

AGENDA
REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
BOWEN COMPLEX CONFERENCE ROOM
500 BOWEN ROAD
WEDNESDAY, 2015-SEP-30, COMMENCING AT 6:00 P.M.

CHAIR: COMMISSIONER IAN THORPE

1. **CALL THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION TO ORDER:**

2. **INTRODUCTION OF LATE ITEMS:** (See addendum if applicable.)

3. **ADOPTION OF AGENDA:**

(Motion required to adopt the agenda, or the amended agenda.)

4. **ADOPTION OF MINUTES:**

Minutes of the regular Parks and Recreation Commission meetings held Wednesday, 2015-JUL-15, at 6:03 p.m., and Wednesday, 2015-JUL-22, at 6:02 p.m., in the Bowen Complex Conference Room.

Pgs.
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Pgs.
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(Motion required to adopt the minutes.)

5. **PRESENTATIONS:** (None.)

6. **CHAIR'S REPORT:**

(a) Introduction and welcome to new District of Lantzville representative Mark Swain.

(b) Appointment of Barry Sparkes as the Recreation Committee representative to the City of Nanaimo Grants Advisory Committee.

(c) 2016 Key Date Calendar for Commission and Committees.
(Motion required to adopt the 2016 Key Date Calendar.)

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(Motion required to receive the Chair's report.)

7. **REPORTS OF ADVISORY BODIES:** (None.)

8. **STAFF REPORTS:**

(a) **Staff Presentation - Explore Nanaimo with Team Horticulture – Michelle Wallace, Nacolle Ondra and Gail Pasaluko.**

(Motion to receive the staff presentation.)

- (b) **Food Truck Vendors - Tamera Rogers and Bruce Anderson, Planning & Design Section, Community Development Department, City of Nanaimo.** Pgs.
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Purpose:

1. To establish a comprehensive, coordinated food truck licensing process to allow food trucks in specified on-street, City parking lot, and City park locations; and,
2. To present the proposed food truck licensing process to the Parks and Recreation Commission and request that the Commission endorse and recommend Council approval.

Staff Recommendation: That the Parks and Recreation Commission endorse the proposed food truck licensing process and recommend Council approval.

(Motion required to adopt recommendation.)

- (c) **TRAVEL ASSISTANCE GRANT – NANAIMO LAWN BOWLING CLUB – MARY SMITH.** Pgs.
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Purpose: To obtain Commission recommendation that Council approve this Travel Assistance Grant.

Staff Recommendation: That the Parks and Recreation Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo Lawn Bowling Club in the amount of \$600.00 for six (6) athletes to attend the Blind Bowls Association of Canada National Championships, held in Calgary, Alberta.

(Motion required to adopt recommendation.)

- (d) **TRAVEL ASSISTANCE GRANT – NANAIMO SENIOR B TIMBERMEN LACROSSE CLUB – MARY SMITH.** Pgs.
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Purpose: To obtain Commission recommendation that Council approve this Travel Assistance Grant.

Staff Recommendation: That the Parks and Recreation Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo Senior B Timbermen Lacrosse Club in the amount of \$1,500.00 for 15 athletes to attend the 2015 Presidents Cup National Lacrosse Championship, being held in St. Catharines, Ontario.

(Motion required to adopt recommendation.)

10. INFORMATION ONLY ITEMS:

(a) **2016 TRIATHLON EVENT – RICHARD HARDING (VERBAL).**

Purpose: To update the Commission on the Triathlon Event scheduled for 2016 at Westwood Lake.

(b) **NANAIMO COMMUNITY GARDENS SOCIETY GREENHOUSE – RICHARD HARDING (VERBAL).**

Purpose: To update the Commission on the Nanaimo Community Gardens Society Greenhouse project.

(Motion required to receive information only items.)

11. CORRESPONDENCE:

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors meetings, held 2015-SEP-04 Pgs.
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(Motion required to receive the correspondence.)

12. NOTICE OF MOTION:

13. OTHER BUSINESS: *(Motion required to review other business.)*

14. DELEGATIONS (not related to a Report to Commission): (10 MINUTES)

- (a) Ian Kalina & Chris Beaton – Community Facility at Beban. Pg.
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(Motion required to receive the delegation.)

- (b) Daniel Appell – Park Planning and Development Process. Pg.
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(Motion required to receive the delegation.)

- (c) Jai Brookes – Dogzilla – New Contract – Maffeo Sutton Park. Pg.
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(Motion required to receive the delegation.)

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

16. BUSINESS ARISING FROM PRESENTATIONS AND DELEGATIONS:

17. ADJOURNMENT: *(Motion required to adjourn.)*

MINUTES
SPECIAL OPEN MEETING OF THE PARKS AND RECREATION COMMISSION
BOWEN COMPLEX CONFERENCE ROOM
500 BOWEN ROAD
WEDNESDAY, 2015-JUL-15, AT 6:00 P.M.

PRESENT: Commissioner Ian Thorpe, Chair

Members: Commissioner Karen Alden
Commissioner Mercedes Beaudoin-Lobb
Commissioner Alec McPherson
Commissioner Barry Sparkes
Commissioner Maureen Young

Staff: R. Harding, Director, Parks, Recreation and Environment
M. Smith, Manager of Recreation Services
A. Britton, Manager of Parks Operations
K. MacDonald, Parks and Open Space Planner
R. Tweed, Recording Secretary

REGRETS: Commissioner Gordon Fuller
Commissioner Denise Haime
Commissioner Marsha Down
Commissioner Mike Horn
Commissioner Howard Houle
Commissioner Wendy Pratt

1. CALL THE OPEN MEETING TO ORDER:

The Regular Meeting was called to order at 6:03 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 MINUTES: (None.)

5. PRESENTATIONS: (None.)

6. CHAIR'S REPORT: (None.)

The Chair acknowledged the work of staff at the Phase I improvements opening of Harewood Centennial Park and extended a thank you extended to all staff involved.

7. REPORTS OF ADVISORY BODIES: (None.)

8. STAFF REPORTS:

(a) Maffeo Sutton Park Improvement Plan Update – Kirsty MacDonald.

It was moved and seconded that the Parks and Recreation Commission approve the Draft Maffeo Sutton Park Improvement Plan concepts for stakeholder and public review and input, with staff also exploring a reduced parking option, this summer and that staff report back in the fall with findings and final draft plan for consideration. The motion carried unanimously.

(b) Knowles Estate Reserve Fund Request – South-Side Minor Football Association – Richard Harding.

Delegations:

1. Robert E. Stevenson

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

It was moved and seconded that the Parks and Recreation Commission approve and recommend that Council approve \$15,762.76 from the Knowles Estate Reserve Fund towards purchase by the South-Side Minor Football Association for football equipment for the upcoming season. The motion carried unanimously.

It was moved and seconded that the Parks and Recreation Commission request a staff report on funding options for Phase 2 development of Harewood Centennial Park, including funding from the interest from the Knowles Estate Reserve Fund. The motion carried unanimously.

(c) Travel Assistance Grant – Nanaimo District Minor Fastball Association – Mary Smith.

