



**City of
Courtenay**

Request for Expression of Interest

**C26-063
Election Barbecue
Fundraiser**

Closing Dates and Time

Thursday, May 28, 2026

2:00 pm Pacific Time

Contact Person

Graham Peterson

Procurement Specialist II

purchasing@courtenay.ca

Summary

The City of Courtenay (the “City”) is performing an Expression of Interest (“EOI”) for a person, community group, and/or multiple community groups to run a hot dog barbecue at polling stations on select municipal election voting days. The City will subsidize costs and a minimum amount will be guaranteed to the person and/or group(s). Further details are as follows:

- Barbecue dates:
 - October 7 and 14
 - One location outside the Filberg Centre.
 - October 17
 - Two locations outside the Filberg Centre and Queneesh Elementary School.
 - It is not a requirement to attend all dates.
- Estimated barbecue times are from 11am – 2pm.
- The City will set the prices.
- The City can get the Island Health permit and do most of the organizing.
- The City can provide the barbecue, tent and other supplies, or these can be provided by the person and/or group(s).

The City is open to alternative solutions and details being presented for consideration.

Submission Requirements

Submissions should be submitted using the following delivery method below:

- 1) Email submission: respondents may submit a submission via email before the closing date and time as listed on the cover page of this EOI to purchasing@courtenay.ca. Clearly indicate in the subject line the title of this EOI.
- 2) Respondents may send questions to: purchasing@courtenay.ca

Respondents shall be solely responsible for the delivery of their submissions in the manner and time prescribed.

Submission Contents & Evaluation

The submission should include all of the following:

- A brief summary (one page max) explaining the history of the community group, mission, and primary activities. If submitting as a person, provide details on how a not-for-profit community group will be included;
- Names of person responsible, including contact information;
- Names of people with FoodSafe, state if none available;
- Financial expectations for services;
- A list of any applicable insurance or WorkSafe BC information held;
- A list of any equipment that can be provided;

Expression of Interest – Election Barbecue Fundraiser

- A proposed plan related to providing the above election barbecue fundraising services;
and
- Include any alternative solutions or details for City consideration.

The City will review all submissions and may engage in direct conversation with respondents as required. Multiple respondents may be chosen to perform these services.