

**AMENDED AGENDA
FOR THE REGULAR PARKS COMMITTEE MEETING
TO BE HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM
THURSDAY, 2011-MAR-10, COMMENCING AT 5:00 P.M.**

1. CALL THE REGULAR PARKS COMMITTEE MEETING TO ORDER:

2. INTRODUCTION OF LATE ITEMS:

- Replace Item 8 (a) Staff Report: With the Amended Staff Report dated 2011-MAR-09.

(Note: if there is a late delegation, a motion must be made to allow the delegation to address the committee.)

3. ADOPTION OF AGENDA:

(Motion required to adopt the amended agenda.)

4. ADOPTION OF MEETING NOTES:

- (a) Notes of the Regular Parks Committee Meeting held Thursday, 2010-SEP-09, at 5:00 p.m., in the Bowen Park Complex Conference Room.

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001-003

(Motion required to adopt the meeting notes of the above date as circulated)

5. DELEGATIONS: (None.)

6. CHAIR'S REPORT:

- (a) **Mr. Josiah and/or Carolanne Patton - "Bowen Wild Edible Garden"**

At the 2010-NOV-24 meeting of the Parks, Recreation and Culture Commission, it was moved and seconded that this matter be referred to the Parks Committee with a written report being provided to that Committee by staff prior to their meeting.

(Motion required to receive verbal report.)

7. REPORTS OF PROJECT COMMITTEES:

8. STAFF REPORTS:

- (a) **Outdoor Facilities Advertising Signage Guidelines.**

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004-006

Staff's Recommendation: That the Parks Committee recommend that the Parks, Recreation and Culture Commission adopt the Outdoor Facilities Advertising Signage Guidelines.

(Motion required to adopt recommendation.)

9. **INFORMATION ONLY ITEMS** (Staff reports):

- (a) Dog Off-Leash Open Houses – verbal update.
- (b) Harewood Centennial Park Redevelopment Plan – verbal update.
- (c) Bowen Park Interpretive Area Concept Plan by the Side Channel – verbal update.

(Motion required to receive information only items.)

10. **CORRESPONDENCE:** (Action) (None.)

CORRESPONDENCE: (Information) (None.)

11. **NOTICE OF MOTION:**

12. **OTHER BUSINESS:**

(Motion required if there is other business.)

13. **UNFINISHED BUSINESS:**

- (a) Request for Advertising Signage at May Bennett Park - staff to research and return to the Parks Committee with a Report *(referred from PRCC 2010-FEB-24)*;
- (b) Bowen Wild Edible Garden - staff to prepare a Report to the Parks Committee for review *(referred from PRCC 2010-NOV-24)*.

(Motion required if Item 13.(a) is to be removed from Unfinished Business.)

14. **QUESTION PERIOD:**

15. **ADJOURNMENT:**

(Motion required to adjourn with next meeting to be held, if required, on Thursday, 2011-APR-14, commencing at 5:00 p.m., in the Bowen Park Complex Conference Room.)

**NOTES OF THE REGULAR PARKS COMMITTEE MEETING
HELD IN THE BOWEN PARK COMPLEX CONFERENCE ROOM,
ON THURSDAY, 2010-SEPT-09, COMMENCING AT 5:00 P.M.**

PRESENT: Commissioner Barry Sparkes, Chair

Members: Commissioner Fred Pattje
Commissioner Brent Meunier
Commissioner Maureen Young

Absent: Commissioner Brian Dempsey

Staff: Jeff Ritchie Brenda Moore, Recording

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 5:00 p.m.

2. INTRODUCTION OF LATE ITEMS: (None.)

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MEETING NOTES:

(a) Meeting Notes of the Regular Parks Committee Meeting held Thursday, 2010-JUN-10, at 5:00 p.m. in the Bowen Park Complex Conference Room.

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

5. DELEGATIONS: (None.)

6. CHAIR'S REPORT: (None.)

7. REPORTS OF PROJECT COMMITTEES: (None.)

8. STAFF REPORTS:

(a) City-Owned "Cinnabar Valley" Land.

A discussion was held with regard to how much of the land should be used as parkland. The Committee would prefer to see some of the land preserved as a park as it is used as such by many citizens. The Committee would prefer the decision not be based solely in terms of dollars, and rather keep it as a park which is also a source of value to the City.

It was moved and seconded that the Parks Committee recommend that the Parks, Recreation and Culture Commission support the development of a Property Management Strategy for the city-owned land, Plecas Road, Electoral Area C.. The motion carried unanimously.

9. INFORMATION ONLY ITEMS (staff reports):

- (a) The Neck Point Park Open House will be held on 2010-SEP-18 from 10:00 a.m. to 2:00 p.m., on Finn Beach, rain or shine. Surveys are currently at our recreation facilities and will also be available at the open house. The purpose of the Open House will be to receive feedback regarding the trails, washrooms, vegetation, and dogs in the park.
- (b) The budget seminar for the Parks Committee will be held on 2010-SEPT-15.
- (c) Staff discussed the food service at Maffeo Sutton Park. There will be a permanent concession opening in 2012. The idea of additional food carts was discussed however there were problems in the past when there were three or four vendors.

