

**VILLAGE OF PEMBERTON  
-COMMITTEE OF THE WHOLE MEETING AGENDA-**

**Agenda** for the **Committee of the Whole** of Council of the Village of Pemberton to be held Tuesday, April 27, 2021, at **1:00 p.m.** in Council Chambers, 7400 Prospect Street. This is Meeting No. 215.

*"This meeting is being recorded as authorized by the [Village of Pemberton Video Recording & Broadcasting of Electronically Held Council, Committee, and Board Meetings](#)"*

**\* All Council and Staff will be attending the meeting electronically. Instructions to view the meeting can be found [here](#). Link to the Zoom Webinar: <https://us02web.zoom.us/j/83922323714>**

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| Item of Business  | Page No. |
|---|----------|
| <b>1. CALL TO ORDER</b>   |          |
| In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.      |          |
| <b>2. APPROVAL OF AGENDA</b>  | 1        |
| <b>Recommendation:</b> THAT the Agenda be approved as presented.  |          |
| <b>3. ADOPTION OF MINUTES</b>   | 2        |
| <b>a) Committee of the Whole Meeting No. 214, April 13, 2021</b>  |          |
| <b>Recommendation:</b> THAT the minutes of the Committee of the Whole Meeting No. 214, held Tuesday, April 13, 2021, be approved as circulated. |          |
| <b>4. DELEGATIONS</b>   |          |
| <b>a) Good Food Program – Krystle tenBrink, Squamish Food Policy Council</b>  | 5        |
| <b>5. Draft Mobile Food Vendor Pilot Program Policy</b>   | 20       |
| <b>6. ADJOURNMENT</b>   |          |

**VILLAGE OF PEMBERTON  
-COMMITTEE OF THE WHOLE MEETING MINUTES-**

**Minutes** for the **Committee of the Whole** of Council of the Village of Pemberton held Tuesday, April 13, 2021, at 2:00 p.m. via electronic means through a ZOOM Webinar. This is Meeting No. 214.

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**ATTENDING:** Mayor Mike Richman  
Councillor Ted Craddock  
Councillor Leah Noble  
Councillor Amica Antonelli  
Councillor Ryan Zant

**STAFF:** Nikki Gilmore, Chief Administrative Officer  
Sheena Fraser, Manager of Corporate & Legislative Services  
Lisa Pedrini, Manager of Development Services  
Joanna Rees, Planner  
Vinka Hutchinson, Communications & Grant Coordinator  
Emily White, Executive Assistant & HR Coordinator  
Gwendolyn Kennedy, Legislative Assistant

**PUBLIC:** 0

**MEDIA:** 1

***Please Note: This meeting was held electronically, and all members of Council, Staff and Public attended through electronic means. A recording of the meeting was made available to the public & media.***

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**1. CALL TO ORDER**

At 2:01 p.m. Mayor Richman called the April 13, 2021 Committee of Whole meeting to order.

In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.

**2. APPROVAL OF AGENDA**

Moved/Seconded

**THAT** the agenda be approved as circulated.

**CARRIED**

### 3. ADOPTION OF MINUTES

#### a) Committee of the Whole Meeting No. 213, Tuesday, March 16, 2021

Moved/Seconded

**THAT** the minutes of Committee of the Whole Meeting No. 213, held Tuesday, March 16, 2021, be adopted as circulated.

**CARRIED**

At 2:03 p.m. Lisa Pedrini, Maya Chorobik and Alison Jenkins joined the meeting.

### 4. DELEGATIONS

#### a) Community Climate Action Plan – Alison Jenkins and Maya Chorobik, Community Energy Association

Alison Jenkins, Community Energy Analyst, Community Energy Association, presented a report summarizing the work completed to date on the development of a Community Climate Action Plan (CCAP) for the Village of Pemberton.

Ms. Jenkins noted that the objective of the CCAP is to develop climate action mitigation strategies with the focus on territorial emissions (emissions produced locally) at the community level. The report summarized the results of two recent stakeholder workshops that generated a vision and strategies by applying a backcasting approach.

An examination of current (2018 data) emissions from Pemberton show the significant impact of vehicles on greenhouse gas emissions (GHGs), which make up 85 to 90% of emissions in the Village, due to the relatively low emissions from buildings and the high number of commuters.

Ms. Jenkins pointed out that even in the Business-as-Usual scenario, emissions will be reduced with the adoption of electric vehicles use, but without an action plan, Pemberton will not achieve the proposed 2030 targets. However, with the CCAP in place, Pemberton will be on track to meet this target. Moving beyond 2035 to achieve net zero emissions by 2050 will rely on technologies not yet available.

Tools available to the Village to implement climate mitigation strategies include infrastructure upgrades, establishment of new policies and regulations, and engagement and collaboration. Achieving Pemberton's Big Moves will require a blend of these tools.

To meet the 2030 target, the Village will need to integrate the objectives across the organization by incorporating them in all planning documents, by identifying

key indicators and monitoring progress, by meeting frequently to discuss progress, by reporting to Council, and by reviewing the CCAP every few years.

Information gathered from the public at the recent open house and from the ongoing survey will be integrated into the report and a draft report will be presented to Staff for review. Once finalized, the report will be presented to Council at a future meeting.

The power point presentation is available for download from the Village website.

Mayor Richman thanked the delegation for their report, noting that he is excited to see the progress made so far and is looking forward to the final report.

## 5. ADJOURNMENT

Moved/Seconded

**THAT** the Committee of Whole be adjourned at 2:45 p.m.

**CARRIED**

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Mike Richman  
Mayor

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Sheena Fraser  
Corporate Officer

February 8, 2021

Village of Pemberton, Box 100, Pemberton, BC V0N 2L0



**Re: Good Food Program**

I am writing on behalf of the Squamish Food Policy Council (SFPC) to introduce a draft “Good Food Program” for the Village of Pemberton.

The Good Food Program is an initiative of [the Squamish Lillooet Regional Food Task Force](#), established in 2018, which is comprised of regional food stakeholders and local governments. Task Force members collaboratively identified actions to help advance the sustainability of the regional food system, one of which is the development of a Regional Procurement Policy and Pledge for broad endorsement and action, led by the SFPC. **We are now bringing the Regional Procurement Policy and Pledge forward to local governments seeking initial endorsement prior to rolling out the program on a broader scale.**

The proposed Pledge and Policy aims to support local food producers and processors through implementing food procurement practices aligned with “good food” values. A pledge and policy is intended to increase the percentage of local and sustainable food purchased by the Village and other future adoptees (member municipalities, institutions, academic, schools, hospitals, businesses, etc.), in turn, increasing the support of and demand for local agriculture.

**The following “good food” values have been identified as the guiding principles to the pledge:**

- Local Economies and Communities
- Environmental Sustainability and Stewardship of Natural Resources
- Nutrition
- Valued Workforce
- Animal Welfare

In July of 2015, the District of Squamish endorsed the [Squamish Food Charter](#), which was established by the SFPC. Building on the principles, policies and recommendations established in the Squamish Food Charter, more policies have been integrated in the region including the Squamish Valley Agriculture Plan, which was completed in April 2020. Along with various staff from the SLRD and DoS, the SFPC has been awarded lead implementers of the plan. **The SFPC is seeking Council’s endorsement of a food procurement “Pledge” as a first step, along with setting intention to integrate, and allocate 2021 resources towards advancing and updating procurement policies with Good Food Values.**

Following adoption of the Pledge and Policy is participation in a Good Food Procurement Program, which provides a standardized approach and award system for implementing the Good Food Values. The Good Food Procurement program is currently in development. Currently, our ask is focused on adoption of the Pledge and Policy only.

Enclosed you will find the draft Regional Good Food Policy, Pledge, and Program Overview, as well as additional supportive resources. We look forward to presenting to you in 2021.

Sincerely,

Krystle tenBrink  
Executive Director  
Squamish Food Policy Council

# Draft Policy + Procedure Statements - [regional/local government or institution]

## **POLICY**

All [insert government/organization] divisions engaged in the purchase of food for operational needs, or engaged in leasing Squamish owned space to operators of food concessions, will strive to implement Good Food Values in food procurement and purchasing.

