



May 29, 2012

## City Council Committee Report

**To: Mayor & Council**

**Fr: Tara Rickaby, Planning Administrator, Heather Paterson, Tourism Development Officer**

**Re: Mobile Food Vendors on Municipal Property**

### **Recommendation:**

**That** the City of Kenora authorizes the Tourism Development Officer to proceed to issue a request for proposals for response by street food vendors for three (3) locations in the tent area of the Harbourfront, and two (2) locations at the LOW Discovery Centre; and

That the LOW Development Commission staff administers the request for proposal and resulting contracts.

### **Background:**

Starting early in 2012 the City and Commission have been receiving a number of inquiries from "Street Food Vendors" to have food trucks in various locations around Kenora. To date both the City and the LOW Development Commission have received inquiries from at least 5 different vendors (On Deck Fries, Healthy Food Truck, Marc Bissonette, Gropp's Country Catering and a mini donuts vendor).

There is interest in having these types of food venues available in specific locations in the community. These types of venues are most successful when they are put in small groups as they are able to attract a larger crowd and more business that way. These type of vendors cater to a different crowd from restaurants because their patrons are looking for a quick meal or snack on the fly and are not interested in sitting down for a full meal.

Due to the high volume of requests for this type of venture, a small group of City and Commission Staff sat down to discuss potential locations and the development of pilot project that would start in Kenora in July 2012. It is believed that there should be one policy that governs both the City and the Commission. However, the Commission would receive revenues generated from rentals on their sites and the City would receive the revenues generated from rentals on their sites. Through discussions there have been 2 locations identified for this project. These locations include: The Harbourfront Tent on the west side of the pavilion and The Lake of the Woods Discovery Centre. In total 5 spots would be made available for this pilot project.



The selection process for this project would be to issue a RFP for vendors to submit a proposal for their food truck. They would have to provide a copy of their menu. They would also be requested to indicate their preferred locations. Vendors will be selected in a random fashion. There would be a lottery style draw for the 5 spots ( 2 at the Discovery Centre and 2 large and 1 small at the Harbourfront) Vendors who are selling similar menus would not be placed at the same location. The RFP will be coordinated by the LOW Development Commission.

For the Pilot project the vendors would be required to follow the following rules:

- Must have a valid City of Kenora Business License
- Must be open 7 days a week between the hours of 11 a.m. and 4 p.m. The pilot project would have vendors installed on July 1 and would require them to be set up until Monday September 3rd, 2012.
- Must be compliant with the Northwestern Health Unit Food Safety.
- Vendors will be responsible for keeping their area neat and tidy, including washing their sidewalk area with a recommended environmentally friendly cleaner to ensure that their venue does not leave a stain on the City Infrastructure.
- Vendors are not permitted to set up tables and chairs
- Vendors at the Harbourfront tent will not be able to vend during KBI and Harbourfest from their assigned location, although they can apply directly to those 2 committees to be a food vendor at their event.
- Vendors at the Discovery Centre will have to provide their own power source.
- At each location Vendors will have access to City Water via a hose.

- Vendors are required to properly dispose of their grey water, they will not be granted access to City Sewer services for pump out.
- Vendors will be required to pay monthly rent based on fair market value.

This type of initiative is consistent with the vision for Kenora as laid out in the Brand recommendations.

If the pilot project is successful the process would be reviewed and a full City/LOW Development Commission policy and procedure would be recommended and developed.

This link is to an article discussing the street food industry in Calgary:  
<http://metronews.ca/news/calgary/125270/calgary-eat-st-episodes-to-premiere-in-may/>

**Budget:** Revenues to be diverted to City/Commission dependent upon which is responsible for overhead costs such as hydro/water etc.

**Communication Plan/Notice By-law Requirements:** Notice by agenda of Property and Planning Committee and Council, LOW Development Commission, Facilities Coordinator, Municipal Engineer