-APR-21 COW
	Per Diem – Mileage Allowances	Repeal Date:	
Department:	Finance	Approval Date:	2003-MAR-24 IC COUNCIL

PURPOSE:

To establish a policy for per diem and mileage allowances.

DEFINITIONS:

N/A

SCOPE:

This policy is applicable to Council and staff.

POLICY:

To provide per diem – mileage allowances to employees and Council members when travelling on City business.

PROCESS:

Delegated to Staff.

1. Same day and overnight travel out-of-town requires the prior approval of the Departmental Director.
2. Out of Province travel requires the prior approval of the City Manager.
3. The appropriate manager will indicate prior approval of the City Manager.
4. All hotel reservations will be made by the staff person responsible to ensure that government rates are obtained.
5. Allowable expenses:

Per diem for meals (in U.S. funds where applicable):	Breakfast	\$15.
	Lunch	\$20.
	Dinner	\$25.

The per diem is intended to cover incidentals where receipts are not typically received, e.g. newspapers, tips, etc.

The per diem rate must be reduced when a meal is provided to the employee at the function attended. Receipts are not required for meal claims in the amount or less than the per diem allowances; where actual costs exceed the per diem rate, approval for reimbursement must be obtained from the Departmental Director based on receipts provided for expenditures.

The mileage rate for private vehicles is \$.52 per kilometre. Reimbursement is limited to the equivalent of economy airfare plus related ground transportation.

Airline flight costs will be billed directly to the City and included on the travel expense claim form as a City paid expense.

An employee may stay at private accommodations and may claim an allowance of \$20. per night, without receipts, in addition to the per diem rates for meals.

Where a spouse accompanies an employee on a trip, only the single rate will apply within the claim for allowable expenses.

6. Expenses not allowed: Hotel charges for personal phone calls, movie rental and bar service will not be considered for reimbursement.
7. All claims for travel expense reimbursement must be approved by the Department Director. Directors, General Managers and the City Manager are exempted from expense reimbursement approvals.
8. All claims for expenses and advances must be signed by the employee.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

This policy repeals Per Diem Mileage Allowance Policy No: COU-083



RCRS Secondary:	GOV-02	Effective Date:	1982-NOV-15
Policy Number:	COU-022	Amendment Date/s:	
Title:	Planters in Cul-de-Sacs	Repeal Date:	
Department:	Engineering	Approval Date:	1982-NOV-15

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

That planters presently constructed shall be:

- a. planted out; or
- b. entire planter blacktopped and painted green; or
- c. planter "rocked in";

and that such work is to be carried out as funds become available through the annual Parks, Recreation and Culture Department Budget; and that before projects a, b or c are carried out, neighbours on such streets with cul-de-sacs be canvassed for their choice of development; and that volunteers in the area be permitted to work on the planters if they so desire.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2019-SEP-16 COUNCIL
Policy Number:	COU-207	Amendment Date/s:	
Title:	Privacy Policy	Repeal Date:	
Department:	Legislative Services	Approval Date:	2019-SEP-16 COUNCIL

PURPOSE:

The purpose of the City of Nanaimo’s Privacy Policy is to describe how the City collects, uses, discloses and protects personal information. This policy provides a framework for how the City will operate in order to ensure personal information is managed in accordance with the Freedom of Information and Protection of Privacy Act. This policy also gives examples of what personal information the City needs, and examples of how it uses and discloses personal information.

DEFINITIONS

The following definitions are used in this policy:

- a. “Act” means the *Freedom of Information and Protection of Privacy Act* (British Columbia);
- b. “City” means the City of Nanaimo;
- c. “employee” means an employee of the City, including a volunteer and a service provider;
- d. “personal information” means recorded information about an identifiable individual (but does not include information to enable an individual at a place of business to be contacted, such as the name, position name or title, business telephone number, business address, business email or business fax number of the individual);
- e. “service provider” means a person we retain under a contract to perform services for us;
- f. “us” refers to the City, as do “our”, “we” and similar terms, not to any employees or elected or appointed City officials;
- g. “you” refers to anyone whose personal information we collect, use or disclose

SCOPE

This policy applies to personal information that the City collects, uses or discloses in any form (including verbal, electronic or written personal information).

This policy does not apply to any collection, use or disclosure of personal information through the City’s website. The City’s website privacy policy can be accessed through this link:

<https://www.nanaimo.ca/privacy-policy>

POLICY

This policy is established in accordance with the City’s “Freedom of Information and Protection of Privacy Act Bylaw 7024”. This policy is the foundation for the City’s privacy management program. It sets the framework for privacy to be a central component of our business practices and a built-in component of our day to day program operations.

1. COLLECTION OF PERSONAL INFORMATION

We collect personal information:

- a. where collection is authorized under a statute, such as the *Community Charter* (British Columbia) and the *Local Government Act* (British Columbia), or is authorized under City bylaws;
- b. for the purposes of our activities, services and programs;
- c. for the purposes of planning or evaluating our activities, services and programs;
- d. for law enforcement purposes, including enforcing our bylaws; and
- e. at presentations, ceremonies, performances, sports meets, or similar events, that are open to the public and where you voluntarily appear, such as public meetings and public hearings.

We collect your personal information directly from you, but we may also collect it from another source if you have consented to our doing so. We may also collect your personal information from another source as permitted under the Act, including in these cases:

- f. where another law allows us to do so;
- g. for law enforcement, for a court proceeding, to collect a debt or fine from you, or to make a payment to you;
- h. where your personal information is necessary for us to deliver, or evaluate, a common or integrated program or activity;
- i. where your personal information is necessary to establish, manage or terminate an employment relationship between you and us;
- j. if your personal information may be disclosed to the City under Part 3 of the Act; or
- k. where we collect your personal information for the purpose of determining your suitability for an honour or award.

2. USE AND DISCLOSURE OF PERSONAL INFORMATION

We will use and disclose your personal information only for the purpose we collected it for or for a purpose that is consistent with why we collected it in the first place.

We may also use or disclose your personal information for another purpose if you have identified the information and consented to our other use. Lastly, we may use your personal information for a purpose for which it can be disclosed to us under Part 3 of the Act.

We may also disclose your personal information:

- a. if you have identified the information and consented in writing to its disclosure;
- b. to our employees or service providers if the information is necessary for their duties, for delivery of a common or integrated program or activity, or for planning or evaluating a City program or activity;

- c. if your personal information is made publicly available in British Columbia by a law that authorizes or requires it to be made public;
- d. to a public body or law enforcement agency to assist in a specific investigation or law enforcement proceeding;
- e. to your union representative who is making an inquiry, if you have given the representative written authority to make the inquiry or it is otherwise authorized;
- f. to our legal counsel for the purpose of legal advice or for use in legal proceedings involving us;
- g. to your Member of the Legislative Assembly if you have asked her or him to help resolve a problem; or
- h. as otherwise permitted or required under Part 3 of the Act.

Please note that all information provided at open meetings of Council or its committees is considered to be public. If you provide or disclose your personal information to us for that purpose, you are consenting to that information being available to the public, including through posting on our website or webcasting. This information is considered to be a part of the public record and cannot be removed or changed. However, if you satisfy us in advance that you have legitimate personal safety concerns for yourself or an immediate family member, we may allow you to submit your personal information to Council or a committee in confidence. We will not make it publicly available in that case, although we will keep it in our Legislative Services office, as part of the record.

3. ACCURACY OF PERSONAL INFORMATION

We make every reasonable effort to ensure that personal information we use to make a decision directly affecting you is accurate and complete.

4. ACCESS TO PERSONAL INFORMATION

You can ask us to give you a copy of your personal information that is in our custody or control by contacting the Legislative Services department. If you are an employee and would like a copy of your own employee personal information, you will need to contact the Human Resources department.

If we believe your request may involve someone else's personal information, or information protected under the Act, we may require you to make a formal request under the Act for access to records. The Act gives us 30 business days to respond to a formal request, starting on the date your request is received (the Act also allows that time to be extended). Please note that in some cases the Act may require us to refuse you access to even your own personal information. We will give you written reasons for every decision on a formal request.

Before disclosing your personal information, we will require you to verify your identity, so we can be assured that you are the individual whose information is being requested. This helps ensure we do not disclose your personal information to someone to whom it should not be given.

5. CORRECTION OF PERSONAL INFORMATION

If you believe there is an error or omission in or from your personal information, you can contact us in writing and ask us to correct it. If we decide to correct your information, we will do so as soon as reasonably possible. If we decide not to correct your information, we will note your requested change on the information as well as why we did not correct your information as you asked.

6. RETENTION AND DISPOSAL OF PERSONAL INFORMATION

If we use your personal information to make a decision that directly affects you, we will keep it for at least one year after we make our decision. We also keep personal information in accordance with our relevant record retention schedules. We use reasonable efforts to ensure that your personal information is destroyed securely when the time comes under our records retention schedules.

7. RESPONSIBLE USE OF INFORMATION AND INFORMATION TECHNOLOGY

Your privacy matters to us, so we use what we believe are reasonable security arrangements to protect your personal information against such risks as unauthorized access, collection, use and disclosure. These arrangements may include information technology measures, as well as policies and practices, to protect your personal information.

If we disclose your personal information to our service provider, we will make reasonable efforts to impose contractual protections on the service provider. Those protections vary according to the nature and sensitivity of the personal information involved. We require our service providers not to use or disclose personal information other than for the purpose of performing services for us.

All our employees are required to respect the confidentiality of personal information they receive or compile and are required to use and disclose it only in accordance with this policy and the Act.

8. RESPONDING TO PRIVACY-RELATED COMPLAINTS

Any complaint about any privacy-related matter under this policy or under the Act must be made to us in writing.

We will consider your complaint, including about a breach of your privacy, and will disclose the outcome to you in writing. We expect you to co-operate reasonably and in a timely way with our work, including by promptly providing us with information that we might reasonably need to do our work. Your failure to do so may result in our deciding not to proceed any further with your complaint.

You can make a written formal complaint to the Office of the Information and Privacy Commissioner for British Columbia, although we encourage you to use our complaint procedure first. Wherever we can, we try to work things out directly with people, to their satisfaction.

9. EDUCATION AND AWARENESS

All City employees receive training on the Act and privacy generally as appropriate to their work function. Additional training is given in the following circumstances:

- Employees handling what we consider high-risk or sensitive personal information electronically receive training related to information systems and their security, in coordination with the IT department's training;
- Employees managing programs or activities receive training related to privacy impact assessments; and
- Employees managing common or integrated programs or activities receive training related to information sharing agreements.

10. PRIVACY RISK ASSESSMENTS

Privacy impact assessments (PIAs) are conducted to determine if a proposed system, project, program or activity meets or will meet the requirements of Part 3 of *FIPPA*. A PIA will be done for any new system, project, program or activity involving personal information and for any new collection, use or disclosure of personal information. A PIA will also be conducted for common or integrated programs or activities and data-linking initiatives, as well as when significant modifications are made to existing systems, projects, programs or activities.

11. PRIVACY BREACH MANAGEMENT & PROTOCOLS

Information regarding our procedures for responding to a privacy breach is outlined in the document RM-05 Privacy and Information Security policy.

12. SERVICE PROVIDER MANAGEMENT

Employees who prepare or manage contracts with service providers are to include the privacy protection schedule or standard privacy language, as designated by the Corporate Officer, in all contracts that involve the service provider having access to, or collecting, using or disclosing, personal information in the custody or under the control of the City.

13. EXTERNAL COMMUNICATIONS

We will contact an individual in the following circumstances:

- To give notice of collection of their personal information;
- When individuals request access to their personal information or access to records where someone else's personal information is involved;
- When responding to requests for correction of personal information;
- When personal information is disclosed without consent for compelling health or safety reasons; and
- When the City intends to give access to personal information in response to a freedom of information request.

14. ROLES & RESPONSIBILITIES

Chief Administrative Officer

- Approves policy and procedures and ensures all employees are given notice of, and access to, a copy of the policy.

Department Heads

- Support and co-operate with the Privacy Coordinator in implementing the policy and in complying with *FIPPA*.

Corporate Officer/FOI Head

- Responsible for overseeing the duties and responsibilities of the Records/Information & Privacy Coordinator

Records/Information & Privacy Coordinator

- Under the direction of the FOI Head, responsible for the development, management and implementation of the City's privacy management program including ongoing assessments and revisions.
- Coordinates employee training and education, ensuring that all new employees receive *FIPPA* orientation and training within the first year of their employment.

See ADM-002-RM Records Management Accountability Policy for full listing of roles and responsibilities with respect to management and governance of information and records.

Contact Information:

If you have any questions about this policy or your personal information please contact Legislative Services at (250) 755-4405 or by email at foi@nanaimo.ca

AUTHORITY TO ACT:

The Corporate Officer is delegated responsibility and authority for ensuring compliance with this policy and *FIPPA*.

PROCESS:

This policy shall be reviewed by the Corporate Records Officer at least every 3 years.

RELATED DOCUMENTS:

Legislation

City of Nanaimo's "Freedom of Information and Protection of Privacy Bylaw 2006 No. 7024"
Freedom of Information and Protection of Privacy Act (RSBC 1996, c. 165)

Records Management Policies and Procedures

ADM-001 RM - Records Management Framework Policy
ADM-002 RM - Records Management Accountability Policy
ADM-003 RM - Records Management Policy
ADM-004 RM - Legal Hold Policy
ADM-005 RM - Privacy and Information Security Policy
ADM-006 RM - Scanning and Imaging Policy
ADM-007-RM - Email Management Policy
ADM-008 RM - Vital Records and Business Continuity Policy
ADM-009 RM - Access to Information Policy
ADM-010 RM - Mobile Device Policy
ADM-011 RM - Records in the Custody of Council Policy
ADM-012 RM - Anti-Spam Policy

REPEAL/AMENDS:



RCRS Secondary:	GOV-02	Effective Date:	1992-MAR-02 COUNCIL
Policy Number:	COU-085	Amendment Date/s:	
Title:	Private Wharfage on Long Lake	Repeal Date:	
Department:	Community Development	Approval Date:	1992-MAR-02 COUNCIL

PURPOSE:

To legitimize private moorage facilities on the lake.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

That the City take no enforcement action pertaining to private wharfage on Long Lake.

PROCESS:

Delegated to Staff.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2000-SEP-11
Policy Number:	COU-144	Amendment Date/s:	
Title:	Proclamation Policy	Repeal Date:	
Department:	Legislative Services	Approval Date:	2000-SEP-11

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. A proclamation is a formal pronouncement, issued at the discretion of the Nanaimo City Council, of a message of importance, interest and/or benefit to a significant number of people within the City of Nanaimo.
2. Proclamations are issued to local charitable and non-profit organizations to increase public awareness of their cause and/or to promote fund-raising activities, to support major sporting, cultural and entertainment programs of significance to the City, and civic initiatives.
3. Proclamations are intended to help meet the objectives or causes and activities which benefit the community as a whole.
4. Subjects of a commercial or partisan nature do not qualify for proclamations; however, not for-profit events sponsored by commercial organizations will be considered.
5. Requests that originate from an international, national, regional or provincial body located outside the City of Nanaimo will be considered, but only if there is a local affiliated organization or group, or if it has broad community significance.
6. The City of Nanaimo does not incur any expenses relating to the advertising or promotion of proclamations unless the proclamation is initiated by the City. Groups are responsible for organizing related activities and all associated costs with respect to the proclamation and events.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:



RCRS Secondary:	GOV-02	Effective Date:	2021-FEB-01
Policy Number:	COU-209	Amendment Date/s:	
Title:	Procurement Policy	Repeal Date:	
Department:	Finance	Approval Date:	2021-FEB-01

PURPOSE:

The purpose of this Policy is to establish governance parameters for the purchasing of all *Goods & Services* for the City.

The Policy is intended to:

- i. Promote fair, open, and transparent purchasing practices for the City’s purchase of *Goods & Services*;
- ii. Protect the interests of the citizens of Nanaimo, ensuring the City obtains the best value and good outcomes for its expenditures; and
- iii. Establish controls for approval, process, advertising, and *Contract* requirements appropriate for a public institution.

DEFINITIONS:

“**Appointed Officers**” means those individuals that are appointed to specific roles and form part of the administrative branch of the City.

“**Chief Administrative Officer**” means the person who is appointed to be the Chief Administrative Officer of the City.

“**Competitive Bid Process**” is the process by which competitive bids are considered for a contemplated purchase from various *Vendors* through processes where the bids are requested, received, evaluated and a *Contract* is awarded through a public process that promotes fairness and transparency.

“**Contract**” means a legally enforceable agreement between two or more parties. Legally binding contracts have six elements:

- (i) Offer;
- (ii) Acceptance;
- (iii) Contracting parties have the authority or capacity to enter into a binding agreement;
- (iv) Legal consideration (something of value, often money) is exchanged;
- (v) Lawful purpose; and,
- (vi) Genuine desire or intent to create a binding *Contract*.

“**Council**” means the elected council members of the City of Nanaimo.

“**Department Head**” means the manager of a City department who is the primary user or coordinator of the Goods or Services to be procured by the department, which can include Managers, Directors,

“**Director of Finance**” means the individual who manages the City’s financial assets while

overseeing the Financial Planning, Accounting Services, Revenue Services, Purchasing, and Payroll divisions.

“Emergency” means a sudden, unexpected, or impending situation that may cause injury, loss of life, damage to the property, and/or interference with the normal activities of the City and which, therefore, requires immediate attention and remedial action.

“General Manager, Corporate Services” means the individual who is appointed to oversee the departments of Finance, Information Technology, Police Services and Emergency Management.

“Manager, Purchasing and Stores” means the manager of the City's central purchasing and stores department, or designate.

“Non-competitive Process” is a process of determining a *Vendor* for Goods or Services in which the *Competitive Bid Process* is not followed.

“Non-Compliance” occurs when a *Contract* for the purchase of Goods or Services was entered into, outside of the requirements of this Policy, and the circumstances were not otherwise exempt under Section 2 of this Policy.

“Project Manager” means a City employee who, on behalf of his/her department, is overseeing the procurement and general management of the Goods or Services being procured.

“Purchasing and Stores” is the City's centralized purchasing and stores department.

“RFX” – An acronym that means “request for X”, with X representing any of the formal bid documents used to obtain information or cost estimates for the procurement of goods, services or construction, including Request for Information (RFI), Request for Proposal (RFP), Request for Quotation (RFQ), Request for Tender (RFT) also known as Invitation to Tender (ITT), Request for Prequalification (RFPQ), Request for Statement of Qualifications (RFSOQ) and Notice of Intent (NOI).

“Single Source Purchase” means a non-competitive acquisition whereby purchases for goods and or services are directed to one source because of standardization, warranty, or other factors, even though other competitive sources may be available.

“Sole Source Purchase” means a non-competitive acquisition whereby the purchases for goods and or services are directed to the only available *Vendor* of that good and or service.

“Standard Operating Procedures” means those procedures and instructional guidelines issued and maintained by the Purchasing department that set out the procedural requirements to be carried out in fulfillment of this Policy.

“Surplus Goods” means any vehicles, equipment, furniture, materials, or supplies no longer required by the City but may have residual economic value.

“Vendor” means companies that could be or are contracted by the City to provide Goods & Services.

SCOPE:

The Policy applies to all employees, volunteers and other authorized personnel responsible for purchasing *Goods & Services* for the City, responsible for approving the purchase of *Goods & Services*, or responsible for executing contracts for the purchase of *Goods & Services*, on behalf of the City.

Authority to Act
Delegated to Staff.

Responsibilities

Council to:

- Approve this Policy;
- Approve future amendments to this Policy; and
- Approve the budget to cover the acquisition of Goods or Services.

Chief Administrative Officer to:

- Implement this Policy

General Manager, Corporate Services to:

- Bring forward future amendments to this Policy for *Council's* consideration.

Director of Finance to:

- Ensure compliance with this policy, as required;
- Promote best practice procurement; and
- Approve Operating Procedures and Guidelines required to implement this Policy.

Department Heads to:

- Ensure departmental compliance with this Policy;
- Promote conduct and communication with *Vendors* that is fair, professional and respectful;
- Support procurement practices that promote and manage *Vendor* development and performance;
- Ensure funding is available for department purchases;
- Approve Sole and Single Source purchases; and
- Approve purchase contract content.

Project Managers to:

- Comply with this Policy;
- Use conduct and communication with *Vendors* that is fair, professional, and respectful;
- Support procurement practices that promote and manage *Vendor* development and performance;
- Ensure appropriate use of funding;
- Prepare Sole and Single Source justifications for approval; and
- Approve purchase contract content.

Manager, Purchasing and Stores to:

- Represent the City as its Purchasing Agent;
- Administer this Policy;
- Oversee and control the purchasing of all *Goods & Services*;
- Develop and maintain *Standard Operating Procedures* required to implement this Policy including but not limited to:
 - General processes and guidelines;
 - Processes to support local businesses within the provisions of applicable trade agreements; and
 - Processes to support Sustainable purchasing.
- Execute all approved Contracts on behalf of the City for the acquisition of *Goods & Services*; and
- Maintain a repository of purchase Contracts in accordance with the *City Records Management Policy*.

POLICY:

The City of Nanaimo (the “**City**”) is committed to fair, open and transparent acquisition of goods or services, construction-related services, consulting services, and revenue *Contracts* (collectively, the “**Goods & Services**”, each, the “**Goods or Services**”) that result in value-for-money for residents and other stakeholders.

PROCESS:

1. Organization

- 1.1 The City is organized with a central purchasing department and all purchases covered by this Policy shall be conducted through the central purchasing department, except as otherwise permitted and described under Section 2 of this Policy.
- 1.2 The City will have appointed at all times an individual to be the *Manager, Purchasing and Stores* to carry out the responsibilities set out in this Policy.
- 1.3 The procurement value thresholds and corresponding approval protocols will reflect the City's commitment to the following:
Responsible fiscal spending and management;
Fair, open, and transparent procurement practices; and,
Compliance with applicable trade agreements employing the most stringent of the standards.

2. Application of Policy and Exemptions

- 2.1 The Policy does not apply to the following:
 - a) Purchase of land and improvements;
 - b) Disposition of land and improvements owned by the City;
 - c) Licenses, leases and/or agreements related to real property owned by the City;
 - d) Procurement and payment of *Goods & Services* including, but not limited to:
 - (i) courses, seminars, staff training, development training, workshops;
 - (ii) conventions;
 - (iii) association fees and membership dues;
 - (iv) payroll deductions;
 - (v) grants to other agencies and associations;
 - (vi) debt payments;
 - (vii) payment of damages or settlements;
 - (viii) petty cash replenishments;
 - (ix) RCMP contract payments;
 - (x) payments to partners for co-sponsored programs;
 - (xi) purchase of utility services, such as hydro, gas, ;
 - (xii) general postage; and,
 - (xiii) refundable employee expenses, including but not limited to travel expenses, parking, hotel, airline charges, mileage allowances, meals, and related incidentals.
 - e) Payment to other governmental authorities and investments.
 - f) Hiring of regular, temporary, and casual employees by the City.
 - g) This Policy may not apply to the circumstances listed below provided the purchase procedure applied is not used to avoid competition, discriminate between *Vendors*, or protect *Vendors*.

Procurements:

- of used equipment;
- of goods at auctions;
- from philanthropic institutions, prison labour or persons with disabilities;
- from public body or a non-profit organization;
- of services provided by lawyers and notaries;
- of financial and banking services; and
- of goods intended for resale to the public.