## **PURPOSE**

Whereas we recognize the environmental impact of food systems, and that [insert government/organization] has declared a climate emergency, and is taking action to reduce environmental impact

Whereas we recognize that by supporting local food producers and processors, we contribute to strengthening community economic, social, and environmental health

Whereas Local Food is defined as food that is grown in the Squamish-Lillooet Region, within the Lower Mainland (which includes Metro Vancouver and the Fraser Valley), and within British Columbia.

Whereas we endorse the Sea to Sky Good Food Values; 1) Local Economies and Communities, 2) Environmental Sustainability and Stewardship of Natural Resources, 3) Nutrition, 4) Value Workforce, 5) Animal Welfare

## **PROCEDURES**

All RFPs and RFQ's to purchase food for [insert government/organization] operations will include language indicating that it is a policy objective of the [insert government/organization] to prioritize procuring local food according to the Sea to Sky Good Food Pledge guidelines.

All suppliers will report to Purchasing at least once a year on the percentage of local food delivered to Squamish sites relative to overall District food purchases.

Current suppliers shall be made aware of this policy and shall be encouraged, where practical, to increase the availability and variety of local food products.

Currently, the District will refer to the Good Food Pledge for guidance on purchasing, but the possibility for a more established monitoring and reporting program may emerge over time led by the Squamish Food Policy Council

# Good Food Pledge

*“Our food system will be economically viable and ecologically sustainable; our community will grow, harvest, process, preserve, and distribute food to all of its members while eliminating waste. A thriving local food culture that celebrates eating locally and eating together will support us in living healthier, happier, and richer lives connected to the land, to growers, and to each other”*

- Squamish Food Charter

We recognize that the adoption of food procurement policies has the power to reform the food system, create opportunities for smaller farmers to thrive and for workers to receive just compensation and fair treatment, support sustainable farming practices, reward good environmental stewardship, and increase access to fresh and healthy foods.

## **We pledge our purchasing power to support the following Good Food Values:**

- Local Economies and Communities
- Environmental Sustainability and Stewardship of Natural Resources
- Nutrition
- Valued Workforce, treated with dignity and fairness
- Animal Welfare

## **Furthermore, we pledge to undertake the following commitments in support of Good Food:**

1. To meet, to the best of our ability, the Good Food Values definitions
3. To purchase direct from local farms and producers when possible
2. To establish supply chain accountability and engagement with vendors/distributors
4. To work towards implementing Good Food Values into our Procurement Policy and purchasing practices

Signed:

Title:

Name of Institution:

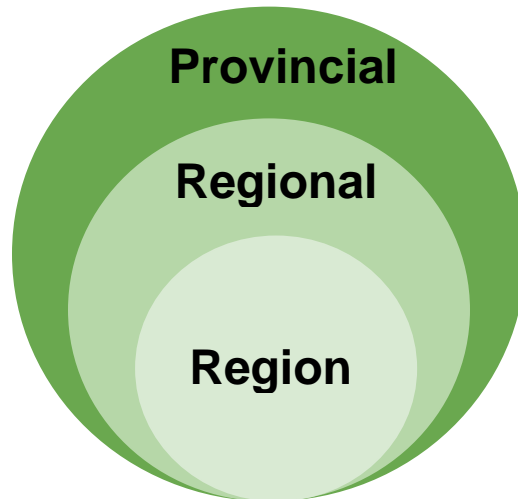
Date:

## Good Food Values Checklist

The checklist provides a guide with key points to be accounted for in order to comply with the “Good Food Values” pledge you’ve taken. When making food purchases try to meet as many of these definitions as possible.

### Local Economies and Communities

Support small and mid-sized agriculture and food processing operations within the local area. “Local” is defined as food that is grown and/or processed in the Squamish-Lillooet Regional District (Region), within the Lower Mainland serving Squamish to Pemberton (which includes Metro Vancouver and the Fraser Valley), and the Lower Thompson-Nicola Region which serves Lillooet (Regional), and within British Columbia (Provincial). Our suggestion is to go beyond this definition by prioritizing food produced in the 1) Squamish-Lillooet Regional District 2) Lower Mainland and Thompson-Nicola Region 3) British Columbia wide, using the following concentric circle model.



- ✓ Are small and mid-sized farms
- ✓ Grown in the Squamish-Lillooet Regional District
- ✓ Grown in the Lower Mainland or Lower Thompson Nicola
- ✓ Grown in British Columbia
- ✓ Produced or processed using local, regional, or provincial ingredients whenever available



## Environmental Sustainability and Stewardship of Natural Resources

Source from producers that employ sustainable production systems using principles of organic and regenerative growing that eliminate synthetic pesticides and fertilizers; avoid the use of hormones, antibiotics, and genetic engineering; conserve soil and water; protect and enhance wildlife habitat and biodiversity; and reduce on-farm energy consumption and greenhouse gas emissions.

- ✓ Follows principles of organic and regenerative growing
- ✓ Uses no artificial fertilizers and synthetic pesticides
- ✓ Uses no hormones, antibiotics, or genetic engineering
- ✓ Conserves water and soil health
- ✓ Protects and enhances wildlife habitat and biodiversity
- ✓ Mitigates wildlife-conflict
- ✓ Reduces on-farm energy consumption and greenhouse gas emissions

## Nutrition

Promote health and well-being by serving generous portions of vegetables and fruit, choosing whole grains, and sustainably-sourced proteins. Reduce salt, added sugars, saturated fats, and oils, and eliminate artificial additives.

- ✓ Purchases healthy foods and promotes healthy eating according to the [Canada Food Guide](#)
- ✓ Purchases whole-foods, and serves generous portions of fruit, vegetables, whole grains
- ✓ Provides sustainably-sourced proteins
- ✓ Limits highly processed foods with added fats, salts, sugars, and artificial additives
- ✓ Serves seasonally available and culturally appropriate foods

## Valued Workforce

The baseline for compliance in the Valued Workforce category is compliance with basic labor laws by institution, vendor(s) and all suppliers for the institution, and increasing fair food purchases.

- ✓ Provides safe working conditions
- ✓ Fairly compensates all employees with a living wage

- ✓ Is Fair Trade certified

## Animal Welfare

Source from farms that provide healthy and humane care for livestock. Animals must be able to behave naturally and be in a state of physical and psychological well-being. Through sustainable operations, farms demonstrate social and ecological understanding and linkages between how animals are raised, the nutritional quality of the food they produce, and the impact of farm system on the environment.

- ✓ Healthy and humane care of livestock

### Animals are:

- ✓ Pasture raised
- ✓ Wild caught (Or Ocean Wise and MSC Certified)
- ✓ Grass-fed, organic

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# Squamish to Lillooet Good Food Program Overview



## Background

The Squamish Lillooet Regional Food Project was developed to advance region-wide initiatives that will help to create a more sustainable food system in the region. It builds on existing plans and policies, identifying internal gaps and best practices from other regions that can be adapted for this region. The Squamish Lillooet Regional Food Task Force, comprised of regional food stakeholders, collaboratively identified actions to help advance the sustainability of the regional food system. Implementation partners are those organizations committed to implementing the identified actions. One of the identified action items was to develop a Good Food Program.

## Overview

Straddling the southern Pacific Ranges of the Coast Mountains and encompassing 16,500 square kilometers of land, the Squamish to Lillooet Region features some of the province's most spectacular forests, glaciers, rivers and lakes as well as an abundance of fertile agricultural land (ALR). In the SLRD, the ALR makes up approximately 1.5% (green on map) of the land base.<sup>1</sup>

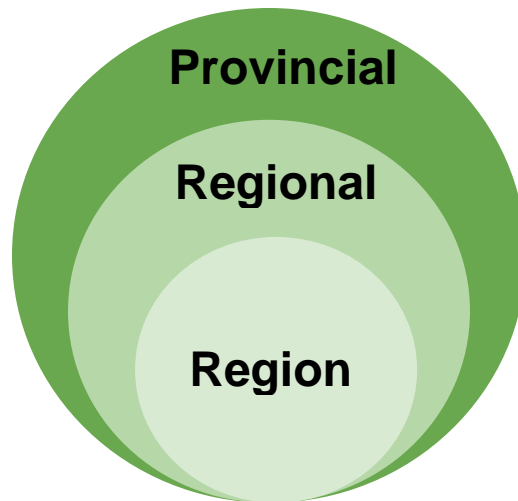
The Good Food Program is comprised of a Good Food Pledge, a Good Food backgrounder, and a Good Food Policy. The Good Food Program is led by the Squamish Food Policy Council (SFPC). The following “good food” values have been identified as the guiding principles to the pledge:

- Local Economies and Communities
- Environmental Sustainability and Stewardship of Natural Resources
- Nutrition
- Valued Workforce
- Animal Welfare

“Local” is defined as food that is grown and/or processed in the Squamish Lillooet Regional District (Region), within the Lower Mainland serving Squamish to Pemberton (which includes Metro Vancouver and the Fraser Valley), and the Lower Thompson-Nicola Region which serves Lillooet (Regional), and within British Columbia (Provincial). The Pledge recommends prioritizing food produced in the 1) Region: Squamish-Lillooet Regional District; 2) Regional: Lower Mainland and Thompson-Nicola Region; 3) Provincial: British Columbia wide, using the following concentric circle model:

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<sup>1</sup> SLRD, 2020: “Buying Land in the SLRD?: A guide to understanding what it means to own land in the ALR”.

