



Park Refreshment Vehicle Application

This application is for refreshment vehicles operating in City parks only. Complete section 1-7 as applicable and submit the completed form to:

Nancy Ruel, Supervisor of Special Events & Marketing
By drop-off at: City Hall, 216 Ontario Street, Kingston
By mail: Attn: Nancy Ruel, 216 Ontario Street, Kingston, ON K7L 2Z3
By email: nruel@cityofkingston.ca
By fax: 613-546-1899

Note: Applications are accepted year round.

1. Applicant/Contact Information:

Applicant/Operator Name: _____

Address: _____

Phone Number: _____ Cell Number: _____

Email: _____

Alternate Contact: _____

Address: _____

Phone Number: _____ Cell Number: _____

Email: _____

2. Vendor Information

Business Name: _____

Municipal Business License #: _____

Vehicle Identification # or Plate #: _____

3. Class of Refreshment Vehicle

Check one of the following:

- Class A - A motorized vehicle, other than a motor assisted bicycle or motorcycle, from which food is prepared and cooked on-site is offered for sale (i.e. food truck).
- Class B - A motorized vehicle, other than a motor assisted bicycle or motorcycle, from which food is prepared and cooked off-site is offered for sale (i.e. catering truck).
- Class C - A non-motorized vehicle propelled by muscular power, motor assisted bicycle, trailer, or motorcycle from which food is prepared and cooked on-site is offered for sale (i.e. hot dog cart).
- Class D - A non-motorized vehicle, propelled by muscular power, motor assisted bicycle or motorcycle from which food is prepared and cooked off-site is offered for sale (i.e. ice cream cart).
- Class E - Any class A or B refreshment vehicle which proposes to operate for less than one month in any year.

4. Will you sell healthy food options?

- Yes No

If **yes**, please complete sections 1 and 2 below, otherwise proceed to section 5.

Healthy Food Options

The following criteria for healthy food are based on principles of *Canada’s Food Guide* and were adapted from the *Eat Smart! Workplace Program Nutrition Standard for Cafés*. Please complete this form and select all that apply. Indicate specific menu items or foods, modifications, and preparation or cooking techniques that meet the criteria, if applicable. See Appendix A - Table 1 for minimum serving sizes of Food Group Categories and Table 2 for definitions of *whole grain* and *prepared and served in a healthier way*.

Section 1 – Healthy Food Preparation and Service

- Yes No

Do you use lower-fat cooking and preparation methods like baking, boiling, broiling, barbequing, grilling, microwaving, steaming, roasting, sautéing or toasting or leave raw (vegetables and fruits)?

Describe: _____

- Yes No

Do you use trans-fat products. List all oils and spreadable margarines used, and all other foods whose ingredients list includes the work “hydrogenated”, “partially hydrogenated”, “margarine” or “shortening”? List grams total fat and grams trans-fat per serving size for each, from the Nutrition Facts Panel. e.g., canola oil, per 10ml: 9g total fat, 0g trans-fat

Describe: _____

Yes No

Do you include smaller portion sizes of beverages for all beverage selections, except water (i.e. 355ml cans of pop vs. larger bottles, 360ml cans of juice vs. larger bottles etc.) and is bottled water for sale?

Describe: _____

Yes No

Are healthier options are sold at comparable prices to less healthy options?

Describe: _____

Section 2 – Food Groups

Yes No

Do you offer vegetables and fruit choices that are prepared and served in a healthier way (See Table 1 for minimum serving size)?

Describe: _____

Yes No

Do you offer grain products prepared and served in a healthier way?

Describe: _____

Yes No

Do you offer milk and alternative choices that are lower in fat and prepared and served in a healthier way (See Table 1 for serving size specifications)?

Describe: _____

Yes No

Do you offer meat and alternative choices that are prepared and served in a healthier way?

Describe: _____

5. Sustainable business practices and environmental contributions

Complete the following to demonstrate your sustainable business practices and/or environmental contributions.

Yes No

Do you use biodegradable and/or compostable dishes/cutlery/napkins/other made from renewable resources?

Describe: _____

Yes No

Will you divert waste on site using the City's blue box, grey box or green bin program?

Describe: _____

Yes No

Will your menu will include local food?

Describe: _____

Yes No

Will your menu will include certified organic food?

Describe: _____

6. Park Selection

The following table provides information on the location and type of site available at each municipal park where refreshment vehicles are permitted. Please refer to the table for locations and make your selection in priority order.

Park	Annual	Monthly	Electrical Access	Water Access	# of Class A/B sites available	# of Class C/D sites available
Belle Park	No	Yes	No	No	1	1
Breakwater Park	No	Yes	No	No	0	2
City Park	No	Yes	No	No	2	2
Confederation Park	Yes	No	No	No	0	7
Grass Creek Park	No	Yes	No	No	1	2
Lake Ontario Park	No	Yes	No	No	2	3
Macdonald Park	No	Yes	No	No	0	2
Memorial Centre Park	Yes	Yes	No	No	2	3
Victoria Park	No	Yes	No	No	1	3

Note: Other locations may be considered based on request

First choice: _____

Second choice: _____

Third choice: _____

7. Accessibility Standards

Describe how you meet the criteria of the Accessibility for Ontarians with Disabilities Act (AODA) - i.e. considerations for the persons with disabilities?

