


PROCEDURE

	Policy:	REFRESHMENT VEHICLE PARK PERMIT PROCEDURE		
	Department:	Planning, Development and Legislative Services	Related By-Law No:	2009-44, as amended
	Division:	Licensing and Enforcement	Approval Date:	January 27, 2020
	Prepared For:	Licensing		
	Replaces:	N/A		
	Attachment(s):	Refreshment Vehicle Park Permit Application		

PROCEDURES

This procedure outlines the process in which Refreshment Vehicle Park Permits will be issued.

1. Park Permit Locations – Refreshment Vehicles

- 1.1. The following sites are Town owned sites from which a Refreshment Vehicle may operate May to October from 7am to 11pm:
 - 1.1.1. Toddy Jones Park on Laird in designated Refreshment Vehicle location;
 - 1.1.2. Malden Centre Park in designated Refreshment Vehicle location;
 - 1.1.3. Ranta Marina Park in designated Refreshment Vehicle location;
 - 1.1.4. Wigle Park on North Street in designated Refreshment Vehicle location;
 - 1.1.5. Jack Purdie Park in designated Refreshment Vehicle location.

2. Allocation Process

- 2.1. An annual lottery process will be available to those wishing to locate Refreshment Vehicles on Town property, an outline of the lottery process is as follows:
 - 2.1.1. Licensees with licensed Refreshment Vehicles will receive a lottery notice with their annual business licence reminder notice sent prior to the December 31st expire date;
 - 2.1.2. Licensees will be notified of lottery date and time;
 - 2.1.3. Licensees attend Town Hall where the Licensing Officer will conduct a random lottery selection for each month; May to October, an applicant's name will be pulled which allows the selected individual to choose a pre-determined location as identified in subsection 1.1, the applicant must notify the Licensing Officer of their selection by end of the business day of the lottery date chosen;
 - 2.1.4. A second applicant's name is then randomly selected and they are able to choose a location that has not yet been taken, and the process will continue until all participating Licensees have selected a location for each month.
- 2.2. If applications are received after the annual lottery process and there are Town owned spots available, the Licensing Officer will assign them on a first come first serve basis.

- 2.3 The Licensing Division will maintain a record of all locations designated by the Town where Refreshment Vehicles may operate. The record shall be available at Town Hall during normal business hours.

3. Responsibilities of the Licensing Officer

- 3.1 Issue reminder notices for annual Refreshment Vehicle Business Licence renewals and notice of the annual Park Permit lottery.
- 3.2 Notify Refreshment Vehicle operators of the lottery date and time and conduct it as prescribed in this procedure.
- 3.3 Issue the Refreshment Vehicle Park Permits and explain the terms and conditions to the Refreshment Vehicle operator.
- 3.4 Maintain a record of all locations designated by the Town where Refreshment Vehicles may operate.
- 3.5 Maintain a record of all Refreshment Vehicle Park Permits issued by the Town.

4. Responsibilities of the Manager of Licensing and Enforcement

- 4.1 Oversee the Refreshment Vehicle Park Permit lottery.
- 4.2 Ensure adherence to the Procedure.

5. References

- 5.1. Business Licensing By-Law No. 2009-44