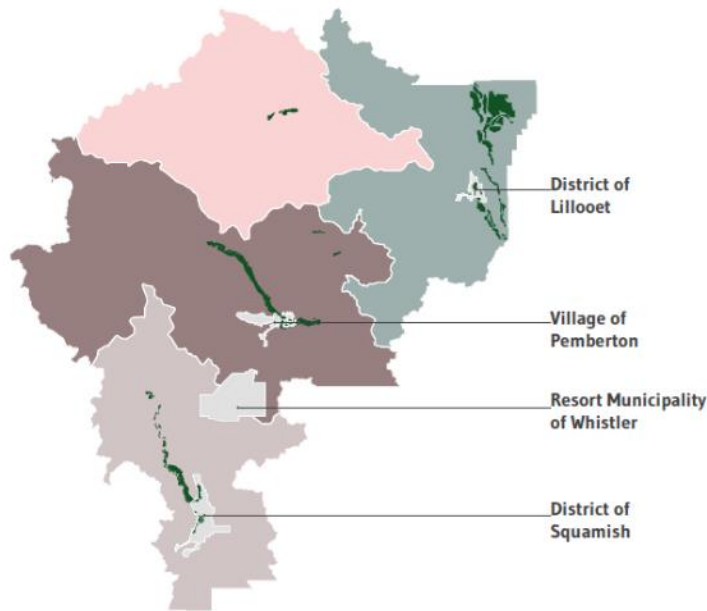


**We are seeking endorsement from Local Governments in the region, as primary endorsers, as well as School District 48, Vancouver Coastal Health, Interior Health, schools/learning institutions, and businesses.**

## Scope

The Good Food Program is proposed within the boundaries of the Squamish Lillooet Regional District (SLRD); including:

- **SLRD Electoral Areas**
  - Electoral Area A
  - Electoral Area B
  - Electoral Area C
  - Electoral Area D
- **SLRD Member Municipalities**
  - Squamish
  - Whistler
  - Pemberton
  - Lillooet
- Mt. Currie (Lil'wat Nation)
- N'quatqua
- The St'at'imc communities.



## Impacts of Procurement

Changing the food system means creating a system based on values. It means understanding relationships between consumers, vendors, and their suppliers and increasing transparency along the entire supply chain.

Institutions from school districts to local and municipal governments, and businesses from restaurants to offices, make large food purchases. They have the opportunity to lead the movement for food system change and express their community's values while influencing supply chains.

British Columbia local governments and school districts alone spend more than \$6.7 billion annually on procurement. How and where procurement dollars are spent can have important economic, employment, social, and environmental impacts<sup>2</sup>.

## Good Food Program

Endorsing/Supporting The Good Food Program begins with the endorsement of the Good Food Pledge and an intention to develop and adopt policy. On the horizon, a Good Food Program will offer performance indicators, evaluations, and implementation support. The proposed pledge and policy aims to support local food producers and processors through establishing food procurement practices aligned with “good food” values. A pledge and policy will help increase

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<sup>2</sup> Pringle, A., 2013, *The Power of Purchasing: the Economic Impacts of Local Procurement*

the percentage of local and sustainable food purchased by institutions, businesses, etc., in turn, increasing the support and demand for local agriculture and products.

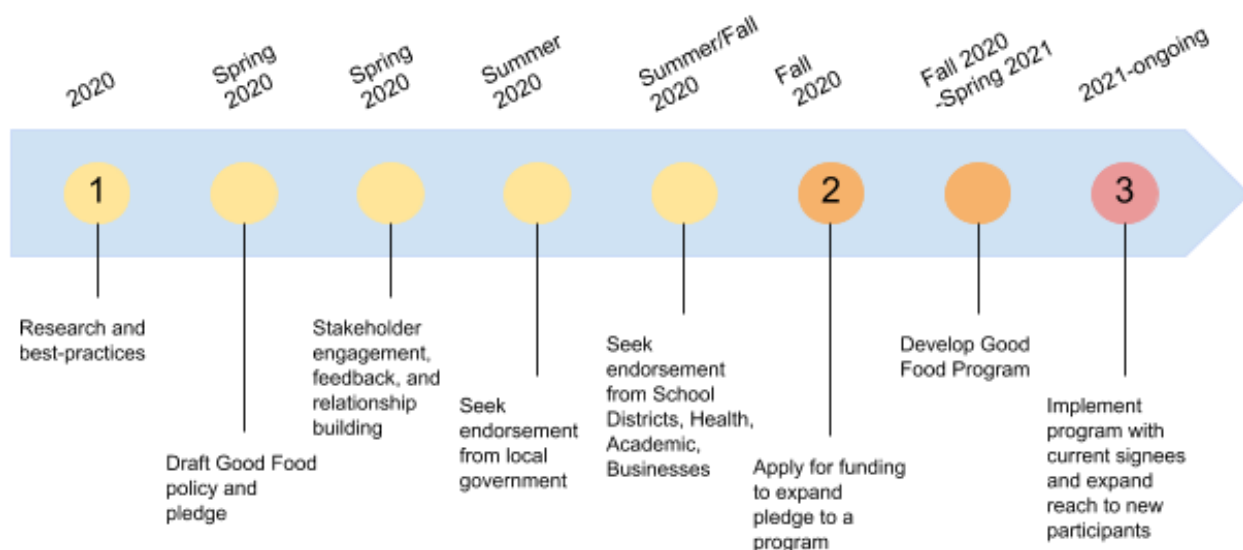
## Call to Action

In signing the pledge, local governments and regional institutions are choosing to support “Good Food Values” through food procurement choices. Taking the Pledge is the first step to expressing a commitment to supporting Good Food Values.

Following adoption of the Pledge is participating in a Good Food Procurement Program, which provides a standardized approach and award system for implementing the Good Food Values. The Good Food Procurement program is currently in development.

Currently, participants will refer to the Good Food Pledge for guidance on purchasing, a more established monitoring and reporting program is under development, led by the Squamish Food Policy Council.

## Program Development Timeline



### Step 1) Good Food Pledge and Policy Adoption

- a) Phase 1: Local and Regional Government

*Timeline: Engagement and adoption 2020*

- b) Phase 2: School District 48, Hospitals, schools/learning institutions (Quest, private schools), Food Industry Businesses, Other Food Purchasers (private businesses, corporate, offices), Grocery Stores.

*Timeline: Engagement and Adoption, May 2020 - ongoing*

### Step 2) Program Development

*Timeline: Fall 2020 - Spring 2021 (pending on funding, under development), SFPC Lead*

- a) Identify standard key performance indicators that participating organizations can use to assist with evaluation
- b) Identify standards and certifications
- c) Establish rating system
- d) Determine ongoing evaluation system
- e) Promote Program

### **Step 3) Program Implementation**

*Timeline: 2021 -2022*

1. Conduct indicator assessment of organizations pledging
2. Assistance with implementation
3. Award Rating and Recognition and Re-evaluation

## Case Studies

### District of Saanich

In 2012, the District of Saanich adopted a [Local Food Procurement Policy](#), which aims “to support local producers, reduce greenhouse gas emissions, provide healthier food choices at municipal events and increase awareness of food that is grown locally.” Specifically, the Policy states: “All District of Saanich Divisions engaged in the purchase of food for operational needs, or engaged in leasing Saanich owned space to operators of food concessions, will ensure that when practical, both operationally and economically, 40% of purchases shall be local.” The District of Saanich adopted an Agriculture and Food Security Plan in 2017, which continues to advance local food systems and agriculture. Building on the Local Food Procurement Policy, the Agriculture and Food Security Plan outlines an objective to “Support an Increase in Local Farm Economy” through providing support for the local food chains.<sup>3</sup>

### City of Toronto

In 2011, City of Toronto adopted [a Local Food Procurement Policy](#) that requires that 51% of all food products purchased to be grown in Ontario, and 80% of all processing costs to be returned to Ontario. The move helps reduce food miles while supporting local farmers and processors. The City’s Local Food Procurement Policy endeavours to reduce the greenhouse gas emissions associated with the provision of food purchased for City operations and facilities while supporting local producers and processors.