It was moved and seconded that the Parks and Recreation Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo District Minor Fastball Association U16 Girls team in the amount of \$500.00 for 10 athletes to attend the Provincial Softball Championships, being held in Ridge Meadows, B.C. The motion carried unanimously.

(d) Oliver Woods Community Centre (OWCC) – Gymnasium Window Solar Film – Elizabeth Williams.

Correspondence:

1. Letter dated 2015-JUL-08, received 2015-JUL-15, from Cathie Beddoes, Oddfellows Badminton Club.

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

It was moved and seconded that the Parks and Recreation Commission proceed with the installation of window film as per the 2016 Capital budget, subject to Council approval. The motion carried unanimously.

9. CORRESPONDENCE: (None.)
10. NOTICE OF MOTION:
11. OTHER BUSINESS:
12. DELEGATIONS (not related to a Report to Commission): (None.)
13. QUESTION PERIOD: *(Public - Agenda Items Only)*

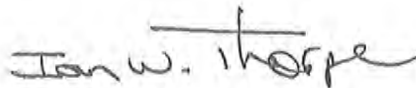
- (a) Bert Sundberg – spoke to issues regarding sunlight affecting sports being played in the gymnasium and the letter submitted by Cathie Beddoes, Oddfellows Badminton Club.

14. ADJOURNMENT:

It was moved and seconded at 7:58 pm. that the meeting adjourn. The motion carried unanimously.

APPROVED AS READ:

APPROVED FOR DISTRIBUTION:





Ian Thorpe, Chair
Parks and Recreation Commission

Richard Harding, Director
Parks, Recreation and Environment

CERTIFIED BY:

Corporate Officer
City of Nanaimo

MINUTES
REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
BOWEN COMPLEX CONFERENCE ROOM
500 BOWEN ROAD
WEDNESDAY, 2015-JUL-22, AT 6:00 P.M.

PRESENT: Commissioner Ian Thorpe, Chair

Members: Commissioner Karen Alden
Commissioner Mercedes Beaudoin-Lobb
Commissioner Mike Horn
Commissioner Alec McPherson
Commissioner Wendy Pratt
Commissioner Barry Sparkes

Staff: R. Harding, Director, Parks, Recreation and Environment
M. Smith, Manager of Recreation Services
R. Tweed, Recording Secretary
M. Lum, Recreation Coordinator

REGRETS: Commissioner Marsha Down
Commissioner Gordon Fuller
Commissioner Denise Haime
Commissioner Howard Houle
Commissioner Maureen Young

1. CALL THE OPEN MEETING TO ORDER.

The Regular Meeting was called to order at 6:02 p.m.

2. INTRODUCTION OF LATE ITEMS:

- Add Item 9.(a) Staff Presentation – Summer Programs and Camp Sunsation – An Overview – Megan Lum. (Replaces "Explore Nanaimo with Team Horticulture")
- Add Item 9.(c)(i) PowerPoint Presentation – 3699 Rock City Road – Nancy Skeels and Bill Corsan.
- Add Item 9.(c)(ii) Delegation Request – Joy Rudd.
- Add Item 13.(a) Brief review of Westwood Lake e-coli closure – Commissioner Horn
- Add Item 13.(b) Discussion of closure of Cable Bay Trail – Commissioner McPherson.

3. ADOPTION OF AGENDA:

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

4. ADOPTION OF MINUTES:

It was moved and seconded that the minutes of the regular Parks and Recreation Commission meeting held Wednesday, 2015-MAY-27, at 6:01 p.m., in the Bowen Complex Conference Room be adopted as circulated.

5. APPOINTMENTS AND RECOMMENDATIONS:

(a) PARKS AND RECREATION COMMISSION - PARKS SUB-COMMITTEE:

It was moved and seconded that Commissioner Howard Houle be selected to serve on the Parks Committee for the period of his current term of appointment to the Parks and Recreation Commission. The motion carried unanimously.

6. PRESENTATIONS: (None.)

7. CHAIR'S REPORT:

- (a) Attended the VIP meeting for Lakeview Park. There was a large group in attendance with the desire to undertake improvement to the natural parkland area.
- (b) Update - Memorial Viewing Platform at Jack Point Park – the project is moving ahead – approvals have been received and Council has been advised – there will be a press release issued possibly this week. Western Forest Products has been linking with the family and will be notifying them prior to the press release.

8. REPORTS OF ADVISORY BODIES: (None.)

9. STAFF REPORTS:

(a) Staff Presentation – Summer Programs and Camp Sunsation – An Overview - Megan Lum.

Ms. Lum provided a PowerPoint presentation on the summer programs and Camp Sunsation.

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

(b) Nanaimo Community Gardens Society – Approval in Principle – Richard Harding.

(i) Delegation – Pat Wells.

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

(ii) Correspondence:

- 1. Letter dated 2015-JUN-09 from William Farris, President, Nanaimo Community Gardens Society, formally requesting that a lease be drawn up between the City of Nanaimo and the Nanaimo Community Gardens Society for a parcel of land in Beban Park for a Greenhouse Growing Program.

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

It was moved and seconded that Parks and Recreation Commission request that Council:

1. approve in principle the disposition of a 10-year lease to the Nanaimo Community Gardens Society (as referenced in Schedule A); and,
2. direct Staff to present the lease agreement at a future Council meeting for review and consideration.

The motion carried unanimously.

(c) **Proposed Parkland Exchange Between 3669 and 3699 Rock City Road - Richard Harding.**

(i) Presentation: 3699 Rock City Road – Nancy Skeels.

Ms. Skeels provided a PowerPoint presentation on the history of the land, and options available with regard to the encroachment onto the parkland area.

1. Option 1 – Parkland Exchange:

- This option would realize an equal amount of land being exchanged;
- Would provide the following benefits:
 - Least impact on both the City of Nanaimo and the property owners;
 - Would preserve trees on the north side of the property as park; and,
 - Would preserve the creek.
- Would present the following challenges:
 - Requiring Alternate Approval Process; and,
 - Will be a considerable process.

2. Option 2 – Removal of Encroachment:

- Commission direct staff to notify owner to remove encroachment;
- Would provide the following benefits:
 - Less process; and,
 - Sets a strong precedent.
- Would present the following challenges:
 - Expensive for the owner (creates hardship); and,
 - Would likely involve clearing the property near the lake for a new paddock.

3. Option 3 – Do Nothing:

- Commission would direct staff to ignore the issue;
- Would provide the following benefits:
 - Low impact on resources.
- Would present the following challenges:
 - Sets a precedent that other owners may follow;
 - Potential impact on neighbouring stream; and,
 - Poor property management.

Ms. Skeels advised that staff recommended Option 1 and if approved it would result in the property owners, at their expense, relocating their paddock fence in order to an appropriate stream setback. Should this option be approved, the next steps would be:

- Council approval (August)
- Alternative Approval Process (September)
- Approved/Disapproved (October)
- Complete survey work (November)
- Updated property boundaries (December)

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

(ii) Delegation - Joy Rudd.

