

ENDERBY AND DISTRICT SERVICES COMMISSION

Brad Case
Roxanne Davyduke

Herman Halvorson
Denis Delisle

AGENDA

DATE: Friday, June 10, 2016
TIME: 9:00 a.m.
LOCATION: Council Chambers, Enderby City Hall – 619 Cliff Avenue

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

[Regular Meeting Minutes of April 25, 2016](#)

pg 2-5

3. UNFINISHED BUSINESS

4. REPORTS

5. NEW BUSINESS

- a. [Mobile Vendor at Barnes Park](#) – Memo from Assistant Corporate Officer and Planning Assistant dated May 24, 2016

pg 6-8

- b. [Mobile Vendor at Tuey Park](#) – Memo from Assistant Corporate Officer and Planning Assistant dated May 24, 2016

pg 9-14

6. PUBLIC QUESTION PERIOD

7. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 () () of the *Community Charter*

8. ADJOURNMENT

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on Monday, April 25, 2016 at 8:30 a.m. in the Council Chambers of Enderby City Hall.

Members: Brad Case City of Enderby
Roxanne Davyduke City of Enderby
Herman Halvorson Electoral Area F
Denis Delisle Electoral Area F

Staff: Tate Bengtson – Chief Administrative Officer, City of Enderby
Jennifer Bellamy – Chief Financial Officer
Kurt Inglis – Assistant Corporate Officer and Planning Assistant, City of Enderby
Bettyann Kennedy – Recording Secretary

Others: Parks and Recreation staff
Chamber of Commerce staff
Press and Public

APPROVAL OF AGENDA

The following item was added to the agenda under New Business:

- Pull-out at north end of town

Moved by Denis Delisle, seconded by Roxanne Davyduke that the agenda be approved as circulated.

Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of February 19, 2016

Moved by Brad Case, seconded by Denis Delisle that the minutes of the regular meeting of February 19, 2016 be adopted as presented.

Carried

UNFINISHED BUSINESS

Wading Pool Feasibility Study – Memo from Chief Administrative Officer dated March 28, 2016

The Chief Administrative Officer presented the study. The existing spray park decommission will not occur until a decision is made as to what is replacing it. As the costs are quite similar for a scaled back spray park or a wading pool, Becky Shuert was asked to provide input as she is leading the community group fundraising.

Ms. Shuert providing the following input:

- There is more community support for a wading pool.
- Target group will be younger kids.

- Wheelchair accessibility will make it appealing for elderly also.
- As long as it is large enough, older kids might also use it.
- Having some added features would be nice.
- She is meeting with the Lions Club this evening to get their input and support.
- Important that the wading pool be open to the public with no user fees.
- Would like to wait until after meeting with Lions Club before committing to wading pool.

Moved by Brad Case, seconded by Roxanne Davyduke that the Commission endorse either of the following options:

- 1) direct staff to proceed with a concept design for a wading pool at an estimated cost of \$10,000; or
- 2) direct staff to report back with a scaled back spray park design and a revised cost estimate

subject to the Spray Park Fundraising Group and the Lions Club providing their preference back to the Commission;

AND THAT the Commission gives permission to the organizer of the "Spray Park for Enderby" fundraiser to nominate the site to the BCAA Play Here contest.

Carried

REPORTS

Parks and Recreation Services – Quarter 1, 2016 Report

Moved by Brad Case, seconded by Roxanne Davyduke that the report be received and filed.

Carried

Sheryl Hay touched on the highlights of the report:

- Have just completed their first social media contest.
- Have been successful with 2 small grant applications.
- Arena use has increased.
- Ball fields have been re-scheduled. Have been working with user groups to enter into annual agreements rather than 5 year agreements. All diamonds should now be in use during prime time.
- Fitness programs have been very successful.
- Youth programming is also popular.

Things being worked on for next quarter:

- Partnering with high school leadership group to help clean up the drill hall site.
- Leadership training courses being offered. Youth learn leadership skills.
- Water safety awareness by aquatic staff.
- Pool will be opening on May 24th.

It has been one year since Recreation Services staff have been working together. With growth comes change. There are new opportunities for brainstorming and strategic planning around enhancing facility usage.

NEW BUSINESS

Parks, Recreation and Culture Fees Bylaw – Summer Ice Rentals

Memo from Chief Financial Officer dated April 14, 2016

The Chief Financial Officer presented Bylaw 1596 which reflects the costs associated with offering summer ice rentals. These rates do not impact the taxpayers.