10. CORRESPONDENCE: (Action) (None.)

11. NOTICE OF MOTION: (None.)

12. OTHER BUSINESS: (None.)

13. UNFINISHED BUSINESS:

- (a) Request for Advertising Signage at May Bennett Park. Staff to review and return to the Parks Committee with a Report.
- (b) Parkland in Cinnabar Valley. PRCC members toured the property on 2010-MAY-31. Staff to return to the Parks Committee with a Report.

It was moved and seconded that Item 13.(b) "Parkland in Cinnabar Valley", be removed from Unfinished Business. The motion carried unanimously.

14. QUESTION PERIOD: (None.)

15. ADJOURNMENT:

It was moved and seconded at 5:45 p.m. that the meeting adjourn, with the next Meeting of the Parks Committee to be held, if required, Thursday, 2010-OCT-14, commencing at 5:00 p.m. in the Bowen Park Complex Conference Room.

The motion carried unanimously.

BR Sparkes

Commissioner Barry Sparkes, Chair
Parks Committee

CERTIFIED CORRECT:

Jeffery W Ritchie

Jeff Ritchie
Senior Manager, Parks Operations

APPROVED FOR DISTRIBUTION:

R. Harding

R. Harding, Director
Parks, Recreation and Culture

2010-SEPT-16
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AMENDED

REPORT TO: THE PARKS COMMITTEE

FROM: JEFF RITCHIE, SENIOR MANAGER, PARKS & CIVIC FACILITIES

AUTHORED BY: JIM PLASTERAS, MANAGER, PARKS OPERATIONS

RE: OUTDOOR FACILITIES ADVERTISING SIGNAGE GUIDELINES.

RECOMMENDATION:

That the Parks Committee recommend that the Parks, Recreation and Culture Commission adopt the Outdoor Facilities Advertising Signage Guidelines.

EXECUTIVE SUMMARY:

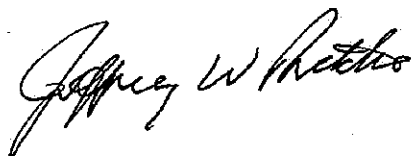
A number of sports organizations have shown interest in advertising at the City's athletic fields and facilities to increase revenue. Athletic fields are described as fields where outdoor sports and other activities are held and athletic facility refers to other active areas such as skateboard parks, tennis courts, dog parks, lacrosse boxes and parking lots adjacent to an athletic facility.

A fee would be charged to those advertising on the sign and this revenue would go to the sporting organization.

BACKGROUND:

After reviewing many other municipalities for their policies on parks signage, it became quite clear that all had some standard regulations and policies in place to ensure a consistency in their application. It is recommended that the Outdoor Facilities Advertising Signage Guidelines be adopted.

Respectfully submitted,



Jeff Ritchie,
Senior Manager
Parks & Civic Facilities

2011-MAR-09

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**City Of Nanaimo
Parks, Recreation and Culture
Outdoor Facilities Advertising Signage Guidelines**

1. **Fencing style signage on the City's outdoor facilities must adhere to the following rules guidelines:**
 - a) All signage will be consistent with the existing City of Nanaimo "Sign Bylaw 1987 No. 2850".
 - b) No individual sponsorship sign size may exceed 1.4 square metres [approximately fifteen (15) square feet] in total overall size.
 - c) Signage that would be affixed to fencing in or at any facility be so installed so as to not damage fencing either by undue weight of sign or by installation devices.
 - d) Sponsorship signage will be placed temporarily (either for a specific event/tournament, or, for that sports organization's season) and placed to face the playing fields assigned to that league.
 - e) A License Agreement must be executed between the City of Nanaimo and the organization installing any signage. The groups would understand, through the granting of such signage that this Agreement would absolve the Parks, Recreation and Culture Department or the City of Nanaimo of any liability in cases of injuries and/or property losses resulting from signage installed or placed by the particular group at their athletic field or facility.
2. **Sandwich Board Signage:**
 - a) Sandwich boards are permitted with a maximum height of one (1) metre.
 - b) A maximum of one (1) sandwich board only per advertiser will be permitted.
 - c) Sandwich boards would be in place for game day only and then removed.
3. **Banners:**
 - a) Banners are to have a display surface area of five (5) square metres or less and banners are not permitted to be attached to any vegetation by any means.
4. **Signage prohibitions include, but are not limited to, the following:**
 - a) Within a residential area due to the adverse impact on the visual amenity.
 - b) If any existing signage would be obscured.
 - c) If there is excessive reflectivity.
 - d) If displaying any offensive matter.
 - e) Promoting any behaviour contrary to the Parks bylaw.

5. Traffic considerations:

Signs will not be erected/permitted at sites where they are visible from the City roadways.

6. Charges and requirements in considering application approval:

- a) Every person/user or group/team who applies to the City for approval shall, on making application, pay to the City an application fee as determined by the City of Nanaimo.
- b) No sign shall be erected until such time as the application fee has been paid in full and approval has been granted.
- c) All applications will be submitted in writing to the Parks Operations Manager for approval.
- d) Responsibility for ensuring adherence to these standards and policies will be with the Parks Operations Manager.
- f) The approval of all signage ultimately rests with the Parks Operations Manager.

General Notes:

- Notwithstanding the foregoing, these guidelines will be consistent with all City of Nanaimo Bylaws and should there be any discrepancy in agreement, the City of Nanaimo Bylaws will take precedence.
- Furthermore, no third-party signage will be permitted on PRC-1 zones, and only within PRC-2 zones that have a sports facility.
- This signage does not require a City of Nanaimo building permit.

