

ENDERBY AND DISTRICT SERVICES COMMISSION

Brad Case
Tundra Baird

Herman Halvorson
Denis Delisle

AGENDA

DATE: Monday, May 7, 2018
TIME: 9:00 am
LOCATION: Council Chambers, Enderby City Hall – 619 Cliff Avenue

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

[Regular Meeting Minutes of Mar 2, 2018](#)

3. NEW BUSINESS

[BC Hydro Community ReGreening Grant Approval](#) – Correspondence from BC Hydro dated April 11, 2018

[Cemetery Land Use Plan Award](#) – Memo from Chief Administrative Officer dated April 15, 2018

[Mobile Vendor Request – Scandalous Snacks](#) – Memo from Planner and Deputy Corporate Officer dated May 2, 2018

4. PUBLIC QUESTION PERIOD

5. CLOSED MEETING RESOLUTION

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

6. ADJOURNMENT

ENDERBY AND DISTRICT SERVICES COMMISSION

MINUTES of a regular meeting of the **ENDERBY AND DISTRICT SERVICES COMMISSION** held on March 2, 2018 at 9:00 am in the Council Chambers of Enderby City Hall.

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

Staff: Tate Bengtson – Chief Administrative Officer, City of Enderby
Barry Gagnon – Acting Chief Financial Officer
Bettyann Kennedy – Recording Secretary

Others: Parks and Recreation staff
Media

APPROVAL OF AGENDA

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

- *Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015 Amendment Bylaw No. 1649, 2018*

Moved by Herman Halvorson, seconded by Brad Case that the agenda be approved as amended.

Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of January 10, 2018

Moved by Brad Case, seconded by Herman Halvorson that the regular meeting minutes of January 10, 2018 be adopted as circulated.

Carried

NEW BUSINESS

Budget 2018

The Chief Administrative Officer and the Acting Chief Financial Officer provided a brief overview of their memorandums regarding the 2018 budget.

Discussion items:

Parks and Recreation

- Batting Cage \$5,000 contribution – Director Halvorson questioned why the costs have gone from \$5,000 to \$25,000. The Chief Administrative Officer responded that the original estimate was based on a different standard, which was put

together by Parks staff. The new standard and cost estimate came about after a local resident proposed a different, most expensive design, and offered to fund raise the balance of the costs from other sources.

- Director Halvorson stated that he is prepared to commit \$2,500 to this project directly. He said that this item should be removed from the budget and the City could match this contribution. Councillor Case reported that the \$5,000 contribution represents only 1/5 of the \$25,000 needed for construction of the cage, which would be fundraised from other sources. The Chief Administrative Officer advised that the project would be funded out of the regular Master Parks Plan, so there is not associated tax decrease associated with removing the project.

Moved by Herman Halvorson, seconded by Denis Delisle that \$5,000 for the batting cage project be removed from the budget.

Opposed: Carried
Brad Case

- Recreation Services
 - The pool had a very good year last year due to the high river levels and smoke, which tended to direct more use towards the facility. This is a seasonal factor that will vary from year to year.
 - The arena continues to be a popular venue for hockey teams.
- Reserves – pickup truck is due for replacement. They will be looking for a second hand one for \$10,000. Breakwater project \$100,000 is reserved.
- Surplus – Spray Park \$31,800.
- Proposed Projects – approved.
- Halls – Herman Halvorson reported that the halls are in good financial shape and get funding from other sources (Community Works Funds and fundraising). Grant increases approved.
- Other Item – Boys and Girls Club Support Staff \$2,000. Sheryl Hay reported that the after school programs at MV Beattie are very popular and are offered with no fees. The Boys and Girls Club have been good partners in helping to meet Recreation's mission of increasing physical literacy. They also helped to get summer student grants.

Moved by Brad Case, seconded by Herman Halvorson that the Commission approve \$2,000 for Boys and Girls Club staff support.

Carried

Parks and Recreation Budget

Moved by Brad Case, seconded by Herman Halvorson that the Commission accept the Parks and Recreation budget with amendment to remove the batting cage expenditure of \$5,000 and to add \$2,000 for Boys and Girls Club staff support.

Carried

Cemetery Budget

Moved by Brad Case, seconded by Herman Halvorson that the Commission accept the Cemetery budget as presented.

Carried

Dog Control Budget

Moved by Herman Halvorson, seconded by Brad Case that the Commission accept the Dog Control Budget as presented.