### City of Los Angeles and Los Angeles Unified School District

In 2012, the City of Los Angeles and Los Angeles Unified School District (LAUSD) adopted the Good Food Procurement Pledge. The Good Food Procurement Pledge requests all City

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<https://www.saanich.ca/assets/Community/Documents/Planning/afs/Agriculture%20and%20Food%20Security%20Plan%202017%20August%2031,%202018%20Web.pdf>



Departments to develop and adopt local food procurement goals consistent with Los Angeles Food Policy Council and the Good Food For All Agenda.<sup>4</sup> LAUSD has also been successful in shifting its food procurement to support healthy, sustainable, local, humane, and fair food. The policy has allowed LAUSD to purchase more food from local small and mid-sized farmers, with 50 to 72% of its produce sourced from within 200 miles of the district.<sup>5</sup> The Good Food Procurement Pledge follows the principles and standards outlined in the [Good Food Purchasing Program](#).<sup>6</sup>

## The Time is Now

The strength of local and regional economies is integral to the well-being of citizens, communities and society as a whole. Improving food access, utilisation, quality and safety to enhance nutrition, and promoting globally equitable diets compatible with lower emissions have demonstrable positive impacts on land use and food security.<sup>7</sup> The expansion of industrial food around the world has come at a high cost for biodiversity, land conversion, nitrification of waterways, and increased greenhouse gas emissions while at the same time exploiting workers, mistreating animals, and making us sick through poor diets and polluted environments.<sup>8</sup>

In the context of the global climate crisis, where and how our food is grown significantly contributes to our carbon footprint.<sup>9</sup> Supporting local and regenerative agriculture and sustainable food systems can positively contribute to lowering greenhouse gas emissions and creating a strong local economy.<sup>10</sup>

Investing in local food, from farmers to community-owned businesses, strengthens local economies. BC local businesses create more than double the economic impact of their chain competitors. For every \$100 spent with a BC local business, \$63 is re-circulated back into our BC economy (vs \$14 for multinational corporations).<sup>11</sup> They re-circulate 4.6 times more revenue in the local economy:

- Local retailers re-circulate 63% compared to 14% for chains
- Local restaurants re-circulate 68% compared to 30% for chains<sup>12</sup>

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<sup>4</sup> [http://clkrep.lacity.org/onlinedocs/2011/11-1678\\_misc\\_10-19-12.pdf](http://clkrep.lacity.org/onlinedocs/2011/11-1678_misc_10-19-12.pdf)

<sup>5</sup> <https://goodfoodcities.org/portfolio/los-angeles/?portfolioCats=32>

<sup>6</sup> <https://goodfoodpurchasing.org/program-overview/>

<sup>7</sup> Fritjof Capra and Pier Luigi Luisi, 2014 *The Systems View of Life: A Unifying Vision* (Cambridge University Press)

<sup>8</sup> FAO, The State of Food and Agriculture 2018. *Leveraging Food Systems for Rural Transformation*

<sup>9</sup> International Panel on Climate Change, 2019, *Special Report on Climate Change and Land* <https://www.ipcc.ch/srccl/>

<sup>10</sup> Rodale Institute, 2014 *Regenerative Organic Agriculture and Climate Change* <https://rodaleinstitute.org/wp-content/uploads/rodale-white-paper.pdf>

<sup>11</sup> LOCO BC, 2019, *Economic Impact of Local Businesses: A Study on the Recirculation of Revenue by B.C Retailers and Restaurants*

<sup>12</sup> LOCO BC, 2019, *Economic Impact of Local Businesses: A Study on the Recirculation of Revenue by B.C Retailers and Restaurants*

Healthy local and regional food systems are built and strengthened by fostering relationships between producers and consumers. Access to fresh, nutritious food for all creates the foundation for long-term economic vitality and public health. Governments and public institutions have the potential to contribute to the vitality of their communities. Through values-based supply-chains that prioritize local, sustainable farmers and businesses, governments and institutions can harness their purchasing power to contribute to strong and local food economies.<sup>13</sup>

In addition to the challenges and opportunities highlighted, our communities and nations have been responding to unprecedented times in the wake of a global pandemic. COVID-19 has exposed the weaknesses and strengths in our food system, highlighting the importance of where and how our food reaches our plates. The people who process our food, stock our grocery shelves, and grow our food, are now being seen as essential workers in this time of crisis. Every region of the world has seen a significant increase in food insecurity, mainly as a result of the sharp economic shock and rapid rise in unemployment associated with the pandemic.<sup>14</sup> The pandemic has, however, presented opportunities for government and institutions to evaluate the vulnerability of their food supply chain and devise policies to strengthen it, and likewise has created a growing awareness and concern from consumers. The World Economic Forum has looked to the complex links in our current food system and the pandemic and has made a call for us to: “1) re-think supply chains for a diverse and healthy diet; 2) build strong connections between the environment and food policy; 3) strengthen, democratize and localize food systems planning.”<sup>15</sup> Akin to this approach, the values embedded in the Good Food Pledge promote a resilient and sustainable local food system.

A Good Food Procurement Program has direct alignment with current strategic plans and policies across the region including: SLRD Regional Growth Strategy<sup>16</sup>, SLRD Integrated Sustainability Plan,<sup>17</sup> Agriculture Plans, and Official Community Plans. At the Provincial level, it is aligned with the BC Ministry of Agriculture [Buy BC](#) Campaign and Local Government Act Bill M 222 – 2015.<sup>18</sup> Globally it is aligned with the United Nation Development Goal UNSD Goal 12: Ensure Sustainable Consumption and Production Patterns, Target 12.7: Promote public procurement practices that are sustainable, in accordance with nation policies and priorities.<sup>19</sup>

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<sup>13</sup> Good Food Purchasing Program 2017 *Value Spotlight: Local Economies* <https://goodfoodcities.org/portfolio/value-spotlight-local-economies/?portfolioCats=60%2C61%2C63%2C75%2C62>

<sup>14</sup> Mervyn Piesse, “Future Directions”, June 16<sup>th</sup> 2020, *The Covid-19 pandemic draws attention to Vulnerabilities in the Global Food System* <http://www.futuredirections.org.au/publication/the-covid-19-pandemic-draws-attention-to-vulnerabilities-in-the-global-food-system/> retrieved June 18<sup>th</sup>, 2020

<sup>15</sup> Sara Farley and Sara Scherr, “World Economic Forum” June 9<sup>th</sup>, 2020, *How to Reimagine our Food Systems for a Post-COVID World*, <https://www.weforum.org/agenda/2020/06/we-need-to-reimagine-our-food-systems-for-a-post-covid-world/> Retrieved June 17<sup>th</sup>, 2020

<sup>16</sup> <https://www.slrd.bc.ca/sites/default/files/pdfs/BL1062.pdf>

<sup>17</sup> [https://www.slrd.bc.ca/sites/default/files/pdfs/SLRD%20ISP%20%28FINAL%29\\_.pdf](https://www.slrd.bc.ca/sites/default/files/pdfs/SLRD%20ISP%20%28FINAL%29_.pdf)

<sup>18</sup> <https://www.bclaws.ca/civix/document/id/bills/billsprevious/4th40th:m222-1>

<sup>19</sup> <https://www.un.org/sustainabledevelopment/sustainable-consumption-production/>

The time is now to align regional and local strategic plans with internal food procurement practices in order to support local food systems, which builds climate and community resiliency, a strong local economy, and unwavering food chains in times of uncertainty.

