

Council Decision Item (CDI 23-001) – Resort Village of Island View

Subject:

Community Kitchen Concession Proposal Analysis to determine items to further investigate, complete and consider.

Recommendation:

That all legalities be reviewed, Insurance, Liability with SUMAssurance and that the OCP, Zoning Bylaw, Municipal Reserve Bylaw be amended, and budget revisited for 2023 to align to proposal under consideration of leasing the community kitchen out to a resident.

1. THAT the Administrator will complete the request for pertinent information from legal council, SUMAssurance, Community Planning, Land Use and Development, PBI Inspectors, Public Health to prepare to write up a lease agreement for the kitchen as a concession stand.
2. THAT the Administrator will reach out to other communities in the region to determine if they have example lease agreements, they would be willing to share.
3. THAT the Administrator will document and present to Council all the findings after discussing with all above.

Background and Analysis

Description and Rationale:

The adopted OCP Bylaw, Zoning Bylaw and Municipal Reserve Bylaw have not identified businesses to be a part of the plan in the Resort Village of Island View or on Municipal Reserve property owned by the Municipality.

A resident is requesting to lease the Community Kitchen only during summer months (May to Sept) which would require these bylaws to be amended prior to a lease commencing.

The Community kitchen would need to be inspected to ensure that it is setup to a commercial grade kitchen.

All summer initiatives would need to be coordinated between the Administrator/Recreation Board/Lessee.

All further kitchen rentals for wedding, family reunions, etc. by residents would not be able to happen once the lease is in place and the Administrator will need to post notice to all residents.



Proposed Approach:

Below is an item of potential opportunity for amending the above bylaws for the municipality. This reflects some of the pressing items facing municipalities in our province today.

- Economic development

This is in no way inclusive. Depending on the findings, there may be any variety of issues that Council may wish to address with the review of the proposed amendments of the bylaws.

The request for the proposals will take some time for the Administrator to write up, identify key stakeholders and advisors. Circulating the RFP in the newspaper for a consultant, on websites such as Sask Tenders and reviewing the responses could take up to 2 months before bringing back to Council. As the month is ¼ over the RFP issuance should be done within the next two months.

Consulting Firms tend to be busier in the summer with analysis and if pushed out to the fall could impede the cooperation of the Recreation Board and public feedback as we are a seasonal community.

Working with a variety of people, will bring various challenges (culturally, financially, and limited resources for the project) which is why this is necessary to complete the analysis within the summer part of the year to start to work on achieving the priority goal of amending the bylaws.

Support the inclusion of Recreation Board and residents in planning for updating the Official Community Plan (OCP), Zoning and Municipal Reserve Bylaws. This is important not only to provide for ongoing dialogue on issues of mutual concern, but also for collaboration on projects that can provide community benefits to all participants.

Implications

Strategic: Approving the Administrator to complete the RFP process will help achieve the strategic plan’s responsive and progressive goal. This will help to achieve the objective of completing the amendments of the three bylaws.

Financial: Budget has not been set aside for this year to begin this process, but the Administrator will approach Council to review prior to final adoption of the budget to ensure all costs are accounted for.

Financial Items to Consider that will rise with more use and activity of the Community Kitchen with the proposed concession hours being:

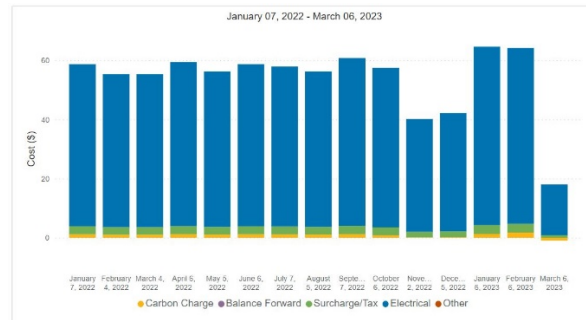
Proposed Hours of Operation

| | | |
|--|----------|---------------|
| May 15 th - June 30 th | Thursday | 10am-6pm |
| | Friday | 11am-9pm |
| | Saturday | 10am-9pm |
| | Sunday | 12 – 6 pm |
| July 1 st – Sept 1 st | Wed | 10am – 9 pm |
| | Thursday | 11 am – 9 pm |
| | Friday | 11am – 10 pm |
| | Saturday | 10 am – 10 pm |
| | Sunday | 11am – 7 pm |

Approx 12 weeks of operating per season.

