

Item .....	06
Manager's Report No. ....	26
Council Meeting .....	01/10/22

2001 OCTOBER 18

**TO:** CITY MANAGER

**FROM:** DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

**SUBJECT: BURNABY LAKE SPORTS COMPLEX WEST - FOOD CONCESSION POLICY**

**PURPOSE:** To request Council to bring forward an amendment to the Burnaby Recreation Fees and Admission Bylaw 2001 to include the graduated flat rate for 'Private Food Concession at Community Festivals' in place of the 15% of gross revenue as detailed in the attached report.

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**RECOMMENDATION:**

1. THAT an amendment to the Burnaby Recreational Fees and Admission Bylaw 2001 to include the graduated flat rate for 'Private Food Concession at Community Festivals' in place of the 15% of gross revenue as detailed in the attached report be brought down.

**REPORT**

At its meeting of 2001 October 17, the Parks, Recreation and Culture Commission received the above noted report and adopted the three recommendations contained therein.



Kate Friars  
DIRECTOR PARKS, RECREATION  
AND CULTURAL SERVICES

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Attachment

P:\data\council\PK-BURNABY LAKE SPORTS COMPLEX WEST - FOOD CONCESSION POLICY

cc: City Solicitor

**SUBJECT: BURNABY LAKE SPORTS COMPLEX WEST - FOOD CONCESSION POLICY**

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**RECOMMENDATIONS:**

1. THAT permission to operate food service concessions at Burnaby Lake Sports Complex-West (BLSC-West) be extended to registered non-profit Burnaby based user groups as a fund raising opportunity, providing the groups comply with applicable Burnaby policies.
2. THAT food service concession policies noted in this report regarding fees charged to users, compliance with Provincial health regulations and prevention of damage to City facilities, be approved.
3. THAT Council be requested to bring forward an amendment to the Burnaby Recreation Fees and Admission Bylaw 2001 to include the graduated flat rate for 'Private Food Concession at Community Festivals' in place of the 15% of gross revenue, as recommended in this report.

**REPORT**

The new Burnaby Lake Sports Complex-West (BLSC-West) has been operating since early 2000 and there have been a few issues raised by users and staff regarding food service concessions that should be addressed. This report suggests changes to the policies for BLSC-West for food service concessions operated by user groups.

**BACKGROUND**

In December 1999, the City of Burnaby Food Services section was given primary responsibility to operate the food concessions for public attending tournaments, practices, games and allotment bookings on the site. However, in recognition of the groups that had historically raised funds through concession operations for tournaments held on Burnaby sports fields, permission to operate food services concessions during certain events was granted based on a fee of 15% of gross revenues payable by the groups to Burnaby.

Staff have noticed that there have been numerous instances since the Complex opened with groups not following provincial regulations for food service concessions. As a result, the Parks, Recreation and Culture Commission has asked staff to review the current food concession policies for BLSC-West and report back. This report fulfills the Commission's request and contains recommendations which address the issues.

**DISCUSSION**

Concerns have been expressed about compliance with health regulations. Any group that intends to run a food service concession for special events must obtain a health permit from the Simon Fraser Health Unit, as required by Provincial health regulations. Service workers with "Food Safe" must be on site and sanitation plans are now also required even for special events. It became clear over the year that user groups were not familiar with the regulations, not even those that have been operating concessions for many years. It is suggested that groups planning to operate their own concessions at an event notify the City when they have obtained the appropriate Provincial health permits, and that at least one of the concession operators have received food safe certification.

Another concern involves the fee payment method. User groups do not utilize cash registers, nor do they usually keep the type of records necessary to verify sales for the fee based on 15% of gross revenue. Therefore, it is recommended that a flat fee be levied for user groups operating their own food concessions, as proposed in Chart 1.

**CHART 1:** Proposed fee structure for food service concessions

<b>GRADUATED FEE SCHEDULE</b>			
	<b>Number of Fields Booked</b>		
	<b>1</b>	<b>2</b>	<b>3</b>
Field Allotment Number of Hours	Up to 5 hours	Up to 5 hours	Up to 5 hours
Fee Charged for Concession	\$100.00	\$150.00	\$200.00
Field Allotment Number of Hours	Over 5 hours per day	Over 5 hours per day	Over 5 hours per day
Fee Charged for Concession	\$150.00	\$200.00	\$300.00

The fee would approximate 15% of the expected gross revenue for a typical event of a given size. This would eliminate the need for volunteers to record sales for fee purposes. It would also generate comparable revenue to the percentage-based fee structure, as a way to partially compensate the City for the revenue we would otherwise get from operating our own food service concessions during these events.

Another concern is that user groups are not cognizant of the need to protect the concrete under the barbeques. Lack of protection will, if misuse continues, result in damage to the facilities. It is suggested that the policy include a provision whereby groups using the facilities for food service concessions ensure that they prevent grease from dropping onto the concrete walkways including using a plastic tarp and adsorbent materials for both safety of the public and workers, and to prevent unnecessary staining. To ensure that users protect the area and keep it clean, it is suggested that a \$100 clean-up/damage deposit be collected, to be returned after the event providing the area is left in a satisfactory condition.

In summary, staff recommend the following policies be adopted:

- A copy of the Health Permit issued by the Simon Fraser Health Region must be received 10 days prior to the event by the City to ensure adherence to the regulations. The Health Permit must be posted and at least one of their staff members working the concession must have food safe certification, and a copy of that certificate must also be posted.
- A flat fee will be applied per day according to the size of the tournament. Payments should be received at least one week prior to the event dates.
- Groups must make efforts to prevent grease from dropping onto the concrete walkways including using a plastic tarp and adsorbent materials. To ensure this is done, a \$100 returnable clean-up/damage deposit will be collected.

## CONCLUSION

This report recommends that non-profit Burnaby-based user groups continue to be permitted to operate their own food service concessions at BLSC-West. However, there are potentially severe ramifications to the City should the proper food service regulations not be followed and illnesses or accidents occur as a result. The City has an occupier liability exposure with the food service and all efforts must be made to confirm regulations are being followed. Staff feel that approval of the recommendations in this report will give the City the ability to better manage food service concessions operated by user groups.

These policies may be applicable in other circumstances. Further review is required to determine how they would effectively apply in situations where user groups operate concessions at other Burnaby facilities such as Ron McLean Park, Robert Burnaby Park and Squint Lake Park.

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