**Date:** April 27, 2021

**To:** Committee of the Whole

**From:** Sheena Fraser, Acting Chief Administrative Officer &  
Manager of Corporate & Legislative Services  
Gwendolyn Kennedy, Legislative Assistant

**Subject:** Draft Mobile Food Vendor Pilot Program Policy

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## **PURPOSE**

The purpose of this report is to seek input from the Committee of the Whole regarding a draft Mobile Food Vendor Pilot Program Policy (**Appendix A**) for the 2021 summer season. If approved, the Pilot Program would permit the Village and vendors to assess the viability of mobile food vending on Village lands and would provide Staff the opportunity to refine the Policy, should the Pilot Program be extended.

## **BACKGROUND**

Business Licence Bylaw No. 855, 2019 includes provision for the licensing of mobile food vendors operating on Village parks, sidewalks, or roads, with the written permission of the Village. The Village has received inquiries from persons desiring to establish food truck businesses on Village lands but, the Village does not currently permit mobile food vendors to operate on Village lands.

This report presents background information regarding the mobile food vending industry, considers potential benefits and disadvantages of permitting mobile food vendors on Village lands, and presents a draft framework to establish a pilot project for mobile food vending on Village parks, sidewalks, roads, and parking lots for the 2021 summer season.

## **DISCUSSION & COMMENTS**

### **Competition**

Food trucks have been growing in popularity since 2008. They weathered the 2008 recession and have seen market share grow steadily since then. Popular with tourists and locals, they add vibrancy to public spaces and provide convenient meal options in areas underserved by traditional restaurants and cafes. They provide opportunities for established restaurants to test menu and marketing ideas and to expand their business models, and they facilitate market entry for newcomers. A new restaurant may cost more than \$1 million to establish, but a fully serviced food cart or food truck can be ready for the road for a fraction of this cost (Resnick, 2020).

Despite these potential benefits, established food and beverage businesses often view the introduction of mobile food vendors into the market with trepidation, considering unrestricted market access for mobile food vendors to be unfair competition. The Competition Bureau of Canada (Competition Bureau of Canada, 2018) discusses the question of unfair competition

between mobile food vendors and restaurants and concludes that while mobile food vendors have some advantages over restaurants, they also face significant challenges, and that competition between brick-and-mortar restaurants and mobile food vendors is neither unfair nor undesirable. Unlike restaurants, mobile food vendors do not have a dependable location shielded from weather, seating, personalized services, alcoholic beverages, bathrooms, and other conveniences. Furthermore, evidence suggests that the presence of mobile food vendors stimulates demand for food service generally, as communities that have experienced higher growth in the mobile food industry have also shown higher growth in restaurant and catering businesses (Competition Bureau of Canada, 2018).

The Competition Bureau recommends that municipalities regulating mobile food vendors should consider whether the regulations achieve a specific policy goal such as safety or environmental protection or whether they act as a deterrent to market entry and impact mobile food vendors unfairly. Regulations that should be questioned are those that impose high permit fees, limit operating hours, limit the number of vendors, select vendors based on product and presentation, and restrict locations and proximity to established businesses. Municipalities do not impose such regulations on other businesses, allowing the market to determine which businesses are successful. The Bureau suggests that proximity requirements should be limited to protecting core elements of existing restaurants, such as the preservation of views and street access.

### **Mobile Food Vendors in a Pandemic**

The COVID-19 Pandemic has been particularly hard on the food and beverage industry. Mobile food vendors are not immune to the challenges of the Pandemic as reduced tourism, festival cancellations, and reduced pedestrian traffic in business districts had an impact. The industry, after years of steady growth, saw a slight decline in 2020 (Milenkovic, 2021). However, many mobile food vendors have found success by incorporating order-ahead options that can represent over 50% of revenue (Resnick, 2020). Mobile food carts can provide a viable expansion for an existing restaurant or café, allowing them to access markets not available to brick-and-mortar locations during the pandemic.

Due to the popularity of mobile food carts with residents and tourists, their potential contribution to animating public spaces, and the opportunities they present to local business owners and entrepreneurs, Staff is recommending consideration of a Mobile Food Vendor Pilot Program Policy that would establish a framework for permitting the operation of food trucks and carts on Village lands for the 2021 summer season.

### **Locations**

Staff is suggesting consideration of the following five (5) locations for mobile food vendors:

- One Mile Lake Park lower parking lot
- Downtown Community Barn
- Industrial Park
- Pemberton Community Centre parking lot
- Den Duyf Park (Recreation Site)

Offering all five locations to prospective vendors during a Pilot Program would allow the Village and the vendors to evaluate the potential of the different locations and would allow vendors to choose the locations that suit their product and operating capacity.

Staff considered two models for assigning locations to mobile food vendors. The Resort Municipality of Whistler (RMOW) allows vendors to choose from a list of locations and dates, permitting one mobile food cart at Lost Lake Park and one at Rainbow Park each day. This model ensures variety for customers, allows vendors to try different locations, and ensures fair access to prime locations. The District of Squamish (DOS) uses the model more commonly seen in other municipalities, where a vendor applies for and is issued a permit for a primary spot. DOS has added the option for approved vendors to use a secondary location as well when available on a first-come first-served basis.

Staff is suggesting adopting the RMOW model for the Pilot Project as it allows vendors to commit to as many or as few dates as they wish, ensures variety, and allows vendors to try different locations. A sample calendar showing available dates and locations is attached as **Appendix A**. Vendors would be required to commit to a minimum of five (5) hours per day on approved days, and to commit to operating on at least 75% of their selected dates to ensure some level of consistency for customers.

### **Application Process**

If the Pilot Program is approved, Staff will issue a Request for Expression of Interest (sample attached as **Appendix C**) no later than Thursday, May 13, 2021. Prospective vendors would be required to submit an application including an expression of interest letter by 4:30 p.m. by Friday, May 28<sup>th</sup> for consideration in the first round. Vendors would be selected based on selection criteria approved by Council and informed no later than June 11, 2021. Late applications would be accepted while locations and dates remain available.

The Request for Expression of Interest is not intended to form a contract between the Village and a prospective vendor. The Village could negotiate agreements with one or more vendors or could choose not to proceed further.

Selected vendors would be issued a Mobile Food Vendor Permit specifying dates, locations, and operational requirements, and would be required to obtain a business licence before opening for business. There would be no fee for the Permit. The current business licence fee of \$300 for mobile or temporary vendors would apply. If a brick-and-mortar restaurant wished to participate they would be required to apply for a Mobile Vendor Business Licence as well.

### **Application Requirements**

The following application requirements have been included in the draft policy:

- i. Expression of Interest letter stating the following:
  - (a) preferred locations and dates selected from annual Mobile Food Vendor Calendar (**Appendix B**), indicating proposed hours of operation for each date;
  - (b) the qualifications and experience of the business;
  - (c) menu and service description;
  - (d) product sourcing; and
  - (e) measures included to minimize environmental impact;
- ii. Photos or detailed sketch of the cart illustrating design and features (see section E);
- iii. Insurance (see section G);
- iv. Waste Management Plan in compliance with Wildlife Attractant Bylaw No. 684, 2010;

- v. a COVID-19 Safety Plan; and
- vi. Two references.

Due to the short timeline of the Pilot program, the requirement to have a Vancouver Coastal Health (VCH) permit and inspection by Pemberton Fire Rescue in place at application time has been removed but would be incorporated into a new Policy once the Pilot Program is completed. These requirements remain in effect through [Business Licence Bylaw No. 855, 2019](#) and must be satisfied before the Mobile Food Vendor opens for business.

### Vendor Selection Criteria

Staff created a matrix of weighted selection criteria that would allow the Village to maintain control over the selection of mobile food vendors. The selection criteria are presented in Table 1 for consideration:

Table 1. Mobile Food Vendor Selection Criteria

| Evaluation Criteria   | Weight |
|---|--------|
| Experience and demonstrated competence  | 10     |
| Proposed service (menu diversity, innovation, availability of healthy options)                                    | 25     |
| Cart design, appearance, and functionality  | 15     |
| Value   | 10     |
| Sustainability (minimizing use of wasteful packaging, and minimizing carbon footprint, composting, and recycling) | 20     |
| Schedule and commitment to operational hours  | 10     |
| References  | 10     |
| Subtotal  | 100    |
| <b>Bonus Points</b>   |        |
| Local resident or business owner (Village or SLRD Area C)   | 10     |

Bonus points have been included for residents and local business owners to encourage local entrepreneurs to enter the market.