3. Methods of Purchase

3.1 Sourcing

Sourcing is a process used to continually improve and re-evaluate supply chain activities. Sourcing may be used in circumstances where the internal information available regarding either the type of procurement that is required or the capabilities of the market to deliver the requirement is insufficient.

Sourcing allows the City to gain information from the *Vendor* community without entering into a binding agreement between the City and pre-qualified respondents. Language must be clearly defined in the terms and conditions of these documents to ensure there is no obligation on the part of the City to call on any pre-qualified respondent to supply such goods, services or construction.

(i) REQUEST FOR INFORMATION (RFI)

The purpose of an RFI is to gather general *Vendor* or product information and gather information regarding the interest of the *Vendor* community for a potential business opportunity. This method may be used when researching a contemplated procurement and the characteristics of an ideal solution are still unknown.

Responses to an RFI typically contribute to the *Competitive Bid Process* and issuance of an *RFX*. An RFI should be utilized for resolving targeted questions about the required acquisition, market sounding, seeking combinations of industry-leading practices, suggestions, expertise, and reciprocate concerns, and additional questions from respondents. The information collected may also facilitate the selection of the best method of procurement.

(ii) REQUEST FOR PRE-QUALIFICATION (RFPQ)

An RFPQ is used to gather information regarding a *Vendor's* capability, capacity, and qualifications, to create a list of pre-qualified *Vendors*. The RFPQ may be used as the first stage of a two-stage process (followed by an RFQ, RFT or RFP), whereby only prequalified respondents are invited to take part in the competitive process.

3.2 Low-Value Purchase (LVP)

Purchases that are random in nature, not included in a standing agreement, not available from inventory, and under the value of \$5,000, do not require a purchase order. LVP requirements should be purchased using a procurement card.

Purchasing from local businesses has the benefits of nurturing economic development and reducing transportation costs and carbon emissions. Where ever possible, LVPs will include local business in the procurement.

3.3 *Competitive Process*

3.3.1 The City obtains comparative pricing for purchases whenever possible to maximize value for money and to comply with legislation governing public procurement. All purchases exceeding \$25,000 must use an open, transparent and non-discriminatory competitive selection process whereby competitive bids are obtained. The *Competitive Bid Process* is used to ensure competitive value for funds expended and to provide companies the opportunity to support City operations and projects. Competitive Bidding will comply with federal and provincial requirements for open tendering through an electronic tendering system (example: BC Bids) using the following primary *RFX* documents used for soliciting competitive bids:

- (i) Request for Quote (RFQ). An RFQ is used to solicit competitive bids, valued between \$25,000 and \$75,000 for services and \$25,000 and \$200,000 for construction, when the solutions, specifications, performance standard(s) and timeframe(s) are defined.
- (ii) Request for Tender (RFT) or Invitation to Tender (ITT). An RFT or ITT is used to solicit competitive bids, valued over \$75,000 for *Goods & Services* and over \$200,000 for construction, when the solutions, specifications, performance standard(s) and timeframe(s) are defined. Tenders are typically awarded to the *Vendor* with the lowest cost.
- (iii) Request for Proposal (RFP). An RFP is normally for the provision of services, and allows the *Vendor* an opportunity to propose a solution to the City's requirement, which may include providing unique skills. This is used for all purchases over \$75,000 for *Goods & Services* and over \$200,000 for construction. The selection of the successful *Vendor* is based on the evaluated best overall value to the City.
- (iv) Request for Statement of Qualifications (RSOQ). An RSOQ is used where the best qualified and most compatible *Vendor* for a specific project is required. RSOQs are particularly valuable for situations where the scope of services required is not fully understood at the time of procurement or when attributes such as previous knowledge, innovation, and proprietary technology are required for success. An agreement is negotiated with the *Vendor* receiving the highest evaluated score for qualifications.

3.3.2 In accordance with the New West Partnership Trade Agreement (NWPTA), the Canadian Free Trade Agreement (CFTA), and the Comprehensive Economic and Trade Agreement (CETA), there will be no local preferences for competitive process purchases.

3.3.3 All competitive procurement opportunities shall be advertised in BC Bid, or similar public notice forum.

3.4 *Non-Competitive Process*

The City will use the *Competitive Bid Process* for purchases whenever possible. However, it is recognized that situations will exist where competitive selection is not practical. Any consideration to use a non-competitive selection process must be taken carefully and with an honest view of the conditions surrounding the purchase. Provided

all competitive opportunities have been exhausted a Non-competitive purchase may be conducted using Single or Sole sourcing methods to make a purchase of *Goods & Services*.

All Non-competitive Purchases must be approved in writing by the *Department Head*.

A Notice of Intent to Award must be posted publicly prior to contracting a Non-competitive Purchase that exceeds a value of \$50,000.00.

3.4.1 *Single Source Procurement*

A *Single Source Purchase* may be conducted for the procurement of *Goods & Services* where there may be more than one *Vendor* capable of delivering the same goods or services. A *Single Source Purchase* shall not be pursued for the purposes of avoiding competition between *Vendors* or to discriminate against *Vendors*. Failure to plan and allow sufficient time for a competitive procurement process does not constitute an unforeseeable situation of urgency. Single Source purchases shall be arranged by the *Manager, Purchasing and Stores* and shall be included in the quarterly report to *Council* prepared by the *Director of Finance* or his/her designate. The circumstances where single source purchases are allowed are as follows:

- (i) Where an unforeseeable *Emergency* situations exists;
- (ii) For matters involving security, or confidential issues, a purchase may be made in a manner that protects the confidentiality or security of the *Vendor* or the *City*;
- (iii) Where a contract is to be awarded under a cooperative type agreement that is financed, in whole or in part, by an international cooperation organization, only to the extent that the agreement between the entity and the organization include rules for awarding contracts that differ from the obligations set out in this Policy;
- (iv) Where construction materials are to be purchased and it can be demonstrated that transportation costs or technical considerations impose geographic limits on the available supply base, specifically in the case of sand, stone, gravel, asphalt, compound and pre-mixed concrete for the use in the construction or repair of roads;
- (v) Where the *City* has a lease or rental contract with a purchase option and such purchase option could be beneficial to the *City*;
- (vi) Where the project is highly sensitive or confidential and broadcasting it via open competition is not appropriate;
- (vii) Where the work is a continuation or follow-up assignment to be undertaken by the original service provider, and an appropriate procurement process cannot otherwise be undertaken for other reasons provided in this Policy;
- (viii) The *City* can strictly prove that only one contractor is qualified, or is available, to provide the goods, services or construction;
- (ix) Where there is an operational requirement requiring compatibility, standardization and uniformity with existing equipment and, in order to satisfy this requirement, the *Goods or Services* must be procured from a specific *Vendor* (e.g. servicing by a specific supplier required for warranty purposes; same machinery required for operational purposes); or,

- (x) In the absence of a receipt of any responses to an *RFX* in accordance with this Policy.

3.4.2 *Sole Source Procurement*

A *Sole Source Purchase* may be conducted for the procurement of *Goods & Services* where the good or service is unique to a *Vendor*. *Sole Source Purchases* shall be arranged for by the *Manager, Purchasing and Stores* and shall be included in the quarterly report to *Council*. The circumstances where sole source purchases are allowed are as follows:

- (i) Where there is only one available source usually due to a patent or copyright of the technology required, technological compatibility with existing equipment or uniqueness of the service provided; or,
- (ii) Where *Goods* are offered for sale to the City by bid, auction or negotiation. Such purchase will be deemed to be a *Sole Source Purchase* and the *Director of Finance* may authorize the purchase if proven to be in the best interest of the City.

3.5 Unsolicited Bids

Unsolicited bids received by the City will be reviewed by the *Department Head* and the *Manager, Purchasing and Stores* or designate. Award of an unsolicited bid is done so on a non-competitive basis; therefore, the single or sole source purchase provisions of this Policy will apply.

3.6 *Emergency Purchases*

Emergency purchases can be made where the lack of immediate action is likely to adversely affect operations, disrupt services to the public, or involve risk to the safety of personnel and/or property. There are no financial limits to the emergency purchases; however, purchases must follow the steps identified in the *Standard Operating Procedures*.

4. **Vendor Management**

4.1 The City values the expertise, experience and quality of work provided by *Vendors*. To nurture and maintain lasting relationships and acceptable quality of *Goods & Services*, the City will manage all *Vendors* per the *Standard Operating Procedures*.

4.2 Purchasing and Stores, *Department Heads and Project Managers* are jointly responsible to enforce the terms and conditions of *Contracts*. *Department Heads/Project Managers* will be responsible to document *Vendor* performance in the contract file by means of a *Vendor* performance evaluation form.

In the event of a poor performance rating, *Purchasing and Stores* and *Department Heads and Project Managers* will develop *Vendor* performance corrective action plans to bring performance back to an acceptable level. If acceptable performance is not restored, the matter will be escalated to the *Director of Finance* to take appropriate action to reduce risk to the City.

4.3 Exclusion of *Vendors*

The City may, in its absolute discretion, exclude a *Vendor* from participating in a procurement process or reject the submission of a *Vendor* if:

- (i) Within five years of the date of the *RFX*, the *Vendor*, or any officer or director of the *Vendor* is or has been engaged either directly or indirectly through another legal entity in a legal action against the City, its elected or *Appointed*

Officers and employees in relation to:

- (a) Any other agreement and or contract for works or services; or
 - (b) Any matter arising from the City's exercise of its powers, duties or functions under the Local Government Act, Community Charter or another enactment.
- (ii) A *Vendor* has failed to declare a potential conflict of interest when responding to a procurement request.
 - (iii) A *Vendor* has failed to honor a contract in the past.
 - (iv) A *Vendor* has failed to meet performance requirements as per the City's *Vendor Management* program.

5. Contract Management

- 5.1 All contracts, tender documents, addenda and amendments to tender documents, notices of awards, bonds, letters of credit, notices of intent to contract, change order, purchase orders, renewals, extensions, and any other forms of commitment and contracts will be on terms and conditions approved by the City's legal counsel. Any material deviation from the approved terms and conditions of any document requires the prior approval of the City's legal counsel.

The concurrence of the City's legal counsel is required on any contract which is unique or deviates from the terms and conditions previously approved by the City's legal counsel.

- 5.2 All City issued contracts must be endorsed by the *Vendor* prior to being endorsed by the City.
- 5.3 Overall management of rental and lease agreements for equipment is the responsibility of the Manager, Purchasing and Stores. All rent to purchase agreements shall be established per the *Competitive Bid Process*. The following are examples of items that would use rent to purchase agreements:
- 5.3.1 Construction machinery and equipment (tractors, compressors, backhoes, cranes, etc.);
 - 5.3.2 Cars and trucks; and,
 - 5.3.3 Other miscellaneous items such as vending machines, etc.
- 5.4 Purchasing and Stores will maintain all records and relevant supporting documents for purchase contracts in accordance with the City's *Records Management Policy*.
- 5.5 City Department staff are responsible for providing *Purchasing and Stores* any contract related documentations, including change documentation, in a timely manner, to enable contract changes to be prepared appropriately for any change in work.
- 5.6 Contract durations shall be limited to a maximum of five years unless otherwise approved by the *Director of Finance*.

6. Sustainable Procurement

The City will consider sustainability in its procurement processes, measure its progress, and strive for continuous improvement by adhering to the Sustainable Procurement Policy.

7. Compliance Obligations

- 7.1 All employees and volunteers are expected to conduct themselves with personal integrity, ethics, honesty and diligence when acquiring Goods & Services on behalf of the City and must comply with the City HR. 4.1, Code of Conduct Policy as amended.
- 7.2 All procurement shall be in accordance with all applicable legislation and trade agreements.

8. Non-Compliance

All incidents of Non-Compliance shall be documented and reported to the *Director of Finance*.

9. Confidentiality

Comply with the City HR. 4.1, Code of Conduct Policy as amended and the BC Freedom of Information and Protection of Privacy Act.

10. Prohibitions

- 10.1 The following activities are prohibited under this Policy:
- 10.1.1 The dividing of contracts or purchases to avoid the *Standard Operating Procedure* requirements or trade agreement thresholds.
 - 10.1.2 Committing the City to contract without the appropriate level of authority to do so.
 - 10.1.3 Purchasing of any *Goods & Services* for personal use by:
 - (i) any member of *City Council*, or by any person on their behalf;
 - (ii) *Appointed Officers*; and,
 - (iii) employees of the City or their immediate families, that could result in a perceived conflict of interest unless that conflict has been disclosed, acknowledged and approved by the *Chief Administrative Officer* in the case of City employees and by *Council* in the case of *Council* members and *Appointed Officers*.
 - 10.1.4 No Contract shall be entered into, and no expenditure shall be authorized or incurred unless *Council* has provided funds for such purpose in the annual budget or otherwise agreed to the provision of such funds and, no expenditure shall be authorized or incurred for more than the funds provided.
 - 10.1.5 No *Goods & Services* shall be purchased from an officer or employee of the City, or from any immediate relative or associate of such officer or employee, unless the extent of the interest of such officer or employee has been fully disclosed and the purchase has been approved by the *Chief Administrative Officer*.
 - 10.1.6 No officer or employee of the City shall be permitted to purchase any Personal or Real Property which has been declared *Surplus Goods* by the City unless obtained through a public process.
 - 10.1.7 No employee or *Council* member shall purchase, on behalf of the City, any Goods, Services or Construction, except in accordance with this Policy.

- 10.1.8 No employee or *Council* member shall utilize City assets, contracts, processes or policies to procure *Goods & Services* for personal advantage, except for supplier offered employee discount programs or any goods or services procured, on behalf of the City specifically for employee wellness or other human resource initiatives.
- 10.1.9 No employee or *Council* member shall use Personal Property for personal advantage, except where such Personal Property is offered through City programs open to the public.
- 10.1.10 Where an applicable national or international trade agreement conflicts with this Policy, the trade agreement shall take precedence.

11. Construction and Performance Security and Statutory Holdbacks

- 11.1 The City may, in its absolute discretion, require a *Vendor* to provide security for the vendors' performance of construction-related services.
- 11.2 The City is required to comply with the *Builders' Lien Act*.

12. Disposal of Surplus Goods (Except Lands)

- 12.1 The *Manager, Purchasing and Stores* shall have authority to dispose of *Surplus Goods*.
- 12.2 The methods of disposal of *Surplus Goods* shall be by whatever method is determined to be most beneficial for the City and appropriate for the goods to be disposed of.
- 12.3 Employees are not permitted to receive *Surplus Goods*, and such goods may not be purchased by employees directly from the City, unless the sale for such goods is being conducted through a third-party auction.

13. Reporting

- 13.1 On a quarterly basis, *Council* will be provided with an information report summarizing the following:
 - 13.1.1 Sole source and single source purchases between \$25,000 and \$200,000;
 - 13.1.2 Award of all purchases in excess of \$250,000; and,
 - 13.1.3 Instances of Non-Compliance and action taken in each instance.

14. Other

- 14.1 Best value for purchases of *Goods & Services* will be determined based on the evaluation criteria set out in the applicable procurement process document(s). In the absence of evaluation criteria, preference shall be given to the lowest priced submission, having regard for nuanced costs that may impact the lowest price.
- 14.2 The City may, on occasion, contract for the development of specifications to be used for the procurement of *Goods & Services*. In that case, the firm or individual that is contracted to develop the specifications will not be eligible to participate in the procurement process that utilizes the specifications for the purposes of soliciting bids.

- 14.3 All *Vendors* providing *Services* on City property will be required to provide insurance in amounts as specified in the contract between the City and the *Vendor* for such works, or at the discretion of the City if no such amounts are specified, with the City named as additional insured.
- 14.4 The City, at its discretion, will cooperate with other public agencies to purchase jointly where efficiencies may be gained.
- 14.5 City procurement documents will include relevant language from collective agreements pertaining to the provision of any municipal service, function or construction.
- 14.6 This policy shall be reviewed in 3 years from its effective date to determine its effectiveness and appropriateness. This Policy may be assessed before that time as necessary to reflect organizational change.

RELATED DOCUMENTS

BC Community Charter

BC Freedom of Information and Protection of Privacy Act

New West Partnership Trade Agreement

Canadian Free Trade Agreement

Comprehensive Economic and Trade Agreement

HR Code of Conduct Policy

Records Management Policy

REPEAL or AMENDMENT

This policy repeals Procurement Policy No: COU-202



RCRS Secondary:	GOV-02	Effective Date:	1994-JUN-20 COUNCIL
Policy Number:	COU-104	Amendment Date/s:	1995-MAY-29 IC COUNCIL 1997-MAR-03 COUNCIL
Title:	Provision of Services to Crown Lands	Repeal Date:	
Department:	Planning Department	Approval Date:	1994-JUN-20 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:::

Council adopted a general policy of no new service to Provincial or Federal entities or operations which do not pay grants-in-lieu in full.

COUNCIL

1994-JUN-20

Following a Court Decision on 1995-MAY-18 (500 Stewart Avenue), new principles were established respecting fairness and equity for property taxpayers. The Court upheld Council's philosophical stance that it is reasonable and fair that the Crown, and lessees and licensees of the Crown, should pay for services provided by local taxpayers in the same manner as everyone else. Council adopted the following:

1. Council to reinitiate direct discussions with those Federal and Provincial agencies who have previously been under the impression that direct contributions to local service costs were not applicable in law, in order to cooperatively establish procedures for the making of equitable payments for provision of local taxpayer funded services regarding development on Crown Lands.
2. That Council direct Staff to bring forward the appropriate bylaws specifying individual procedures for the recovery of equivalent fees for water, sewer, drainage, highway and parkland contributions from development of Provincial or Federal properties where no building permit is obtained.

"IC" COUNCIL

1995-MAY-29

Council reaffirmed budget strategy policies adopted in June 1994 including:

- (j) no new service to senior government agencies who do not pay full grants-in-lieu.

COUNCIL
1997-MAR-03

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2021-FEB-22
Policy Number:	COU-211	Amendment Date/s:	
Title:	Public Hearing Process Policy	Repeal Date:	
Department:	Development Approvals	Approval Date:	2021-FEB-22

PURPOSE:

Public Hearings may be required by the *Local Government Act* to provide an opportunity to submit verbal or written comments on official community plan and land use bylaws. In order for this process to be conducted in a fair and equitable manner, Council has established the following process for holding public hearings and for receiving oral and written presentations.

DEFINITIONS:

N/A

SCOPE:

This policy applies to Council, Staff, and members of the public.

POLICY:

Any person who believes their interest in property will be affected by a proposed bylaw has an opportunity to address Council at a Public Hearing in a timely and orderly fashion. Individuals may send their submissions prior to 12:00 pm. the day of the hearing, for inclusion as part of the record in one of the following ways:

On-line: <https://www.nanaimo.ca/your-government/city-council/council-meetings/public-hearing-submission-online>

Email: public.hearing@nanaimo.ca

Mail or drop-off: City of Nanaimo, 411 Dunsmuir Street, Nanaimo, BC V9R 0E4 (attn.: Current Planning)

Other forms of submissions will not form part of the Public Hearing record.

PROCESS:

Written Submissions:

Staff will manage written correspondence received (by letter, email, on-line submission, or hand delivery) in relation to a proposed amendment being considered at a Public Hearing as follows:

<p>Correspondence received prior to the bylaw being considered for 1st and 2nd readings, or prior to receiving direction to proceed to Public Hearing.</p>	<ul style="list-style-type: none"> • If addressed to Staff, retained in file. • If addressed to Council, circulated to Council as general correspondence. • Does <u>not</u> form part of the Public Hearing record.
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Correspondence received (as outlined in the policy) after 1 st and 2 nd readings but prior to the Public Hearing.	<ul style="list-style-type: none"> • Compiled and made ready for public review at the Public Hearing. • Forms part of the official record which is available to the public and placed on the City's website. • Deadline for receipt of correspondence set at 12:00 pm on the day of the Public Hearing.
Process for correspondence received after 12:00 pm. on the day of the public hearing.	<ul style="list-style-type: none"> • Submissions must be provided in-person at the Hearing to be considered as part of the formal record.
Correspondence received after the close of public hearing	<ul style="list-style-type: none"> • Correspondence is retained on file. • It is not circulated to Council. • Does <u>not</u> form part of the Public Hearing record.

Public Hearing:

- The Chair calls the Public Hearing to order, describes the purpose and procedures of the Public Hearing.
- The Chair will establish the protocol for the Public Hearing, for example by setting public speaking limits (typically speakers will be granted a maximum of five minutes for each verbal submission).
- Staff introduces the proposed amendment.
- The applicant will be permitted a maximum of ten (10) minutes to verbally address Council. No late documents, sound recordings, or PowerPoint presentations will be permitted by the applicant at the Public Hearing. The applicant will be given the opportunity to clarify points raised, or respond to questions after members of the public have spoken.
- Once the applicant is finished, the Chair will open the floor to anyone who wishes to speak to Council regarding the proposed amendment.

Note: Public Hearing procedures for in-person attendance may be modified to comply with Provincial Health Orders. Please visit the City's website at: www.nanaimo.ca for further details.

- Those who address Council (whether in-person or remotely when complying with Provincial Health Orders) will be asked to provide their name, address, and indication as to whether they support or oppose the proposed amendment. No sound recordings or PowerPoint presentations will be permitted.
- Comments must be succinct, and respectful of Council, City Staff, and other members of the public in attendance. When the permitted time for speaking expires, the person speaking must yield to the next speaker by taking their seat in the gallery.

Note: For larger public hearings, a speaker's list may be implemented. In these instances, those who wish to speak to the proposal will be asked to fill out their name and address, as they arrive. Speakers will be called upon by the Chair in the order that they appear on the speaker's list.

- Those in attendance at the Public Hearing will refrain from applause or other expressions of emotion whether in favour of, or opposition to, any particular application or argument. Inappropriate language, outbursts or criticisms aimed at individuals or groups will not be permitted.

- Once everyone has had a chance to speak for the first time, those who wish to do so may present additional or new information. Speakers (whether in-person or remotely when complying with Provincial Health Orders) will be given an additional speaking time. A speaker will not debate a point of view with another speaker but will seek clarification through the Chair.
- Once all speakers have finished, the Corporate Officer will read out the name and address, and summarize comments, for any written submissions received at the hearing where an individual is unable to stay to speak at the hearing.
- The Chair will call 3 times to ask if anyone else would like to speak. Should no one appear at the podium to speak, the Public Hearing is then closed.
- The Chair may adjourn the Public Hearing after 11:00 pm and reconvene the hearing at a later time, with the date/time/location of the Public Hearing to be announced prior to adjournment.

After the Public Hearing is Closed:

After all submissions have been heard, the Public Hearing is then closed. Council may consider the amendment at the Council meeting immediately following the Public Hearing (if applicable), at the next, or a specified meeting of Council, with or without a request for further information from Staff. No other submissions (mail, email, phone calls, or in-person) from the public or the applicant regarding an amendment may be received by Council following the close of the Public Hearing.

RELATED DOCUMENTS:

Local Government Act – Part 14 (Sections 464 through 470)
Development Approval Procedures and Notification Bylaw

REPEAL:

Public Hearing Process Policy COU-134 dated 1998-FEB-09 is hereby repealed.