Additional Information

In order for your park permit to be issued, you will require:

- Your completed application
- A 20% deposit payable to the City of Kingston by cheque or money order
- List of menu items to be served
- A Refreshment Vehicle License from the City's Licensing Department at 613-546-4291 ext. 3150 or licensing@cityofkingston.ca

Fee Structure and Deposit Amounts

2019	Fee	HST	20% Deposit
Class A/B – Approved Parks (1 month)	\$374.12	\$48.64	\$84.55
Class A/B – Approved Parks (12 months)	\$3,591.37	\$466.88	\$811.65
Class C/D – Confederation Park (12 months)	\$3,591.37	\$466.88	\$811.65
Class C/D – Other Approved parks (1 month)	\$186.42	\$24.23	\$42.13
Class C/D – Other Approved Parks (12 months)	\$1,789.63	\$232.65	\$404.46
Class E – Approved Parks (per day)	\$124.69	\$16.21	\$28.17

If you operate on private property or are applying for a roaming permit please contact the City's Licensing Department 613-546-4291 ext. 3150 or licensing@cityofkingston.ca

Appendix A

Table 1 – Minimum serving size and examples in each food group

Food Group: Vegetables and Fruit

Serving Size Specifications: Each serving of vegetables and fruit must be a minimum of a *Canada's Food Guide* serving size:

- Fresh, frozen or canned vegetables: 125 ml (1/2 cup)
- Leafy vegetables: 125 ml (1/2 cup) cooked 250 ml (1 cup) raw
- Fresh, frozen or canned fruit: 1 fruit or 125 ml (1/2 cup)
- 100% juice: 125 ml (1/2 cup)

Examples of choices that meet the criteria:

- Fresh whole fruit (count only one variety toward the four choices)
- Fresh cut fruit
- Fruit salad or cocktail

- Dried fruit (count only one variety toward the four choices)
- Leafy green salads (can count up to two, if leafy greens are distinctly different)
- Raw vegetables
- Vegetable ingredients in sandwich, wrap or pizza (must equal at least one serving)
- Ingredients in vegetable-based soup, stew or chili (must equal at least one serving)
- Vegetables cooked in a healthier way
- 100% vegetable (low-sodium) or fruit juice – maximum 360 ml (count only one variety toward the four choices).

Food Group: Grain Products

Serving Size Specifications: Each serving of grain products must be a minimum of a *Canada's Food Guide* serving size:

- Bread: 1 slice
- Bagel or flat breads: ½ bagel, pita or tortilla
- Cooked grains (e.g., pasta, rice, quinoa): 125 ml (1/2 cup)
- Cereal: cold 30g: hot 175 ml

Examples of choices that meet the criteria:

- Sliced whole grain bread/toast
- Whole grain English muffin, bagel or bun
- Whole grain pita, tortilla or wrap
- Whole grain pizza crust
- Whole grain pasta
- Hot or cold dish or salad made with whole grains, e.g. quinoa, brown rice, spelt kernels

Food Group: Milk and Alternatives

Serving Size Specifications: Milk or fortified soy beverage must be available in a serving size of 200 ml to 500 ml. Non-fluid milk and alternative choices do not have to be equal to a *Canada's Food Guide* serving size.

Examples of choices that meet the criteria:

- Milk (2% mf or less), plain or flavoured (total sugar ≤ 28g)
- Fortified soy beverage, plain or flavoured (total sugar ≤ 28g)
- Cheese with 20% mf or less
- Yogurt with 2% mf or less, plain or flavoured
- Plain or flavoured low fat cottage cheese cups

Food Group: Meat and Alternatives

Serving Size Specifications: Meat and alternative choices do not have to be equal to a *Canada's Food Guide* serving size.

Examples of choices that meet the criteria:

- Lean meats, poultry or fish, prepared in a healthier way
- Tuna, salmon or egg salad made with reduced-fat mayonnaise or dressing
- Hummus
- Tofu or other meat alternative, prepared in a healthier way
- Peanut butter or other nut butters
- Chili
- Poached or hard-boiled eggs
- Unsalted or low sodium nuts

Table 2 - Definitions

Whole Grain

For the purposes of the Refreshment Vehicle Application healthy food criteria, a whole grain choice is one that:

- Lists either 'whole' or 'whole grain' in front of the type of grains as the first or second ingredient on the product ingredient list, AND
- Contains two grams (2g) of fibre per reference amount (i.e., is a source of fibre*) and stated serving size except where noted.

*As defined in the Canadian Food Inspection Agency's (CFIA) *Guide to Food Labelling and Advertising, 2003*.

Prepared and served in a healthier way

Foods or menu items that are prepared and served using the following principles:

- Use lower-fat cooking and preparation methods like baking, broiling, barbecuing, grilling, microwaving, steaming, roasting, sautéing or toasting or leave raw (vegetable and fruit).
- Use healthier oils in moderation (less than 1 tsp per serving) for stir-frying; replacing (some of) the oil with water and/or a small amount of the stir-fry sauce if necessary.
- Eliminate mayonnaise/dressings or use lower-fat mayonnaise/dressings in sandwiches and on salads.

Prepare foods using little or no added salt or reduced/lower sodium or salt products whenever possible.

For office use only

Nancy Ruel
Recreation & Leisure Department

Supervisor of Special Events & Marketing

Phone: 613-546-4291, extension 3124

Fax: 613-546-1899

Email: nruel@cityofkingston.ca