Carried

Late Item: City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015 Amendment Bylaw No. 1649, 2018

Moved by Herman Halvorson, seconded by Brad Case that the Commission recommend that the Council enacts City of Enderby Parks, Recreation and Culture Fees Imposition Bylaw No. 1578, 2015 Amendment Bylaw No. 1649, 2018.

Carried

PUBLIC QUESTION PERIOD

None.

ADJOURNMENT

Moved by Brad Case, seconded by Herman Halvorson that the meeting adjourn at 9:40 a.m.

CHAIR

CHIEF ADMINISTRATIVE OFFICER

April 11, 2018

Enderby
619 Cliff Ave.
Enderby, B.C.

Attention: Kurt Inglis

Re: BC Hydro Community ReGreening Grant – Fiscal 2018-19

Hi Kurt,

Thanks for submitting an application through Tree Canada to BC Hydro's Community ReGreening Program. As Tree Canada's program administrator on behalf of BC Hydro, I'm pleased to share that a grant of up to **\$3,424** has been approved to assist with the **Barnes Park Greening Phase II project**.

For future correspondence please refer to this project number **BCH/TCF F18-15**

After project completion, please email your final report (template provided) and your invoice for the amount of the approved sum shown above to cwalli@treecanada.ca. In addition, we've attached some materials detailing our project sponsorship and planting guidelines.

We look forward to seeing the progress of your project. Please send a copy of the project completion report and project photos to regreening@bchydro.com. Also, if you are planning a special event around this project, BC Hydro would appreciate an invitation.

Thanks for the opportunity to work with you to enhance your community, while at the same time promoting the planting of appropriate trees to reduce power line encroachment. Your partnership helps make it possible for us to support urban forests and ensure safe, reliable electrical service.

Good luck with your tree planting project, and please feel free to contact me if you have any questions.

Sincerely,

Christian Walli

Christian Walli R.P.F.,
Tree Canada Community Adviser, BC
520 Sharpe Street, New Westminster, B.C. V3M 4R2
Ph. (604) 521-7771 ext. 103 / Cell (604) 816-7626
E-mail cwalli@treecanada.ca

CC: BCH Community Relations Manager
Tree Canada

Commission

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Enderby & District Services Commission
From: Tate Bengtson, CAO
Date: April 15, 2018
Subject: Cemetery Land Use Plan Award

RECOMMENDATION

THAT the Enderby & District Services Commission awards the Cliffside Cemetery Land Use Plan to Lees & Associates in the amount of \$27,710.

BACKGROUND

As part of its 2018 budget, the Commission supported proceeding with a Land Use Plan for the Cliffside Cemetery ("the Cemetery"). A request for proposal ("RFP") was issued for an experienced cemetery planning consultant.

The consultant's recommendations will help to ensure that investment in improvements is done in a coordinated manner that fits with contemporary public expectations, builds upon the Cemetery's defining characteristics, and positions the Cemetery to accommodate future demand. Among other things, the consultant will identify a place for a columbarium, explore an expansion of the cremation section, assess public demand for a memorial wall, scatter garden, and other amenities, and identify fencing, buffering, and road improvements.

There were three responses to the RFP. Of those, one proposal was disqualified on the basis that it did not demonstrate a realistic capability to achieve the project deliverables. The proponent did not respond to staff inquiries seeking clarification. Both qualified proposals were very strong and the scoring differential was driven entirely by price.

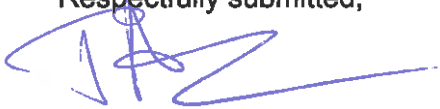
Below are the proponent names, proposal costs, and scores:

Table with 3 columns: Name, Cost (\$), Score (/100). Rows include Lees & Associates (27,710, 97.00), Urban Systems (28,800, 95.49), and Hilton Landmarks (12,842, --).

Subject to the Commission's award, the next steps will involve Lees & Associates visiting the Cemetery and obtaining background data. This will be followed by a draft summary and land use sketch for preliminary review by operations staff. Following this, there will be a public open house to garner feedback and ensure that the consultant has a thorough understanding of the community's needs. An online feedback form will also be made available during the public engagement phase. This information will be incorporated into the draft land use plan, which will then be presented to the Commission for further feedback. A final plan reflecting operational, public, and elected official feedback will then be presented for acceptance by the Commission.