RCRS Secondary:	GOV-02	Effective Date:	1980-SEP-22 COUNCIL
Policy Number:	COU-012	Amendment Date/s:	1982-JUL-19 COUNCIL
Title:	Purchase/Lease/Sale/Disposal of City Vehicles/Equipment	Repeal Date:	
Department:	Finance	Approval Date:	1980-SEP-22 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council endorsed the options of auction or sale by tender of the City's surplus vehicles and equipment, and adopted as policy advertising such in the Vancouver and Victoria Newspapers.

COUNCIL
1980-SEP-22

The continuation of the present policy of using leased vehicles, where practical, instead of City-owned vehicles, endorsed.

COUNCIL
1982-JUL-19

Council approved the purchase of vehicles to the lowest bidder meeting specifications as outlined in the report.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2003-JAN-13 COUNCIL
Policy Number:	COU-157	Amendment Date/s:	2005-JUN-13 COUNCIL 2012-MAR-26 COUNCIL
Title:	Purchase of Computers for Council Members	Repeal Date:	
Department:	Legislative Services	Approval Date:	2003-JAN-13 COUNCIL

PURPOSE:

To provide guidelines regarding Council's use of telecommunications equipment to conduct City business.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council members may choose telecommunications equipment for their home office that best meets their individual needs and expectations. This equipment may include a personal computer or laptop, printer/scanner/copier/fax device and smartphone. The equipment will be compatible with the City network and applications used by Council. An Internet Service and telephone Caller-ID feature monthly subscription service will also be provided.

The cost of this equipment and services, including taxes, will be fully covered by the City.

PROCESS:

Delegated to Staff.

If an individual Council member already subscribes to an Internet Service, then the member will be reimbursed for the cost of the service.

If any individual Council member chooses to use their personal smartphone for City business, then the City will provide an allowance for the business usage.

Retiring Council members may purchase, at fair market value, the computer equipment and cellular phone provided for their home office.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2006-SEP-18 COUNCIL
Policy Number:	COU-174	Amendment Date/s:	2014-AUG-18 COW
Title:	Recognition and Appreciation of City Volunteers	Repeal Date:	
Department:	Legislative Services	Approval Date:	2006-SEP-18 COUNCIL

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.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The City appreciates the dedication of its volunteers appointed to City Committees or Commissions and wishes to recognize and celebrate their efforts through an annual appreciation dinner.

PROCESS:

Delegated to Staff.

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 January;
 - 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;
 - all alcoholic refreshments are on a no-host basis;
 - free parking arrangements in City parking lots, if close at hand;
 - generous, but not lavish; and,
 - 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 Environment Department Activity Guides listing the names of each member and a brief outline of the Committee/Commission mandate.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1992-NOV-09
Policy Number:	COU-088	Amendment Date/s:	
Title:	Recovery of Consultant Fees	Repeal Date:	
Department:	Development Approvals	Approval Date:	1992-NOV-09

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

In the case of subdivisions, reimbursement for expert and legal advice hired by the City is required prior to subdivision approval, and this policy will apply to the Development Permit application for 6310/6320 Dover Road.

In the case of rezonings and other permits, reimbursement for expert and legal advice is required prior to the application proceeding to Council for consideration.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2003-SEP-15
Policy Number:	COU-162	Amendment Date/s:	
Title:	Regional District of Nanaimo Drinking Water	Repeal Date:	
Department:	Engineering and Public Works	Approval Date:	2003-SEP-15

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council adopted the following resolution:

“WHEREAS the City of Nanaimo has had a long involvement in financing drinking water protection initiatives for its citizens both through the GNWD and through its funding of community water and sewer systems;

AND WHEREAS the City and the GNWD are extensively involved in community education related to drinking water protection;

AND WHEREAS the City and the GNWD work cooperatively with the owners of its watershed to ensure water quality remains high;

AND WHEREAS many of the rural areas of the RDN that are concerned about drinking water protection do not have extensive community water and sewer systems and education programs such as are in place within the City of Nanaimo;

NOW THEREFORE be it resolved that the City of Nanaimo supports the Regional Drinking Water Protection Initiative in the other areas of the Regional District of Nanaimo, but advises that City taxpayers are already funding their own comprehensive drinking water program and, consequently, City Council advises it will not participate as a funding partner.”

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1990-SEP-10
Policy Number:	COU-071	Amendment Date/s:	
Title:	Regional District of Nanaimo Planning Referrals	Repeal Date:	
Department:	Development Approvals	Approval Date:	1990-SEP-10

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

That the Regional District refer Official Community Plan bylaws to the City for Electoral Areas A, D, C only. These areas (Cedar, Extension and Lantzville) are the areas that could impact the City if a change was made.

PROCESS:

- As soon as the referral is received by City Staff, it will be distributed to Council for information and a report will appear on the next Council meeting.
- The time between distribution of the referral and its appearance on the Council agenda is intended to give Council members time to request additional information from Staff at the City or Region, as required.
- Once the matter has been formally dealt with by Council, Staff will forward Council's comments to the Regional District prior to the Region's Public Hearing on the Bylaw.
- That Council not hear any representation on such issues after the holding of the Regional Public Hearing.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1994-JUN-20 COUNCIL
Policy Number:	COU-109	Amendment Date/s:	1997-MAR-03 COUNCIL
Title:	Regulatory Functions	Repeal Date:	
Department:	Finance	Approval Date:	1994-JUN-20 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE

N/A

POLICY:

Council adopted a general policy of no new regulatory functions without full cost recovery mechanisms or equivalent cuts to existing programs/functions.

COUNCIL

1994-JUN-20

Above Policy reaffirmed.

COUNCIL

1997-MAR-03

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2001-APR-23
Policy Number:	COU-145	Amendment Date/s:	
Title:	Requests for Municipal Property	Repeal Date:	
Department:	Community Development	Approval Date:	2001-APR-23

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. Council implemented the following policy directives in relation to requests for Municipal property:
 - (a) Council re-confirmed its policy that consideration be given to a municipal property's potential for use for social housing purposes prior to it being marketed for sale to the general public.
 - (b) Council directed that, if the City has a choice of bidders on the sale or lease of property that, all other terms being equal, preference be given to any non-profit agencies.
 - (c) Council directed that preference be given to the leasing of municipal property (over an outright sale) when Municipal property is provided for non-profit uses.
 - (d) Council directed that applications for assistance in the development of non-profit affordable housing projects be assessed based on the following criteria:
 - tenure must be rental or cooperative rather than ownership.
 - rents must be set at the low-end of market rental or rent geared to income or a combination of both.
 - project sponsors must be public or non-profit societies rather than private for-profit organizations.
 - housing must be targeted to address needs identified in the City's *Housing Needs Assessment* report which currently includes the following low income groups: singles (including youth, women, single parent families and the homeless) and seniors.
 - type of housing must be special needs, including emergency shelters, supportive recovery, transitional or second stage housing or independent living.

- affordable units must be secured by one of the following mechanisms: housing agreement, restrictive covenant, operating agreement or lease.
2. Council directed Staff to make the parcel of land at 1128 Beaufort Drive available to the Habitat for Humanity Program (subject to confirmation of project funding); and
 3. Council deferred a decision on the sale of the remaining parcels identified by Habitat until such time as the Beaufort Drive project is nearing completion.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1991-APR-08
Policy Number:	COU-073	Amendment Date/s:	
Title:	Reserved Parking in City Parkades	Repeal Date:	
Department:	Community Development	Approval Date:	1991-APR-08

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. That reserved parking spaces sold in any parkades be at a 50 percent premium to the rate of that parkade.
2. That reserved parking only be considered where availability in the parkades exists.
3. Each request for reserved parking be reviewed by the Parking Advisory Committee.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



Council Policy

Policy Name:	Reserves Policy
Department Name:	Financial Services
Policy No.:	COU-204
Effective Date:	2019-JUL-22
Review Date:	2023-JUN-30

POLICY

The purpose of this Policy is to:

- I. Establish responsible governance for the development, maintenance and use of the City's Reserves;
- II. Establish governance roles and responsibilities that ensure appropriate establishment and management of Reserves;
- III. Define principles and objectives for Reserves management that are appropriate for the City's financial position, and are reasonable, logical and necessary for delivery of sustainable, affordable services; and
- IV. Ensure the City's Reserves management is compliant with the statutory and legal requirements of the *Local Government Act* and the *Community Charter*, and in accordance with Canadian public sector accounting standards.

REASON FOR POLICY

The City of Nanaimo (the City) is committed to sustainable, prudent and transparent management of financial resources used to provide valued community services.

Reserves will be established and expended to:

- I. Provide for contingencies;
- II. Fund strategic initiatives and capital investment identified in strategic and master plans adopted by Council;
- III. Fund equipment and vehicle replacement;
- IV. Fund infrastructure renewal;
- V. Fund new/upgraded infrastructure required due to growth.

AUTHORITY TO ACT

Delegated to Staff.

PROCEDURE

1. Definitions

- I. Five Year Financial Plan: The City's annual budget required under the *Community Charter*
- II. Funds: The resources and operations of the City are segregated into General, Sanitary Sewer Utility, Waterworks Utility and Reserve Funds for accounting and budgeting purposes. The General and Utility Funds also have corresponding Capital Funds.

- III. Operating Reserves: Specific reserves in the City's operating funds (General, Sewer and Water) established for specified purposes.
- IV. Public Sector Accounting Board (PSAB): Canadian public sector accounting standards as prescribed by the Public Sector Accounting Board of Canada (PSAB) and the Chartered Professional Accountants of Canada.
- V. Reserves: All the City's Operating Reserves and Reserve Funds.
- VI. Reserve Funds: Specific reserve funds for specified purposes as required by and pursuant to specific legislation and City bylaws. Also referred to as Statutory Reserves.
- VII. Sustainability: The pillars of sustainability include ensuring that current socio-cultural, economic and environmental commitments are considered in investment decisions and do not compromise the ability of future generations to meet their own needs.

2. Acronyms and Abbreviations

- I. CAO: Chief Administrative Officer
- II. The City: The City of Nanaimo

3. Responsibilities

To implement the Reserve Policy the appropriate level of governance must be in place throughout the organization for decision-making.

3.1 Council is responsible for adoption, periodic review and updating the Reserves Policy.

3.2 The CAO is responsible for implementing the Reserves Policy.

3.3 The Director of Finance is responsible for:

3.3.1 Implementing internal processes and systems in compliance with this Policy;

3.3.2 Ensuring Reserves and Reserve Funds are established and maintained in compliance with this Policy;

3.3.3 Recommending target minimum and maximum reserve balances where appropriate;

3.3.4 Ensuring utilization of reserve funding is clearly disclosed in the City's Five Year Financial Plan and other long-term financial plans;

3.3.5 Recommending revisions or amendments to this Policy due to changes in applicable statutes, accounting standards or to support the City's long-term financial management.

4. Scope and Applicability

4.1 Scope

Reserves are either classified as Reserves in each of the City's operating funds or separate Reserve Funds. Reserve Funds are statutory reserves required by Provincial legislation or established by Council and receive specific contributions that can only be used in compliance with the appropriate City bylaw.

The City maintains reserves that provide funding to:

- I. mitigate risk;
- II. replace equipment;
- III. renew existing infrastructure;
- IV. construct new/upgraded infrastructure required due to growth;
- V. purchase land;
- VI. implement strategic initiatives and capital investment;
- VII. comply with special bequests; and
- VIII. facilitate specific functions or commitments.

4.2 Unique Corporate Purpose

Each Reserve must have a unique and specific corporate purpose.

4.3 Corporate Context

The management of the City's reserves is an integral part of the City's long-term planning, asset management, the City's Five Year Plan, the 10 Year Project Plan and the 20 Year Investment Plan.

4.4 Implementation, Review and Reporting

The implementation, review and reporting associated with this policy will be integrated within City business processes. Due to the importance of this policy, the management of the City's reserves will be reported to Council, and implementation of this policy reviewed periodically by Council.

5. Benefits of Compliance

Implementing this policy will improve the City's governance through enhanced accountability, performance, sustainability and resiliency.

6. Principle Statements and Objectives

Reserves shall be established, maintained and used in accordance with following principles and objectives.

6.1 Affordability

6.1.1 The City will consider impact on property taxes, utility and other user fees when implementing and managing reserves.

6.2 Long-Term Financial Sustainability and Resiliency

6.2.1 The City will implement and manage reserves that support mitigation of risks arising from operating emergencies, unforeseen expenditures or decreases in revenues.

6.2.2 The City shall strive to implement and manage reserves to meet future financial obligations with respect to the City's strategic initiatives, investment in equipment and infrastructure, and fiscal needs.

6.2.3 The City will make informed decisions to implement and manage reserves that best support the long-term financial needs for City services and strategic priorities.

6.2.4 The City will develop and maintain financial plans that adequately identify the long-term funding needs and sources to sustain City services.

6.3 Transparency and Accountability

6.3.1 All Reserves must be established, maintained and used for a specified purpose mandated by this policy, statute, or City Bylaw.

6.3.2 A Council Resolution or an Adopted Budget Bylaw is required for all appropriations from Operating Reserves and Reserve Funds.

6.3.3 The City will conduct an annual review of all reserves and report the results to Council.

6.3.4 The City's Five Year Financial Plan will provide a summary of projected reserve balance, contributions and withdrawals.

6.4 Statutory and Legal Requirements

6.4.1 Reserves will be established to meet Provincial and Federal government legislation, City Bylaws or required by contractual agreement.

6.5 Accounting Standards

6.5.1 Administration of Reserves must meet the accounting standards applicable to local governments (PSAB).

7. Administration

The following key administrative processes will support implementation of the Reserve Policy. Additional information is provided in the City's Reserves Processes document.

7.1 Interest and Calculation Method

All Reserve Funds will earn interest each year. Interest will be calculated based on the audited fund balance at the end of the prior year. The interest rate used will be determined on an annual basis.

7.2 Minimum and Maximum Balances

A minimum and maximum balance may be established for a Reserve. A minimum balance will ensure that each fund is not depleted to the degree that it is no longer able to service its intended purpose. A maximum balance ensures that it does not grow beyond its intended purpose.

The annual allocation of General Operating Fund, Sewer Operating Fund and Water Operating Fund surplus will prioritize replenishment of reserves to minimum target balances.

The City's financial planning processes will strive to maintain the recommended target minimum reserve balances for the Five Year Financial Plan.

7.3 Repayment Period for Target Minimum Balances

A time period will be specified for the repayment or replenishment of a Reserve with a specified minimum balance.

7.4 Reporting

The City will develop and maintain annual reporting processes that provide decision makers with all relevant reserves information.

8. Reserves Framework

The Reserves Framework groups reserves by common purposes and guidelines in compliance with this Policy. Reserve Funds are utilized to comply with Provincial legislation or contractual requirements and where specific annual contributions support long-term organizational purposes.

A description of each reserve is outlined below within the Reserves Framework.

8.1 Financial Stability Reserves

Description

Financial Stability Reserves are required to ensure the ongoing financial stability and fiscal health of City operations. Each reserve is funded from an allocation of operating year-end surplus from the appropriate fund. The Financial Stability Reserves include:

- General Financial Stability Reserve
- RCMP Contract Financial Stability Reserve

- Sanitation Levelling Reserve
- Sewer Financial Stability Reserve
- Snow and Ice Control Financial Stability Reserve
- Water Financial Stability Reserve

Guidelines for Using Funds

A Council resolution or an Adopted Budget Bylaw is required for all appropriations from the Financial Stability Reserve Funds.

All appropriations from the Financial Stability Reserves are to be considered in accordance with the following priorities:

1. Operating and Environmental Emergencies
 - a. These appropriations are the highest priority and are based on public safety and maintenance of current levels of service.
2. Revenue and Operating Expenditures Contingency
 - a. These appropriations are intended to stabilize the impacts of cyclical revenue downturns and cost increases that are largely temporary and not within the City's ability to adjust in the short-term.

8.2 Equipment Reserves

Description

Equipment Reserves are established to provide funding for equipment replacement. Currently, the City has established equipment reserves for the following:

8.2.1 Cart Replacement Reserve Fund – This reserve is to fund the replacement of residential carts used in solid waste collection. Internal charges to the Residential Solid Waste department provide annual contributions to this reserve.

8.2.2 Copier Replacement Reserve Fund – This reserve is to fund copier replacement. Internal charges to user departments provide annual contributions to this reserve.

8.2.3 Equipment Depreciation Reserve Fund – This reserve is to fund the replacement of the City's fleet including fire apparatus, solid waste collection trucks, heavy-duty construction equipment and vehicles. Internal charges to user departments provide annual contributions to this reserve.

8.2.4 Information Technology (IT) Reserve Fund – This reserve is to fund IT corporate infrastructure replacement and improvements. Internal charges to user departments provide annual contributions to this reserve.

8.3 Infrastructure Reserves

Description

Infrastructure Reserves are established to provide funding for infrastructure replacement and for new/upgraded infrastructure required due to growth. Currently, the City has established infrastructure reserves for the following:

8.3.1 Brechin Boat Ramp Reserve – This reserve is to fund improvements to the Brechin boat ramp. Annual contributions are from net parking revenues.

8.3.2 Cemetery Care Reserve Fund – This reserve is to fund ongoing care of the cemetery. Revenues from plot sales provide contributions to this reserve.

8.3.3 Community Works Reserve Fund – This reserve was established in 2005 in compliance with an agreement between the Union of BC Municipalities (UBCM) and the City. Annual grant funding from UBCM provides contributions to this reserve and funding from this reserve must meet the eligibility criteria in the agreement.

8.3.4 Facility Development Reserve Fund – This reserve is to fund renewal of the City's recreation facilities and for construction of new recreation facilities. Annual contributions are provided by an allocation of recreation facility revenues.

8.3.5 General Asset Management Reserve Fund – This reserve is to fund upgrading or replacement of infrastructure relating to transportation, storm drainage, facilities, parks amenities and major technology. Annual contributions are provided from an allocation of property taxes.

8.3.6 General Capital Reserve – This reserve is to fund capital projects. Contributions may be from an allocation of General Operating Fund surplus.

8.3.7 NDSS Community Field Reserve Fund – This reserve is to fund capital improvements to the field. Annual net revenues from the NDSS field operations are contributed to this reserve.

8.3.8 Pipers Park Reserve – This reserve provides funding for improvements to Pipers Park. Annual net revenues from the facilities in the park provides contributions to this reserve.

8.3.9 Sewer Reserve – This reserve provides funding for sewer infrastructure assessment programs and renewal. Annual contributions are from sewer user fees in excess of annual operating expenditures, debt repayment and transfer to the Sewer Asset Management Reserve.

8.3.10 Sewer Asset Management Reserve Fund – This reserve is to fund upgrading or replacement of sewer infrastructure. Annual contributions are provided from an allocation of sewer user fees.

8.3.11 Vancouver Island Conference Centre (VICC) Reserve – This reserve provides funding for improvement to VICC. Contributions to this reserve are from a budget allocation.

8.3.12 Water Reserve – This reserve provides funding for water infrastructure assessment programs and renewal. Annual contributions are from water user fees in excess of annual operating expenditures, debt repayment and transfer to the Water Asset Management Reserve.

8.3.13 Water Asset Management Reserve Fund – This reserve is to fund upgrading or replacement of water infrastructure. Annual contributions are provided from an allocation of water user fees.

8.4 Parking Reserves

Description

Parking Reserves are established to provide funding for renewal of parking infrastructure and new parking infrastructure. Currently, the City has established parking reserves for the following:

8.4.1 Fitzwilliam St Parking Reserve – This reserve is to fund parking amenities at the City owned Prideaux Street parking lot.

8.4.2 Parking Reserve Fund – This reserve is to fund renewal of parking infrastructure or new parking infrastructure. Annual contributions are provided from net parking revenues.

8.4.3 Old City Parking Reserve Fund – This reserve is to fund the creation of new off-street parking spaces.

8.5 Property Reserves

Description

Property Reserves are established to provide funding for property acquisitions. Currently, the City has established property acquisition reserves for the following:

8.5.1 Parkland Dedication Reserve Fund – This reserve provides funding for the purchase of parkland pursuant to the *Community Charter*, Section 188. Contributions are provided from cash-in-lieu payments from developers.

8.5.2 Property Acquisition Reserve Fund – This reserve provides funding for property acquisitions. Property acquisitions include property needed to expand City infrastructure, to implement strategic initiatives and for parkland. Contributions to this reserve are either by allocation of budget or operating surplus.

8.5.3 Property Sales Reserve Fund – This reserve provides funding for capital project pursuant to the *Community Charter*, Section 188. Contributions are provided from the sale of civic land.

8.6 Strategic Reserves

Description

Strategic Reserves are established to provide funding for strategic initiatives identified by Council. Currently, the City has established strategic reserves for the following:

8.6.1 Emission Reduction Reserve Fund – This reserve provides funding for projects, plans and initiatives that reduce the City's CO2 emissions to specified targets.

8.6.2 Housing Legacy Reserve Fund – This reserve provides funding to support affordable housing in the community including but not limited to property acquisition and capital investment. Annual budget allocations provide contributions to this reserve.

8.6.3 Special Initiatives Reserves – This reserve will provide funding for short-term initiatives. Contributions to this reserve is from allocation of prior year general operating surplus.

8.6.4 Strategic Infrastructure Reserve Fund - This reserve provides funding for strategic initiatives and capital infrastructure. Annual contributions to this reserve are from casino and Fortis revenues.

8.6.5 Strategic Partnerships Reserve – This reserve provides funding to support consultation with Snuneymuxw First Nation regarding joint projects.

8.6.6 Sustainability Reserve Fund – This reserve provides funding for project expenditures that reduces the City's energy consumption or lowers GHG emissions. Annual budget allocations provide contributions to this reserve.

8.7 Other Reserves

8.7.1 911 Reserve Fund – This reserve provides funding for operating and equipment for 911 operations. Annual contributions are through an annual internal charge to the 911 department.

8.7.2 Casino Reserve – This reserve is available to provide funding for eligible operating or capital expenditures. There are no further contributions to this reserve. This reserve will be eliminated when funding is fully allocated.

8.7.3 Knowles Estate Reserve Fund – This reserve is required due to a bequest. Only accumulated interest may be spent for parks and sport facility improvements in the south end of the City.

8.7.4 Prior Year Carry-Forward Reserve – This reserve is required to allow for unspent budgets to be carried forward to the following year. Where projects are not completed or delayed, budget may be carried forward to the following year. Under specific circumstances, operating budgets may also be carried forward from one fiscal year to the next.

9. Summary of City Reserves

A summary of Reserves and Reserve Funds is provided in Schedule A.

10. Review Date

This Policy should be reviewed every 4 years.

MANAGEMENT, REFERENCES AND APPROVAL:

This policy shall be reviewed in 3 years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

Approving Authority:	Council
Approval Date:	Insert Approval Date
Revision Approval Dates:	Insert Date if applicable
Review Due:	Insert Date
Policy Manager:	Director of Financial Services
Department Contact:	Director of Financial Services
Legal References:	Insert if applicable
Cross References:	Insert if applicable

Appendix A

The City has established a framework for Reserves. A Reserve Fund is established for each Statutory Reserve under the authority of the *Community Charter*. In addition to this policy, Statutory Reserves are supported by a bylaw that outlines the purpose and use of each fund.