Ms. Rudd spoke to the history surrounding the property and the inadvertent encroachment.

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

It was moved and seconded that Parks and Recreation Commission recommend that Council proceed with Option 1, Parkland Exchange. The motion carried unanimously.

(d) Renaming of the Volunteers in Parks (VIP) Program – Kirsty Macdonald.

It was moved and seconded that the Parks and Recreation Commission approve the renaming of the Volunteers in Parks program (VIP) to "Partners in Parks" (PIP). The motion carried unanimously.

Commissioner Beaudoin-Lobb left the meeting at 7:10 p.m.

(e) Travel Assistance Grant – Nanaimo & District Minor Fastball Association - Mary Smith.

It was moved and seconded that the Parks and Recreation Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo & District Minor Fastball Association in the amount of \$600 for 12 players to attend the U14B Provincial Softball Championships, being held in Maple Ridge, B.C. The motion carried unanimously.

(f) Travel Assistance Grant – Nanaimo Track & Field Club - Mary Smith.

It was moved and seconded that the Parks and Recreation Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo Track & Field Club in the amount of \$100 for one athlete to attend the Canadian Track & Field Championships, being held in Edmonton, Alberta. The motion carried unanimously.

Commissioner Beaudoin-Lobb returned to the meeting at 7:16 p.m.

10. INFORMATION ONLY ITEMS:

Commissioner Horn left the meeting at 7:16 p.m.

(a) Glow in the Park Christmas Event – Verbal Update - Richard Harding.

Commissioner Horn returned to the meeting at 7:17 p.m.

It was moved and seconded that the verbal update be received. The motion carried unanimously.

11. CORRESPONDENCE: (not related to a Report to Commission)

- (a) Minutes of the Nanaimo Harbour City Seniors Board of Directors meetings, held 2015-MAY-01 and 2015-JUN-12.

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

12. NOTICE OF MOTION: (None.)

13. OTHER BUSINESS:

(a) Westwood Lake Closure due to E-Coli Issues.

Commissioner Horn wished to know if it is anticipated that the e-coli / goose problem at Westwood Lake will this affect the triathlon next year.

Staff advised that it was an unusual combination of factors with the drought, the extreme temperatures, and a number of geese at the lake. The geese have been relocated and the lake is again open for swimming. Staff will also be checking for sources of e-coli, other than from the geese.

(b) Cable Bay Trail

Commissioner McPherson raised a concern about people walking their dogs at Cable Bay and smoking on the trails.

Staff recommended that if individuals are seen going into the park and smoking that licence plate numbers are recorded and also if individuals appear to follow a pattern, that the fire department and bylaws are notified so that they can attend and deal with them.

14. DELEGATIONS (not related to a Report to Commission): (10 MINUTES)

- (a) Tania Pastl – Inflatable Water Park in the City of Nanaimo.

Ms. Pastl provided a brief overview on her concept of having an inflatable water park in the City of Nanaimo. She also provided a video related to a commercial supplier of the equipment and a video showing the Harrison Hot Springs Water Park.

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

15. QUESTION PERIOD: *(No questions.)*

16. BUSINESS ARISING FROM PRESENTATIONS AND DELEGATIONS:

(a) Tania Pastl – Inflatable Water Park in the City of Nanaimo.

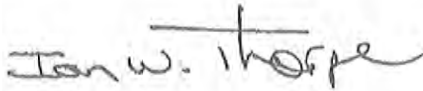
Commission felt that there is still a great deal of work to be done, including having a business plan, with the concept of an inflatable water park in the City of Nanaimo and requested that staff meeting with Ms. Pastl to provide advice to her on next steps.

17. ADJOURNMENT:

It was moved and seconded at 7:46 p.m. that the meeting adjourn. The motion carried unanimously.

APPROVED AS READ:

APPROVED FOR DISTRIBUTION:



Ian W. Thorpe, Chair
Parks and Recreation Commission

Richard Harding, Director
Parks, Recreation and Environment

CERTIFIED BY:

Corporate Officer
City of Nanaimo

**CITY OF NANAIMO
PARKS AND RECREATION COMMISSION & COMMITTEE
KEY DATE CALENDAR – 2016**

UNLESS OTHERWISE NOTED ON AGENDAS:

Parks and Recreation Commission and Committee meetings are held in:
Bowen Complex Conference Room, 500 Bowen Road (Lower Level)

JAN	Wed., 2016-JAN-06, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2016-JAN-14, 5:00 p.m.	Parks Committee <i>(if required)</i>
	Wed., 2016-JAN-27, 6:00 p.m.	COMMISSION MEETING
FEB	Wed., 2016-FEB-03, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2016-FEB-11, 5:00 p.m.	Parks Committee <i>(if required)</i>
	Wed., 2016-FEB-24, 6:00 p.m.	COMMISSION MEETING
MAR	Wed., 2016-MAR-02, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2016-MAR-10, 5:00 p.m.	Parks Committee <i>(if required)</i>
	Wed., 2016-MAR-23, 6:00 p.m.	COMMISSION MEETING
APR	Wed., 2016-APR-06, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2016-APR-14, 5:00 p.m.	Parks Committee <i>(if required)</i>
	Wed., 2016-APR-27, 6:00 p.m.	COMMISSION MEETING
MAY	Wed., 2016-MAY-04, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2016-MAY-12, 5:00 p.m.	Parks Committee <i>(if required)</i>
	Wed., 2016-MAY-25, 6:00 p.m.	COMMISSION MEETING
NOTE: FCM Annual Conference & Trade Show – June 03 – 05, 2016, Winnipeg, MB		
JUN	Wed., 2016-JUN-01, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2016-JUN-09, 5:00 p.m.	Parks Committee <i>(if required)</i>
	Wed., 2016-JUN-22, 6:00 p.m.	COMMISSION MEETING
JUL	Wed., 2016-JUL-06, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2016-JUL-14, 5:00 p.m.	Parks Committee <i>(if required)</i>
	Wed., 2016-JUL-27, 6:00 p.m.	COMMISSION MEETING
There are no regular meetings held in August.		
SEP	Wed., 2016-SEP-07, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2016-SEP-08, 5:00 p.m.	Parks Committee <i>(if required)</i>
	Wed., 2016-SEP-21, 6:00 p.m.	COMMISSION MEETING
NOTE: UBCM Annual Convention - September 26 - 30, 2016, Victoria, BC		
OCT	Wed., 2016-OCT-05, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2016-OCT-13, 5:00 p.m.	Parks Committee <i>(if required)</i>
	Wed., 2016-OCT-26, 6:00 p.m.	COMMISSION MEETING
NOV	Wed., 2016-NOV-02, 3:00 p.m.	Recreation Committee <i>(if required)</i>
	Thur., 2016-NOV-10, 5:00 p.m.	Parks Committee <i>(if required)</i>
	Wed., 2016-NOV-23, 6:00 p.m.	COMMISSION MEETING
There are no regular meetings held in December.		