Alternatively, the Committee may prefer to follow the recommendation of the Competition Bureau and minimize Village involvement in vendor selection. If this model is preferred, Staff suggest removing the first four elements from the matrix (experience and demonstrated competence, proposed service, cart design, and value). Applicants would be evaluated on the sustainability of their service, their availability and commitment to operating hours, and references, as shown in Table 2.

Table 2. Mobile Food Vendor Selection Criteria, Reduced

| Evaluation Criteria   | Weight |
|---|--------|
| Sustainability (minimizing use of wasteful packaging, and minimizing carbon footprint, composting, and recycling) | 25     |
| Schedule and commitment to operational hours  | 15     |
| References  | 10     |
| Subtotal  | 50     |
| <b>Bonus Points</b>   |        |
| Local resident or business owner (Village or SLRD Area C)   | 5      |

### **Operational Requirements**

The following operational requirements, which are in alignment with the regulations set out in the Business Licence Bylaw, are proposed to ensure that mobile food vendors do not have a negative impact on the neighborhood in which they operate:

- i. The *Mobile Food Vendor* permit, business licence, and Vancouver Coastal Health permit must be displayed prominently on the food cart.
- ii. Vendors must commit to scheduled dates and locations and must operate a minimum of five (5) hours on each scheduled date.
- iii. The Mobile Food Cart is restricted to the specific locations and dates that have been approved by the Village.
- iv. Garbage and waste must be recycled, composted, or disposed of off-site by the operator. Use of Village garbage bins is prohibited. Disposal of any liquid waste into bodies of water, onto soil, or into Village drains is prohibited.
- v. Mobile Food Carts must provide their own source of potable water and power.
- vi. Vendors must conduct a daily clean-up of the location within a 100 m radius of the cart location.
- vii. The Mobile Food Cart is prohibited from remaining overnight.
- viii. Storage must be contained within the Mobile Food Cart.
- ix. Mobile Food Carts must be maintained in good operating condition and appearance.
- x. Mobile Food Carts shall not be left unattended.
- xi. Two folding chairs and a small tent/canopy for weather protection are permitted; no additional furniture or objects are permitted.
- xii. Mobile Food Vendors shall not be permitted to operate during an approved special or community event occurring at their approved location except when specifically associated with and authorized by the organizers of the event.
- xiii. If electrical power from a Village source is available and is used by a Vendor, the Vendor must pay to the Village a fee of an amount to be determined for the electricity use.
- xiv. Mobile Food Vendors must abide by Village of Pemberton Wildlife Attractants Bylaw No. 684, 2010; Noise Regulation Bylaw No. 699, 2011, Business Licence Bylaw No. 855, 2019, Sign Bylaw No. 380, 1995, and any other applicable bylaw or enactment.
- xv. Failure to operate at least 75% of the agreed location dates (minimum of five hours operating time per date) may result in cancellation of the Mobile Food Vendor permit unless the Vendor has received approval in writing for a reduced schedule.

### **Limit to Number of Mobile Vendor Business Licences**

Section 14.7 of Business Licence Bylaw No. 855, 2019 limits the number of temporary or mobile Vendor business licences issued in one year to five (5). The Village has issued two (2) licences in 2021, leaving three (3) available for the Pilot Program and any other temporary or mobile vendors planning to operate in 2021. Thus, should the Committee support the Pilot Program, Staff recommend that at the next Regular Council Meeting to be held on May 11, 2021, Council direct Staff to initiate an amendment to the Business Licence Bylaw No. 855, 2019 to relax the restriction on the number of mobile vendor licences issued each year, either by exempting participants in the Pilot Program from the limit, or eliminating or raising the limit.



## **COMMUNICATIONS**

If the proposed Pilot Program is supported by the Committee and subsequently approved by Council, the Pilot Program will be advertised in the Pique Newsmagazine, through eNEWS, Village Facebook Page, the Village Website, and on Village notice boards.

If an amendment to Business Licence Bylaw No. 855, 2019, is required, notice of the amendment will be advertised in the Pique Newsmagazine, through eNEWS, the Village Website and Facebook Page, and on Village notice boards to satisfy the public consultation requirements of section 59 of the *Community Charter*.

## **LEGAL CONSIDERATIONS**

Section 59 of the *Community Charter* empowers Council to regulate in relation to business.

## **IMPACT ON BUDGET & STAFFING**

This project has been accommodated as part of regular Staff responsibilities and has no impacts to the budget or staff hours.

## **INTERDEPARTMENTAL IMPACT & APPROVAL**

There are no interdepartmental impacts associated with this project.

## **IMPACT ON THE REGION OR NEIGHBOURING JURISDICTIONS**

This project has no impacts on other jurisdictions.

## **ALTERNATIVE OPTIONS**

There are no alternative options for consideration.

## **RECOMMENDATIONS**

**Recommendation:** THAT the Committee of the Whole provide input on the draft Mobile Food Vendor Pilot Program Policy.

## **ATTACHMENTS:**

**Appendix A:** Draft Mobile Food Vendor Pilot Program Policy

**Appendix B:** Sample Mobile Food Vendor Calendar

**Appendix C:** Sample Request for Expression of Interest

|                                      |   |
|--------------------------------------|---|
| Prepared or Submitted by:            | Gwendolyn Kennedy   |
| Manager & Acting CAO<br>Approval by: | Sheena Fraser, Acting Chief Administrative Officer &<br>Manager of Corporate and Legislative Services |

## References

- Competition Bureau of Canada. (2018, February 14). *Promoting Fair Competition in the Restaurant and Mobile Food Industry*. Retrieved from Competition Bureau of Canada: <https://www.competitionbureau.gc.ca/eic/site/cb-bc.nsf/eng/04260.html>
- Milenkovic, M. (2021, January 18). *20+ Food Truck Industry Statistics: What's Cooking in 2021*. Retrieved from Small Biz Genius: <https://www.smallbizgenius.net/by-the-numbers/food-truck-industry-stats/#gref>
- Resnick, R. (2020, May 27). *Food trucks may be the perfect solution to feed customers' nostalgia for dining out as the future of the restaurant industry remains uncertain*. Retrieved from Business Insider: <https://www.businessinsider.com/food-trucks-solution-coronavirus-restaurant-crisis-2020-5>

Committee of the Whole



# Mobile Food Vendor Pilot Program Policy

|                 |                       |              |       |
|-----------------|-----------------------|--------------|-------|
| Department:     | <u>Administration</u> | Policy No.:  | _____ |
| Sub-department: | <u>Bylaws</u>         | Created By:  | _____ |
| Approved By:    | _____                 | Amended By:  | _____ |
| Approved Date:  | _____                 | Amendment:   | _____ |
| Meeting No.:    | _____                 | Meeting No.: | _____ |

The Village will issue a request for expression of interest on or before May 13<sup>th</sup>, 2021. The request for expression of interest will include the current Mobile Food Vendor Calendar showing available dates and locations.

Applicants for a Mobile Food Vendor Permit shall submit an expression of interest (EOI) letter addressed to the Business Licence Inspector indicating their preferred locations and dates selected from the Mobile Food Vendor Calendar. Applications will be reviewed and scored according to the selection criteria set out in section C. Selections will be made and successful applicants will be informed no later than June 11, 2021.

The Village reserves the right to accept or reject any or all applications or cancel the request for expression of interest at any time.

No applicant shall have any claim for compensation of any kind whatsoever as a result of submitting an expression of interest.

The Village will issue a Mobile Food Vendor Permit valid for the agreed locations and dates for the 2021 summer season to successful applicants. There will be no fee for the permit. Mobile Food Vendors with a valid permit may apply for additional dates and locations by submitting a request in writing. Once a Mobile Food Vendor has received a permit, they may apply for a business licence for the 2021 summer season.

## PROCEDURE

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### A. Application Requirements

- i. Expression of Interest letter stating the following:
  - (a) preferred locations and dates selected from annual Mobile Food Vendor Calendar, indicating proposed hours of operation for each date;
  - (b) the qualifications and experience of the business;
  - (c) menu and service description;
  - (d) product sourcing; and

# Mobile Food Vendor Pilot Program Policy

|                 |                       |              |       |
|-----------------|-----------------------|--------------|-------|
| Department:     | <u>Administration</u> | Policy No.:  | _____ |
| Sub-department: | <u>Bylaws</u>         | Created By:  | _____ |
| Approved By:    | _____                 | Amended By:  | _____ |
| Approved Date:  | _____                 | Amendment:   | _____ |
| Meeting No.:    | _____                 | Meeting No.: | _____ |

(e) measures included to minimize environmental impact;

- ii. Copy of current Mobile Vendor Business Licence if one has already been issued;
- iii. Copy of valid Vancouver Coastal Health Permit if one has already been issued;
- iv. Photos or detailed sketch of the cart illustrating design and features (see section E);
- v. Proof of Insurance (see section G);
- vi. Waste Management Plan in compliance with Wildlife Attractant Bylaw No. 684, 2010;
- vii. COVID-19 Safety Plan; and
- viii. Two references.