A summary of reserves is provided below within a framework that supports the primary objectives of this Policy:

- I. Financial Stability Reserves
- II. Equipment Reserves
- III. Infrastructure Reserves
- IV. Parking Reserves
- V. Property Acquisition Reserves
- VI. Strategic Reserves
- VII. Special Reserves

1. Financial Stability Reserves

Description

Financial Stability Reserves are required to protect the City's financial stability and resiliency. The primary intent of these reserves is to mitigate risk by providing funding for unknown expenditures arising from operating emergencies or necessity.

Guidelines for Using Reserves

An Adopted Budget Bylaw is required for all appropriations from the Financial Stability Reserves.

1. General Financial Stability Reserve

Contributions to this reserve are through an allocation of General Operating Fund surplus or budget allocation

This reserve can be provide a source of funds where:

- I. Expenditures exceed planned due to emergency or necessity
- II. Revenues are below planned due to emergency or necessity

2. RCMP Contract Financial Stability Reserve

Contributions to this reserve are through an allocation of RCMP contract surplus, General Operating Fund surplus or budget allocation.

This reserve can provide a source of funds where the actual annual RCMP contract costs exceed the budget estimate.

3. Sanitation Levelling Reserve

Contributions to this reserve are through an allocation of annual Residential Solid-Waste Collection surplus.

This reserve can provide a source of funds where:

- I. Expenditures exceed planned due to emergency or necessity
- II. Revenues are below planned due to emergency or necessity

4. Sewer Financial Stability Reserve

Contributions to this reserve are through an allocation of Sewer Operating Fund surplus or budget allocation.

This reserve can provide a source of funds where:

- I. Expenditures exceed planned due to emergency or necessity
- II. Revenues are below planned due to emergency or necessity

5. Snow and Ice Control Reserve

Contributions to this reserve are through an allocation of annual SNIC surplus, General Operating Fund surplus or budget allocation.

This reserve can provide a source of funds where the actual annual costs for snow and ice control exceed the budget estimate.

6. Water Financial Stability Reserve

Contributions to this reserve are through an allocation of Water Operating Fund surplus or budget allocation.

This reserve can provide a source of funds where:

- I. Expenditures exceed planned due to emergency or necessity
- II. Revenues are below planned due to emergency or necessity

2. Equipment Reserves

Description

Equipment Reserves provide a funding source for equipment and fleet replacement.

Guidelines for Using Reserves

An Adopted Budget Bylaw is required for all appropriations from the Equipment Reserves.

I. Cart Replacement Reserve Fund

Contributions to this reserve is through annual internal charge to the Residential Solid Waste Collection operating budget.

This reserve provides funding for replacement of residential automated solid waste collection carts.

II. Copier Replacement Reserve Fund

Contributions to this reserve is through annual internal charges to user departments that are included in the department's annual operating budgets.

This reserve provides funding for replacement of the City's copiers.

III. Equipment Replacement Reserve Fund

Contributions to this reserve is through annual internal charges to user departments that are included in the department's annual operating budgets.

This reserve provides funding for replacement of the City's fleet including vehicles, trucks, heavy equipment, fire apparatus and Zambonis.

IV. Information Technology Reserve Fund

Contributions to this reserve is through annual internal charges to user departments that are included in the department's annual operating budgets.

This reserve provides funding for replacement of the City's technology assets including data lines, server hardware and enterprise software.

3. Infrastructure Reserves

Description

Infrastructure Reserves provide a funding source for renewal of current infrastructure and new/upgraded infrastructure required due to growth, new regulatory requirements or service level changes. Contributions to these reserves are through annual budget allocations.

Guidelines for Using Reserves

An Adopted Budget Bylaw is required for all appropriations from the Infrastructure Reserves.

3.1 Brechin Boat Ramp Reserve

Contributions to the reserve are through an allocation of annual net parking revenues at the Brechin Boat Ramp facility.

This reserve provides funding for renewal or improvements to the Brechin Boat Ramp facilities.

3.2 Cemetery Care Reserve Fund

Contributions to the reserve are through annual plot and head stone installation revenues. The City operates the cemetery and maintains a cemetery perpetual care fund in accordance with the Cremation, Interment and Funeral Services Act.

Interest revenues earned by monies in this reserve are available to provide funding for annual cemetery care operating and maintenance expenditures.

3.3 Community Works Reserve Fund

Contributions to the reserve are through annual funding received from the Gas Tax Agreement (GTA) administered by the Union of British Columbia Municipalities (UBCM).

This reserve provides funding for specific types of infrastructure projects as allowed under the terms of the GTA.

3.4 Facility Development Reserve Fund

Contributions to the reserve are through a 20% allocation of contributing recreation facility and program revenues.

This reserve provides funding for renewal of contributing recreation facilities and can provide funding for new recreation facilities.

3.5 General Asset Management Reserve Fund

Contributions to the reserve are through budget allocations from annual property tax revenues.

This reserve provides funding for City infrastructure renewal excluding sewer and water infrastructure.

3.6 General Capital Reserve

Contributions to the reserve are through allocations of General Operating Fund surplus.

This reserve provides funding for capital investment.

3.7 NDSS Community Field Maintenance Fund

Contributions to the reserve are through budget allocation, contribution from School District 68 and net annual operating revenues from user fees for the field.

This reserve provides funding for major capital improvements or field replacement for NDSS Community Field.

3.8 Piper's Park Reserve

Contributions to the reserve are through allocation of net annual operating revenues from rental of building located at Piper's Park.

This reserve provides funding for improvements to Pipers Park.

3.9 Sewer Asset Management Reserve Fund

Contributions to the reserve are through budget allocations from annual sewer user fees.

This reserve provides funding for renewal of the City's sewer infrastructure.

3.10 Sewer Operating Reserve

Contributions to the reserve are through annual net operating allocations from the Sewer Operating Fund.

The Sewer Operating Reserve provides funding for renewal or new/upgraded infrastructure required to maintain levels of service.

3.11 Vancouver Island Convention Centre Reserve

Contributions to the reserve are through unspent annual budget allocation.

This reserve provides funding for renewal of the Port of Nanaimo Centre facility.

3.12 Water Asset Management Reserve Fund

Contributions to the reserve are through budget allocations from annual water user fees.

This reserve provides funding for renewal of the City's water infrastructure.

3.13 Water Operating Reserve

Contributions to the reserve are through annual net operating allocations from the Water Operating Fund.

The Water Operating Reserve provides funding for renewal or new/upgraded infrastructure required to maintain levels of service.

4. Parking Reserves

Description

Parking reserves provide a funding source for renewal and new/upgraded parking infrastructure including parkades and meters.

Guidelines for Using Reserves

An Adopted Budget Bylaw is required for all appropriations from the Infrastructure Reserves.

4.1 Fitzwilliam St Parking Reserve

There are no specified future contributions to this reserve.

This reserve provides funding for improvements to parking amenities at the Prideaux Street Parking lot.

4.2 Old City Parking Reserve Fund

Contributions to this reserve are from cash-in-lieu payments from developers.

This reserve provides funding for the creation of new off-street parking spaces

4.3 Parking Reserve Fund

Contributions to this reserve are through annual net operating allocations from parking operations.

This reserve provides funding for renewal of current parking infrastructure and new parking infrastructure.

.

5 Property Acquisition Reserves

Description

Property Acquisition Reserves provide funding sources to purchase land needed for new infrastructure projects and for new parkland. Contributions to these reserves are through sale of City owned property and through annual budget allocations subject to Council approval.

Guidelines for Using Reserves

An Adopted Budget Bylaw is required for all appropriations from the Infrastructure Reserves.

5.1 Parkland Dedication Reserve Fund

Contributions for this reserve are received from development in lieu of parkland and from the sale of City parkland. This reserve is required by the *Community Charter*.

This reserve provides funding for purchase of City parkland.

5.2 Property Acquisition Reserve Fund

Contributions to this reserve are through unspent annual budget allocation.

This reserve provides funding for the purchase of new land.

5.3 Property Sales Reserve Fund

Contributions for this reserve are received from the sale of City land and improvements. This reserve is required by the *Community Charter*.

This reserve provides funding for purchase of City land and improvements.

6 Strategic Reserves

Description

Strategic Reserves provide funding sources to advance and implement priorities identified in strategic and master plans adopted by Council.

Guidelines for Using Reserves

An Adopted Budget Bylaw is required for all appropriations from the Infrastructure Reserves.

6.1 Emission Reduction Reserve Fund

Contributions to the reserve are through annual budget allocation.

This reserve provides funding for projects, plans and initiatives that reduce the City's community wide CO2 emissions to between 50% and 58% below 2010 levels by 2030, and between 94% and 107% below 2010 levels by 2050.

6.2 Housing Legacy Reserve Fund

Contributions to this reserve are through annual budget allocation.

This reserve provides funding to support affordable housing in the community including but not limited to property acquisition and capital investment.

6.3 Special Initiatives Reserve

Contributions to this reserve are through an allocation of General Operating Fund surplus.

This reserve provides funding to implement specific initiatives in the subsequent year.

6.4 Strategic Infrastructure Reserve Fund

Contributions to this reserve are through annual budget allocation.

This reserve provides funding to implement Council's strategic initiatives and capital investment.

6.5 Strategic Partnerships Reserve

Contributions to this reserve are through an allocation of General Operating Fund surplus or budget allocation.

This reserve provides funding for consultation with Snuneymuxw First Nation regarding joint projects.

6.6 Sustainability Reserve Fund

Contributions to the reserve are through annual budget allocation.

This reserve provide funding for investigation and implementation of new equipment or infrastructure improvements that reduce the City's energy consumptions or will lead to lower GHG emissions and meet payback criteria.

7 Other Reserves

Description

Reserves can be established as a result of a bequest or for a one-time expenditure. The City currently has the following special reserves.

Guidelines for Using Funds

An Adopted Budget Bylaw is required for all appropriations from the Infrastructure Reserves.

7.1 911 Reserve Fund

Contributions to this reserve is through annual internal charges that are included in the 911 operating budget.

This reserve provides funding for replacement of the City's 911 call answering equipment and furniture.

7.2 Casino Reserve

This reserve will be eliminated once all current funds have been allocated.

This reserve provides funding for eligible expenditures in compliance with Provincial agreement.

7.3 Knowles Estate Reserve Fund

This reserve was established as a bequest, with the accumulated interest to be used for park and youth sports facility improvements in the south end of Nanaimo.

7.4 Prior Year Carry Forward Reserve

Contributions to this reserve are budget allocations for specific projects or operating initiatives that were delayed or not completed in the current year.

This reserve provides funding for delayed or incomplete projects or operating initiatives to be completed in a subsequent year.



RCRS Secondary:	GOV-02	Effective Date:	1985-MAR-18
Policy Number:	COU-035	Amendment Date/s:	1993-JAN-25 COUNCIL - Reaffirmed
	Reserving / Selling Plots in Nanaimo City Cemetery	Repeal Date:	
Department:	Public Works	Approval Date:	1985-MAR-18 CEPC

PURPOSE:

To address concerns relating to extending the useful life of the cemetery by prohibiting plot reservation or pre-purchase, and providing plots on an as-needed basis only.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

No further applications to reserve or pre-purchase plots in the Nanaimo City Cemetery for future use shall be considered.
(reaffirmed by Council on 1993-JAN-25)

PROCESS:

Delegated to Staff

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2009-APR-06 COUNCIL
Policy Number:	COU-179	Amendment Date/s:	
Title:	Revenue Policy (Statement of Revenue Objectives and Policies)	Repeal Date:	
Department:	Finance	Approval Date:	2009-APR-06 COUNCIL

PURPOSE:

The *Community Charter* requires all municipalities to develop specific policies on sources of revenue.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. Proportion of revenue by source

Property taxes

- The City of Nanaimo will attempt to keep the proportional share of revenue from property taxes at a level similar to the average of comparable municipalities.
- Where new sources of revenue are made available to the City from senior governments, wherever possible these revenues will be used to reduce dependency on property taxation revenue.

Parcel taxes

- Parcel taxes will be used whenever Council determines that they are more appropriate than property taxes.

Fees & Charges

- Wherever possible, fees & charges will be used to assign costs to those who benefit from the service provided. The proportion of the costs recovered by fees and charges will vary with the nature of the service provided.

Proceeds from borrowing

- Borrowing will be considered when determining the funding sources of large capital projects that provide benefits to taxpayers over a long period of time (20 years or more).
- Council will consider a policy to identify an appropriate level of debt for the community.

Other sources of revenue

- The City will continue to seek other sources of revenue in order to reduce reliance on property taxes.

- The City will consider hydro electric power generation where practical and environmentally supportable.

2. Distribution of property taxes among the classes

- The City of Nanaimo will maintain the percentage of property taxes received from residential taxpayers at a level comparable to the average of similar municipalities.
- The City will attempt, over time, to reduce the commercial tax rate to the average of all BC municipalities.
- Between 2009 and 2012, the light and major industrial tax rates will be reduced to the same level as the commercial tax rate.

3. Permissive Tax Exemptions

- The City of Nanaimo believes that Permissive Tax Exemptions are an appropriate way to recognize the value of the services provided to the community by non-profit organizations.
- Permissive Tax Exemption requests will be reviewed by the Grants Advisory Committee based on policies and guidelines approved by Council. The Committee will make recommendations to Council.
- Permissive Tax Exemptions will be reviewed at least every three years to ensure that the organization and property still meets the criteria established by Council.

PROCESS:

Retained by Council.

RELATED DOCUMENTS:

Community Charter

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1996-NOV-01
Policy Number:	COU-115	Amendment Date/s:	
Title:	Review of Bonding Requirements	Repeal Date:	
Department:	Development Approvals	Approval Date:	1995-DEC-11 SP COUNCIL

PURPOSE:

To provide direction to the Subdivision Approving Officer which would require that some works be initiated prior to acceptance of bonding.

DEFINITIONS:

N/A

SCOPE

This policy applies to the Subdivision Approving Officer

POLICY

1. (a) Policy adopted wherein bonding for works in relation to incomplete subdivision would only be accepted upon completion of 25 percent of the works; and,
- (b) the policy to be made effective 1996-NOV-01.

PROCESS:

Delegated to Staff.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1985-NOV-25
Policy Number:	COU-039	Amendment Date/s:	
Title:	Right-of-Way Acquisition	Repeal Date:	
Department:	Development Approvals	Approval Date:	1985-NOV-25

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. Residential Properties (No Impact):

On residentially zoned parcels where the interest in land to be obtained is thought to have a negligible or insignificant effect on the value of the parcel in question, the Right-of-Way Agent, or his delegate, is authorized to offer a fixed \$250. compensation for each right-of-way. This is a blanket figure applicable to the acquisition of all such right-of-way, and non-negotiable.

2. All Commercial and Industrial Properties and Residential Properties which are Deemed to be Materially Affected:

Where it is deemed that the value of a residentially zoned parcel may be materially affected by a right-of-way acquisition and in the case of all rights-of-way on commercially or industrially zoned properties, the Right-of-Way Agent shall negotiate a fair acquisition value for the right of-way, based on common appraisal principles.

The Right-of-Way Agent shall obtain an independent appraisal value for the proposed right-of-way where he deems it advisable to do so, and in all cases where the value of the right-of-way is thought to exceed \$3,000.

The Senior Manager, Corporate Administration Department is hereby authorized to authorize payment for rights-of-way up to and including \$3,000. in value, based on the recommendations of the Right-of-Way Agent. All rights-of-way where the appraised value is greater than \$3,000. shall be referred by the Senior Manager, Corporate Administration Department to Council for approval, along with a recommended acquisition value.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1979-APR-09
Policy Number:	COU-005	Amendment Date/s:	1981-DEC-11
Title:	Right-of-Way – C.P. Rail/Crown – Provincial Agreements	Repeal Date:	
Department:	Development Approvals	Approval Date:	1979-APR-09

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The City is authorized to acquire rights-of-way as required from time to time to accommodate its waterworks facilities, sanitary sewer facilities and storm sewer facilities from owners of property.

The City to enter into an agreement with the owners of property for such purposes as required.

When a plan of right-of-way has been deposited in the proper Land Registry Office establishing such right-of-way, that the City of Nanaimo release those parts of any parcel of land not required for the purposes aforesaid.

The Mayor and Senior Manager of Corporate Administration are hereby authorized to sign all such agreements, plans and releases and the Senior Manager of Corporate Administration to affix the seal of the Corporation thereto.

"This policy has been interpreted as applying to Lease Agreements between the City Canadian Pacific Railway and Crown-Provincial Agreements; concerning water line, sewer or storm drain facilities that cross C.P. Lines or Crown-Provincial property. The only difference being that these agreements are referred to as "Lease Agreements" but are the same as a normal "Right-of-Way Agreement".

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1990-NOV-19 COUNCIL
Policy Number:	COU-069	Amendment Date/s:	
Title:	Road Naming	Repeal Date:	
Department:	Development Approvals	Approval Date:	1990-NOV-19 COUNCIL

PURPOSE:

To ensure there is no duplication of street names.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Staff to consult with the Regional District of Nanaimo and the Cowichan Valley Regional District prior to naming any further roads within the City to ensure there is no duplication of street names.

PROCESS:

Delegated to Staff

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2019-JUL-22
Policy Number:	COU-194	Amendment Date/s:	
Title:	Routine Release of In Camera Agendas	Repeal Date:	
Department:	Legislative Services	Approval Date:	2019-JUL-22

PURPOSE:

To provide a process for ensuring that the City of Nanaimo is being open and transparent in conducting City business at In Camera meetings.

DEFINITIONS:

Agenda: Information package distributed to Council in advance of a meeting containing minutes and reports.

In Camera Meeting: A meeting closed to the public under *Community Charter* section 90(1) or 90(2).

SCOPE:

This policy applies to all In Camera meetings of Council and its committees.

It is acknowledged that this policy does not limit a person’s right of access to records under the *Freedom of Information and Protection of Privacy Act*.

Authority to Act – Delegated to Staff.

POLICY:

Council has identified Governance Excellence as a theme in their strategic plan. Council, along with Staff are responsible for providing governance excellence. The routine release of In Camera meeting agendas, once the requirement for confidentiality has passed, will support Council’s goals of openness and transparency, which is a significant element of good governance.

Council has approved the release of voting results of resolutions considered at In Camera Meetings. Redacted In Camera agendas, which include minutes and reports, will be publically released on a monthly basis. Exceptions for release apply.

PROCESS:

The Corporate Officer shall ensure the implementation of the Routine Release of “In Camera” Agendas Policy by releasing agendas through the City of Nanaimo’s website on a monthly basis.

Due to confidentiality obligations, some content of agendas may not be initially releasable. If documents are unable to be released initially, staff will review redacted documents and documents withheld from release to determine if the period of confidentiality has passed, and if the document can be released at a later date. Some documents or sections of documents, depending on subject matter, such as third party information or legal matters may never be released.

If the document can be released, staff will remove redactions and post the updated version to the City’s website. If content cannot be released, staff will review it at the next scheduled monthly session to determine if by that time the content is releasable.

Documents or sections of documents may be withheld from release for the following reasons:

- third party information;
- personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- labour relations or other employee relations;
- the security of the property of the municipality;
- the acquisition, disposition or expropriation of land or improvements, if the staff considers that disclosure could reasonably be expected to harm the interests of the municipality;
- law enforcement, if staff considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- litigation or potential litigation affecting the municipality;
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- 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 staff, could reasonably be expected to harm the interests of the municipality if they were held in public;
- discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];
- a matter that, under another enactment, is such that the public may be excluded from the meeting;
- the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- a matter that is being investigated under the Ombudsperson Act of which the municipality has been notified under section 14 [Ombudsperson to notify authority] of that Act;
- a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under section 23 (2) of the Auditor General for Local Government Act.

Responsibilities

Council is responsible for:

Adoption and periodic review of this policy.

CAO is responsible for:

Committing to the implementation and ongoing improvement of the policy to support achievement of the City's goals related to Governance Excellence, openness and transparency, while balancing the need to protect personal and sensitive information.

Corporate Officer is responsible for:

Coordination and administration of this policy.

Report writers/City Staff are responsible for:

Ensuring In Camera reports include a release clause;
Only including necessary information in In Camera reports.

Benefits of Compliance

Implementing this policy will:

Support Council's priority related to Governance Excellence by providing for the timely and routine release of information;

Ensure decisions made In Camera, once confidentiality has passed, are made public.

Ensure confidential information remains confidential.

Review Date

This policy should be reviewed from time to time as appropriate.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1983-JAN-03 CEPC
Policy Number:	COU-025	Amendment Date/s:	
Title:	Sanitary Sewer Connections	Repeal Date:	
Department:	Engineering, Public Works and Transportation	Approval Date:	1983-JAN-03 CEPC

PURPOSE:

To establish mandatory service connections.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

In as much as the City of Nanaimo, since 1978 has passed Bylaws No. 1706 and 1925 and Bylaws No. 2460 and 2461, it may remain that some properties are not connected at this time to those sanitary sewer connections as installed. It is the intent the Public Works Director and supporting staff to approach the matter of administering the mandatory connection provision of "SEWER REGULATION AND CHARGE BYLAW 1982 NO. 2496" in the following manner:

Commencing when Staff time is available, a check would be made, with the first bylaws and succeeding bylaws in age, to see which properties had not been connected to facilities as constructed. As these checks were made, Staff would also intend to carry out investigations to see if there were particular reasons for those connections not being in place, whether they be financial, soil condition, structural or otherwise.

If Staff found that, because of the non-connection, health hazards were being created and causing a public nuisance, immediate action would be taken to serve notice to those properties to have the connection made.

For those properties where there seem to be no obvious health or environmental problems, the Director of Public Works would meet with Senior Staff members from the Public Works Department and Administration, to discuss the implementation or the enforcement of Part 3, Section 21, 21 and 22 of Bylaw No. 2496, as amended. From initial calculations and interpreting the Staff time limitations because of the 1983 Budget shortfalls, the Director of Public Works anticipates that the full checking of the complete system would take almost the entire 1983 year to complete.

PROCESS:

N/A

RELATED DOCUMENTS:

"Sewer Regulation and Charge Bylaw 1982 No. 2496"

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1994-JUN-20 COUNCIL
Policy Number:	COU-105	Amendment Date/s:	1997-MAR-03 COUNCIL
Title:	Sanitary Sewer Interceptor Extensions to Cedar/Duke Point	Repeal Date:	
Department:	Engineering, Public Works and Transportation	Approval Date:	1994-JUN-20 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council, in cooperation with the Region, to institute policies to prevent the extension of sanitary sewer interceptor extensions to Cedar/Duke Point.

COUNCIL

1994-JUN-20

Council reaffirmed the budget strategy policies adopted in June 1994 as follows:

- that Council/RDN maintain policies to prevent sewer interceptor extensions to Cedar/Duke Point.

COUNCIL

1997-MAR-03

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1995-MAY-15 COUNCIL
Policy Number:	COU-118	Amendment Date/s:	1996-AUG-26 COUNCIL
Title:	School Zone Signing Guidelines	Repeal Date:	
Department:	Engineering and Public Works	Approval Date:	1995-MAY-15 COUNCIL

PURPOSE:

To provide guidelines for School Zone Signing.

DEFINITIONS:

N/A

SCOPE:

Authority to Act - Delegated to Staff.

POLICY:

Council endorsed the following guidelines regarding school area signs and reduced speed zones for school areas.