City of Nanaimo
REPORT TO THE
PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-SEP-30

AUTHORED BY: TAMERA ROGERS, PLANNING ASSISTANT
PLANNING & DESIGN SECTION

RE: FOOD TRUCK LICENSING PROCESS

STAFF RECOMMENDATION: That the Parks and Recreation Commission endorse the proposed food truck licensing process and recommend Council approval.

PURPOSE:

1. To establish a comprehensive, coordinated food truck licensing process to allow food trucks in specified on-street, City parking lot, and City park locations; and,
2. To present the proposed food truck licensing process to the Parks and Recreation Commission and request that the Commission endorse and recommend Council approval.

BACKGROUND:

Over the past few years, the Business Licensing and Planning & Design Sections have witnessed an increased interest from potential and active food truck vendors to operate in the City. Food trucks are currently permitted at special events, in select City park locations with a Park Licence Use Agreement, and on private property in zones that permit Restaurant. Licensing of food carts is already permitted through the Business License Bylaw. Presently, there is no system in place to permit food trucks on-street or in City-owned parking lots. As a result, Staff are proposing to create a food truck licensing process to allow food trucks to operate in specified on-street, City-owned parking lot, and City park locations.

Food trucks present an opportunity to enliven public spaces through increased pedestrian activity as well as diversify dining experiences and food options available in the City. The proposed food truck licensing process supports "Goal 3 – Encourage Social Enrichment" of the Official Community Plan by enhancing food security and access to local, healthy food. The Cultural Plan for a Creative Nanaimo also encourages food trucks as an action to support culinary tourism.

As part of the preparation of a proposed food truck licensing process, Staff researched how a number of other municipalities across Canada have addressed food trucks in on-street locations. An internal Staff review was also conducted and, based on this research, a draft approach was developed. Staff met with representatives of the Downtown Nanaimo Business Improvement Association and Greater Nanaimo Chamber of Commerce regarding the proposed licensing process. On 2015-MAY-04 and again on 2015-SEP-16, a meeting open to interested food truck vendors was hosted by the Chamber of Commerce to discuss the proposal and to gain vendor insight on the approach. Based on the internal review and information gathered from key stakeholders, Staff created a process for food truck licensing in City parks, on-street locations, and in City-owned parking lots. Food truck vendors will continue to be allowed to operate at special events and on private property where zoning permits a Restaurant use.

DISCUSSION:

Proposed Approach

Staff are proposing a food truck licensing process to address the fact that there is currently no system to allow food trucks to operate on-street and in City-owned parking lots in the City of Nanaimo. To further simplify the process, Staff are proposing that the food truck licence also address locations in City parks by removing the requirement for a Park Licence Use Agreement for food vendors in parks.

As a part of this licensing process, a food truck vendor will be able to apply for a licence to operate on-street, in City parks, and/or in City-owned parking lots. Food truck operators located on private property will also be required to apply for a Food Truck Licence. Food trailers are differentiated from food trucks insofar as food trailers will only be permitted in City park/parking lot locations. City park/parking lot locations will be designated using an online scheduling application to be developed. Once the Food Truck Licence is approved, log-in information will be given to each vendor providing the ability for vendors to sign up for park/parking lot locations (or remove themselves from the schedule, if plans change) on a first-come, first-served basis. Using rules built into the application, this application will provide Staff with the ability to limit the number of days a vendor can sign up for in advance, as well as remove parks from use on special event days. This application will also be available externally to customers as a tool to locate vendors. All designated on-street locations will be open to any food truck vendor on a first-come, first-served basis; however, on-street parking spaces will remain open to the public for vehicle parking when a food truck is not present.

The following locations have been proposed as a result of our review process. A review of these locations will be conducted after one year. Proposed locations include:

City Parks	Parking Lots	On-Street
<ul style="list-style-type: none"> • Brechin Boat Ramp (1) • Departure Bay (1) • Harewood Centennial Park (1) • Maffeo Sutton Park (up to 4 food vendors)* • May Richards Bennett Pioneer Park (1) • Merle Logan Field (1) • Pipers Lagoon Park (1) • Westwood Lake Park (1) • <p><i>*Options for Maffeo Sutton Park pending the Parks Master Plan review.</i></p>	<ul style="list-style-type: none"> • Long Lake Rest Stop (1) 	<p>Specified locations*:</p> <ul style="list-style-type: none"> • Downtown • Hospital District • Duke Point <p><i>*See attached maps</i></p>

Key conditions of operation include: a 25m buffer from all existing restaurants, a 100m buffer from elementary schools, and a 150m buffer from special events, unless invited.

The primary three goals of this approach are:

1. To provide the flexibility for vendors to find a successful location; this may require moving to different locations during the day.
2. To simplify the approval process so that a single licence application can address requests to operate at any location type.
3. To encourage food trucks as an action to support culinary tourism and create a more vibrant, diverse Downtown.

Approval Process

Food truck vendors will be required to apply annually for a Food Truck Licence. Vendors will be required to:

- complete the application form;
- provide all required documentation, including Island Health approval and proof of liability insurance coverage;
- meet all conditions of operation;
- operate only in specified on-street (food trucks only), City park, City-owned parking lot locations and private locations where zoning permits Restaurant; and,
- pay applicable fee(s).

Once a complete application is received it will be reviewed by Staff. If all requirements are met, the application will be approved and remain valid for a period of one year.

Fees

	Private	Parks & Parking Lots	On-Street	All Locations
Food Cart	\$165	\$165	N/A	N/A
Food Trailer	\$265	\$665	N/A	N/A
Food Truck	\$265	\$665	\$665	\$790

An additional fee of \$150/year plus a \$50 key deposit will be required for food vendors wishing to connect to services in parks.

Bylaw Amendments

An amendment to the "BUSINESS LICENCE BYLAW 1998 NO. 5351" is required for food trucks and food trailers and involves the addition of the following:

- new definitions and the food truck licence type;
- schedules for operational criteria and designated locations; and,
- fee schedule.

An amendment to the "TRAFFIC AND HIGHWAYS REGULATION BYLAW 1993 NO. 5000" is required in order to:

- allow food trucks to operate longer than the designated time at a parking meter
- allow food trucks to operate at Brechin Boat Ramp
- exempt food trucks from parking meter fees (parking fee is factored into Food Truck Licence)

