

# COUNCIL POLICY

02 Business and Community Partnerships



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<b>Policy Name</b>	Mobile Food Services Policy: Pilot Program
<b>Policy Number</b>	M6
<b>Effective Date</b>	May 16, 2022
<b>Approved By</b>	Council

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## PURPOSE

This policy provides an interim framework for the approval of the operation of Mobile Food Service (MFS) operators (commonly referred to as Food Trucks and Food Carts) at designated sites within the City. This policy supersedes the previously issued policies: Mobile Food Vendors (2016) and the Mobile Food Carts (2017).

## POLICY

Administration of this Policy is delegated by Council to the Department Director, Community and Partner Engagement. The Director, Community and Partner Engagement has the authority to approve or deny any application received under this policy.

This policy regulates the permitting of two types of MFS operators – Food Trucks and Food Carts. Mobile Food Canteens and Ice-Cream Vendors are excluded from this policy.

This policy establishes a Pilot Program for 2022 that permits MFS operators to operate in approved locations and on select dates, referred to as slots, for seasonal activation. This policy also streamlines the application process for MFS operators at City of North Vancouver approved events and at private functions where operators may be required to be sited on City or private land. For private events where operators are requested on private property that is not permissible under *Zoning Bylaw, 1995, No 6700*, an additional Special Event Permit will be required.

Outside of approved events, MFS operators may only operate at designated and approved slots through the application process noted below in Section 4. For events, applications are considered on a rolling basis throughout the year and permitted following approval by City staff and North Vancouver Recreation and Culture staff where relevant. Not all locations in the City indicated in Schedule A are accessible for all types of MFS operators; some designated sites will be permitted for Food Carts only.

For events that are utilizing MFS operators to feed their patrons/guests, a list of operators with valid City-issued Business Licences may be requested from City staff. MFS operators without valid City Business Licences will not be able to operate in the City.

## Policy Summary

Type of MFS Operator	Permitted Operation	Process
Food Truck Or Food Cart	- At approved events; on City or private property	- Open to applications all year - Street Use permit may be required
	- Designated slots in seasonal pilot	- Applications before May 30, 2022; seasonal slots allocated June 6, 2022. Remaining slots with open intake until October 30.

## CURRENT DEFINITIONS

The definitions noted below are extracted from the *Business Licensing Bylaw, 2018, 8640*:

**Food Truck, Mobile** means a vehicle with cooking equipment that produces smoke or grease laden vapours in a confined compartment; and

**Mobile Food Cart** shall mean any wagon, cart, kiosk, table or vehicle other than a Food Truck from which food, confectionary or beverage is offered for sale.

## REQUIREMENTS

### 1.0 Primary Jurisdiction

- 1.1 Event organizers for events on public (City-owned) and private property that wish to have MFS operators are to ensure that the operators conform to all municipal requirements.
- 1.2 Municipal approval is required for all events on City-owned property.

### 2.0 General Requirements for all Mobile Food Service operators

- 2.1 MFS that operate in the City of North Vancouver are required to have a valid City of North Vancouver business licence for each vehicle.
- 2.2 As a requirement to obtain a business licence, each MFS operator must carry Commercial General Liability Insurance coverage that names the City of North Vancouver as an additional insured to the policy. MFS owners are required to provide and maintain liability insurance coverage that meets the following minimum requirements. Should you have any questions regarding insurance requirements, please contact the Insurance and Risk Advisor at 604-983-7302.
  - Inclusive limit of \$5,000,000;
  - Cross Liability Clause;
  - \$2 million automobile liability insurance;
  - City of North Vancouver named as an Additional Insured; and
  - 30 day written notice of any material change or cancellation of Policy.
- 2.3 The Business Licence must be displayed on the vehicle while in operation. The business licence does NOT give the MFS operator the right to vend food ad hoc on the City's streets as per the City's Street and Traffic Bylaw.