- (a) School area signs (florescent yellow/green pentagon) should be installed on all roads abutting school property.
- (b) Reduced speed zones for school areas should not be installed on multi-lane roads (roads with greater than two through travel lanes) except where it is necessary for children to cross such multi-lane roads.
- (c) Reduced speed zones of 30 km/hr may be installed on two-lane roads fronting elementary schools, where one of the following conditions is met:
 - (i) Where there are no sidewalks or adequate walking shoulders and school children are required to use the travelled roadway adjacent to the school property on their way to and from school.
 - (ii) Where there is no fencing or adequate buffer (berm, trees) which separates the playing area/field from the adjacent roadway. (If the playing area/field is utilized outside school hours and there is no fencing or adequate buffer separating the adjacent roadway, then playground signs may be considered.)
 - (iii) Where there are poor existing geometric conditions which result in reduced visibility.
 - (iv) Where speed surveys indicate that drivers are not using reasonable speeds when children are present on the roadway on their way to and from school.
 - (v) Where many children must cross the road to get to the schools.
- (d) Council implemented a 30 kilometres per hour speed limit in all elementary school zones.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1989-JAN-30 COUNCIL
Policy Number:	COU-059	Amendment Date/s:	1997-OCT-06 COUNCIL, 1997-NOV-03 COUNCIL, 1997-DEC-08 COUNCIL, 2003-FEB-10 COUNCIL, 2003-MAR-10 COUNCIL, 2004-NOV-29 COUNCIL, 2005-FEB-21 COUNCIL, 2013-NOV-18 COUNCIL
Title:	Secondary Suites	Repeal Date:	
Department:	Development Approvals	Approval Date:	1989-JAN-30 COUNCIL

PURPOSE:

To establish a process and policy for the authorization and legalization of secondary suites.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Secondary Suites in Duplexes:

1. existing and proposed duplexes that contain suites are required to comply with zoning or apply for rezoning;
2. existing suites (built prior to 2013-JAN-01) are required to be “authorized” including addressing life-safety issues and the registration of a notice on title; and,
3. suites in duplexes built on or after 2013-JAN-01 are required to be “legalized”, including full compliance with the Building Code, the Building Bylaw, and the Parking Bylaw.
(2013-NOV-18)

Secondary Suite Enforcement Policy:

Council:

1. Adopted the following New Secondary Suite Enforcement Policy;

SUITE ENFORCEMENT POLICY

Specific to Residential and Rural Residential Zoned Properties

Age of suite	Suites constructed prior to 2005-Feb-07			
	Suites constructed after 2005-Feb-07	Suites existing prior to 2005-Feb-07 not known to exist at time of bylaw adoption	Suites known to exist; not dealt with by Council	Suites known to exist and dealt with by Council (Notice on Title)
Full Building Code compliance required	✓	X	X	X
Meets basic life safety requirements and has Notice placed on Title	X	✓	✓	✓
Must meet maximum size requirements	✓	✓	✓	✓
Meets minimum requirements for onsite parking	✓	✓	✓	✓
Limited to two occupants	✓	✓	✓	✓
Building Permit required	✓	✓	✓	X

And;

2. Confirmed its priority for enforcement activity as follows:

- suites with known safety hazards;
- newly constructed suites;
- suites located in multi-family dwellings;
- suites in outbuildings;
- new complaints; and,
- list of units identified by Finance and as yet uninspected.

(2005-FEB-21)

Secondary Suites Public Consultation:

Council:

1. Discontinued the moratorium on secondary suites when contained in multi-family dwellings (Duplex / Triplex / Fourplex) or in secondary buildings.
2. Adopted the following recommendations from Option B of the report:

Primary Decisions:

- (a) secondary suites to be permitted in all single-family and rural zones; and,
- (b) secondary suites not to be permitted in multi-family dwellings.

Occupancy Decisions:

- (a) owner occupancy to not be required as a condition of having a secondary suite.

Cost Recovery Decisions:

- (a) sewer and garbage rates to be charged at the same rate as the principal dwelling unit; and,
- (b) the Business Licence Bylaw to not be amended in order to require licensing for suites.

Implementation Decisions:

- (a) building permits to be required for all new suites and that the status quo be maintained (i.e. Section 57 Notices and user rates) for existing suites;
- (b) a Standards of Maintenance Bylaw referred to Budget discussions; and,
- (c) building permit fees for conversion of existing illegal suites to be waived for the period of one year following the adoption of the Bylaw.

Zoning Decisions:

- (a) the following definition of secondary suites to be included in the Zoning Bylaw: "Secondary Suite means a dwelling unit which is clearly subordinate to the principal dwelling";
- (b) secondary suites to be limited to a maximum of 40 percent habitable floor space of the principal building to a maximum of 90 square metres (968 square feet);
- (c) secondary suites to be limited to a maximum of two bedrooms and a maximum of two unrelated persons (at present, the Zoning Bylaw limits occupancy of a dwelling to five unrelated persons);
- (d) one additional on-site parking stall to be required for the suite;
- (e) all suites to be contained with the principal building (i.e. not in accessory buildings);
- (f) homes with suites are required to split their maximum of 100 square metres for a home-based business between the principal and secondary unit. The unit area of a home-based business in a principal building will be limited to 60 square metres and the floor area in a secondary suite would be limited to 40 square metres;
- (g) the home-based business within a suite not to be permitted to have a non-resident employee (the Bylaw would continue to allow one non-resident employee for any home-based business within the principal dwelling unit); and,
- (h) the Bylaw to continue to require one additional parking stall for each home-based business and continue to limit the number of vehicle trips to / from the property to five per day.

[Note: Refer to the City's Zoning Bylaw for zoning regulations pertaining to Secondary Suites.]
(2004-NOV-29)

NOTE: All of the regulations adopted by Council at the Regular Meeting 2004-NOV-29 (noted above) are still in force. The following updates to the policy deal with enforcement of secondary suite policies.

Interim Secondary Suites Policy:

Suite removal will continue to be sought in the following situations:

1. where the suite is located in a secondary building such that two or more dwellings are constructed on one single family lot;
2. where upgrades are sought to facilitate occupancy but the owner is not cooperating;
3. where suites have previously been removed as a result of Council direction and new complaints are received; and,

4. where multiple unauthorized suites are detected in a single family zoned dwelling or more than two additional suites are discovered in a duplex.
(2003-MAR-10)
-

Council temporarily suspended the Suite Removal Enforcement Program for a period of six months, ending 2003-AUG-10.
(2003-FEB-10)

Council directed Staff to amend the present policy for dealing with illegal suites as follows:

1. Staff to respond only to written complaints from individuals residing within a 100 metre radius of the illegal suite and which allege a life safety hazard exists. A written complaint must include responses to questions, outlined in Schedule A*;
2. where the complaint involves a single illegal suite located in a single family dwelling and an inspection has identified safety infractions, the owner will be given 45 days to correct the deficiencies. Safety infractions will consist of items outlined in Schedule B*;
3. Notice on Title under Section 700 of the *Municipal Act* will be recommended on all properties on which an illegal suite is located. Reports to Council will be reduced in scope as per the form outlined in Schedule C*; and,
4. when an illegal suite has been identified and any safety issues noted have not been corrected within the 45 days, or where the suite is under construction or is located in a structure where an occupancy certificate has not been issued, legal action will be initiated to remove the suite.

*Schedules A, B and C are attached to the original 1997-DEC-08 report to Council.
(1997-DEC-08)

Staff to implement a program on a low priority basis to identify all existing suites to allow charging user fees on the same basis as other suites are already charged.
(1997-NOV-03)

Staff to continue with the current policy of enforcement on a complaint basis only.
(1997-OCT-06)

Council endorsed a policy of enforcement utilizing Section 750.1 of the *Municipal Act* whereby Staff members ensure that the City is relieved of financial responsibility while also advising prospective purchasers, mortgage holders and insurance companies of the illegal situation. Unsafe situations can also be dealt with via Section 735 of the *Act* and other related legislation.
(1989-JAN-30)

PROCESS:

See Schedule "A" "B" and "C" Attached

RELATED DOCUMENTS:

Local Government Act
Zoning Bylaw No. 4500

“Building Bylaw 2016 No. 7224”
“Off-Street Parking Regulations Bylaw 2018 No. 7266”.
BC Building Code

REPEAL/AMENDS:

N/A

SCHEDULE A

INFORMATION REQUIRED FROM COMPLAINANT

1. Does the complainant live within 100m radius of the alleged illegal suite? _____

2. Does the complainant have reason to believe that a suite exists? _____

3. Is the complainant aware of any life safety concerns in the suite? _____

- **If the complainant answers no to any of these questions, the complaint is not processed further.**

LOCATION OF ALLEGED OFFENCE: _____

DATE OF COMPLAINT: _____

COMPLAINANTS NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

Is the suite occupied? _____

When was the suite constructed? _____

Does the property owner live in the house? _____

Do the occupants of the house have boarders? _____

The following information will assist in determining if an illegal suite exists:

Is there a kitchen in the suite? _____

Other cooking facilities? _____

Number of bedrooms? _____

Number of people living in suite? _____

Number of parking stalls on property? _____

Are tenants parking on their own property or is there insufficient parking? _____

Is there extra garbage generated by the suite? _____

g:sewardt/reports/suiop027

SCHEDULE B

INSPECTION WILL INVOLVE THE FOLLOWING LIFE SAFETY ISSUES

When undertaking an inspection of a single family dwelling containing an illegal suite, identification of deficiencies will consist of the following life safety issues specified in Section 9.36 of the latest edition of the BC Building Code.

- 9.36.2.3(2) Minimum Window Areas
- 9.36.2.4 Exit Stairs
- 9.36.2.7 Means of Egress
- 9.36.2.8 Fire Separations for Exits
- 9.36.2.9 Openings Near Unenclosed Exit Stairs and Ramps
- 9.36.2.10 Doors in a Means of Egress
- 9.36.2.11 Travel Limit to Exits or Egress Doors
- 9.36.2.12 Shared Egress Facilities
- 9.36.2.15 Combustible Water Pipes
- 9.36.2.16 Combustible Drain, Waste and Vent Piping
- 9.36.2.17 Separation of Residential Suites
- 9.36.2.18 Separation of Public Corridors
- 9.36.2.20 Air Ducts and Fire Dampers
- 9.36.2.21 Exposing Building Face of Houses
- 9.36.2.22 Smoke Alarms

Also, the inspection will review if there are any:

- unsafe wood stove installations
- exposed electrical systems (refer to Provincial Electrical Inspector for follow up)

g:sewardt/reports/suiop027

SCHEDULE C

SAMPLE COUNCIL REPORT TO PLACE NOTICE ON TITLE

RECOMMENDATION:

That Council, by resolution, instruct the City Clerk to file a notice in the Land Title Office under Section 700 of the Municipal Act that:

- a) a resolution relating to the properties noted in this report be made under this section and;
- b) further information respecting these properties may be viewed at the offices of the Municipality.

BACKGROUND:

The properties noted in this report contain bylaw infractions that have not been rectified. Property owners have been contacted and advised that unless these deficiencies are corrected prior to 1998-Jan-12, the matter will be referred to Council's meeting of 1998-Jan-19, with the above-noted recommendations.

DISCUSSION:

Following is a summary of infractions on specified properties.

- 1) Property Owners Name: _____
Street Address: _____
Legal Description: _____
Summary of infraction: An illegal suite has been identified in this single family dwelling. Illegal suite contravenes the City Zoning Bylaw and does not meet all the requirements of the Building Code.
- 2) As example above.

g:sewardt/reports/suiop027



RCRS Secondary:	GOV-02	Effective Date:	2001-NOV-19 COUNCIL
Policy Number:	COU-147	Amendment Date/s:	2002-NOV-25 2008-MAR-03 FP COW
Title:	Seismic Requirements	Repeal Date:	
Department:	Development Approvals	Approval Date:	2001-NOV-19 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council adopted the following policy for seismic upgrading, as it relates to change of use:

For a change of use to an Assembly occupancy, as defined by the *BC Building Code*, having an occupant load of less than 50 persons, seismic upgrading need only be provided for potential nonstructural falling hazards within the suite and its egress route [providing the use is not a liquor primary and the total floor area used for Assembly occupancy does not exceed 93 square metres (1,000 square feet)].

FINANCE/POLICY COMMITTEE OF THE WHOLE
2008-MAR-03

Council adopted as policy that seismic upgrading is not required when a change of use is between compatible uses or where it is demonstrated that the change of use is to a use with a lower occupant load and hazard, as per Table 'A'

Current Use	Description	Proposed Use	Requirement for Seismic Upgrading
Assembly Group 1 – 4(A)	Gathering of people for civic, religious, social, educational, recreational or like purposes or for food/drink consumption	B, C, F1	Yes
Assembly Group 1 – 4(A)		D, E, F2/3	No
Institutional Group 1-3(B)	Care or detention facilities	A, F1	Yes
Institutional Group 1-3(B)		C, E, E, F2/3	No
Residential (C)	Housing/sleeping accommodation	A, B, F1	Yes
Residential (C)		D, E, F2/3	No

Office (D)	Business use and professional/personal services	A, B, C, F1	Yes
Office (D)		E, F2/3	No
Retail (E)	Display/selling retail goods	A, B, C, F1	Yes
Retail (E)		D, F2/3	No
Industrial (F1)	Assembling, manufacturing, repairing or storing goods	A, B, C, D, E	Yes
Industrial (F1)		F2/F3	No
Industrial (F2/3)		A, B, C, D, E	Yes
Industrial (F2/3)		F1	No

COUNCIL
2002-NOV-25

The National Research Council standard for upgrade and changes of use of existing buildings adopted by Council as follows:

“A standard of a minimum 60 percent of seismic requirements to be met (this regulation comes out of a detailed standard established in 1992 by the National Research Council (NRC) based in Ottawa).”

COUNCIL
2001-NOV-19

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1990-JAN-29
Policy Number:	COU-063	Amendment Date/s:	
Title:	Servicing Constraints to Development of "The Bowl"	Repeal Date:	
Department:	Development Approvals	Approval Date:	1990-JAN-29

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

For zoned developments:

1. Development be permitted where no servicing upgrading is required.
2. That 100 percent of the service upgrading costs be paid by the developer where upgrading is required.

For rezoning applications:

3. Council evaluate rezoning applications in the normal fashion where no servicing upgrading is required.
4. Council require a developer to acknowledge the requirement to fund 100 percent of service upgrading costs as a condition of proceeding with an evaluation of the rezoning.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2005-SEP-12
Policy Number:	COU-172	Amendment Date/s:	2011-APR-18
Title:	Serving Alcohol at Nanaimo Athletic Commission Events	Repeal Date:	
Department:	Recreation & Culture	Approval Date:	2005-SEP-12

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council suspended the policy endorsed on 2005-SEP-12 and approved alcohol being served on a trial basis at combative sporting events.

2011-APR-18 FPCOW

Council does not support the serving of liquor during 'regulated' sporting events which are defined as professional boxing, wrestling, kick-boxing and like activities, contests and exhibitions.

2005-SEP-12

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1999-AUG-23
Policy Number:	COU-137	Amendment Date/s:	
Title:	Sewer Benefiting Areas	Repeal Date:	
Department:	Engineering and Public Works	Approval Date:	1999-AUG-23

PURPOSE:

There are a small number of properties that are in the Benefiting Area that will not be serviced through the development process and are not likely to be serviced by the City. There is no funding in the City's Five-Year Capital Plan to provide sewer service to these areas. The largest number of these properties (about 120) is in the Green Lake area. The number of properties that are in this category and the cost to delete them from the benefiting area is shown below:

Green Lake properties	120	\$11,340
Other properties	<u>112</u>	<u>\$10,584</u>
Total	232	\$21,924

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Properties that will not be serviced with sewer in the immediate future (approximately 232) to be removed from the Sewer Benefiting Area.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1986-JUL-28
Policy Number:	COU-043	Amendment Date/s:	
Title:	Sidewalk/Asphalt Walking Shoulders Policy	Repeal Date:	
Department:	Engineering and Public Works	Approval Date:	1986-JUL-28

PURPOSE:

To identify potential risks in order to attempt to reduce the City's liability.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council formally ratified the policy as set out with respect to the use of walking shoulders designated by a white painted line.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A

CITY OF NANAIMO

MEMORANDUM

TO: Gerry Berry, Director of Administrative Services
FROM: A.W. MacDonald
DATE: ~~1986-JUL-15~~ FILE: 5820/02
RE: Sidewalk/Asphalt Walking Shoulder Policy

Following restructure of the City of Nanaimo and major boundary adjustments in 1975, the need for safer walking areas became very evident. In assessing the need and attempting to find a solution, several methods of providing walking areas were researched.

The ultimate was to construct concrete curbs and sidewalks. As funds were minimal, we could not afford to install storm sewers and rebuild road bases prior to sidewalk installation. The cost of the concrete curb and sidewalk was also prohibitive.


A compromise was sought and the asphalt walking shoulder became mandatory for any City roadway pavement improvement. A 1.52 metre asphalt strip attached to the roadway is constructed. A white painted line separates the two asphalt areas for walking and/or driving.

Authority for the walking shoulder and line so designating is contained in the Motor Vehicle Act of the Province of British Columbia. Part 3, interpretation 115 outlines, "traffic control devices". Section 190 (1)(a)(n) further explains the use of the white line as a control device.

The City of Nanaimo continues to maintain as policy, the installation of asphalt walking shoulders designated by a white painted line and stencilled regulation on same.

RECEIVED
JUL 15 1986

ADMIN. SERV. DEPT.


A.W. MacDonald,
Director of Public Works

AWM/l dv

SUBMITTED TO 1986-JUL-28 COUNCIL MEETING

0846



RCRS Secondary:	GOV-02	Effective Date:	1987-JUN-08
Policy Number:	COU-049	Amendment Date/s:	1988-JUL-18
Title:	Sidewalk Cafes – Encroachment Policy	Repeal Date:	
Department:	Community Development	Approval Date:	1987-JUN-08

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. Council has adopted the general concept of promoting sidewalk cafés in the downtown specified area where possible. (It is considered that these cafés can help to provide a positive and friendly atmosphere in the downtown area.)
2. Small areas adjacent to and fronting existing restaurants may be allocated for the exclusive use of that restaurant by Encroachment Agreement.
3. Each individual request for an open air café Encroachment Agreement adjacent to an existing restaurant shall be referred to Staff for a review of the associated public safety and access considerations, etc., and Staff shall submit their recommendations concerning individual cafés to the Downtown Development Committee for review.
4. In addition to requests by individual restaurateurs for space directly adjacent to their establishment, the City shall on April 1st of each year accept applications for the use of the lease space available on the nodes at mid-Commercial Street and at Chapel and Commercial Streets. Applications will be reviewed by Staff and the Downtown Development Committee who shall make a recommendation to Council regarding the allocation of lease space.
5. Any Encroachment Agreements for the purpose of accommodating open air sidewalk cafés shall be strictly limited as to the total size of the area to be occupied; and further, each agreement shall include a requirement for the encroachment holder and keep the area at the standard of cleanliness suitable to the Director of Engineering and Public Works.
6. That the fee for the lease of public lands for the purpose of operating sidewalk cafés shall be based on \$14. per square metre with a minimum fee of \$100.
7. That any space awarded for lease but where the Encroachment Agreement is not signed within 30 days of the award may be, if appropriate, awarded to an alternate applicant.
8. Weather permitting, the sidewalk café must be operational within 15 days from the date the Encroachment Agreement is signed. If the sidewalk café is not operational within this time frame, the Encroachment Agreement may be cancelled and the payment for such forfeited.

9. That in the case of the renewal of a previously approved Sidewalk Café Encroachment Agreement, that Staff be authorized to renew the Agreement upon receipt of proof of liability insurance and payment of the annual fee.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1997-FEB-03
Policy Number:	COU-129	Amendment Date/s:	
Title:	Sister Cities-Twinning	Repeal Date:	
Department:	Legislative Services	Approval Date:	1997-FEB-03

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

That Council:

1. not enter any further Sister City-Twinning agreements independent of community leadership and participation.
2. support a community-initiated twinning agreement when:
 - it is part of a strategy with identifiable community outcomes.
 - it is clear the City selected has been well researched and can bring specific benefits to residents, businesses or local organizations.
 - an annual budget is identified with committee funding sources.
 - an appropriate structure is in place to assume responsibility for establishing and maintaining the relationship.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

Repeals COU-055



RCRS Secondary:	GOV-02	Effective Date:	1993-DEC-20 COUNCIL
Policy Number:	COU-089	Amendment Date/s:	
Title:	Snow Clearing on Sidewalks	Repeal Date:	
Department:	Engineering and Public Works	Approval Date:	1993-DEC-20COUNCIL

PURPOSE:

Priorities for enforcement action regarding property owners clearing snow and ice from sidewalks bordering their property.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

That enforcement action, pursuant to Section 22(1) of the "TRAFFIC AND HIGHWAYS BYLAW 1993 NO. 5000", which requires property owners to clear snow and ice from sidewalks bordering their property within 24 hours of the accumulation of such snow and ice, receive the following priority:

1. Properties in the Downtown Core
2. Properties upon which public institutions are located
3. Commercially zoned properties
4. Multi-family dwelling properties
5. Single family dwelling properties
6. All other properties

PROCESS:

N/A

RELATED DOCUMENTS:

"TRAFFIC AND HIGHWAYS BYLAW 1993 NO. 5000"

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1991-MAY-08
Policy Number:	COU-082	Amendment Date/s:	1992-JAN-20 1995-NOV-27 1999-MAR-01
Title:	Special Advertising	Repeal Date:	
Department:	Legislative Services	Approval Date:	1999-MAR-01

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. Statutory Advertising

Definition: That City advertising which is required by statute (i.e. Notice of Public Hearing).

Statutory advertising:

- (a) shall be prepared, requisitioned, proofed and budgeted for by the department responsible;
- (b) shall meet the specifications of the relevant statute or those specifications prepared as the City of Nanaimo standard advertising format.
- (c) All efforts shall be made to keep the size and number of statutory advertisements to a minimum.

2. Departmental Program Information Advertising

Definition: That City advertising which is not required by statute but is required as public information to carry out municipal programs. (i.e. notice of garbage pick-up schedules, notice of public information meetings).

Departmental program information advertising:

- (a) shall be prepared, requisitioned, proofed and budgeted for by the department responsible;
- (b) shall, where appropriate, meet the specifications of the City of Nanaimo standard display advertising format;
- (c) shall include the words "City of Nanaimo" and the wave logo displayed prominently in the ad.

- (d) All efforts shall be made to keep the size and number of display advertisements to a minimum and to coordinate advertising when more than one departmental ad appears in a single edition of a newspaper.

3. Special Occasion Media Advertising

Definition: That advertising to recognize special occasions throughout the year (i.e. Christmas, Remembrance Day).

The City will not advertise holiday greetings in the local media.

4. Other

(a) Unsolicited Media Advertising

Definition: That media advertising not included in the above three categories and is offered to the City by media agencies (i.e. special tabloid editions such as "Outlook 86", special appreciation editions).

Except where individual departments place departmental program information advertising, the City will not participate in unsolicited media advertising.

(b) Requests for Advertising in Non-profit Publications

Definition: Requests from outside organizations (i.e. charities, athletic groups, service clubs, civic organizations) for the City's support in the form of advertising in a program, flyer, or other publication.

These requests:

- (c) shall be referred directly to the Grants Advisory Committee for recommendation to Council;
- (d) shall be budgeted for under Council expenses;
- (e) shall be prepared, requisitioned, and proofed by the Corporate Administration Department.