The Land Use Plan is critical to the long-term development of the Cemetery. It will guide investment for the next several decades and ensure that sound planning is in place to enable the Cemetery to meet contemporary expectations while maintaining its defining characteristics.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer

Commission

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: May 2, 2018
Subject: Mobile Vendor Request - Scandalous Snacks

RECOMMENDATION

THAT the Enderby & District Services Commission grants permission for Scandalous Snacks (Tammy Kiff and Amanda Harvey) to operate as a mobile vendor in the Tuey Park parking lot from June 15 - September 30, 2018, subject to the applicants obtaining a Business License and paying the annual rental fee of \$100.

BACKGROUND

Attached is a request received from Scandalous Snacks (Tammy Kiff and Amanda Harvey) to operate as a mobile vendor (enclosed golf cart) in the Belvidere Park or Tuey Park areas for the 2018 season. The applicant is intending to sell popcorn, cotton candy, snow cones and hotdogs out of an enclosed electric golf cart. The applicant is proposing to operate from Thursday - Monday between 10:30 am - 8:30 pm, from June 15 - September 30.

The applicant has requested to locate the mobile vending unit in the Belvidere Park area (first choice) or the Tuey Park parking lot (second choice). Staff have already recommended that Enderby City Council give permission for a different mobile vendor to operate in the Belvidere Park area, therefore Staff are recommending that the Commission provides the applicant with permission to locate their mobile vending unit in the Tuey Park parking lot, which is their second choice. 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. A different mobile vendor operated in the Tuey Park parking lot for the 2016 and 2017 seasons, but has not submitted a request for the 2018 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 are recommending that approval of the request be subject to the applicant obtaining a Business License and paying the annual rental fee of \$100. The applicant would also be required to comply with all relevant provisions of the City of Enderby Mobile Vendor Policy (attached).

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer

Kurt Inglis

From:
Sent:
To:
Subject:

Hi Kurt,

I have an idea of the hours and dates we would like to operate, but we're flexible and open to change any of these if it makes a difference in receiving approval.

- 1) We would ideally start June 15th.
- 2) Hours 10:30am - 8pm
- 3) Thursday through Monday
- 4) Sept 30th

I was going to ask because I'm a little confused, do we need to apply ourselves to Interior Health for approval, or is that something the city would set up to get us checked out?

Also, is it possible to get an inter-community business license or are mobile food vendors ineligible?

Thanks again for your time and consideration!

Tammy Kiff

On Wednesday, May 2, 2018, Kurt Inglis <kinglis@cityofenderby.com> wrote:

Hi Tammy,

Can you please advise of the following:

1. When you would like to start your mobile vending operation;
2. Proposed hours of operation;
3. Proposed days of the week that you would operate; and
4. When your mobile vending operation would end for the season.

Thanks!

From:
Sent:
To:
Subject:

Hello Kurt,

I spoke with you the other day about applying to be able to set up our (my sister Amanda Harvey and myself, Tammy Kiff's) new food cart in town this season. We just acquired the cart Saturday, and are going through all the proper processes for interior health certification. Ideally, we would like to set up on the west side of the bridge in the parking area. If not, our second choice would be either the east side of the bridge or the beach parking lot on Waterwheel. We will be food safe certified next by the end of the week and will have our business registered shortly thereafter.

We will be selling popcorn, cotton candy, sno cones and hotdogs. If need be, I can send along pictures of the cart. It is a fully enclosed converted electric golf cart.

I hope I haven't forgotten to include any information in this application. If I have, my apologies and please let me know.

Thank you so much for your consideration.

Tammy Kiff and Amanda Harvey

Policy Title	Mobile Vendor
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Effective Date February 20, 2017	Adopted by Council	Replaces N/A
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PURPOSE: To regulate Mobile Vendors within the City of Enderby in order to provide business certainty, neighbourhood harmony, and administrative efficiency.