Respectfully submitted,



B. Anderson, MCIP, RPP
MANAGER
PLANNING & DESIGN SECTION

Attachments

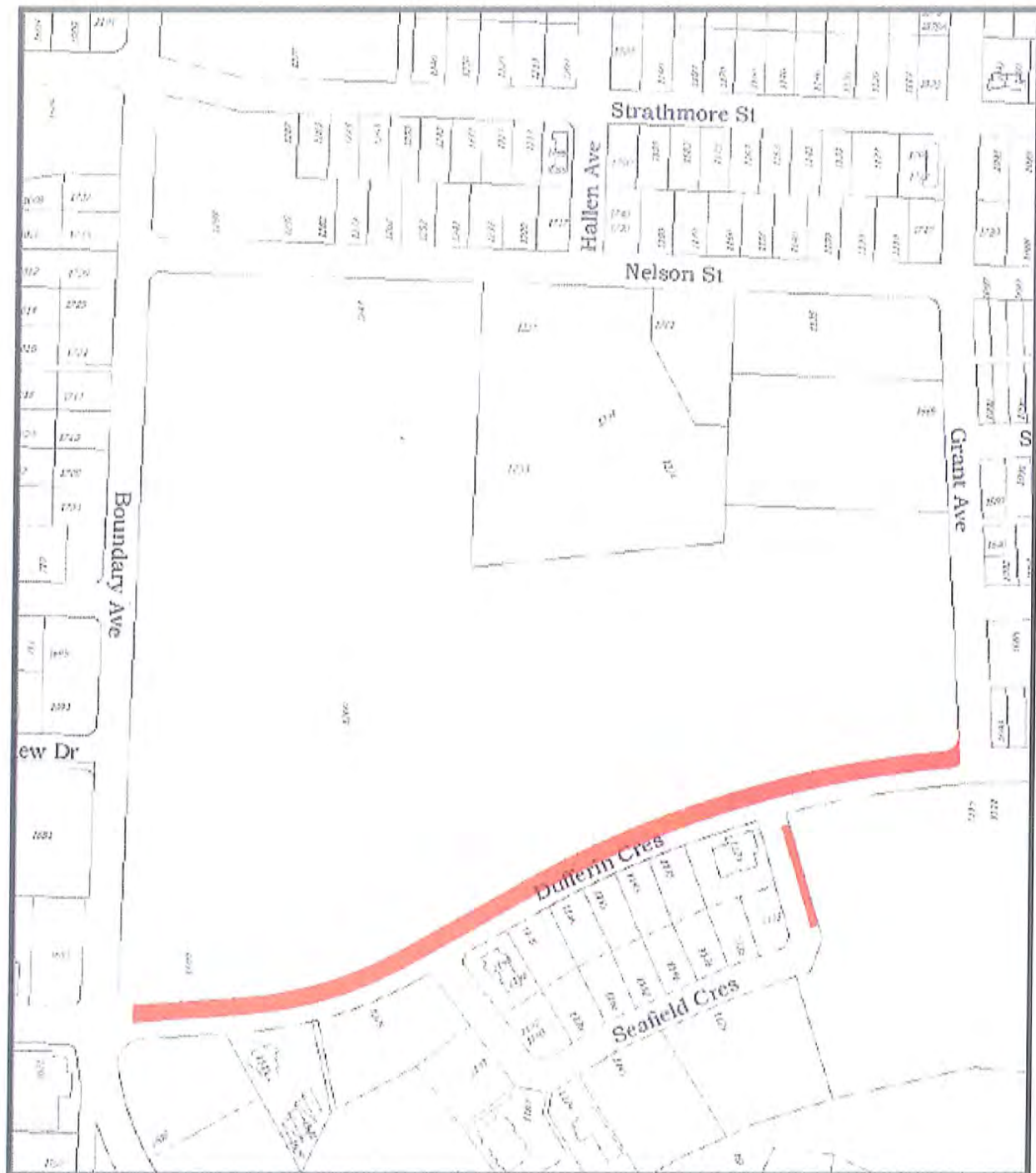
Drafted: 2015-SEP-23
File: A2-4 / C1-8
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Proposed Food Truck Locations



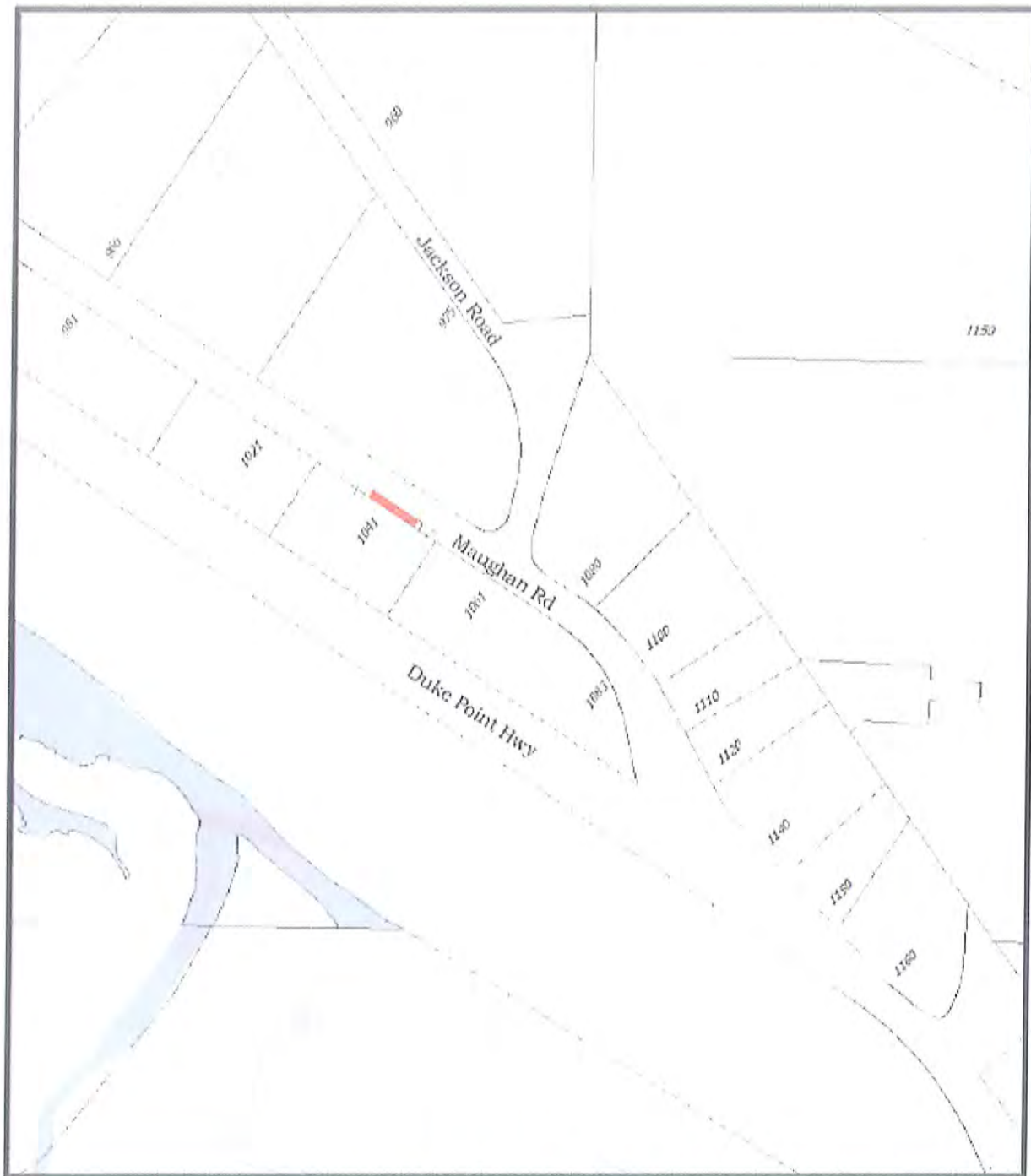
- ★ Proposed Food Truck Locations
- 25 m Restaurant Buffer



Proposed Food Truck Locations



Proposed Food Truck Locations



Proposed Food Truck Locations



Proposed Food Truck Locations

City of Nanaimo

REPORT TO THE PARKS AND RECREATION COMMISSION

DATE OF MEETING: 2015-SEP-30

AUTHORED BY: MARY SMITH, MANAGER
RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – NANAIMO LAWN BOWLING CLUB

STAFF RECOMMENDATION:

That the Parks and Recreation Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo Lawn Bowling Club in the amount of \$600.00 for six (6) athletes to attend the Blind Bowls Association of Canada National Championships, held in Calgary, Alberta. The application meets all of the travel grant criteria.