## B. Locations & Dates

Mobile Food Vendors will be permitted at the following locations:

- One Mile Lake Park lower parking lot
- Downtown Community Barn
- Industrial Park
- Pemberton Community Centre parking lot
- Den Duyf Park (Recreation Site)

One Mobile Food Vendor will be permitted to operate at each location on the dates shown on the Mobile Food Vendor Calendar. Some dates may be unavailable due to scheduled events or maintenance and repairs. The Village will inform Mobile Food Vendors of cancellation of any scheduled dates as far in advance as possible. Weather conditions may force cancellation of some dates and locations.

## C. Selection Criteria

Each application will be evaluated on the following criteria:

# Mobile Food Vendor Pilot Program Policy

|                 |                       |              |       |
|-----------------|-----------------------|--------------|-------|
| Department:     | <u>Administration</u> | Policy No.:  | _____ |
| Sub-department: | <u>Bylaws</u>         | Created By:  | _____ |
| Approved By:    | _____                 | Amended By:  | _____ |
| Approved Date:  | _____                 | Amendment:   | _____ |
| Meeting No.:    | _____                 | Meeting No.: | _____ |

| Evaluation Criteria  | Weight |
|--|--------|
| Experience and demonstrated competence   | 10     |
| Proposed service (menu diversity, innovation, availability of healthy options)         | 25     |
| Cart design, appearance, and functionality   | 15     |
| Value  | 10     |
| Sustainability (minimizing use of wasteful packaging, and minimizing carbon footprint) | 20     |
| Schedule and commitment to operational hours   | 10     |
| References   | 10     |
| Subtotal   | 100    |
| <b>Bonus Points</b>  |        |
| Local resident or business owner (Village or SLRD Area C)                              | 10     |

Applications will be treated confidentially.

The Village will review all applications and score them based on the selection criteria. Other criteria may be considered in addition to those listed above.

Available locations and dates that are requested by more than one equally qualified applicant will be awarded by random draw.

Successful applicants will be awarded a *Mobile Food Vendor* permit valid for the 2021 Pilot Program and will be required to apply for and obtain a business licence.

The first round of applications will be accepted up to 4 p.m. by Friday, May 28, 2021. Applications will continue to be accepted and reviewed on an ongoing basis until all available locations and dates have been filled.

## D. Operational Requirements

- i. The *Mobile Food Vendor* Permit, VCH Permit, and business licence must be displayed prominently on the food cart.

# Mobile Food Vendor Pilot Program Policy

|                 |                       |              |       |
|-----------------|-----------------------|--------------|-------|
| Department:     | <u>Administration</u> | Policy No.:  | _____ |
| Sub-department: | <u>Bylaws</u>         | Created By:  | _____ |
| Approved By:    | _____                 | Amended By:  | _____ |
| Approved Date:  | _____                 | Amendment:   | _____ |
| Meeting No.:    | _____                 | Meeting No.: | _____ |

- ii. Vendors must commit to scheduled dates and locations and must operate a minimum of five (5) hours on each scheduled date.
- iii. The Mobile Food Cart is restricted to the specific locations and dates that have been approved by the Village.
- iv. Garbage and waste must be recycled, composted, or disposed of off-site by the operator. Use of Village garbage bins is prohibited. Disposal of any liquid waste into bodies of water, onto soil, or into Village drains is prohibited.
- v. Mobile Food Carts must provide their own source of potable water and power.
- vi. Vendors must conduct a daily clean-up of the location within a 100 m radius of the cart location.
- vii. The Mobile Food Cart is prohibited from remaining overnight.
- viii. Storage must be contained within the Mobile Food Cart.
- ix. Mobile Food Carts must be maintained in good operating condition and appearance.
- x. Mobile Food Carts shall not be left unattended.
- xi. Two folding chairs and a small tent/canopy for weather protection are permitted; no additional furniture or objects are permitted.
- xii. Mobile Food Vendors shall not be permitted to operate during an approved special or community event occurring at their approved location except when specifically associated with and authorized by the organizers of the event.
- xiii. If electrical power from a Village source is available and is used by a Vendor, the Vendor must pay to the Village a fee of an amount to be determined for the electricity use.
- xiv. Mobile Food Vendors must abide by Village of Pemberton Wildlife Attractants Bylaw No. 684, 2010; Noise Regulation Bylaw No. 699, 2011, Business Licence Bylaw No. 855, 2019, Sign Bylaw No. 380, 1995, and any other applicable bylaw or enactment.
- xv. Failure to operate at least 75% of the agreed location dates (minimum of five hours operating time per date) may result in cancellation of the Mobile Food Vendor permit unless the Vendor has received approval in writing for a reduced schedule.

|                 |                       |              |       |
|-----------------|-----------------------|--------------|-------|
| Department:     | <u>Administration</u> | Policy No.:  | _____ |
| Sub-department: | <u>Bylaws</u>         | Created By:  | _____ |
| Approved By:    | _____                 | Amended By:  | _____ |
| Approved Date:  | _____                 | Amendment:   | _____ |
| Meeting No.:    | _____                 | Meeting No.: | _____ |

## E. Cart Design

- i. Carts must be self-contained and require no external power or potable water source.
- ii. Carts must be approved by Vancouver Coastal Health.

## F. Business Licence

- i. A valid business licence is required in addition to the Mobile Food Vendor Permit.

## G. Insurance

- i. Operators must have a minimum of \$5 million commercial general liability coverage.
- ii. If applicable, operators must have a minimum of \$2 million liability coverage in automobile insurance.
- iii. The Village of Pemberton and Squamish-Lillooet Regional District must be named as additional insured on both policies.
- iv. Mobile Food Vendors must provide 30 day written notice of any material change or cancellation of policy.



## Mobile Food Vendor Locations &amp; Dates 2021

| Date                     | Location      |                         |                              |               |                 |
|--------------------------|---------------|-------------------------|------------------------------|---------------|-----------------|
|                          | One Mile Lake | Downtown Community Barn | Community Centre Parking Lot | Den Duyf Park | Industrial Park |
| Saturday, June 26, 2021  |               |                         |                              |               |                 |
| Sunday, June 27, 2021    |               |                         |                              |               |                 |
| Monday, June 28, 2021    |               |                         |                              |               |                 |
| Tuesday, June 29, 2021   |               |                         |                              |               |                 |
| Wednesday, June 30, 2021 |               |                         |                              |               |                 |
| Thursday, July 1, 2021   |               |                         |                              |               |                 |
| Friday, July 2, 2021     |               |                         |                              |               |                 |
| Saturday, July 3, 2021   |               |                         |                              |               |                 |
| Sunday, July 4, 2021     |               |                         |                              |               |                 |
| Monday, July 5, 2021     |               |                         |                              |               |                 |
| Tuesday, July 6, 2021    |               |                         |                              |               |                 |
| Wednesday, July 7, 2021  |               |                         |                              |               |                 |
| Thursday, July 8, 2021   |               |                         |                              |               |                 |
| Friday, July 9, 2021     |               |                         |                              |               |                 |
| Saturday, July 10, 2021  |               |                         |                              |               |                 |
| Sunday, July 11, 2021    |               |                         |                              |               |                 |
| Monday, July 12, 2021    |               |                         |                              |               |                 |
| Tuesday, July 13, 2021   |               |                         |                              |               |                 |
| Wednesday, July 14, 2021 |               |                         |                              |               |                 |
| Thursday, July 15, 2021  |               |                         |                              |               |                 |
| Friday, July 16, 2021    |               |                         |                              |               |                 |
| Saturday, July 17, 2021  |               |                         |                              |               |                 |
| Sunday, July 18, 2021    |               |                         |                              |               |                 |
| Monday, July 19, 2021    |               |                         |                              |               |                 |
| Tuesday, July 20, 2021   |               |                         |                              |               |                 |
| Wednesday, July 21, 2021 |               |                         |                              |               |                 |
| Thursday, July 22, 2021  |               |                         |                              |               |                 |
| Friday, July 23, 2021    |               |                         |                              |               |                 |
| Saturday, July 24, 2021  |               |                         |                              |               |                 |
| Sunday, July 25, 2021    |               |                         |                              |               |                 |
| Monday, July 26, 2021    |               |                         |                              |               |                 |
| Tuesday, July 27, 2021   |               |                         |                              |               |                 |
| Wednesday, July 28, 2021 |               |                         |                              |               |                 |
| Thursday, July 29, 2021  |               |                         |                              |               |                 |
| Friday, July 30, 2021    |               |                         |                              |               |                 |
| Saturday, July 31, 2021  |               |                         |                              |               |                 |
| Sunday, August 1, 2021   |               |                         |                              |               |                 |
| Monday, August 2, 2021   |               |                         |                              |               |                 |
| Tuesday, August 3, 2021  |               |                         |                              |               |                 |