- 2.4 Any MFS operator carrying out business in the City of North Vancouver also has to have:
- City of North Vancouver Fire Department approval by meeting all the requirements contained within Section 705 (4) of the Fire Bylaw No. 7709;
  - BC Health Authority “Permit to Operate” (This can be issued by any Health Authority in BC and confirms the food handling practices meet provincial health standards);
  - Clearance letter and in good standing from WorkSafeBC (or exemption).
- 2.5 MFS operators must prevent the disposal of any materials, including rinse or wash waters, any spilled materials or any waste, into catch-basins, streets, gutters, storm drains, or creeks.
- 2.6 No MFS operator or other vehicle or equipment cleaning or maintenance is to be performed on site. Vehicles and equipment must be free of leaking fluids.
- 2.7 Operators must conduct daily cleanup of the location within a 10 metre radius of the vehicle location. Garbage and waste will be recycled or disposed of properly off-site by the operator. Use of City garbage/recycling receptacles is prohibited. Disposal of any liquid waste into adjacent bodies of water or City drains is prohibited.
- 2.8 MFS operators must provide their own independent sources of potable water and power except for operations at the Shipyards.
- 2.9 The vehicle or cart is restricted to the specific location that has been designated and approved by the City and is prohibited from remaining overnight. Vehicles and carts must not be left unattended.
- 2.10 Storage is limited to the vehicle. Free-standing storage units are prohibited.
- 2.11 Vehicle pick-up and drop-off must occur from the adjacent street or approved parking lots. Vehicles are prohibited from driving on sidewalks or pathways to access the designated locations. For loading and unloading, vehicles must obey all street and traffic bylaw provisions and obey all posted signs and restrictions.
- 2.12 Relocation of an MFS may be required on a temporary basis to accommodate City approved events or construction/repairs of City infrastructure in or close to the designated locations. Advance notice of such relocations will be given when possible.
- 2.13 Vehicles must be maintained in good operating condition as well as with a high standard of appearance.
- 2.14 Approval of the Business Licence Inspector is required before making any changes to the vehicle. Display boards are considered to be part of the vehicle and must be approved.
- 2.15 Failure to comply with one or more of the above conditions may result in enforcement action against the Business Licence.

### **3.0 Specific Requirements**

#### **3.1 Mobile Food Service operators at Events**

- 3.11 The business licence must be on display for the specific MFS operator at all events and must be provided to the event organizer on request.
- 3.12 MFS operators may park only in locations approved by the event organizer, in conjunction with City Staff, in order to ensure that they are located in a safe and accessible manner, do not block fire hydrants, sidewalks, or fire lanes, do not interfere with traffic or event/other activities; and are consistent with all City parking rules, regulations and other policies.
- 3.13 MFS operators must comply with all requests of City staff related to the safety of the venue or the proper functioning of a City event, including requests to leave the venue or relocate.

#### **3.2 Food Carts**

- 3.21 Each Food Cart is allowed two folding chairs for customers and a tent/canopy for weather protection; no additional furniture or objects are permitted.
- 3.22 Food carts will be designed to meet the following dimensions:
  - Maximum 1.5 metres (5 feet) in overall length.
  - Maximum 1.2 metres (4 feet) in overall width.
  - Maximum 1 metre (3 feet 3 inches) solid bottom of kiosk with additional 1 metre (3 feet 3 inches) of clear open structure above.

## **PROCESS**

### **4.0 Application Requirements**

#### **4.1 Slot Allocations**

- 4.1.1 Applicants must be the owner of the business.
- 4.1.2 Applicants must hold a valid Business Licence for the City of North Vancouver.
- 4.1.3 All requirements set out in Section 2 must be met prior to submitting an application.

#### **4.2 Event Applications**

- 4.2.1 Applications may be submitted through an event organizer on behalf of the MFS operator. A Special Event Permit is required.
- 4.2.2 Applicants must hold a valid Business Licence for the City of North Vancouver.
- 4.2.3 If a private event requires MFS operators to be located on City property that is curbside, the event organizer is required to apply for a Street Use Permit.

## 5.0 Application Process

- 5.1 Submit an application for preferred slot(s) by May 30, 2022. Inquiries should be addressed to the Business Licence Inspector.
- 5.2 The following information must be included with the application for a slot(s):
- A colour photo or detailed plan of the vehicle;
  - Dimensions of the vehicle;
  - Proposed signage;
  - A description of the proposed products to be sold and methods of preparation/storage;
  - Identification of preferred slot(s). See Map of Locations for approved locations.
- 5.3 Available slots that have more than one applicant who meet all the MFS operator requirements will be awarded by random draw. Applicants may be present to witness the draw and all applicants will be notified of the resulting status of their application by June 6, 2022.
- 5.4 No more than 16 slots will be issued per applicant. A second round of additional slots may be considered and approved if no other application(s) is/are received for the desired location after June 15, 2022.
- 5.5 MFS operators will be required to pay a fee for allocated slots at the time of confirmation. Each slot allocation will be charged at a rate indicated in Schedule C.
- 5.6 Applications for the slot allocation at the Shipyards must not prepare and serve food that is deemed to be in competition with the food services provided in the immediate vicinity.