5. Addition to Advertising Policy

City Page:

- (a) a bi-weekly, one-page City information section on the 2nd and last Thursday of each month to appear in the *Nanaimo Bulletin*, commencing 1999-MAR-25, as outlined in the report; and,
- (b) a bi-weekly, one-half page ad to appear in the *Nanaimo Daily News* on the first and last Saturday of each month, commencing 1999-MAR-27.

1999-MAR-01 COUNCIL

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1985-NOV-25
Policy Number:	COU-040	Amendment Date/s:	
Title:	Stop Sign Repair	Repeal Date:	
Department:	Engineering and Public Works	Approval Date:	1985-NOV-25

PURPOSE:

To establish a process for the timely repair and maintenance of stop signs.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The City of Nanaimo shall maintain a Traffic Detail Division in the Operations Department. This Traffic Division shall function on a daily basis between the hours of 0800 hours and 1630 hours, Monday, Tuesday, Wednesday, Thursday and Friday.

The duties and responsibilities of the Traffic Division shall be to maintain in good condition, all traffic control devices and mechanisms. The placement, replacement and maintenance of stop signs shall be a high priority. The foreman and other staff members of the traffic division shall be aware, during all hours of duty, of the need to replace damaged stop signs.

On weekends and statutory holidays, the Operations Yard shall be closed except for emergency telephone calls. A Commissionaire shall be on duty 24 hours per day to answer emergency calls. Upon receiving advice of a damaged or displaced stop sign during holiday, the Commissionaire shall record such information in an operations log book. By policy, the City of Nanaimo shall repair, or replace such stop sign by 1200 hours on the first working day after the weekend or statutory holiday.

PROCESS:

Authority to Act – Delegated to Staff

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1997-JUL-07 COUNCIL
Policy Number:	COU-130	Amendment Date/s:	1998-NOV-03 COUNCIL
Title:	Stormwater Management Policy	Repeal Date:	
Department:	Engineering and Public Works	Approval Date:	1997-JUL-07 COUNCIL

PURPOSE:

To endorse the priority policy area work plans for the Advisory Committee on Environment.

DEFINITIONS

N/A

SCOPE

N/A

POLICY

Council endorsed the priority policy areas for the Advisory Committee on Environment, as laid out in the staff report for the following areas:

- Stormwater Management
- Environmentally Sensitive Areas (ESA)
- Tree Protection Bylaw
- Steep Slope Development Guidelines

COUNCIL

1997-JUL-07

Council adopted the revised goals, objectives and policies for stormwater management proposed in the report (Council - 1998-NOV-03) as follows:

STORMWATER MANAGEMENT IN NANAIMO

Revised Goals, Objectives and Policies

16 November, 1998

The following are revised Goals, Objectives and Policies for stormwater management in Nanaimo proposed by City Council's Advisory Committee on the Environment (ACE).

Objectives and policies for stormwater management were initially adopted by City Council in 1981 in response to drainage and flooding problems. (For reference, the 1981 policies are appended to this document.) They were not substantially reviewed or revised until 1996, when Council adopted new goals and objectives that were recommended by its Aquatic Habitat Protection Committee (AHPC). The new goals and objectives attempted to move away from a "big pipe" approach to stormwater management, to one that better reflects the environmental implications of managing stormwater.

ACE has continued the review of the City's stormwater management policies. In this document, the Committee proposes a slight modification to the 1996 goal statements, and then presents a new series of policies to replace the 1981 policies. ACE has carried out this review in close collaboration with staff from the Strategic Planning and Engineering Divisions, Development Services Dept. and Public Works Dept.

Once adopted, these consolidated goals, objectives and policies for stormwater management can form the basis for revising the City's Engineering Standards and Specifications and master drainage plans.

STORMWATER MANAGEMENT IN NANAIMO

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STORMWATER MANAGEMENT IN NANAIMO

GOALS

A slight modification to the 2 goals originally adopted by Council in 1996 was made, by separating Goal I into two goals to clarify the dual priorities of flood prevention and habitat protection.

- I. To protect Nanaimo's watercourses, aquatic habitat and ground water resources for their fish, wildlife and greenway values.
- II. To reduce the risk to life and property associated with flooding.
- III. To provide for the use of a wide range of stormwater management methods and practices in achieving a balance among environmental, economic and social objectives.

OBJECTIVES

No significant changes are proposed to the Objectives adopted in 1996.

1. Plan stormwater systems on a watershed basis, so that impacts on water quantity, quality and temperature, flood prevention, and management costs can be considered collectively for a given watercourse system.
2. Match post-development flows to pre-development flows at the receiving watercourses.
3. Maintain current ground water levels and recharge systems where feasible.
4. Minimize or eliminate the introduction of contaminants into stormwater, so as to help ensure that the water quality in Nanaimo's watercourses is sufficient to support fish and aquatic life.
5. Ensure effective sediment and erosion control measures are used in all new development and redevelopment.
6. Promote the use of integrated methods of stormwater management that match site-specific conditions and balance environmental, economic and social considerations.
7. Address concerns about flooding by ensuring that land use plans and approvals, as well as stormwater management plans and measures, reduce the risk to life and property associated with flooding.
8. Establish design standards for municipal drainage systems based on criteria that result in construction and maintenance at reasonable cost and efficient use of land and resources, while meeting other objectives regarding flood prevention and environmental protection.
9. Conduct maintenance of stormwater facilities in a controlled and environmentally sensitive way.
10. Employ the principles and practices of the federal/provincial "Land Development Guidelines for Protection of Aquatic Habitat", the provincial "Urban Runoff Water Quality Guidelines" and other applicable guidelines as they are released.

POLICIES

Preamble

The 1981 policies called for several bylaws to be established. This preamble recognizes the existence of bylaws and guidelines created since then to effect the 1981 policies.

Stormwater management policies were implemented by the following bylaws and guidelines:

- Bylaw 6000 “Plan Nanaimo”; specifically section 4.7 “Stormwater Services” and Section 8.2.23 Development Permit Area No. 23 Watercourses.
- Bylaw 4000 “Zoning Bylaw”: specifically sections regarding the establishment of watercourses and leave strips.
- Bylaw 5105 “Flood Prevention Bylaw 1996”.
- Bylaw 3260 “Subdivision Control Bylaw”.
- Bylaw 3808 “Storm Sewer Regulation and Charge Bylaw”.
- Bylaw 1747 “Soil Removal and Depositing Regulation Bylaw”.
- Bylaw 3220 “Building Bylaw”.
- City of Nanaimo Manual of Engineering Standards and Specifications.
- Geotechnical Review Guidelines adopted under Bylaw 6000 Plan Nanaimo.
- City of Nanaimo Erosion and Sediment Control guidelines.
- “Land Development Guidelines for the Protection of Aquatic Habitat” by Department of Fisheries and Oceans and Ministry of Environment, Lands and Parks (the Land Development Guidelines).

Watercourse Protection

The following replaces policy 1 of the 1981 policies, and refines and updates watercourse protection measures. It supports Goal I and Objective 10.

1. Natural watercourses shall be protected and managed as open streams.
 - 1.1 Watercourses to be protected are identified in Schedule B of Bylaw 6000 and Schedule G of Bylaw 4000.
 - 1.2 For these watercourses, stormwater management plans and actions shall sustain fish populations and protect aquatic habitat by: maintaining minimum flows; managing peak flows in terms of both volume and recurrence interval; and maintaining or improving on water quality.
 - 1.3 These watercourses shall not be placed in conduits, pipes or canals except under special circumstances (such as high flood hazard).
 - 1.4 Crossings of these watercourse shall be by bridge or culvert, in accordance with the classification system and as described in the Land Development Guidelines.
 - 1.5 Culverts in fish-bearing watercourses shall be designed to allow fish access and habitat protection as provided in section 6 of the Land Development Guidelines, as well as consideration of backwater and flooding and debris/trash.
 - 1.6 Utility crossings shall not obstruct watercourses.
 - 1.7 Fencing shall be required where needed to protect watercourses from livestock.
 - 1.8 Construction of in-stream stormwater detention is acceptable where it would enhance fish, bird or other wildlife habitat. Otherwise, off-stream detention is preferred.

- 1.9 Erosion and sedimentation from grading, construction and other development activities shall be avoided or controlled in accordance with the City's Erosion and Sediment Control Guidelines.
- 1.10 Guidelines for stream bank erosion control and rehabilitation shall be developed.

The following replaces 1981 policy 4. It reflects current policy of the Ministry of Environment, Lands and Parks regarding return of watercourse beds to the Crown. It also supports Objective 7.

2. To restrict liability and cost to the City, natural watercourses shall remain as Crown or private property.
 - 2.1 Section 588.2 of the Municipal Act provides the City the means to obtain access through private property via statutory right-of-way for managing stormwater flows. If necessary, the City shall exercise its rights as provided in the Municipal Act to maintain the proper flow of water.
 - 2.2 The beds of watercourses shall be returned to the Crown as the opportunity arises through new development or redevelopment.

Water Quality in Stormwater

The following replaces 1981 policy 9. It reflects the growing awareness that stormwater needs to be managed for water quality as well as volume. In so doing, the policy emphasizes better planning and site design as key to stormwater management. The policy supports objective #4.

3. To maintain good water quality in receiving waters, the discharge of pollutants to the stormwater system shall be regulated under the Stormwater Regulation and Charge Bylaw.
 - 3.1 Policies, guidelines and/or regulations shall be developed to support land use planning and site design that recognize and provide for stormwater quality management, using a range of methods that emphasize ground infiltration (see policy #6).
 - 3.2 Policies, guidelines and/or regulations shall be developed for the installation and maintenance of oil/water separation devices where these are needed to supplement site design measures.
 - 3.3 Policies, guidelines and/or regulations shall be developed for the control of erosion and sedimentation during and following construction.
 - 3.4 Policies and procedures for the design and maintenance of City stormwater facilities shall be reviewed to ensure they support improved water quality, taking into account the watercourse classification system identified in policy 1.

Regulation of Development – General

The following replaces 1981 policies 2 and 3. The intent of the 1981 policies was to propose a regulatory regime for development along watercourses. Since that time, bylaw changes have been made which address most of the proposals in those policies. This revised policy reflects the current regime, and picks up aspects of the former policies that are still relevant.

4. Development along watercourses shall be regulated to protect aquatic and riparian habitat and to maintain flow capacity.
 - 4.1 Under the Flood Prevention Bylaw, Watercourse Protection Areas are established along watercourses within which existing developments and new development activities shall be regulated to prevent the fouling, obstruction or impeding of water flow in these watercourses.
 - 4.2 Under the Official Community Plan, Watercourse Development Permit Area 23 (DPA #23) is established which encompasses watercourses and their associated leave strips. Within this Development Permit Area, all development activities shall be regulated to prevent, mitigate or compensate for impacts to aquatic habitat.
 - 4.3 Under the Zoning Bylaw, buildings and structures shall be set back from watercourses as specified in Schedule G.
- 4.4 The Subdivision Control Bylaw shall encourage a range of stormwater and drainage management options in new subdivisions, taking long-term maintenance requirements into account.
 - 4.5 The Storm Sewer Regulation and Charge Bylaw establishes the City's storm sewer system, and shall regulate the nature of connections and discharges to that system.
 - 4.6 Excavation, removal and disposal of soil, gravel, etc. near watercourses shall be regulated under DPA #23 in areas along watercourses, and by the Soil Removal and Depositing Regulation Bylaw in other areas of the City.
 - 4.7 In-stream works shall conform with the *Water Act*. Applications for such works shall be referred to the Ministry of Environment, Lands and Parks for notification or approval under that Act.

Stormwater Management in New Development

The following replace 1981 policies 7 and 8. They support Objectives 2, 3, 6 and 8 by aiming to reduce the impacts of post-development stormwater flows, and placing greater emphasis on ground infiltration of stormwater.

5. Runoff due to new development shall be limited according to the capacity and sensitivity of the downstream drainage system.
 - 5.1 For new development that drains directly into fish-bearing watercourses, post-development peak flows from the development site shall be equal to or less than pre-development conditions for all peak flows up to and including the 10-year storm.
 - 5.2 For new development upland from fish-bearing watercourses, post-development stormwater flows shall be designed to minimize impacts on the downstream receiving watercourse with respect to seasonal flow patterns, temperature, water quality, sediment, bank erosion, and any other characteristics that upland development may affect.
 - 5.3 Accepted methods for calculating flows shall be defined in the City's Manual of Engineering Standards and Specifications.

- 5.4 Storage facilities (detention/retention) shall be constructed as required to meet these policies.
 - 5.5 Site grading plans for new development shall be required to show pre- and post-grading drainage patterns. These plans shall ensure that drainage from one future lot does not impact negatively on neighbouring lots or on other portions of the drainage basin. Specifications for grading plans shall be defined in the City's Engineering Standards and Specifications.
6. The stormwater system for new development may consist of surface and underground drainage structures, or combinations thereof.
 - 6.1 Underground storm sewers shall be constructed primarily to handle the minor system (5 year peak flow or less).
 - 6.2 All lots shall have a gravity connection to the stormwater system. Special cases where there is no stormwater system, or no available connection to a stormwater system for every lot, shall be reviewed on an individual basis.
7. In general, new development shall use surface stormwater methods and ground infiltration measures as much as possible to help maintain good water quality, manage water volumes, and recharge groundwater resources.
 - 7.1 Land use and site design shall optimize ground infiltration by minimizing impervious surfaces, using vegetated areas to receive surface runoff, and designing underground systems that encourage ground infiltration.
 - 7.2 While ground infiltration is encouraged, it shall not be applied in hydraulic design to reduce the runoff coefficients normally applied to different types of surfaces.
 - 7.3 The City shall develop criteria and/or identify geographic areas where: a) the replacement of existing roadside ditches with underground pipe is not desirable; and b) full frontage stormwater works (curb, gutter and storm sewer) in new development are not necessary or desirable. Such criteria shall consider maintenance costs and efficiency, sensitivity of receiving water, public safety and the nature of the surrounding land uses.

Stormwater Storage Facilities

The following policies replace 1981 policy 6b. They reflect current policy regarding maintenance responsibilities for single-family storage facilities, and refine circumstances where temporary detention facilities are acceptable. They support objectives 2,3 and 6.

8. Stormwater storage (detention or retention) in residential (single family dwellings) development shall be provided as required to meet the preceding policies.
 - 8.1 Permanent storage facilities may be surface or underground. Roof storage may be used but will not be applied in the hydraulic design for the site.
 - 8.2 The location, number and size of storage facilities and the release rate from these facilities shall be determined from the applicable drainage basin plans.
 - 8.3 In general, storage facilities on a single lot will be maintained by the lot owner.
 - 8.4 Where more than one lot is served by a storage facility, maintenance requirements and responsibilities shall be determined by the City on a case-by-case basis.

9. Stormwater storage shall be provided in new multi-family, commercial, industrial, institutional and other corporate developments as required to meet the preceding policies.
 - 9.1 Permanent storage facilities may be surface or underground. Roof storage may be used but will not be applied in the hydraulic design for the site.
 - 9.2 Permanent storage facilities may be privately or municipally owned and maintained.
 - 9.3 Private systems shall be maintained by the property owner(s). Under the Storm Sewer Regulation and Charge Bylaw, the City has the authority to ensure that facilities are properly maintained via penalties, bonding, inspection, or ability to carry out maintenance and charge back costs.
 - 9.4 Private property owners shall indemnify the City from liability arising out of private facilities.

10. Where land developments occur in advance of completed basin plans or facilities, and where existing facilities are inadequate to handle additional stormwater flows, the City will consider temporary storage facilities on an individual basis. Maintenance charges for temporary storage facilities will be established on an individual basis.
 - 10.1 Small subdivisions of four lots or less are authorized to install private storm water detention facilities if the following conditions exist:
 - stormwater facilities downstream of the subdivision are inadequate to handle the additional runoff from the subdivision.
 - the subdivision is clearly infilling an existing area.
 - circumstances to resolve the downstream drainage basin concerns are clearly beyond the control of the subdivider, i.e.; unreasonable costs, beyond the subdivider's control to remedy, and/or upgrading of facilities is at least 10 years in the future.

Integrated Stormwater Management (Drainage Basin) Plans

The following replaces 1981 policies 5, 6 and 10, combining policies that relate to stormwater (drainage) management plans under one heading. These policies acknowledge the existence of drainage plans developed since 1981 but also the need to review these plans in light of the revised policies, and to develop new plans for areas subject to development pressure. The term "integrated" refers to combining drainage control with watercourse protection by looking at a watershed (drainage basin) as a whole.

11. Stormwater management/drainage basin plans shall be reviewed (where they already exist) or established (where they do not) for watersheds that are subject to existing or future development, taking into account the preceding goals, objectives and policies for stormwater management.

12. A stormwater management plan shall also reflect the specific objectives of the community for the watershed in question.
 - 12.1 Such objectives may include (but not be limited to):
 - Flood prevention needs of the drainage area.
 - protection, restoration and potential enhancement of fish populations, if the receiving watercourse is fish-bearing.
 - protection of other biological, open space, aesthetic and educational values.

- 12.2 Plans may incorporate targets and measures appropriate to meeting the stated goals and objectives, such as: limits on impervious surface area; mitigation of hydrological impacts; protection of riparian corridors; restoration of instream or riparian habitats; and improvements to water quality.
13. Stormwater management plans shall analyze and provide for major and minor flow routing and storage facilities in each watershed.
 - 13.1 The plans shall examine existing City systems, watercourse flows (volumes and timing), natural detention areas, aquatic habitat values associated with receiving waters, existing routing and collection systems, etc.
 - 13.2 Stormwater management plans shall define generalized flow patterns, including the hydraulic grade line (HGL: reflects the level to which stormwater may rise in an open channel or the pressure exerted by stormwater within a pipe or conduit) and the floodplain for minor (5-25 year) and major (25-100 year) storm flows.
 - 13.3 Minor systems shall consist of underground conduits, manholes, open channels, watercourses, etc. to handle peak flows from a 5-year to 25-year return period storm, and meet the design criteria specified in the City's Engineering Standards and Specifications.
 - 13.4 Major systems shall consist of overland flood paths, roadways, watercourses, etc. to handle design flows above minor systems up to the 100-year return period storm, and meet the design criteria specified in the Engineering Standards and Specifications.
 - 13.5 The plans shall call for major flow routes to be initially and periodically "field checked" to ensure that such routes continue to direct flood volumes to appropriate receiving areas and do not endanger life or property.
 - 13.6 Rainfall and runoff design criteria used to determine storm return periods shall be established in the Engineering Standards and Specifications, and shall be reviewed and revised as required.
 14. A method for assessing the relative significance and sensitivity of watercourses in the city shall be developed.
 - 14.1 The assessment method may be based on: the current status of the watershed with respect to development, impervious surface and riparian vegetation; the relative significance of the watercourse as fish and aquatic habitat (existing or potential); and the community "greenway" value (existing or potential) associated with the watercourse.
 - 14.2 The assessment may assist with prioritizing stormwater planning and facility development, and determining appropriate levels of watercourse protection during development, as an interim measure until integrated stormwater management plans are in place.

Watercourse Restoration

15. In the course of planning, development or redevelopment of stormwater systems, opportunities to restore watercourses and aquatic habitat that were damaged in the past will be considered.
 - 15.1 The City may partner with other government agencies and non-governmental organizations to identify and implement restoration activities.

EVENING COUNCIL
1998-NOV-23



RCRS Secondary:	GOV-02	Effective Date:	2004-DEC-13
Policy Number:	COU-018	Amendment Date/s:	1989-AUG-21 COUNCIL 1994-JAN-31 COUNCIL 1995-OCT-30 COUNCIL 2004-DEC-13 COUNCIL
Title:	Strata Conversion Applications	Repeal Date:	
Department:	Development Approvals	Approval Date:	1982-AUG-09 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council:

1. amended Council's Strata policy line to three percent as per the Official Community Plan;
2. established a new policy for stratification for mobile home and RV park applications requiring applications to be considered on their own merits with consideration given to:
 - demonstrated availability of rental pads within the community;
 - ability to comply with the RV or Mobile Homes Parks Bylaw;
 - impact on surrounding community; and,
 - compliance with goals and objectives of the Official Community Plan.

COUNCIL
2004-DEC-13

Council indicated it is not prepared to approve applications brought forward for conversion to strata of mobile home parks that were begun as rental developments.

COUNCIL
1995-OCT-30

The City's Strata Conversion Policy amended to stipulate that Strata Conversion of existing residential rental buildings to condominium status that have four units or more will not be permitted unless the rental vacancy rate is three percent or greater.

COUNCIL
1994-JAN-31

No additional strata conversion applications be approved until the vacancy rate in Nanaimo has improved four percent or greater.

COUNCIL
1989-AUG-21

Policy adopted to freeze bare land stratas for a maximum of 60 days and the matter of bare land strata subdivisions be referred to the Planning Committee for further consideration.

COUNCIL
1982-AUG-09

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1985-MAY-27 COUNCIL
Policy Number:	COU-037	Amendment Date/s:	1987-NOV-30 COUNCIL 2002-MAY-13 SP COUNCIL
Title:	Street Banners	Repeal Date:	
Department:	Engineering and Public Works	Approval Date:	1985-MAY-27 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Approval of installation of overhead street banners granted subject to the following:

1. Three locations approved: north, south and ferries entrance/exits, and, as approved by the Department of Public Works and the Department of Highways.
2. Materials, size and "make-up" of banners to meet City specifications.
3. Installation methods and care as per City specifications.
4. Banners are limited to City recognized community groups or City sponsored events.
5. City's liability insurance requirements are to be met.
6. Supervision of installation and regular inspections are to be carried out by City Staff.
7. All costs involved; production of banners, installations, supervision and inspections are to be borne by the applicant.

COUNCIL
1985-MAY-27

Front and Chapel Street traffic island location included, with the proviso that no banners are to be permitted in this location between October 15th and November 15th of each year.

COUNCIL
1987-NOV-30

Two banners allowed, welcoming and exiting the Old City Quarter on a one-year trial basis.

SPECIAL OPEN
2002-MAY-13

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1980-MAR-03 COUNCIL
Policy Number:	COU-010	Amendment Date/s:	1995-OCT-30 COUNCIL 1995-DEC-11 SP COUNCIL
Title:	Subdivision - Bonding Requirements	Repeal Date:	
Department:	Development Approvals	Approval Date:	1980-MAR-03 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Where the Approving Officer has approved an agreement between the City and an owner of land, which provides for the deposit of a bond in an amount satisfactory to the Approving Officer to guarantee completion of all works and services required pursuant to the provisions of the Subdivision Control Bylaw of the City, with respect to a particular subdivision, the Mayor and the Senior Manager of Corporate Services are authorized to sign such agreement on behalf of the City and the Senior Manager of Corporate Services to affix the seal of the corporation thereto.

COUNCIL

1980-MAR-03

Council adopted Option 1 (below) but was deferred to the next Regular Meeting of Council to provide an opportunity for input from the public. Staff was also directed to forward the recommendation to the Development Process Review Committee for consideration and to prepare a report regarding the two-year extension presently allowed for Building Permit renewal.

Option 1

Accept bonding only where "in-ground" works are substantially complete and the developer has a valid contract to complete the works and all the other required on-site environmental, geotechnical, flood, erosion or hazard land site remediation measures and any off-site works have been completed.

