

	POLICY / PROCEDURE	Policy No.	1.8
	Concession Policy	Effective Date:	September 9, 2026
		Revision Letter:	A
		Resolution No.	

1. PURPOSE

- 1.1. To establish regulations for renting the Concession in the Village of Fraser Lake Community Hall & Arena at 30 Carrier Crescent.

2. SCOPE

- 2.1. This policy applies to the Concession and does not apply to other portions of the Village of Fraser Lake Community Hall & Arena.

- a. A lease agreement may include provisions for the placement, maintenance, and cleaning of other areas, surfaces and/or furnishings within the Fraser Lake Community Hall & Arena.

3. RENTALS

- 3.1. The Chief Administrative Officer or their designate may enter into lease agreements for the Concession.

- a. The terms of the lease agreement will include:
 - i. Any equipment in the concession at the beginning of the lease will remain the property of the Village at the end of the lease.
 - ii. The lessee will be responsible for general maintenance and care of all equipment and fixtures during the term of the lease.
 - iii. If any Village-supplied equipment fails during normal use by a prudent person, the Village will replace the equipment. All other replacements will be the responsibility of the lessee.
 - iv. Any improvements to the Concession will be made at the sole expense of the Lessee and not without the explicit written permission of the Village.
 - v. 10% penalties for late payment of rent
 - vi. Options to terminate the lease
 - a. If the rent is late or overdue twice or more during the term of the lease
 - b. If the lessee is not completing the required cleaning
 - c. If there are any identified health risks associated with their use of the concession

- 3.2. Whenever the Concession is vacant, or is vacated by a tenant and the Village has subsequently determined that there are no damages or further cleaning required, the Village may open the bid process.

- 3.3. Rentals will be awarded via an open bid process.

- a. Bids will be open for a minimum of 14 days.
- b. Bids will be advertised publicly in a manner deemed appropriate by the Chief Administrative Officer or their designate.

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- c. The minimum bid is \$300.00 plus GST.
 - d. The minimum rental term will be three calendar months.
 - e. The maximum rental term will be one calendar year.
 - f. The bids will be scored on the following:
 - i. Bid price
 - ii. Rental term, one year scoring the highest
 - iii. Proposed hours, those that align with ice users scoring the highest
 - g. Bids will be scored by two senior staff members independently, and the bid with the highest average score will be awarded the contract.
 - h. If only one bid is received that meets the minimum terms of this policy, the applicant will be directly awarded the contract.
- 3.4. If, at the end of the lease, the lessee wishes to renew the lease, the Chief Administrative Officer or their designate may renew the lease for a subsequent one-year term with an increase to the rental rate equal to the most recently published Consumer Price Index rate without a public bid.
- 3.5. If no bid is received that meets the terms established herein, the Concession may remain vacant or may be reopened for bids.
- 3.6. If the Concession is vacant, there is no open bid, and the Village receives a request, the Chief Administrative Officer or their designate may enter into rental agreements:
- a. With similar terms to a longer term agreement
 - b. Not lasting more than 7 days
 - c. At \$50.00 plus GST per day.