### DOCUMENT HISTORY

Date	Action	By
May 16, 2022	Approved	Council

## **Schedule A**

(See Map)

### **Designated Locations for 2022 Mobile Food Services Pilot Program**

<b>Address</b>	<b>Zone</b>
<b>FOOD TRUCKS AND FOOD CARTS PERMITTED</b>	
1. Victoria Park (West side near washrooms)	P-1
2. Mahon Park (North side of 400 Block W 16th St)	P-1
3. 300 E Esplanade	M-4
4. Ray Perrault Park (at Grand Blvd W)	P-1
5. Kings Mill Walk Park (at Harbourside Pl)	P-1
6. Moodyville Park (Moody Ave at E 2nd St)	P-1
7. Mosquito Creek Park (East side of 1600 Block Fell Ave)	P-1
8. Heywood Park	P-1
16. Shipyards	CD-393
<b>FOOD CARTS ONLY PERMITTED</b>	
9. Lonsdale Ave at 14th St, Civic Plaza (141 W 14th St) or Lonsdale Sidewalk frontage	Part of the plaza is zoned CD-505
10. Lonsdale Ave at 17th St, Southeast corner (1650 Lonsdale Ave)	CD-562
11. Lonsdale Ave at 19th St, Northwest corner (1905 Lonsdale Ave)	C-2
12. Lonsdale Ave at 21st St, Southeast corner (2032 Lonsdale Ave)	C-2
13. Waterfront Park near Goldsworthy Pier ( no vehicle access)	P-1
14. Jack Loucks Court	CD-450
15. Rogers Plaza	CD-430



**Each application must clearly identify their preferred location(s).**

\*Shipyards operates with unique slots and fees

SOME LOCATIONS MAY PERMIT MULTIPLE VENDORS; TO BE DETERMINED BY STAFF

# Food Truck and Food Cart Locations

## Legend

-  Truck or Cart
-  Cart only

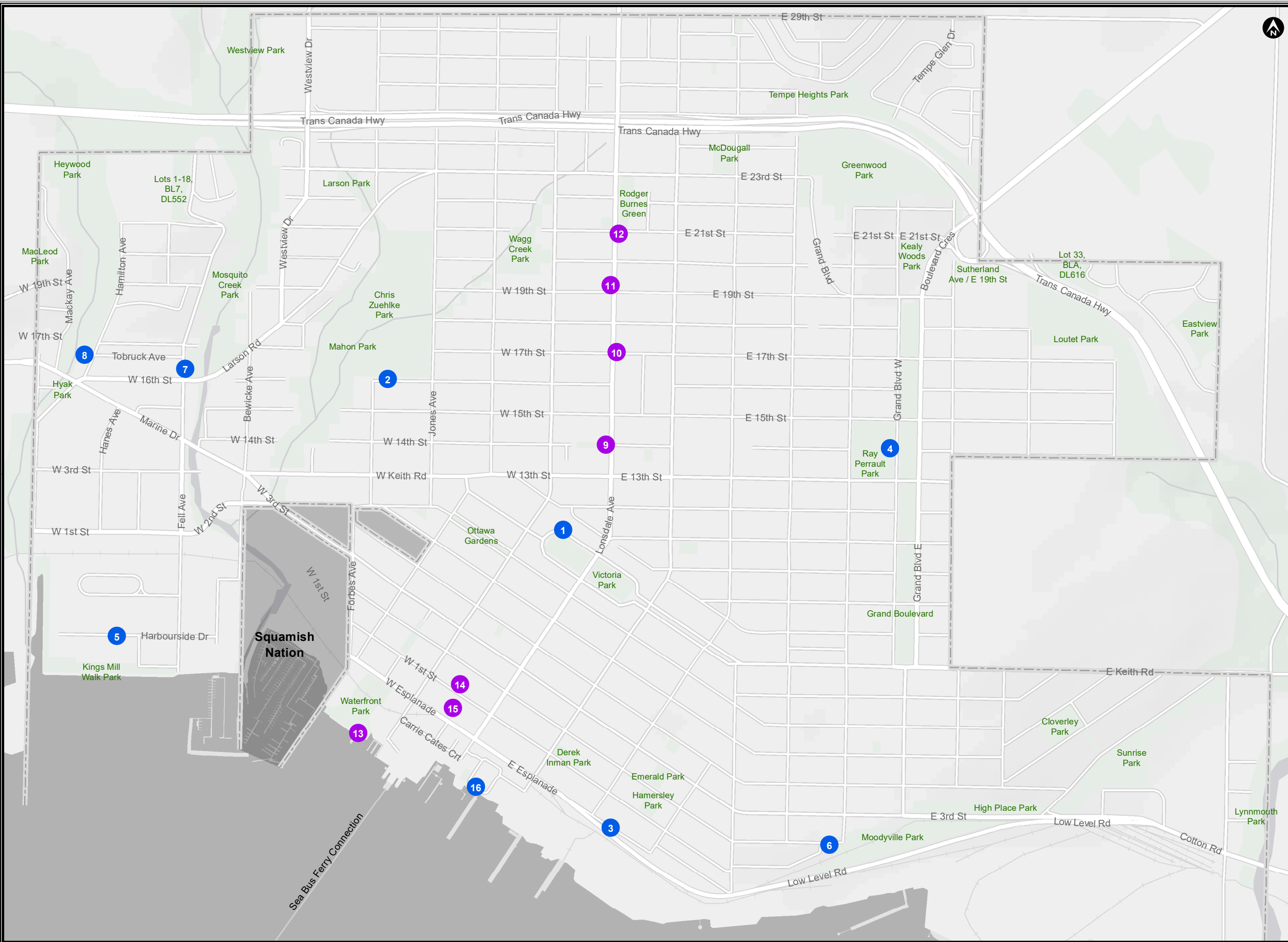
1. Victoria Park (near 130 W Keith Rd)
2. Mahon Park (North side of 400 Block W 16th St)
3. 300 Block E Esplanade (South side of road, across from 322-330 E Esplanade)
4. Ray Perrault Park (at Grand Blvd W)
5. Harbourside Dr (near 889 Harbourside Dr)
6. Moodyville Park (Moody Ave at E 2nd St)
7. Mosquito Creek Park (East side of 1600 Block Fell Ave)
8. Heywood Park
9. Lonsdale Ave at 14th St, Civic Plaza (141 W 14th St) or Lonsdale Sidewalk frontage
10. Lonsdale Ave at 17th St, Southeast corner (1650 Lonsdale Ave)
11. Lonsdale Ave at 19th St, Northwest corner (1905 Lonsdale Ave)
12. Lonsdale Ave at 21st St, Southeast corner (2032 Lonsdale Ave)
13. Waterfront Park near Goldsworthy Pier
14. Jack Loucks Court
15. Rogers Plaza
16. The Shipyards (Wallace Mews South)