POLICY: Mobile Vendors operating within the City of Enderby shall be subject to the following conditions:

1. Mobile Vendors shall operate in accordance with the City of Enderby Zoning Bylaw No. 1550, 2016, as amended from time to time.
2. All Mobile Vendors are required to obtain a business license in accordance with the City of Enderby Business License and Regulation Bylaw No. 1558, 2014, as amended from time to time.
3. The sale of food items from a Mobile Vendor is permitted; however, the sale of all other goods (i.e. crafts, clothing, and other merchandise) is not permitted without prior written permission.
4. Mobile Vendors must submit a written request seeking permission to operate in a specific public space.
5. The authority having jurisdiction may decline to permit a Mobile Vendor's request to operate in a specific public space for any reason that it feels appropriate, but must provide the Mobile Vendor with reasons upon request.
6. The intake for Mobile Vendor requests to operate in a specific public space is from January 1 to March 31 of each year.
7. All Mobile Vendors who are approved to operate in a public space must pay an annual rental fee as specified in the City of Enderby Fees and Charges Bylaw No. 1479, 2010, as amended from time to time.
8. All Mobile Vendors shall supply their own power source, water source, and method of sanitary disposal; generators are permitted providing that they do not cause a disturbance.
9. Overhead canopies or doors from Mobile Vendors shall not obstruct or hinder pedestrian traffic.

10. Placement of any furniture (i.e. tables, chairs, benches, counters, etc.) associated with Mobile Vendor operations is not permitted without prior written permission.
11. A Mobile Vendor vehicle(s) shall be stored off-site when not in operation; storage of the vehicle on public property is not permitted without prior written permission.
12. All elements associated with the Mobile Vendor and its operations (including line-ups, signs and trash receptacles) shall not cause any obstructions or hazard; a minimum of 1.5 metres (5 feet) of sidewalk as a passageway for pedestrians is required.
13. Mobile Vendors shall not create any disturbance or nuisance in terms of noise, vibration, smoke, dust, odour, air pollution, heat, glare, bright light, hazardous or unacceptable waste. Lights, sounds, or actions which may be a distraction for motorists and/or pedestrians are not permitted.
14. Mobile Vendors may sell their products any time between 7:00 am – 10:00 pm, or at other times with prior written permission.
15. Mobile Vendors shall indemnify and save harmless the City, its officers, employees and elected and appointed officials, from and against all actions, proceedings, claims and demands by any person and to reimburse the City for all damages and expenses caused or contributed to by the negligence or other default of the Mobile Vendor, its servants or agents in respect of anything done pursuant or ostensibly pursuant to the Mobile Vendor's operations.
16. As per the City of Enderby Business License and Regulation Bylaw No. 1558, 2014, Mobile Vendors shall provide 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 of Enderby as named insured.
17. The following are the minimum fire safety requirements related to the design, installation, operation, inspection, and maintenance of all mobile vendor commercial cooking operations:
 - i. As per BC Building Code 2012 0 Part 6.2.2.7, fire protection systems for commercial cooking equipment using vegetable oil or animal fat shall conform to ANSI/UL 300 or ULC/ORD-C1254.6;
 - ii. As per BC Fire Code 2012 0 Part 2.6.1.9, the use, inspection and maintenance of commercial cooking equipment exhaust and fire protection systems shall be in conformance with NFPA 96 (2008 edition - Ventilation Control and Fire Protection of Commercial Cooking Operations);

- iii. Cooking equipment used in processes producing smoke or grease-laden vapour shall be equipped with an exhaust hood that complies with NFPA 96 (2008 edition - Ventilation Control and Fire Protection of Commercial Cooking Operations);
 - iv. Cooking that produces grease-laden vapour and that might be a source of ignition of grease in the hood, grease removal device or duct shall be protected by fire extinguishing equipment that conforms to NFPA 10 (2007 edition - Portable Fire Extinguishers) and NFPA 17A (2009 edition - Wet Chemical Extinguishing Systems);
 - v. Fire extinguishing equipment shall include both automatic fire extinguishing systems as primary protection and portable fire extinguishers as secondary backup; and
 - vi. The cooking equipment shall conform to the components, installation and maintenance as per NFPA 10 (2007 edition - Portable Fire Extinguishers), NFPA 17A (2009 edition - Wet Chemical Extinguishing Systems), and NFPA 96 (2008 edition - Ventilation Control and Fire Protection of Commercial Cooking Operations).
18. The authority having jurisdiction may set other terms and conditions as it deems appropriate.
19. Failure to meet one or more of the requirements outlined in this policy, or any other laws, regulations or Bylaws, may result in suspension or cancellation of the Mobile Vendor's Business License or withdrawing its permission to occupy the public space, which may be done without notice; should this occur, the Mobile Vendor will be reimbursed the annual rental fee on a pro-rated basis, subject to any fines or outstanding fees and charges.