COUNCIL

1995-OCT-30

Council:

1. adopted a policy wherein bonding for works in relation to incomplete subdivision would only be accepted upon completion of 25 percent of the works; and the policy to be made effective 1996-NOV-01;

2. no changes to be made to the existing regulations setting out timeframes for active building permits; and,
3. Staff directed to bring forward amendments to the building bylaw to provide for up to an 18-month processing period for building projects with construction values in excess of \$1 Million.

SPECIAL OPEN
1995-DEC-11

PROCESS:
N/A

RELATED DOCUMENTS:
N/A

REPEAL/AMENDS:
N/A



RCRS Secondary:	GOV-02	Effective Date:	1994-JUN-20 COUNCIL
Policy Number:	COU-106	Amendment Date/s:	1997-MAR-03 COUNCIL 1997-MAR-17 COUNCIL
Title:	Subsidy of Water Utility Through Further Increases in Property Taxes	Repeal Date:	
Department:	Finance	Approval Date:	1994-JUN-20 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council to abandon efforts to further subsidize the water utility through further increases in property taxes.

COUNCIL
1994-JUN-20

Policy reaffirmed.

COUNCIL
1997-MAR-03

Policy reaffirmed.

COUNCIL
1997-MAR-17

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1990-MAR-19 COUNCIL
Policy Number:	COU-066	Amendment Date/s:	1990-MAY-28 COUNCIL
Title:	Superannuation Contributions – Maximum Retirement Age	Repeal Date:	
Department:	Human Resources	Approval Date:	1990-MAR-19 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

No further extensions of employment beyond maximum retirement age will be granted, except in those cases where a clear operational necessity exists to extend a particular employee's employment beyond maximum retirement age.

When an employee continues employment past their maximum retirement age, as approved by the City, both the employer and the employee will continue to contribute to the Municipal Superannuation Plan.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2021-FEB-01
Policy Number:	COU-210	Amendment Date/s:	
Title:	Sustainable Procurement Policy	Repeal Date:	
Department:	Finance	Approval Date:	2021-FEB-01

PURPOSE:

The purpose of the Sustainable Procurement Policy (the Policy) is to leverage the City’s procurement activities to advance a range of environmental, social, and ethical objectives from the City’s Strategic Plan.

DEFINITIONS:

Circular Economy – Defined by the Ellen MacArthur Foundation as an economic model based on designing out waste and pollution, keeping products and materials in use, and regenerating natural ecosystems.

Diverse Suppliers – Are majority-owned, managed, and controlled by individuals from equity-seeking groups that have historically faced barriers to employment and/or economic opportunity.

Environmental Priorities – Seek goods and services that have been produced, delivered, used, and disposed of in ways that reduce environmental impacts and seek innovations that drive positive outcomes.

Equity Seeking Groups – Often referred to as marginalized populations, including, but not limited to, Indigenous, women, racialized minorities, persons with disabilities, newcomers, and LGBTQ+ persons.

Ethical Priorities – Strive to ensure that contractors and their sub-contractors meet internationally recognized minimum ethical supply chain standards.

Reconciliation – Defined by the Truth and Reconciliation Commission of Canada as establishing and maintaining mutually respectful relationships between Aboriginal/Indigenous and non-Aboriginal peoples in this country.

Social Priorities – Foster social value and enhance community health and well-being by advancing reconciliation, inclusion, equity and diversity.

Sustainable Procurement – Seeks to maximize opportunities to advance positive environmental, social, and ethical impacts and reduce negative impacts while ensuring fiscal responsibility, meeting cost and quality requirements and respecting trade agreements. Will consider both the sustainability impacts of a good or service as well as a supplier’s own corporate sustainability practices.

Total Cost of Ownership (TCO) – Defined by the Sustainable Purchasing leadership Council (SPLC) as a financial estimate intended to help buyers and owners determine the direct and indirect costs of a product or system over the lifetime of its use and disposal.

SCOPE:

The Policy applies to all procurement activities including goods, services, and capital projects, where applicable and when relevant. The extent to which sustainability will be incorporated into any procurement, will be dependent on the value, potential for impact or opportunity, and/or the market readiness of the suppliers.

Authority to Act:

Delegated to Staff.

Responsibilities**Council**

- Set direction around sustainable procurement priorities and goals, and
- Receive regular updates and reports to set future priorities.

Directors/Designates

- Align sustainable procurement with other City of Nanaimo programs and initiatives,
- Demonstrate support for sustainable procurement through promotion and communications of the Policy requirements and priorities within their department, and
- Review and manage resourcing if/when needed and as appropriate.

Employees (Procurement Department)

- Develop and maintain sustainable procurement processes, tools and resources to ensure solicitations incorporate Sustainable Procurement Policy mandates,
- Collaborate and assist client department staff with incorporating sustainability considerations into category procurement strategies, specifications and procurement processes,
- Collaborate with City staff and suppliers and participate in sustainable procurement committees and/or aligned initiatives,
- Provide sustainable procurement communications and training for staff and suppliers, and
- Lead data collection, compliance and program monitoring.

Employees (Client Departments & End users)

- Identify sustainability issues and seek opportunities for innovation in upcoming purchases,
- Incorporate sustainability considerations into project planning, contract/purchase decisions, and specifications development, utilizing sustainable procurement tools and resources,
- Participate in sustainable procurement training and support internal collaboration that facilitates procurement and process efficiencies, and
- Support sustainable procurement reporting by providing departmental data if relevant.

Finance

- Monitor overall program progress towards established goals, and
- Maintain adequate resourcing for program implementation.

POLICY:

The Policy aims to further align procurement with the City's core vision of being a livable sustainable city.

The City recognizes that:

- Its procurement and supply chain practices can have significant impacts and that the City has a responsibility to assess and address those impacts in a transparent manner.
- Considering sustainability impacts in procurement allows the City to fulfill Strategic Plan commitments while maintaining fiscal responsibility by considering total cost of ownership.

- The inclusion of sustainability considerations in the procurement process will signal to potential suppliers the City's commitment to local priorities and global sustainable development goals and will encourage suppliers to innovate and offer more environmentally and socially responsible goods and services.

This means that when the City is making procurement decisions, procurement staff and budget holders will, according to the significance and complexity of the procurement:

1. Consider the sustainability impacts of goods and services in sourcing strategies to identify likely environmental, social, or ethical issues related to a given procurement.
2. Integrate the most relevant desired or mandatory sustainability requirements into competitive bid specifications, solicitation documents and selection processes.
3. Where applicable, include sustainability as part of evaluation processes, alongside other criteria like price, quality, and service, for which weighting will be determined case by case.
4. Communicate with suppliers about the City's sustainable procurement practices and engage with suppliers when opportunities arise to improve their sustainability performance.
5. Incorporate sustainability considerations into standard vendor management and contract compliance practices where appropriate.
6. Set measures to monitor progress of sustainable procurement implementation as well as the benefits achieved.

PROCESS:

Sustainability Priorities

There are many possible sustainability issues and opportunities across the breadth of a City's supply chain. Nanaimo City Council has identified the following environmental, social, and ethical topics as the current focal priorities for the City's sustainable procurement program and Policy. While any highly relevant sustainability topic may be considered, depending on what is being purchased, primary emphasis will be given to the sustainable development priorities listed below.

Environmental Priorities:

1. **Climate Action.** Reduce energy use and greenhouse gas (GHG) emissions to mitigate climate change and air pollution.
2. **Zero Waste.** Strive for product durability and waste reduction practices to foster responsible production and consumption patterns towards a circular economy.
3. **Pollution Prevention.** Seek opportunities for water conservation and pollution prevention to support the protection of biodiversity and natural ecosystems.

Social Priorities:

4. **Diversity.** Contract diverse suppliers and social enterprises to promote local economic resilience and a diverse, sustainable City.
5. **Local Employment.** Contract vendors that can provide employment and training opportunities for individuals in the local community with barriers to employment to help reduce poverty.
6. **Inclusion.** Seek opportunities to provide contracting, employment and skills training for Indigenous persons and other Equity-Seeking Groups.

Ethical Priorities:

7. **Fair compensation.** Contract vendors that provide livable wages for employees to meet their basic needs and reduce poverty.

8. **Labour Standards.** Uphold human rights and fair labour practices through accountability and transparency in the supply chain.
9. **Health and Safety.** Support good health and wellbeing for workers through upholding workplace health and safety standards.

Detailed sustainable procurement procedures for staff, including a Toolkit, will be developed to guide the integration of sustainability proportionately into low-value purchases, competitive bid processes, and capital project solicitations.

This policy shall be reviewed in 3 years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect organizational change.

RELATED DOCUMENTS:

The Sustainable Procurement Policy is intended to operate in accordance with the City of Nanaimo's Procurement Policy and other applicable national and international trade agreements as follows:

New West Partnership Trade Agreement
Canadian Free Trade Agreement
Comprehensive Economic and Trade Agreement

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1994-JUN-20
Policy Number:	COU-107	Amendment Date/s:	
Title:	Tax Increases Related to Residential Growth	Repeal Date:	
Department:	Finance	Approval Date:	1994-JUN-20

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council to take all steps possible to minimize general tax increases created by residential growth.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1984-OCT-15 COUNCIL
Policy Number:	COU-032	Amendment Date/s:	1997-DEC COUNCIL
Title:	Tax Sale – Redemption Period Extension	Repeal Date:	
Department:	Finance	Approval Date:	1984-OCT-15 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council shall not consider a bylaw to extend the tax sale redemption period as provided for under section 468(4) of the *Municipal Act*, at the present time.

COUNCIL

1984-OCT-15

Council shall not consider a bylaw to extend the tax sale redemption period as provided for under section 417(6) of the *Local Government Act*, at the present time.

Section of the *Local Government Act* renumbered to reflect the Revised Statutes of B.C. 1996.

COUNCIL

1997-DECEMBER

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1997-APR-28
Policy Number:	COU-127	Amendment Date/s:	
Title:	Tourist Attraction Signs	Repeal Date:	
Department:	Engineering and Public Works	Approval Date:	1997-APR-28

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

1. The placement of directional signs on municipal streets to support the MOTH and Tourism BC signing program for tourist services, facilities and attractions, approved, subject to location approval by Public Works;
2. The placement of four directional signs for Cyber City on municipal streets approved under this program; and,
3. Staff to recover costs from Cyber City for installation of signs.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2011-FEB-21
Policy Number:	COU-186	Amendment Date/s:	
Title:	Transportation Allowance	Repeal Date:	
Department:	Finance/Human Resources	Approval Date:	2011-FEB-21 IC COUNCIL

PURPOSE:

The City of Nanaimo has a broad mandate to provide good government, to provide for services, laws and other matters for community benefit, to provide for stewardship of the community assets, and to foster the economic, social and environmental well-being of the community. The purpose of this policy is to provide direction to staff on the administration of transportation allowances in accordance with this mandate.

DEFINITIONS:

N/A

SCOPE:

Authority to Act – Delegated to staff.

POLICY:

It is the policy of the City of Nanaimo to provide transportation allowances to employees who drive extensively for City business when this is a more cost-effective and reasonable alternative to the purchase and/or use of a City-owned vehicle. This policy reduces the City’s overall investment in the vehicle fleet while ensuring that employees are adequately reimbursed for having their vehicle available for City business use.

Employees who are receiving a transportation allowance as part of their compensation package are “grand-parented” under this policy and will continue to receive a transportation allowance while they remain in one of the “grand-parented” positions: Director, General Manager, Assistant City Manager and City Manager. Employees who are appointed to one of these positions after the effective date of this policy must qualify for a transportation allowance under the above paragraph, or must be approved by Council for a transportation allowance.

PROCESS:

Transportation allowances will be administered in a manner that is cost-effective and administratively efficient. The administration of transportation allowances will also reflect Council’s interest in accountability, transparency and fairness.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1994-MAY-30
Policy Number:	COU-111	Amendment Date/s:	
Title:	Uncollectible Accounts	Repeal Date:	
Department:	Finance	Approval Date:	1994-MAY-30 IC COUNCIL

PURPOSE:

To ensure tighter expenditure control for write-offs.

DEFINITIONS:

N/A

SCOPE:

Authority to Act – Delegated to Staff.

POLICY:

1. Write-offs or credits of uncollectible accounts under \$2,500. must be authorized by the manager of the department where the revenue originated and the Revenue Manager/Collector.
2. Write-offs or credits of uncollectible accounts between \$2,500. and \$25,000. must be authorized by the director of the department where the revenue originated and the Director of Finance.
3. Write-offs or credits of uncollectible accounts over \$25,000. must be authorized by Council.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1980-MAR-31 COUNCIL
Policy Number:	COU-011	Amendment Date/s:	1981-JAN-26 COUNCIL
Title:	Universal Street Lighting	Repeal Date:	
Department:	Engineering and Public Works	Approval Date:	1980-MAR-31 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Any additional street lighting requirements to be under the Ornamental Street Lighting System.

COUNCIL

1980-MAR-31

1. The Universal Street Lighting Policy shall employ two specific methods of providing lighting:
 - (a) Overhead Street Lighting (BC Hydro)
 - (b) Ornamental Lighting (City owned fixtures)
2. Ornamental street lighting is considered first for any proposed installation before overhead street lighting is implemented.
3. That all sectors of the City be recognized.
4. Those occupied areas without existing lighting receive first priority.
5. That all future lighting employ High Pressure Sodium Vapour lighting.
6. That street lighting in general be recommended to receive major budgetary consideration.
7. Recommendation by Staff requiring more than 2 street lights in any one location would require committee approval. During any 3 month period the number of ornamental fixtures should not exceed 2, and the number of overhead fixtures should not exceed ten without first having committee approval.

OVERHEAD STREET LIGHTING POLICY

“Overhead Street Lighting” is defined as those lighting units leased from BC Hydro and fixed on wooden or concrete distribution poles on City streets.

1. Overhead street lighting is to provide temporary illumination for those areas throughout the City which may not be accommodated by the Ornamental Street Lighting Program.
2. The overhead street lighting shall be replaced with ornamental lighting as funds become available.
3. It shall be generally understood that 100 watt and 150 watt H.P. sodium vapour units will be employed for overhead lighting program; that 100 watt H.P. sodium vapour be employed where more intensive illumination is required, i.e. major intersections, 4-lane roads, areas requiring illumination that are an excessive distance from the luminaire (walkways).
4. The following conditions shall be the criteria of street light locations where no lighting exists:
 - (a) Every second pole where written request is received, together with a recommendation by Staff.
 - (b) Bus stops.
 - (c) Hydrant locations.
 - (d) Public access points, i.e. high generation of pedestrian traffic from arenas, schools, community halls, etc.
 - (e) Specific dark holes, requiring lighting for safety and security reasons.
 - (f) Road intersections.
 - (g) Where 25 percent of a subdivision is established.
5. Overhead street lighting may be used to replace inefficient light (i.e. incandescent, fluorescent, mercury vapour).
6. Where the installation of sodium vapour is employed to replace inefficient street lighting, the following shall be considered in priority:
 - (a) Replacement of incandescent fixtures.
 - (b) Replacement of fluorescent fixtures.
 - (c) Replacement of mercury vapour fixtures.

ORNAMENTAL LIGHTING POLICY

Ornamental Street Lights are defined as those units mounted on steel poles. The distribution system, poles and luminaires are owned and maintained by the City and the electrical energy is purchased from BC Hydro.

1. That it is understood the Ornamental Street Lighting Program is primarily to:

- (a) Replace inefficient lighting (i.e. incandescent, fluorescent, mercury vapour).
 - (b) To provide lighting where City owned system would be more appropriate.
2. The lighting policy is to light the streets to I.E.S. Minimum Standards.
 3. The priority of locations to install ornamental lighting are:
 - (a) Streets or intersections being eligible for Provincial and Federal cost-sharing participation.
 - (b) Arterial roads and intersections established through the transportation and traffic study recommendations.
 - (c) Streets with the highest density of vehicle and pedestrian activity.
 - (d) That bus stops, hydrant locations, public access, i.e. high generation of pedestrian traffic from schools, arenas, community halls, etc. be taken into account with the replacement of inefficient lighting.
 - (e) The final location of fixture may be established keeping in mind the classification of the future roadway.
 - (f) All things being equal an even distribution of installation throughout the City.
 4. That fixtures be serviced by underground electrification except where individual installations prove advantageous to be serviced overhead.
 5. That a uniform light standard for installation be employed.
 6. That 150 watt H.P. sodium vapour be employed as the standard fixture.
 7. That 250 watt J.P. sodium vapour be employed where more intensive illumination is required, i.e. major intersections, 4-lane roads, areas requiring illumination that are an excessive distance from the luminaire (walkways).

NOTES:

1. It is further recommended as a design criteria in regards to the installation of fixtures:
 - (a) All fixtures be numbered with a yellow background and black letters on the approaching traffic side approximately 12 feet from ground level.
 - (b) That all fixtures be fused for protection of voltage surges, i.e. lightning and to protect the control from an internal fault situation that may arise in the fixtures themselves.
 - (c) That consideration of sidewalk right-of-way and property access be considered in final location of fixtures.
 - (d) Those locations with no lighting that would qualify for installation under above, within the minimum BC Hydro lease arrangement, be given special consideration for temporary overhead arrangement with BC Hydro.

- (e) Developers provide total fixtures (including bulb) together with bond to provide labour of final installation of head and hook up charge by BC Hydro) (updated yearly).
- (f) Vandalism or damage claims be charged with total cost of reconstruction and trouble call where applicable (i.e. traffic accidents).
- (g) Each section of ornamental fixtures be energized by overhead connections where available.

SPECIAL NOTE: This would not be mandatory in new subdivisions where the developer pays the hook-up cost.

- (h) That a grid system map of the City be established with each service location and light fixture indicated, each of which would be numbered.

ORNAMENTAL LIGHTING BUDGET

1. The Overhead Street Lighting Policy receive first priority as outlined in paragraph 1 of the Overhead Policy.
2. That a minimum allotment be recommended either 100 fixtures per year, or what may be provided through 1 mill taxation, whichever is greater.
3. Escalation of this provision subject to review yearly.
4. Consideration of allotting revenues derived from:
 - (a) Energy sales within the City limits by BC Hydro.
 - (b) The unspent balance of the transportation section of their structure reserve.
 - (c) Re-allocation of the off-street parking reserve.

PROCESS:
N/A

RELATED DOCUMENTS:
N/A

REPEAL/AMENDS:
N/A



RCRS Secondary:	GOV-02	Effective Date:	1984-AUG-14
Policy Number:	COU-056	Amendment Date/s:	1990-JAN-04 CEPC 1990-JAN-22 COUNCIL 1990-APR-23 COUNCIL 1990-AUG-20 COUNCIL 1990-SEP-17 CEPC 1990-OCT-22 CEPC 1993-OCT-18 COUNCIL
Title:	Unightly Properties – Property Maintenance Bylaw	Repeal Date:	
Department:	Community Development	Approval Date:	1989-AUG-14 CEPC

PURPOSE:

To clearly define the current Property Maintenance Bylaw clean-up procedures.

DEFINITIONS:

N/A

SCOPE:

Authority to Act – Delegated to Staff.

POLICY:

Current Property Maintenance Bylaw Clean-Up Procedures endorsed, as outlined in the report, with the inclusion of a letter to the property owner/s to advise them of the proposed clean-up date.

PROCESS:

The procedures are as follows:

When a complaint is received, a Bylaw Services Officer is assigned and attends the complaint within a maximum of two working days. The Officer views and photographs the property and if it is felt that action must be taken, the property owner or occupant is spoken to and advised.

A letter is sent by registered mail to the owner advising that the matter will be referred to Council for its consideration. The owner is advised in the letter that he may attend the meeting to address Council with respect to the property.

The Officer attends the property on the day of the Council meeting to determine if any action has been taken. The property is again photographed at that time. If the property is cleaned up, no further action is taken.

Should Council pass a Resolution ordering a clean-up of the property, a letter is sent by registered mail to the owner of the property advising that the property must be cleaned up within fourteen days or the City or its agents may enter and conduct the clean up. If the clean up is not done in the required time,

the owner is contacted to determine what action is contemplated. Depending on the circumstances, an extension of 7 to 14 days may be granted.

After all efforts have been exhausted to obtain voluntary compliance, bids are obtained from local contractors. The low bid is usually chosen. Private contractors are used to negate any potential conflict of interest on behalf of the City.

Staff always attempt to contact the owners to inform them of the clean-up time; however, on occasion, due to short notifications from the contractor, the property owner cannot be advised. The Officer attends the property with the contractor to ensure that only items listed on the Council Resolution are removed.

It is estimated that approximately 5 hours are spent by an Officer on a standard unsightly property complaint. Properties which proceed to Council and require clean-up by the City can take an additional 4 to 16 hours of Staff time. In some instances, Staff have spent in excess of 50 hours on a complaint. These estimates do not include management review time or the City Clerk's time spent in preparing agendas and Resolutions. It is estimated that a complaint which proceeds through to clean-up costs the City at least \$500 in administration fees alone.

City Staff, in all cases, attempt to provide property owners with every opportunity to bring their property into conformance without the necessity of intervention and only after all avenues of resolution have been exhausted are Staff forced to bring in contractors.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1984-OCT-15
Policy Number:	COU-033	Amendment Date/s:	
Title:	Use of Staff Time at Public Meetings	Repeal Date:	
Department:	CAO Office	Approval Date:	1984-OCT-15

PURPOSE:

To regulate Staff time spent at public meetings.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Requests involving Staff participation for meetings with the public shall be channeled through the City Manager. The decision whether to involve Staff shall be made on the basis of the amount of Staff time required.

PROCESS:

If, in the City Manager's opinion, the meeting will involve a large amount of Staff time, the subject shall revert to Council for a decision as to whether they feel the Staff time and City expense is warranted. If Council decides the City expense is worthwhile, the matter shall be forwarded to the City Manager, who shall refer the request to the respective City Department.

If the meeting is of a minor nature, it shall be forwarded directly to the proper City Department for required action.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1981-SEP-15
Policy Number:	COU-016	Amendment Date/s:	
Title:	Use of Staff Time-Research	Repeal Date:	
Department:	CAO Office	Approval Date:	1981-SEP-15

PURPOSE:

To regulate the use of Staff time for research for Council members.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Requests by Councillors involving the usage of Staff time for research purposes, are to be channeled through the City Manager.

If, in the City Manager's opinion, the amount of Staff time to be consumed is excessive, the matter shall be referred to Council for approval. If approval is granted, the matter will revert to the City Manager, who will refer the request to the respective department.

If the request is minor, it shall be forwarded directly to the proper department for required action.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1988-MAR-14
Policy Number:	COU-054	Amendment Date/s:	1991-SEP-09 COUNCIL
Title:	Use of City Equipment/Photocopiers by Others	Repeal Date:	
Department:	Purchasing	Approval Date:	1988-MAR-14

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

No City equipment/photocopiers are to be loaned to, or used by, private individuals or groups unless specially authorized in advance by Council.

Previous Revisions/s:

The Multi-Cultural Society and the Immigrants Settlement Society to be permitted to use the City's photocopier in the Clerk's Department.

COUNCIL
1991-SEP-09

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1987-JAN-19 COUNCIL
Policy Number:	COU-048	Amendment Date/s:	
Title:	Use of Community Services Building	Repeal Date:	
Department:	Facilities & Parks Operations	Approval Date:	1987-JAN-19 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY

Council endorsed the proposed Policy statement as set out below:

Policies and Procedures

The City of Nanaimo will provide occupancy to community groups and organizations at the Community Services Building. The City will provide rental or lease accommodation to non-profit community service organizations. It is the intent of the City to contribute to the development, co-ordination, and the allocation of this facility. The City will encourage full utilization and occupancy of this facility on a year round basis and seek to recover all expenditures through the generation of rentals/lease revenue.