PURPOSE:

To obtain Commission recommendation that Council approve this Travel Assistance Grant.

BACKGROUND:

The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C. or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks and Recreation Commission for approval. On 2015-JUL-29, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Lawn Bowling Club requesting financial assistance for six (6) athletes (three teams of two each, each team made up of one blind bowler and one sighted helper) to represent British Columbia at the Blind Bowls Association of Canada National Championships held in Calgary, Alberta. Staff determined that the application did meet all of the grant criteria and recommend that the Parks and Recreation Commission recommend that Council approve the application in the amount of \$600.

To date \$6500 from the 2015 travel grants contingency funds has been awarded or pending. If the above travel grant of \$600 is approved, \$400 remains available for future 2015 travel grants.

Respectfully submitted,

Concurrence by:



Mary Smith
MANAGER, RECREATION SERVICES
PARKS, RECREATION AND ENVIRONMENT

Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

Drafted: 2015-JUL-29

File: A2-4 / A2-6 / B3-5-12

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City of Nanaimo
Department of Parks, Recreation & Environment

Travel Assistance Grant Evaluation

APPLICANT: Nanaimo Lawn Bowling Club DATE: July 2015

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		
B. Attending a Provincial, Regional (National, or International) Championship	✓		Blind Bowlers Assoc. of Canada National Championships
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	✓		Calgary, Alberta
D. Traveling within BC(excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	—	—	
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	✓		

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 600.00

OR

NO GRANT RECOMMENDED (✓): DOES NOT MEET CRITERIA:

EVALUATOR: Wesley Smith POSITION: Recreation Manager

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CITY OF NANAIMO
APPLICATION FOR TRAVEL ASSISTANCE

Office Use

ORGANIZATION: <i>Club. Nanaimo Lawn Bowling</i>		DATE: <i>July 29, 2015</i>	
ADDRESS: <i>Bowen Road</i>		PRESIDENT: <i>David Mitchell</i>	
<i>Nanaimo</i>		SENIOR STAFF MEMBER: <i>Donn Sherry</i>	
		POSITION: <i>Coach</i>	
TELEPHONE: <i>756-5880 or 7556</i>		CONTACT: <i>D. Sherry</i>	
		TELEPHONE: <i>250-758-5639</i>	
TOTAL NUMBER OF PERSONS TRAVELLING: <i>7</i>	TOTAL NUMBER OF COMPETITORS TRAVELLING: <i>3 or 6 see note</i>	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: <i>6</i>	TOTAL AMOUNT REQUESTED: <i>\$600</i>
DESTINATION: <i>Calgary, Alberta</i>		DATE OF DEPARTURE: <i>Aug. 24, 2015</i>	
EVENT TO BE ATTENDED: <i>Blind Bowlers Association of Canada National Championships</i>			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: <i>Rose Sarkany B4 Gold Aedan Staddon B1 - Silver Jay Gattley B3 Gold</i>			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: <i>Details included in Budget.</i> <i>Nanaimo Bowling Club - Nanaimo Blind Group - Nanaimo Lions.</i> <i>B.C. Blind Sports</i>			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? <i>1. These are athletes with a disability who are living on disability pensions. The City is known to be supportive of active living.</i> <i>2. These bowlers are good ambassadors for the City and always encourage fellow competitors to visit our area.</i>			
SIGNATURE:		TITLE/POSITION:	DATE: <i>July 29, 2015</i>

* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *
 NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.

Nanaimo Blind Bowls

29/07/2015

CALGARY NATIONAL CHAMPIOSHIPS

AUGUST 24 - 31, 2015

BUDGET

INCOME:

1. BC Blind Sports	\$1500
2. Nanaimo Blind Bowls	1200
3. Nanaimo Lawn Bowling Club	600
4. City Of Nanaimo	600
5 Nanaimo Lions Club	300
Total	\$4200

EXPENSES

1. Registration	6	X	\$450	\$2700
2. Transportation	6	X	250	1500
3. Meals	6	X	100	600
Total				\$4800

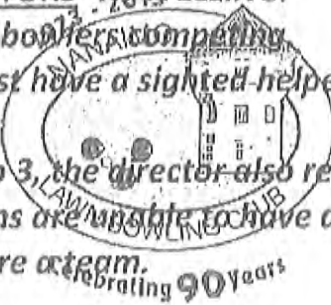
TOTAL NUMBER OF COMPETITORS TRAVELLING:

There are 3 visually impaired bowlers competing.

By tournament rule, each must have a sighted-helper (director) with them during the game.

If the athlete places in the top 3, the director also receives a medal.

Most visually impaired persons are unable to have a competitive game without their director. They are a team.



D. Sherry

City of Nanaimo

**REPORT TO THE
PARKS AND RECREATION COMMISSION**

DATE OF MEETING: 2015-SEP-30

AUTHORED BY: MARY SMITH, MANAGER
RECREATION SERVICES

RE: TRAVEL ASSISTANCE GRANT – NANAIMO SENIOR B TIMBERMEN LACROSSE CLUB

STAFF RECOMMENDATION:

That the Parks and Recreation Commission recommend that Council approve the application for a Travel Assistance Grant to the Nanaimo Senior B Timbermen Lacrosse Club in the amount of \$1,500.00 for 15 athletes to attend the 2015 Presidents Cup National Lacrosse Championship, being held in St. Catherines, Ontario. The application meets all of the travel grant criteria.

PURPOSE:

To obtain Commission recommendation that Council approve this Travel Assistance Grant.

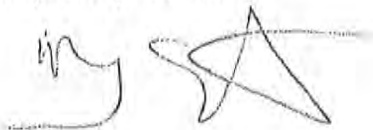
BACKGROUND:

The City of Nanaimo provides a contingency account for amateur sports and cultural groups and individuals to travel within B.C. (excluding travel on Vancouver Island) and out of province to a Regional, National or International Championship. These funds are available to sports and cultural groups winning Provincial or Regional competitions and the current policy provides \$50 per person to a maximum of \$1,000 per application for travel within B.C. or \$100 per person to a maximum of \$2,000 per application for travel outside of B.C. Requests are considered on a first-come, first-served, basis as funds remain available.