Cheryl Hay reported the following:

- They have a letter of commitment from NOMHA for pre-season training. Jr. B and hockey camps are also interested.
- Suggested that it may be difficult to get a 12 hour per day commitment.

The Chief Administrative Officer stated that the Commission is faced with the decision of pricing for cost recovery or to subsidize. He suggested that amending the hours from 12 per day to 8 and then advancing to Council for adoption is feasible.

Moved by Brad case, seconded by Denis Delisle that the Commission recommend that Council enacts the Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015 Amendment Bylaw No. 1596, 2016 with hours of operation reduced from 12 to 8.

Carried

Enderby and District Community Resource Centre Water Safety Grant Support – Memo from Chief Administrative Officer dated April 20, 2016

Moved by Denis Delisle, seconded by Brad Case that the Commission supports the Enderby and District Community Resource Centre's application for a water safety grant;

AND THAT the Commission supports the Enderby and District Community Resource Centre's initiative to post personal flotation device signs at those river accesses under its administration, subject to consultation on messaging with the Shuswap River Ambassadors.

Carried

Enderby and District Recreation Services Grant Support – Memo from Chief Administrative Officer dated April 20, 2016

Moved by Denis Delisle, seconded by Roxanne Davyduke that the Commission support the Enderby and District Recreation Services application for an RBC Learn to Play Project Funding grant.

Carried

Grindrod Park Hazard Tree Removal – memo from Chief Administrative Officer dated April 21, 2016

Moved by Brad Case, seconded by Roxanne Davyduke that the information be received and filed.

Carried

Late Item - Pull-Out at North End of City – Discussion Item

- As this was a community project created by the City, Chamber of Commerce, and Area F. The Ministry of Transportation and Infrastructure (MoTI) is not responsible for the site.

- City crews or contractors can collect 4 – 5 garbage bags every day, and a pick-up truck full every weekend during the summer when usage is highest. There has been no support from the partners other than the City in maintaining the site.
- One solution would be to de-commission the site. The structure would need to be removed.
- Before considering de-commission, there should be exploration of whether local businesses may want to take it on in exchange for advertising.

Moved by Denis Delisle, seconded by Roxanne Davyduke that a letter be sent to the Chamber of Commerce to determine if there is an appetite within the business community to take on the maintenance of this site.

Carried

Chamber of Commerce General Manager reported that this item was tabled at their last meeting. They will require some hard numbers as to the costs of maintenance in order to market advertising. The Chief Administrative Officer will get this information to the Chamber.

ADJOURNMENT

Moved by Brad Case, seconded by Roxanne Davyduke that the meeting adjourn at 9:30 a.m.

CHAIR

CHIEF ADMINISTRATIVE OFFICER

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: May 24, 2016
Subject: Mobile Vendor at Barnes Park

RECOMMENDATION A

THAT the Commission grants permission for Fire on Wheels to operate a mobile vending unit at Barnes Park for summer 2016, subject to the applicant obtaining a business license and providing a copy of a valid Interior Health permit, insurance, and other requirements in conformity with the City of Enderby Business License and Regulation Bylaw No. 1558, 2014.

RECOMMENDATION B

THAT the Commission does not grant permission for Fire on Wheels to operate a mobile vending unit at Barnes Park for summer 2016.

BACKGROUND

Attached is a request from Fire on Wheels to operate a mobile vending unit in Barnes Park, near the skateboard park, for summer 2016; the applicant is intending to sell pizza using a wood fired pizza oven on a trailer with an open canopy.

This is the first request that the Commission has received to permit a mobile vending unit in Barnes Park. In 2009, Enderby City Council approved the Tube Taxi's request to operate a fry truck in Belvidere Park and this approval resulted in a number of downtown businesses voicing concerns that that type of use may negatively impact their businesses; ultimately, the Tube Taxi's fry truck was restricted to being located at Tuey Park. Given that Barnes Park is in relatively close proximity to the downtown core, similar to Belvidere Park, it should be noted that permitting a mobile vendor in Barnes Park may result in similar concerns from the business community.

A potential approval of the request would be subject to the applicant demonstrating compliance with Section 5 (h) of the City of Enderby Business License and Regulation Bylaw No. 1558, 2014 which requires the following of mobile vendors:

Mobile Vendor: No mobile vendor shall operate within the City without first having obtained a license.

