

**CITY OF PARKSVILLE**

**POLICY**

<b>SUBJECT:</b>	<b><i>Food Concessions in the Community Park</i></b>	<b>POLICY NO:</b>	3.18
		<b>RESO. NO:</b>	94-508(3)
		<b>CROSS REF:</b>	
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<b>EFFECTIVE DATE:</b>	October 3, 1994	<b>APPROVED BY:</b>	Council
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<b>REVISION DATE:</b>	December 18, 1995	<b>RESO. NO:</b>	Administrator
	February 16, 1998	<b>RESO. NO:</b>	98-068
	December 20, 2004	<b>RESO. NO:</b>	04-402
	January 21, 2008	<b>RESO. NO:</b>	08-017
	December 7, 2009	<b>RESO. NO:</b>	09-300 (1)
	January 21, 2019	<b>RESO NO:</b>	19 - 016
		<b>CROSS REF:</b>	
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**PURPOSE**

To establish procedures with respect to food concession services in the Community Park.

**POLICY**

1. The operation of the seasonal mobile food vending service in the Community Park shall be decided by way of a public Request for Proposals (RFP) process.
2. The request to submit proposals to operate seasonal concession service on food truck pads or within other designated areas shall be published in the local newspaper and on the City's website. The RFP will include minimum requirements including expected service levels, start and end dates and operating terms.
3. Council will consider proposals for a single season submission, or multi-year service, up to a five (5) year term. Inflationary adjustments will be made for the rental rates each year in a multi-year term.
4. Complete proposals are to be submitted to the Administrative Services department prior to the established closing date and will be forwarded to Council for consideration. Council reserves the right to refuse any or all of the submitted proposals.
5. Once a proposal is accepted the successful applicant is required to enter into a licence of occupation with the City as directed by Council and prepared by City staff.

6. No additional food concessions shall be permitted in the Community Park during the operating period of any existing Licence of Occupation except when specifically associated with and authorized by the organizers of a Council approved special event. Any such concession must have a valid "Temporary Food Concession Permit" issued from the Vancouver Island Health Authority and be operating in compliance with all City bylaws, including, but not limited to business licence and zoning bylaw requirements.

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