Staff review all Travel Assistance Grant applications and forward the recommendation to the Parks, and Recreation Commission for approval. On 2015-JUL-27, Staff reviewed a Travel Assistance Grant application submitted by the Nanaimo Senior B Timbermen requesting financial assistance for 15 athletes to represent British Columbia at the 2015 Presidents Cup National Lacrosse Championship being held in St. Catherines, Ontario. Staff determined that the application did meet all of the grant criteria and recommend that the Parks and Recreation Commission recommend that Council approve the application in the amount of \$1,500.

To date \$5000 from the 2015 travel grants contingency funds has been awarded or pending. If the above travel grant of \$1,500 is approved, \$1,000 remains available for future 2015 travel grants.

Respectfully submitted,



Mary Smith
MANAGER, RECREATION SERVICES
PARKS, RECREATION AND ENVIRONMENT

Concurrence by:



Richard Harding
DIRECTOR
PARKS, RECREATION AND ENVIRONMENT

Drafted: 2015-JUL-27

File: A2-4 / A2-6 / B3-5-12

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RE: TRAVEL ASSISTANCE GRANT – NANAIMO SENIOR B TIMBERMEN LACROSSE CLUB

City of Nanaimo
Department of Parks, Recreation & Environment

Travel Assistance Grant Evaluation

APPLICANT: Nanaimo Sr. B. Timbermen

DATE: July 27/15

CRITERIA	Meets Criteria (✓)	Does not meet Criteria (✓)	NOTES
A. Winner of a Regional, Provincial or National Championship (or equivalent)	✓		West Coast Sr. Lacrosse Assoc. Championship
B. Attending a Provincial, Regional, National, or International Championship	✓		2015 Presidents Cup International Championships
C. Traveling out of Province Max. \$100 per person up to \$2,000 per group	✓		St. Catharines, Ontario
D. Traveling within BC (excluded: Van. Is.) Max. \$50 per person up to \$1,000 per group	—	—	
E. Other sources of funding identified	✓		
F. Grant recipient(s) reside in Nanaimo	✓		
G. Application made by a local organization	✓		
H. Grant for participants only, not coaches or chaperones	✓		
I. Demonstrated financial need	✓		
J. Applicant is a non-profit organization	✓		
K. Budget & financial statements attached	✓		Budget only

RECOMMENDED FOR FUNDING (✓): ✓ AMOUNT: \$ 1500.00

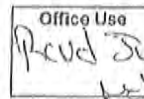
OR
NO GRANT RECOMMENDED (✓): — DOES NOT MEET CRITERIA: —

EVALUATOR: Mary Smith POSITION: Recreation Services Manager

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CITY OF NANAIMO APPLICATION FOR TRAVEL ASSISTANCE



ORGANIZATION: NANAIMO Sr. B. TIMBERMEN		DATE: JULY 22 / 15	
ADDRESS: 963634 PLANTA ROAD NANAIMO, BC V9T1M2		PRESIDENT: SHAWN SWANSON SENIOR STAFF MEMBER: NATALIE CASHMORE POSITION: TREASURER CONTACT: NATALIE CASHMORE TELEPHONE: 250-585-7551	
TOTAL NUMBER OF PERSONS TRAVELLING: 30	TOTAL NUMBER OF COMPETITORS TRAVELLING: 25	TOTAL NUMBER OF COMPETITORS RESIDING WITHIN THE CITY OF NANAIMO: 15	TOTAL AMOUNT REQUESTED: 1500.00
DESTINATION: CANADA ST. CATHERINES, ONTARIO		DATE OF DEPARTURE: August 29 / 15	
EVENT TO BE ATTENDED: 2015 PRESIDENT'S CUP - NATIONAL CHAMPIONSHIP St. Catharines, Ontario			
PROVINCIAL/REGIONAL/NATIONAL CHAMPIONSHIP RECEIVED: 2015 WEST COAST SENIOR LACROSSE ASSOCIATION CHAMPIONSHIP			
PLEASE LIST ALL OTHER SOURCES OF FUNDING FOR THIS TRIP: - WCSLA TRAVEL BURSARY - SPONSOR DONATIONS - BEER + BURGER FUNDRAISER - PLAYER + EXECUTIVE CONTRIBUTION			
WHY SHOULD THIS TRIP RECEIVE CITY FUNDING? WE ARE A NON-PROFIT COMMUNITY BASED TEAM THAT HAS BEEN IN NANAIMO FOR OVER 30 YEARS. IN THE PAST 3 YEARS WE HAVE REPRESENTED BC + THE CITY OF NANAIMO AT THE NATIONAL LEVEL. EACH YEAR WITH BETTER RESULTS/STANDINGS. WE HAVE THE OPPORTUNITY TO DO THIS ONCE AGAIN WITH OUR STRONGEST TEAM YET BUT RELY ON SPONSORSHIPS + DONATIONS TO HELP WITH THE HUGE FINANCIAL BURDEN A TRIP LIKE THIS COSTS FOR 30 PEOPLE TO STAY 1 WEEK IN ONTARIO. WE DID NOT RECEIVE CITY FUNDING TRIP LAST 2 YEARS			
SIGNATURE: 	TITLE/POSITION: TREASURER	DATE: JULY 22 / 15	
* IN SIGNING THIS DOCUMENT I CONFIRM THAT I HAVE READ AND UNDERSTAND THE CRITERIA *			
NOTE: A BUDGET OUTLINING REVENUES AND EXPENDITURES FOR THIS TRIP MUST BE ATTACHED FOR CONSIDERATION.			

**2015 PRESIDENT'S CUP BUDGET**

ST. CATHERINES, ONTARIO

AUG29-SEPT 6, 2015**INCOME:**

League Travel Award	\$ 9,600
Sponsor Donations	\$ 2,500
Fundraising	<u>\$14,000</u>
<u>Sub-total</u>	<u>\$26,100</u>
<u>Deficit of expenses over income</u>	\$13,900

EXPENSES:

Flights	\$20,000
Transportation (Ontario)	\$ 7,500
Hotel	\$10,000
Ferry	\$ 1,000
Incidentals	\$ 1,500
<u>Total Expenses:</u>	<u>\$40,000</u>

Currently a player contribution of \$465 per player is necessary to meet expenses

President's Cup Roster

Player Roster - Nanaimo

Nick Agius - Nanaimo, BC

Mike Berti - Nanaimo, BC

Ryan Dietterle - Nanaimo, BC

Jonathan Gill - Nanaimo, BC

Ryan Hanna - Nanaimo, BC

Aaron Vanderhorst - Nanaimo, BC

Steve MacFarlane - Nanaimo, BC

Shane Chalker - Nanaimo, BC

Ryan Forslund - Nanaimo, BC

Simon Stocks - Nanaimo, BC

Graham Palmer - Nanaimo, BC

Jonny Diplock - Nanaimo, BC

Travis Mickelson - Nanaimo, BC

Andrew Miller - Nanaimo, BC

Shawn Swanson - Nanaimo, BC

53-1

NANAIMO HARBOUR CITY SENIORS SOCIETY
Minutes of the Board of Directors Meeting
September 4, 2015

In Attendance: Bettie Godfrey presiding, John Westhead, Joy Vickstrom, Jan Leine, Joanne Husband, Lorraine Fisher, Maureen Evans, Bill Roos, Gordon Pascoe, Michele Duerksen, and Maria Noel, NHCS webmaster.