All mobile vending units which sell food which is prepared for immediate consumption by the public, including those which may be covered by a flea market, farmers market, or special event license, must have a valid permit as issued by the Provincial Government authority having jurisdiction.

No mobile vendor shall operate on or from any municipally owned property, boulevards or highways unless and until the applicant has provided evidence of:

- i. Motor Vehicle Liability Insurance with a minimum coverage of \$2,000,000;*
- ii. Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City as named insured.*

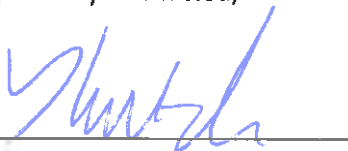
Every person who operates a mobile vending unit shall be responsible to provide suitable garbage collection containers, and to keep the area around the vending location free of any waste material originating from the vendor's business.

Mobile vending units must be attended by qualified staff at all times when on a site, and must be removed from the location when not staffed.

No mobile vendor shall operate within the City, except for the following conditions:

- i. when the Zoning Bylaw allows a mobile vendor as a permitted use;*
- ii. by first obtaining written consent of Council for property, public spaces, boulevards, and highways owned or otherwise controlled by the City;*
- iii. by first obtaining written consent of the Enderby and District Services Commission for property, public spaces, boulevards, and highways owned or otherwise controlled by the Commission;*
- iv. by first obtaining written consent from School District #83 for school grounds.*

Respectfully Submitted,



Kurt Inglis
Assistant Corporate Officer and Planning Assistant

May 17 2016

Tate Bengtson
Chief Administrative Officer
City of Enderby
P.O. Box 400, 619 Cliff Avenue
Enderby, BC V0E 1V0

RE: Mobile food vendor location for the City of Enderby.

Dear Mr. Bengtson.

As per our conversation, I am writing to you to express interest in obtaining permission for a mobile vendor location in Enderby. I have done some research and would like to request a spot on King Avenue close to the gazebo, pool and skate park. I believe that location would allow excellent visibility for locals and visitors alike and would augment the existing recreational facilities, a perfect fit!! I would be looking for space between June and September this year.

A few details about my mobile food trailer; First off, it is a wood fired pizza oven on a trailer with an open canopy. Customers have the opportunity to watch their pizza being cooked within 2 minutes! The trailer has been certified by Interior Health and the unit is insured by Echelon Insurance (SASCU underwriter) I also have my food safe level one certification.

My mobile food business also has a local component to it. I will be employing two local Enderby residents as well as offering locally produced ingredients as part of our different and exciting menu. I offer advertisement on the trailer for local producers to showcase their ingredients, from cheese and produce to garlic and organic grains. It will be a culinary snapshot of the region. The trailer is exciting, fun, functional and promises to be a draw to the park.

In the event that I cannot locate at the skate park, I would request an alternate location at Belvedere park, or perhaps a recommendation on a private business along the highway that may be conducive to my needs.

I look forward to hearing from you.

Sincere regards,

Jodie Pruden
Fire on Wheels
250-463-3771

Commission

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Assistant Corporate Officer and Planning Assistant
Date: May 24, 2016
Subject: Mobile Vendor at Tuey Park

RECOMMENDATION

THAT the Commission grants permission for Candace Wilson and Louana Farnsworth to operate a mobile vending unit at Tuey Park for summer 2016, subject to the applicant obtaining a business license and providing a copy of a valid Interior Health permit, insurance, and other requirements in conformity with the City of Enderby Business License and Regulation Bylaw No. 1558, 2014.

ALTERNATE RECOMMENDATION A

THAT the Commission grants permission for Candace Wilson and Louana Farnsworth to operate a mobile vending unit at Tuey Park for summer 2016, subject to the applicant obtaining a business license and providing a copy of a valid Interior Health Permit, insurance, and other requirements in conformity with the City of Enderby Business License and Regulation Bylaw No. 1558, 2014;

AND THAT the Commission limits the mobile vending unit's sales to solely food products.

ALTERNATE RECOMMENDATION B

THAT the Commission does not grant permission for Candace Wilson and Louana Farnsworth to operate a mobile vending unit at Tuey Park for summer 2016.