Lease Occupancy Priorities

The City will rent/lease the Community Services Building according to the following priorities:

1. Voluntary social service agencies providing services within Nanaimo and District.
2. Community, cultural, leisure, sport and other groups of a non-profit nature.
3. Statutory social service agencies.
4. Other requests as approved by the Administrator.

Through these priorities of lease occupancy, the City will encourage the development of a network of social service agencies and the improved communication and sharing of resources.

Building Occupancy

The City of Nanaimo, through its Parks and Recreation Department, will facilitate full utilization of this facility. However, no high profile or aggressive advertising program re: the availability of building space will be undertaken. Applications from commercial organizations shall not be considered. Rental/lease

rates for the facility will be established annually. Changes of the rate structure will be submitted to the Administrator through the Parks and Recreation Department for approval.

Application Procedure

Organizations wishing to inquire into lease arrangements in the Community Services Building will be encouraged to contact the Parks and Recreation Department. Application forms will be available at the Bowen Park Complex, City Hall, and the Community Services Building and will have sufficient information to allow the Parks and Recreation Department to assess the priority of applicants. Qualifying applicants will be evaluated on organizational objectives, staff requirements, hours of operation, willingness to work with other agencies and the intended uses of the facility.

Terms of Agreement

Occupancy agreements will be encouraged for a minimum of one year, with space available for shorter periods as available. Occupiers will be required to pose a damage bond equivalent to one month's rent (minimum \$300).

Maintenance and Custodial

Custodial services will be provided at the Community Services Building on a regular basis approximately three times per week. Services include basic janitorial cleaning of common area and removal of garbage from office areas. Cleaning that is specific to an applicant's needs will be their responsibility. The tenant may be invited to participate in a building user's committee as a liaison to the Parks and Recreation Department.

Insurance

The City of Nanaimo provides liability and property coverage for its own contents. Occupiers must provide for their own liability and property insurance.

For Further Information

Further information can be obtained by contacting the City of Nanaimo through its Parks and Recreation Department at the Leisure Information Centre, 500 Bowen Road, Nanaimo, B.C., phone 756-5200.

COUNCIL
1987-JAN-19

[Note: The Fees and Charges are listed in the Parks Regulation Bylaw.]

PROCESS:

N/A

RELATED DOCUMENTS

Parks Regulation Bylaw

REPEAL/AMENDS

N/A



CITY OF NANAIMO
THE HARBOUR CITY

COUNCIL POLICY MANUAL

RCRS Secondary:	GOV-02	Effective Date:	2008-MAY-26
Policy Number:	COU-178	Amendment Date/s:	
Title:	Video Surveillance of Civic Property	Repeal Date:	
Department:	Legislative Services	Approval Date:	2008-MAY-26

POLICY

1.0 PURPOSE

- 1.1 To establish guidelines for the use of video surveillance to enhance the security and safety of persons, properties, things, and activities that are in, on, or near facilities owned or occupied by the City of Nanaimo and used for public civic purposes.

2.0 AUTHORITY AND RELEVANT LEGISLATION

- 2.1 The *Community Charter* (British Columbia) and the *Freedom of Information and Protection of Privacy Act* (British Columbia).

3.0 SCOPE

- 3.1 This Policy applies to any video surveillance system operated by or for the City of Nanaimo that collects personal information in any form. It does not apply to video surveillance systems that do not collect personal information about identifiable individuals. This Policy does not apply to video surveillance conducted by the Royal Canadian Mounted Police ("RCMP"), who are subject to the *Privacy Act* (Canada), to covert video surveillance, and, in particular, this Policy does not expressly permit "community safety cameras" as defined and addressed in Section 11.1 of this Policy.

4.0 PRINCIPLES

- 4.1 As an owner of significant public assets that represent a large investment of public money, the City of Nanaimo wishes to make use of video surveillance systems to better protect the security of its people, assets and property.
- 4.2 The City acknowledges that the use of video surveillance may, in some circumstances, represent an intrusion into personal privacy and does not wish to impair personal privacy any more than is warranted to provide necessary and reasonable protection of its property against vandalism, theft, damage and destruction. Video surveillance recordings can be used by the City for the investigation and as evidence in any civil proceedings.
- 4.3 Video surveillance systems will be installed only after other less intrusive security methods have been considered or attempted and have been found to be insufficient or unworkable.

- 4.4 Before implementing a surveillance system or expanding an existing video surveillance system, the reason for introducing or expanding the video surveillance is to be clearly articulated in writing and approval for the introduction or expansion of video surveillance must be granted by the City Manager or Deputy City Manager as designate.

5.0 DESIGNATED RESPONSIBILITIES

- 5.1 The City Manager is responsible for the overall video surveillance program. This responsibility can be designated to the Deputy City Manager.
- 5.2 The Director of each department is responsible for ensuring procedures, as established by policy, for the use of video surveillance equipment, including the random audit of such procedures, are in accordance with this policy.
- 5.3 The Division Manager is responsible for the life cycle management of authorized video surveillance systems including, but not limited to, specifications, installation, maintenance, replacement, disposal, and related requirements, including signage. Equipment specifications and standards are to follow corporate policy.
- 5.4 City employees and service providers shall review and comply with the policy in performing their duties and functions related to the operation of video surveillance systems. City officers and employees may be subject to discipline if they knowingly or deliberately breach the policy.
- 5.5 Service providers having access to video surveillance information must be bonded and sign a confidentiality agreement limiting access to, copying and disclosure of personal information and requiring compliance with this Policy. Breach of the confidentiality agreement may lead to penalties up to and including contract termination.

6.0 VIDEO SURVEILLANCE REQUIREMENTS AND USE

- 6.1 Before introducing video surveillance in any City owned facility the need for video surveillance must clearly meet the criteria of this Policy and the installation must conform to this Policy and be approved by the City Manager in consultation with the City's Freedom of Information (FOI) Officer. The City Manager, when considering the proposal, will consider the following:
- (a) Incident reports respecting vandalism, theft, property damage, and safety concerns.
 - (b) Safety or security measures in place currently or attempted before installing video surveillance.
 - (c) Safety or security problems that video surveillance is expected to resolve.
 - (d) Areas and/or times of operation.
 - (e) Expected impact on personal privacy.
 - (f) How the video surveillance will benefit the City or is related to City business.
 - (g) How the benefits are expected to outweigh any privacy rights as a result of video surveillance.
 - (h) How it will protect the security and safety of persons.

The City has the right to investigate activity of a criminal nature on its property.

- 6.2 Video surveillance must only be in public places and must be practically minimized. Surveillance will not take place in areas considered confidential or normally private, e.g. change rooms, washrooms.

6.3 Notwithstanding Sections 6.1 and 6.2, where there is a risk to people, property, or things in areas normally used to conduct City business, the City Manager may authorize video surveillance to investigate individuals for a specific matter affecting the substantial interest of the City.

6.4 Video surveillance is not to be used to supervise staff performance or to verify staff attendance in the workplace.

7.0 DAILY USE, ACCESS, AND SECURITY

7.1 Access to video surveillance information is limited to the following individuals:

- (a) Mayor
City Manager
Deputy City Manager
General Managers
Department Directors and/or Division Manager
Manager of Bylaw Services
Freedom of Information Head
Freedom of Information Coordinator
City Solicitor
Risk Manager and/or Financial Analyst
An Agent appointed by the City.

A reference to a person in this section includes his or her deputy, where applicable.

- (b) RCMP to access data necessary to investigate a law enforcement matter.

7.2 Use of video surveillance information is to be for the purposes of investigation of an incident in any public place. Information Technology staff will access the equipment only for the purpose of maintaining, backing up the software, and assisting with the extraction of the portions of the data. City staff may be authorized to view, retrieve and access video surveillance for a specific purpose.

7.3 Physical and computer related security must be in place at all times to properly secure access to the recording equipment and video data. Detailed logs that record all instances of access to and use of the recording equipment and video material must be maintained at all times by the relevant department.

7.4 Records of video surveillance systems that collect personal information must be protected in accordance with the *Freedom of Information and Protection of Privacy Act*.

7.5 The locations and times of all video material must be maintained in logs and kept current by the relevant department. Generally, the video surveillance equipment or screen must be located so that the public is not able to see any video reproduction. An exception to this may occur when the video screen is mounted in a public place with the intention of communicating information to the general public by live video feed.

- 7.6 Video surveillance data or videotapes may not be publicly viewed or distributed in any fashion as provided by this policy and/the *Freedom of Information Protection of Privacy Act* (FOIPPA). Video data must not be altered in any manner, with the exception of saving investigation material related to an incident on public places or information required for law enforcement purposes. Other than release to the RCMP, or use for City of Nanaimo purposes in accordance with this Policy, video surveillance data will only be released on the authority of a warrant to seize the recorded data for evidence or other court order.
- 7.7 Any other requests for access to incident specific information must be referred to the City's Freedom of Information Coordinator and will only be disclosed in accordance with the FOIPPA.

8.0 RETENTION AND DESTRUCTION

- 8.1 The City will use a recording system that overwrites data on a continual basis.
- 8.2 Retention of the recorded video data is determined by the amount of available space within the City's storage facilities and the type of medium used to store such data.
- 8.3 Recorded video data will generally be retained for up to four weeks depending on the system configuration and available memory. Recorded material will automatically be deleted and purged at the expiry of the above retention period.
- 8.4 Recorded data that has been saved to another medium, for investigation purposes, will be retained for at least one year after being used, so that the affected individual has a reasonable opportunity to obtain access to that personal information. Such recorded data is to be destroyed after one year or after the affected individual has had access to the data, unless otherwise required for legal, administrative or other proceedings.
- 8.5 Old storage devices must be securely disposed of based on medial format by shredding, burning or magnetic erasure.

9.0 SIGNAGE

- 9.1 It is a requirement of the *Freedom of Information and Protection of Privacy Act* that individuals be notified when the City collects their personal information. Accordingly, at each facility where video surveillance takes place, other than monitoring undertaken in Section 6.3, signs not less than 30 cm x 30 cm in size must be prominently displayed at entrances to and egresses from the facilities.
- 9.2 The sign must clearly state the following:

"This area may be monitored by video surveillance cameras. Please direct inquiries to the City of Nanaimo."

and will include the name of the relevant Division Manager and phone contact number, as well as the business hours they can be contacted. A pictogram of a video camera must also be shown on the sign.

10.0 TRAINING

- 10.1 When applicable and appropriate, the policy and guidelines will be incorporated into training and orientation programs of the corporation. Training programs addressing staff involvement with the use and monitoring of video surveillance equipment under the policy and under the *Freedom of Information and Protection of Privacy Act* shall be conducted as required.

11.0 SURVEILLANCE IN PUBLIC PLACES FOR OTHER CRIMINAL ACTIVITY

- 11.1 "Community safety cameras" are those used to support the suppression of criminal activity and police investigation of high crime areas within a community, such as; city parks, streets or public areas. Community safety cameras fall outside the intention of this policy and would require the approval of a new policy designed to address issues specifically related to such cameras and the consideration and approval of Council in open session.

12.0 SYSTEM AUDIT

All systems will be audited randomly on an annual basis for adherence to this policy. Audits will be conducted by the Manager of Bylaw, Regulation and Security or his designate.

AUTHORITY TO ACT

Delegated to Staff.

RELATED DPCUMENTS:

N/A

REPEALS/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1986-OCT-20
Policy Number:	COU-046	Amendment Date/s:	1999-AUG-30 IC COUNCIL
Title:	Waiting Period Requirements for Superannuation	Repeal Date:	
Department:	Human Resources	Approval Date:	1986-OCT-20 COUNCIL

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

That the employer recognize the past “waiting period requirements” adhered to by all presently employed employees prior to their enrollment in the Superannuation Program as pensionable service for superannuation purposes; and,

That employees be granted the opportunity to purchase such periods of service if they so desire; and,

That the employees in so doing will be expected to pay the employee’s share of contributions only: a sum not exceeding one-half of the cost as determined by the Commissioner of Superannuation.

Pursuant to Section 12(1)(b) of the *Pension (Municipal) Act*, the City of Nanaimo approved the purchase of any service, excluding probationary period, for all current employees that are active contributors, provided the employee contributes 100 percent of the total cost.

PROCESS:

N/A

RELATED DOCUMENTS:

Pension (Municipal) Act

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	1985-FEB-05
Policy Number:	COU-034	Reaffirmed Date/s:	1990-MAR-12 Reaffirmed
Title:	Water Supply to Areas Not Within the GNWD	Repeal Date:	
Department:	Engineering	Approval Date:	1985-FEB-05

PURPOSE:

N/A

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

The City of Nanaimo shall not sanction water supply or service to areas not currently within the boundaries of the existing member districts of the Greater Nanaimo Water District.

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A



RCRS Secondary:	GOV-02	Effective Date:	2019-SEP-16
Policy Number:	COU-208	Amendment Date/s:	
Title:	Whistleblower Policy	Repeal Date:	
Department:	Human Resources	Approval Date:	2019-SEP-16

PURPOSE:

The purpose of this policy is to establish a process that assists individuals to bring forward information, in good faith, about possible Wrongdoing without fear of reprisal.

POLICY:

The City encourages employees and elected officials to disclose Wrongdoing in accordance with this policy and without fear of reprisal for doing so in good faith. The City is committed to assessing and investigating Disclosures in an objective, impartial and timely manner in accordance with this policy.

DEFINITIONS:

City: means the City of Nanaimo.

Disclosure: a disclosure of Wrongdoing made by an individual in accordance with this policy.

Designated Person: the individual who receives a Disclosure, as set out in the **PROCEDURE** section. The Designated Person is responsible for ensuring the Disclosure is assessed and, in accordance with this policy, investigated.

Wrongdoing: means an act or omission that an individual reasonably believes to be:

1. A serious act or omission that, if proven, would constitute an offence under an enactment of British Columbia or Canada;
2. An act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment, other than a danger that is inherent in the performance of an employee's duties or functions;
3. A serious misuse of public funds or public assets;
4. Gross or systemic mismanagement; or
5. Knowingly directing or counselling a person to commit a Wrongdoing described in items (1) to (4) above.

SCOPE:

This policy applies to all City employees, as well as the Mayor and Councillors. In the interests of maintaining the integrity and reputation of the City of Nanaimo and all those who work to serve its citizens, all employees and elected officials must cooperate with any investigation by the City under this policy.

This policy does not cover matters for which there are other established processes for reporting, investigating or seeking redress, including:

1. Grievances under an existing collective agreement;
2. Disclosures that are more appropriately addressed under the Respectful Workplace policy, the Code of Conduct policy or any other employment-related policy of the City;
3. Reports of safety hazards or refusal of unsafe work under WorkSafe BC Regulations;
4. Privacy breaches that must be reported under City policy or by law; or
5. Litigation or other proceedings addressed through the Courts or administrative bodies established by statute.

RESPONSIBILITIES:

Employees

- Disclose any real or suspected Wrongdoing as provided in the **SCOPE** and **PROCEDURE** sections of this policy.
- Respect the confidentiality of all matters related to a Disclosure, including when providing information related to the Disclosure of another individual. An individual who is considering making a Disclosure may, however, consult with or request advice from a union representative or a City supervisor in relation to the Disclosure.
- Fully cooperate with any investigation under this policy.

Designated Persons

- Receive and handle Disclosures in confidence except as otherwise provided in this policy.
- Involve other Designated Persons when necessary to ensure the timely and appropriate handling of Disclosures.
- Consult the City's legal counsel as they consider necessary to properly administer this policy.
- Maintain accurate records of all steps taken in assessing or investigating a Disclosure, and ensure those records are safely kept where others cannot access them except as otherwise provided in this policy or as required or authorized by law.

Mayor, Councillors, the Chief Administrative Officer, Directors and Managers

- Disclose any real or suspected Wrongdoing through the appropriate channels, as identified under the **SCOPE** and **PROCEDURE** sections of this policy.
- Foster an environment where individuals feel safe disclosing real or suspected Wrongdoing through the appropriate channels.
- Ensure that no retaliatory action is taken against either an individual who files a Disclosure, a Designated Person who receives the Disclosure, or individuals who take part in an assessment or investigation of a Disclosure.
- When required, support and fully cooperate with any investigation under this policy.

PROCEDURE:

Designated Persons

The following are designated as the Designated Person, as applicable:

1. A Disclosure made by a City employee must be made to the Chief Administrative Officer, unless the Disclosure directly involves the Chief Administrative Officer, in which case the Disclosure must be made to the Mayor.
2. A Disclosure by an elected official must be made to the Mayor or the Chief Administrative Officer.

The Designated Person receiving a Disclosure has exclusive authority to determine if and when a Disclosure warrants investigation under this policy, and to select an investigator if one is required. The Designated person must not investigate Disclosures that primarily relate to a dispute between an employee and his or her supervisor, regarding the employee's employment.

The Designated Person is the City's point of contact for any investigator hired to investigate a Disclosure. The Designated Person cannot be compelled to share information with other City employees or elected officials, except to provide a timeline for the completion of an investigation and to provide a timeline for the production of the investigator's report.

Making A Disclosure

In order to ensure that Disclosures are accurately captured, given the significance of a Disclosure to all involved, all Disclosures must be made in writing and must contain the following information, to the extent known:

1. A description of the Wrongdoing;
2. The name of the person alleged:
 - a. To have committed the Wrongdoing, or
 - b. To be about to commit the Wrongdoing;
3. The date of the Wrongdoing;
4. Whether information or conduct that is being disclosed relates to an obligation under another enactment and, if so, a reference to that enactment;
5. Whether the Wrongdoing has already been disclosed under this policy or under an enactment of British Columbia or Canada; and
6. If (5) above applies, the name of the person to whom the Disclosure was made and the response, if any, that has been received.

An anonymous Disclosure may be made under this policy.

Duty of Good Faith

A Disclosure must not be made in bad faith, including by making a malicious, or wilfully false or misleading, Disclosure. Further, anyone who participates in an investigation must do so in good faith.

Process After A Disclosure

The Designated Person receiving a Disclosure will assess whether to investigate the matters disclosed in it. The Designated Person may decline to investigate, or may stop an investigation into, a Disclosure if the Designated Person is of the opinion that:

1. The Disclosure does not provide adequate details about the Wrongdoing, or does not disclose a Wrongdoing;

2. The Disclosure is frivolous or vexatious, or has been made in bad faith;
3. The Disclosure has not been made by a person entitled to disclose under this policy;
4. The Disclosure does not deal with a Wrongdoing;
5. The investigation of the Disclosure would serve no useful purpose or could not reasonably be conducted because of the length of time that has elapsed between the date when the subject matter of the Disclosure arose and the date the Disclosure was made;
6. The Disclosure relates solely to a public policy decision or to one of the matters identified in the **SCOPE** section of this policy; or
7. The Disclosure is being, or already has been, appropriately investigated.

Further, the Designated Person may suspend or stop an investigation if the Designated Person:

1. Is of the opinion that the investigation may compromise another investigation;
2. Becomes aware that the alleged Wrongdoing that is being investigated is also being investigated for the possible prosecution of an offence; or
3. Is of the opinion that an offence under any enactment of British Columbia or Canada may have been committed.

If the Designated Person does not investigate, or if an investigation is suspended or stopped, the Designated Person must notify the individual who made the Disclosure, unless doing so could compromise an investigation of any kind. This requirement does not apply if the Disclosure was made anonymously.

The Designated Person may consult, on a confidential basis, with senior-level staff, Human Resources staff and/or the City's legal counsel to determine an appropriate course of action to properly address a Disclosure.

In deciding whether to investigate a Disclosure, or to suspend or stop an investigation, the Designated Person will, in an expeditious, fair and proportionate manner as appropriate in the circumstances, assess the Disclosure and all information received in relation to it.

Outcomes

The Designated Person is responsible for ensuring that investigation outcomes are reported to the following:

1. The Chief Administrative Officer and Director of Human Resources, if the Disclosure involves employee Wrongdoing;
2. The Mayor, if the Disclosure involves a Councillor or the Chief Administrative Officer;
3. Council, excluding the Mayor, and the Chief Administrative Officer if the Disclosure involves the Mayor.

The reportable outcomes may include:

1. Findings of fact, including whether a Wrongdoing was committed;
2. Whether a determination was made to refer the issue to the police or another entity;
3. Potential employment consequences for any individual involved in the Wrongdoing; and

4. Potential policy changes that should be considered to protect the City against similar Wrongdoing in the future.

The person or persons receiving the report from the Designated Person will be responsible for determining the City's course of action, in consultation with the City's legal counsel if required. The City may take disciplinary action, up to and including termination, against any individual who is found to have either:

1. Engaged in Wrongdoing, as determined after an investigation;
2. Made a Disclosure in bad faith; or
3. Taken a measure of reprisal, or threatened reprisal, against an individual in relation to the individual's disclosure or participation in an investigation.

For certainty, an employee who makes a Disclosure respecting their own Wrongdoing is not exempt from disciplinary action, although the self-reporting will be considered as a mitigating factor in determining any appropriate disciplinary action in the circumstances.

Reprisals

A person must not take any of the following measures of reprisal against an individual, or counsel or direct that any of the following measures of reprisal be taken against an individual, solely because the individual has, in good faith, sought advice about making a Disclosure, made a Disclosure or cooperated with an investigation under this policy:

1. A disciplinary measure;
2. A demotion;
3. A termination of employment;
4. Any measure that adversely affects the employee's employment or working conditions;
5. In the case of an elected official, a censure by the City's Mayor and Council; or
6. A threat to take any of the measures referred to in (1) to (5) above.

Confidentiality

All information collected during the course of an assessment or an investigation (including the identities of those who have made a Disclosure and those who are involved in the reporting, assessment and investigation processes) will be treated as confidential except as is necessary to properly conduct the assessment or investigation, to make a referral as set out in this policy, to report investigation outcomes, to take corrective action, or in accordance with or required by law including the *Freedom of Information and Protection of Privacy Act*.

RELATED DOCUMENTS:

Code of Conduct Policy
City of Nanaimo/CUPE Local 401 Collective Agreement
City of Nanaimo/IAFF Local 905 Collective Agreement

REPEAL/AMENDS:

This policy replaces the Reporting Serious Misconduct policy.



RCRS Secondary:	GOV-02	Effective Date:	1992-JUN-29
Policy Number:	COU-079	Amendment Date/s:	
Title:	Widening of Bowen Road – Relaxation of Front Yard Setback Requirements	Repeal Date:	
Department:	Development Approvals	Approval Date:	1992-JUN-29

PURPOSE:

Council to consider issuing Development Variance Permits for the following six properties, in the event that at some future date they wish to undertake reconstruction, alterations or additions.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Council to consider issuing Development Variance Permits for the following six properties, in the event that at some future date they wish to undertake reconstruction, alterations or additions to any part of the structures which have become non-confirming due to the property acquisitions required for the widening of Bowen Road:

- (a) 2016 Bowen Road
- (b) 2018 Bowen Road
- (c) 2105 Bowen Road
- (d) 2116 Bowen Road
- (e) 2142 Bowen Road
- (f) 2192 Tulsa Road

PROCESS:

N/A

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A