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1. Utilities – Sask Power – Currently \$60/month potentially \$100/month – Increase of \$40/month for 5 months = **\$200**



2. Non-Potable drinking water – bottled Water will need to be used.
3. Propane – BBQs require
4. Septic Pump Out – Removal of sewage - \$110 per pump. Currently two in the summer = Total cost of \$220. Potential increase to 3 more = **\$ 330.**
4. Cleaning of Washrooms – Current cost \$150/month potential to increase to conform to Public Health Guidelines.
5. Commercial Kitchen Inspection – Required to bring up to code and standards per Fire regulations and mechanical ventilation. Initial permit from PBI - \$200 plus travel and then depending on what is identified as must have a mechanical engineer stamped drawings and design are required for any changes needed which could range up to **\$2,000.**
6. Insurance – SUMAssure will need to advise on liabilities and increased costs to the municipality.
7. Legal council - Lawyer fees to review lease agreement.
8. Permits and Licenses per Public Health as all uses of municipal reserve must be managed for public use. Ensuring proper food licenses/health inspection are maintained for the kitchen area. Costs to be determined from Public Health Rep.
9. Advertising costs.
10. Public Hearing costs.
11. Repair, replacement and faster deterioration of assets in the community kitchen (fridges, deep fryer, freezers, cotton candy machine, BBQ's, cleaning equipment, etc.)
12. Internet costs – we may need to increase the speed to assist in the POS system used at the kitchen.

13. One food handler on shift must have taken a course in food handling that was approved by Saskatchewan per the Food Safety Regulations subsection 26(1). Training maybe required prior to commissioning of commercial community kitchen.

Policy/Legal:

The completion of an amendment to the Official Community Plan, Zoning and Municipal Reserve bylaw is high priority in this proposal going ahead for the community and residents of the Resort Village of Island View. This will align all three bylaws per the requirements of the Saskatchewan Community Planning, Land Use Development to the values and needs of the community.

Section 159 of the Municipalities Act directs that expenditures may only be made if they have been included in the annual budget or are otherwise authorized by council, in cases of emergency or if payment is legally required to be made.

According to Section 5 of the Municipalities Act, municipalities are required to take action through its council. Although anyone can participate on a committee, elected officials (for each municipality) are the authorities required to make decisions. Before a municipality may enter into an agreement, council must approve the municipality's involvement and the agreement itself.

Resort Village of Island View Bylaw 2-2010 – Municipal Reserve bylaw states that –

3. Decisions regarding the use of the land must be in compliance with all relevant Federal and Provincial Legislation and Resort Village of Island View Bylaws.

Under Use of Municipal Reserve

1. All uses of Municipal Reserves are solely under the authority of council and must be managed for public use.

Within the current OCP and Zoning (4-2015) Bylaws there are no commercial areas zoned and no businesses permitted.

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Communications: Upon receiving the bids from consulting firms, a report of recommendation will be provided to council for approval from the administrator. Upon approval by council, the best vendor selected will be communicated to via email.

The unsuccessful vendors that provided quotes will be communicated via email that the Resort Village has proceeded with another company and thank them for their quote and interest.

Other implications: Extend the Procurement Period. Lack of resources to participate in the process with the Administrator. Scheduling times with key stakeholders for review of the RFP's could become challenging due to summer and seasonal residents. Community Planning.

Time to complete amendments will be over 6 months as the OCP must be done first, approved by Community Planning, Land Use and Development prior to moving onto the next bylaw. There will need to be public hearings, consultations, and advertising in the local newspaper to ensure the process is followed.

Options

Council may extend the timeline of the procurement process to allow for additional vendors to submit bids. Council may direct administration to prepare a request for proposals (RFP) to complete the hiring of a consultant to complete the amendments to the OCP and Zoning Bylaw.

However, proceeding through the RFP process would delay the preparation of the analysis and therefore the Community Kitchen Concession Initiative. This delay would result in the analysis being completed two to three months later than anticipated and have negative consequences related to the partnerships with the lessee.

Submitted by: Pamela Holliday, Administrator