**DISCLAIMER**  
This map was produced on the City of North Vancouver's Geographic Information System. Data provided herein is derived from sources with varying levels of accuracy and detail. The City of North Vancouver disclaims all responsibility for the accuracy or completeness of information contained herein.

**GIS Division, Information Technology,  
City of North Vancouver**

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FILE: FoodTrucks\_11x17  
PATH: H:\CNV\_Maps\Community\_and\_Partners\Engagement\StreetVending\  
COORDINATE SYSTEM: NAD 1983 UTM Zone 10N



## Schedule B

### Designated dates when Mobile Food Services may operate: 2022

MONTH	DAYS OF THE WEEK	SPECIFIC DATES
June	Thursday, Friday, Saturday	2, 3, 4, 9, 10, 11, 16, 17, 18, 23, 24, 25, 30
July	Wednesday, Thursday, Friday, Saturday, Sunday	1, 2, 3, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 20, 21, 22, 23, 24, 27, 28, 29, 30, 31
August	Wednesday, Thursday, Friday, Saturday, Sunday	3, 4, 5, 6, 7, 10, 11, 12, 13, 14, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 31
September	Thursday, Friday, Saturday	1, 2, 3, 8, 9, 10, 15, 16, 17, 22, 23, 24, 29, 30
October	Thursday, Friday, Saturday	1, 6, 7, 8, 13, 14, 15, 20, 21, 22, 27, 28, 29

### Designated hours of operation for Mobile Food Services: 2022

MONTH	DAYS OF THE WEEK	SPECIFIC HOURS
June	Thursday, Friday, Saturday	11am – 9pm
July	Wednesday, Thursday, Friday, Saturday, Sunday	Wed, Thu, Sun: 11am – 9pm Fri – Sat: 11am – 10pm
August	Wednesday, Thursday, Friday, Saturday, Sunday	Wed, Thu, Sun: 11am – 9pm Fri – Sat: 11am – 10pm
September	Thursday, Friday, Saturday	11am – 9pm
October	Thursday, Friday, Saturday	11am – 9pm

### Shipyards Location ONLY: 2022

*Shipyards location will have regular festival and event programming outside of the Pilot Program*

MONTH	DAYS OF THE WEEK	SPECIFIC HOURS
July	Sunday	12pm-9pm
August	Sunday	12pm-9pm
September	Monday through Sunday	12pm-9pm
October	Monday through Sunday	12pm-9pm



## Schedule C

### Designated Fees for Mobile Food Services Pilot Program: 2022

Annual Food Truck Business Licence	\$200.00
Food Truck Slot Allocation per day	\$50.00
Food Truck Slot Allocation per day - Shipyards	\$125
Annual Food Cart Business Licence	\$105.00
Food Cart Slot Allocation per day	\$25.00
Special Event Permit	\$50
Street Use Permit	\$80 + \$4 GST

Maximum fees to be charged as part of the Pilot Program are as follows. Special event permits will be an additional fee as indicated in the table above:

- Food Truck: \$200 + \$650 = \$850 (Business Licence plus maximum slot fees to be charged)
- Food Cart: \$105 + \$325 = \$430 (Business Licence plus maximum slot fees to be charged)