BACKGROUND

Attached is a request from Candace Wilson and Louana Farnsworth to operate a mobile vending unit in Tuey Park for summer 2016. The applicant is intending to sell hot dogs, stuffed homemade hamburgers, ice cream, healthy options, beverages, beach toys, and biodegradable containers. The Commission has historically granted permission for mobile vendors to set up in the corner of the parking lot at Tuey Park as this type of use is generally considered an amenity for park users and recreationists. The sale of retail products has not generally been a use that is ancillary to mobile vending units but it should be noted that in 2010 Enderby City Council did approve the Tube Taxi's request to sell sunscreen through their mobile vending unit; given that the sale of retail products may have an impact on existing retail operators within the community, it should be noted that there may be public opposition to allowing this type of use.

In 2015, the Commission granted permission for a different mobile vendor to operate at Tuey Park to sell gourmet hot dogs and refreshments throughout the 2015 season; Staff have not received any request from the previous vendor to continue to use Tuey Park for the 2016 season.

A potential approval of the request would be subject to the applicant demonstrating compliance with Section 5 (h) of the City of Enderby Business License and Regulation Bylaw No. 1558, 2014 which requires the following of mobile vendors:

Mobile Vendor: No mobile vendor shall operate within the City without first having obtained a license.

All mobile vending units which sell food which is prepared for immediate consumption by the public, including those which may be covered by a flea market, farmers market, or special event license, must have a valid permit as issued by the Provincial Government authority having jurisdiction.

No mobile vendor shall operate on or from any municipally owned property, boulevards or highways unless and until the applicant has provided evidence of:

- i. Motor Vehicle Liability Insurance with a minimum coverage of \$2,000,000;*
- ii. Comprehensive Public Liability and Property Damage Insurance for \$2,000,000 inclusive, with the City as named insured.*

Every person who operates a mobile vending unit shall be responsible to provide suitable garbage collection containers, and to keep the area around the vending location free of any waste material originating from the vendor's business.

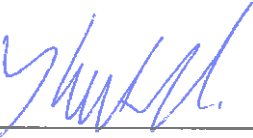
Mobile vending units must be attended by qualified staff at all times when on a site, and must be removed from the location when not staffed.

No mobile vendor shall operate within the City, except for the following conditions:

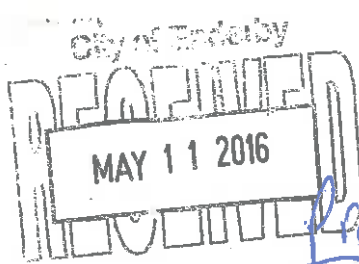
- i. when the Zoning Bylaw allows a mobile vendor as a permitted use;*
- ii. by first obtaining written consent of Council for property, public spaces, boulevards, and highways owned or otherwise controlled by the City;*
- iii. by first obtaining written consent of the Enderby and District Services Commission for property, public spaces, boulevards, and highways owned or otherwise controlled by the Commission;*
- iv. by first obtaining written consent from School District #83 for school grounds.*

Staff recommend that the Commission approve the request subject to the applicant demonstrating compliance with the applicable provisions of the Business License Bylaw; the Commission may also wish to explore limiting the mobile vending unit's sales solely to food products.

Respectfully Submitted,



Kurt Inglis
Assistant Corporate Officer and Planning Assistant



Proposal for Hot Dog Cart in Touy Park

Please accept our application for a mobile hot dog vending cart, in Touy Park. Candace Wilson and Laura Farnsworth will be the main operators of this cart. The cart is a Hammer, Willy dog cart, last inspected in 2014, and awaiting new inspection for our new business. No changes have been made, however we will be replacing some screens etc to meet BC Interior Health requirements (stainless steel).

We have a commercial kitchen available for all food prep, and plan to dispose of all grey water and garbage at the end of each day at a local sani-dump. As well, we have our food safe and past experience

as cooks and servers in the food industry.

Our stand will consist of:

- Hot dogs
- Stuffed homemade hamburgers
- Healthy options
- Ice Cream (when we have a separate food safe unit available)
- Beverages
- Beach toys
- Biodegradable Containers
- Garbage and recycle bins on site
- Nightly Beach Cleanup

If we have not addressed all concerns please contact us, as we are open to suggestion in order to work alongside the city.

We plan to be open regularly between

11-7 during summer months, consistently and without fail - 4-6 days a week (Still

deciding on best ~~times~~ days).

My Motto is Consistency = Success, so food ~~and~~

and hours will never change.

I look forward to meeting with the city
so we may discuss. Thank you

Condace Wilson
250-351-4251

Louana Farnsworth
250-542-4866

condywilson14@yahoo.ca