



February 11, 2019

MEMO TO : Park Board Commissioners

FROM : Malcolm Bromley
General Manager, Vancouver Board of Parks and Recreation

SUBJECT : **Riley Park Farmers Market Year-Round Permit Request**

Dear Commissioners,

In response to a Commissioner enquiry, this memo is to provide an update on the Riley Park Farmers Market and their request to extend to year-round operations at that site.

The Riley Park Farmers market is approved for operation between the first week of May and the last week of October annually. In 2018, Park Board staff granted the market an extension of their permit to continue operations in November and the first few weeks of December. That permit expired at the end of 2018. Vancouver Farmers Markets has submitted an application for the use of Riley Park from January 5 to December 28 2019. The year-long duration of this request represents a significant change to the original Park Board approved period of use.

Discussions between the Park Board's Special Events team and Park Development group determined that such a change would normally be subject to a more comprehensive Park Board-led stakeholder engagement process that would inform formal Park Board review/approval for the extended use. These discussions also revealed that the Park Development team was planning to carry out a thorough stakeholder engagement program in March/April 2019 to inform the Riley Park Pavilion project.

Recognizing that it was impractical to have two engagement processes carried out in early 2019 (one in January/February for the extended year round use of Riley Park for farmers market operations, and a second in March/April for the pavilion project), it was agreed that the two consultation themes would be integrated into a single engagement program to be carried out in March/April 2019. Vancouver Farmers Markets did carry out a neighborhood notification program in 2018 to inform residents of their plan to operate year round, however it was limited in scope and did not fully satisfy Park Board engagement requirements.

In late November 2018, the suggested engagement approach and proposed timeline was communicated to Randy Elliott, Operations Manager for Vancouver Farmers Market. During that communication, Mr. Elliott was also notified of the anticipated timeline for the Riley Park Pavilion construction project and the impact on extended operations at Riley Park. Specifically, that as a result of the stakeholder engagement process in March/April, Board review/approval potentially in May/June, and construction process in early 2020, it would be more prudent to explore year round market operations in 2020 after these three steps had been completed.

Consensus was achieved, with Park Board and Vancouver Farmers Market staff agreeing that market operations in 2019 at Riley Park would remain consistent with their approved recurring time frame between May and October. Additionally, a potential extension into November and



December would also be considered (similar to 2018), subject to stakeholder feedback. Park Board staff will follow-up with staff from the Vancouver Farmers Market.

Regards,

A handwritten signature in black ink that reads "Malcolm Bromley". The signature is fluid and cursive, with a prominent flourish at the end.

Malcolm Bromley
General Manager - Vancouver Board of Parks and Recreation

os/rm/clc

Copy to: PB Senior Leadership Team
PB Communications
PB Business Development