Call to Order: President Bettie called the meeting to order at 9:34.

Welcome: Bettie welcomed everyone returning after the summer break, and introduced new NHCS webmaster, Maria Noel.

Adoption of the Agenda: John moved that the agenda be adopted as distributed. Maureen seconded. Carried.

Adoption of Minutes: Jan moved that the minutes of the last meeting of June 12 be adopted as distributed. Bill seconded. 7 in favor. 1 opposed, as a hard copy of the minutes had not been made available.

Note: The minutes are posted in the Bowen Lobby and on the website.

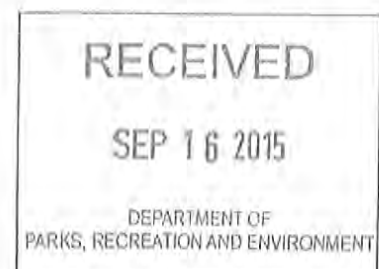
Business Arising from Minutes: Lorraine felt that the letter to the Senior Games Commission regarding possible future donation of equipment should come from the city. John pointed out that donations are not made to cities. Thus Lorraine will write the letter.

Correspondence: Notice from Vancouver Island Crisis Society regarding a Suicide Prevention Workshop, Sept. 10, at Beban Community Center, Rooms 1&2. Fee is \$25 for those wishing to attend. Maria noted that Derek McLennan has written a book on this subject. She will inquire if he would be interested in donating a copy of the book to the Bowen library, and perhaps presenting a workshop.

Letter from Jan Leine resigning from the position of secretary.

Treasurer's Report: Joy moved that the report be adopted as distributed. Seconded by Lorraine. Carried.

Joy moved that we invest all but the amount of the yearly grant (\$2,500) in Rate Climber Guaranteed Investment Certificates--\$10,000 in a 5 year term, \$5,000 in a 3 year term, and the remainder in a 1 year term. Maureen seconded. All in favour. Carried.



.....page 2 NHCS Board Meeting Minutes, Sept.4/15

Marketing Committee Report: Joanne reported that she placed NHCS brochures in Life Labs locations.

No Angel Tickets were made available during the summer.

Joanne worked a shift at the NHCS table at VIEX.

Bettie and Joanne did a short number on Shaw Cable, complete with hilarious facial expressions. The opportunity for a future segment was discussed with Shaw.

Joanne moved that her report be adopted as presented. Seconded by Joy. Carried.

Seniors Coordinator Report: Michele met with Lakeside Gardens and Long Lake Chateau regarding sponsorship of programs.

Thursday, Oct. 1 is National Seniors Day. Free coffee and muffins will be served in the Bowen Lobby from 10:00am-noon. It was suggested that tours of the facility be given. Board members are invited to volunteer from 9:30 -12:15.

Special Events: Bettie reported that 180 NHCS newsletters, 100 brochures and free Nanaimo City pens were given out at the NHCS table at VIEX to those interested in NHCS programs and activities for themselves or others. This was a very successful event.

The supply of brochures is dwindling. Instead of updating and printing more, the front and back pages of the monthly newsletters could be folded to fit brochure holders, giving a more cost-effective and current detailed account of NHCS activities and programs.

Partnering with Mid Island Abilities and Independent Living Society in a raffle of wall hangings was discussed and approved; details forthcoming from Mid Island Abilities representative.

Joy moved that the Special Events report be adopted as presented. Seconded by John. Carried.

Unfinished Business: New Horizons Grant application was discussed. John pointed out that each grant is a maximum of \$25,000. Several separate smaller proposals should be made in preference to one large application for several separate items. Next meeting of this committee will be held on Friday, Sept. 11, in the Bowen Lobby.

The table tennis club issue was discussed.

New Business: The New Members Orientation event will take place Oct.21. Bowen front desk staff will contact new members by phone by Oct.2. It was suggested that tours of the facility be at staggered times, rather than separate groups at the same time, as well as employing some visible way to identify guides, such as hats.

On Nov.19, the Craft Fun Fair will be held in Bowen activity room #1 and the lobby. Partial proceeds will go to charity. Small games of chance and baking sale were suggested.

Adjournment: The meeting was adjourned at 11:15. Next meeting Oct. 2, 9:30 am.

-----Original Message-----

From: Webmaster

Sent: Wednesday, August 19, 2015 4:27 PM

To: Webmaster; Dept. of Parks Rec. and Environment

Subject: Request to Appear as Delegation

Nan Aboriginal Centre/Boys & Girls Clubs has requested an appearance before the Parks and Recreation Commission. The request is made on behalf of Ian Kalina & Chris Beaton.

The requested date is Sep 30, 2015.

The requested meeting is:
Parks and Recreation Commission

Presenter's information

Address:

City: Nanaimo

Province: BC

Postal Code:

Home Phone: (250)

Email:

Bringing a presentation: No

Business Phone: (250)

Details of Presentation:

Share our vision for the development of a community facility that is architecturally inspired by traditional building forms used by local First Nations, is ideally located at Beban Park, that supports cultural activities, as well as youth and childcare services.

-----Original Message-----

From: Webmaster

Sent: Wednesday, September 16, 2015 9:37 PM

To: Webmaster; Dept. of Parks Rec. and Environment

Subject: Request to Appear as Delegation

Daniel Appell has requested an appearance before the Parks and Recreation Commission

The requested date is Sep 30, 2015.

The requested meeting is: Parks and Recreation Commission

Presenter's information

Address:

City: Nanaimo

Province: BC

Postal Code:

Home Phone:

Email:

Bringing a presentation: Yes

Details of Presentation:

Some suggestions regarding park planning and development with three levels of concern:

- 1) How to engage public in the process;
- 2) How to manage information derived from public engagement;
- 3) How to present that information to a designer so that it is properly incorporated.

In addition I wish to clarify the roles of the public, managers and designers throughout a park design process. We should have some clarity with respect to:

- 1) expectations from public's role in the design process;
- 2) the role of city management;
- 3) expectations regarding the role of the designer(s).

This presentation will focus on the planning process of Maffeo Sutton Park currently underway, but it can be applied with little modification to any other park development process.

My hope is that I can influence the planning process to improve designed outcomes that involve public input.

-----Original Message-----

From: Webmaster

Sent: Thursday, September 24, 2015 8:47 AM

To: Webmaster; Dept. of Parks Rec. and Environment

Subject: Request to Appear as Delegation

Jai Brookes has requested an appearance before the Parks and Recreation Commission

The requested date is Sep 30, 2015.

The requested meeting is: Parks and Recreation Commission

Presenter's information

Address:

City: Nanaimo

Province: BC

Postal Code:

Home Phone: (250)

Email:

Bringing a presentation: No

Details of Presentation:

To discuss Dogzilla's existing contract and the possibility of being considered for a new contract within Maffeo Sutton Park