## Mobile Food Vendor Locations & Dates 2021

| Date                       | Location      |                         |                              |               |                 |
|----------------------------|---------------|-------------------------|------------------------------|---------------|-----------------|
|                            | One Mile Lake | Downtown Community Barn | Community Centre Parking Lot | Den Duyf Park | Industrial Park |
| Wednesday, August 4, 2021  |               |                         |                              |               |                 |
| Thursday, August 5, 2021   |               |                         |                              |               |                 |
| Friday, August 6, 2021     |               |                         |                              |               |                 |
| Saturday, August 7, 2021   |               |                         |                              |               |                 |
| Sunday, August 8, 2021     |               |                         |                              |               |                 |
| Monday, August 9, 2021     |               |                         |                              |               |                 |
| Tuesday, August 10, 2021   |               |                         |                              |               |                 |
| Wednesday, August 11, 2021 |               |                         |                              |               |                 |
| Thursday, August 12, 2021  |               |                         |                              |               |                 |
| Friday, August 13, 2021    |               |                         |                              |               |                 |
| Saturday, August 14, 2021  |               |                         |                              |               |                 |
| Sunday, August 15, 2021    |               |                         |                              |               |                 |
| Monday, August 16, 2021    |               |                         |                              |               |                 |
| Tuesday, August 17, 2021   |               |                         |                              |               |                 |
| Wednesday, August 18, 2021 |               |                         |                              |               |                 |
| Thursday, August 19, 2021  |               |                         |                              |               |                 |
| Friday, August 20, 2021    |               |                         |                              |               |                 |
| Saturday, August 21, 2021  |               |                         |                              |               |                 |
| Sunday, August 22, 2021    |               |                         |                              |               |                 |
| Monday, August 23, 2021    |               |                         |                              |               |                 |
| Tuesday, August 24, 2021   |               |                         |                              |               |                 |
| Wednesday, August 25, 2021 |               |                         |                              |               |                 |
| Thursday, August 26, 2021  |               |                         |                              |               |                 |
| Friday, August 27, 2021    |               |                         |                              |               |                 |
| Saturday, August 28, 2021  |               |                         |                              |               |                 |
| Sunday, August 29, 2021    |               |                         |                              |               |                 |
| Monday, August 30, 2021    |               |                         |                              |               |                 |
| Tuesday, August 31, 2021   |               |                         |                              |               |                 |

## Mobile Food Vendor Locations & Dates 2021

| Date                         | Location      |                         |                              |               |                 |
|------------------------------|---------------|-------------------------|------------------------------|---------------|-----------------|
|                              | One Mile Lake | Downtown Community Barn | Community Centre Parking Lot | Den Duyf Park | Industrial Park |
| Wednesday, September 1, 2021 |               |                         |                              |               |                 |
| Thursday, September 2, 2021  |               |                         |                              |               |                 |
| Friday, September 3, 2021    |               |                         |                              |               |                 |
| Saturday, September 4, 2021  |               |                         |                              |               |                 |
| Sunday, September 5, 2021    |               |                         |                              |               |                 |
| Monday, September 6, 2021    |               |                         |                              |               |                 |
| Tuesday, September 7, 2021   |               |                         |                              |               |                 |
| Wednesday, September 8, 2021 |               |                         |                              |               |                 |
| Thursday, September 9, 2021  |               |                         |                              |               |                 |
| Friday, September 10, 2021   |               |                         |                              |               |                 |
| Saturday, September 11, 2021 |               |                         |                              |               |                 |
| Sunday, September 12, 2021   |               |                         |                              |               |                 |



PO Box 100  
7400 Prospect St.  
Pemberton  
British Columbia  
CANADA  
V0N2L0

P. 604.894.6135  
F. 604.894.6136

[www.pemberton.ca](http://www.pemberton.ca)

## Request for Expressions of Interest (EOI)

### EOI – 2021 – 00\_

## 2021 Pilot Program - Mobile Food Vendors

**Issue Date:** TBD

**Closing Date:** Friday, May 28, 2021 at 4:30 p.m.\*

\*

### Submissions Information:

**By email:** [admin@pemberton.ca](mailto:admin@pemberton.ca)

**In person:** Village of Pemberton, 7400 Prospect Street,  
Pemberton, BC V0N 2L1

**By mail:** Village of Pemberton  
PO Box 100  
Pemberton, BC V0N 2L0

### Inquiries:

Sheena Fraser, Manager of Corporate & Legislative Services

[sfraser@pemberton.ca](mailto:sfraser@pemberton.ca)

604-894-6135 ext. 228

\* Late submissions will be accepted while locations and dates remain.

## 1. Objective

The Village of Pemberton is inviting interested and qualified proponents (“the Vendor”) to submit expressions of interest to manage and operate mobile food carts at five specified locations within the Village as part of the Mobile Food Vendor Pilot Program (“Pilot Program”) for the summer of 2021.

## 2. Background

The Village has launched a Pilot Program for the 2021 summer season (June through September) to offer business owners and entrepreneurs the opportunity to expand their business concepts to include mobile food vending. The Pilot Program is targeted at current Village food and beverage-based business licence holders and is also open to new businesses.

The following five locations are available with a maximum of one mobile food cart assigned to the location for each available date:

- One Mile Lake Park lower parking lot
- Downtown Community Barn
- Industrial Park
- Pemberton Community Centre parking lot
- Den Duyf Park (Recreation Site)

Prospective mobile food vendors will select dates and locations from the Mobile Food Vendor Calendar available on the Village website. This format will allow Vendors to select the locations and dates that suit their operational capacity. Available locations and dates that are requested by more than one equally qualified applicant will be awarded by random draw.

Vendors are encouraged to contact the Village for more details regarding the locations.

## 3. Project Scope

- a. The permitted and licensed Vendor will provide food and/or beverage service from an approved mobile food cart on the approved dates at the approved locations and will operate a minimum of five (5) hours each scheduled day.
- b. The following operational requirements apply:
  - i. The *Mobile Food Vendor* permit, VCH permit, and business licence must be displayed prominently on the *Mobile Food Cart*.
  - ii. Vendors must commit to scheduled dates and locations and must operate a minimum of five (5) hours on each scheduled date unless a modified schedule has been agreed upon by the Village.
  - iii. The *Mobile Food Cart* is restricted to the specific locations and dates that have been approved by the Village.

- iv. Garbage and waste must be recycled, composted, or disposed of off-site by the operator. Use of Village garbage bins is prohibited. Disposal of any liquid waste into bodies of water, onto soil, or into Village drains is prohibited.
- v. *Mobile Food Carts* must provide their own source of potable water and power.
- vi. Vendors must conduct a daily clean-up of the location within a 100 m radius of the cart location.
- vii. The *Mobile Food Cart* is prohibited from remaining overnight.
- viii. Storage must be contained within the mobile food cart.
- ix. *Mobile Food Carts* must be maintained in good operating condition and appearance.
- x. *Mobile Food Carts* shall not be left unattended.
- xi. Two folding chairs and a small tent/canopy for weather protection are permitted; no additional furniture or objects are permitted.
- xii. *Mobile Food Vendors* shall not be permitted to operate during an approved special or community event occurring at their approved location except when specifically associated with and authorized by the organizers of the event.
- xiii. If electrical power from a Village source is available and is used by a Vendor, the Vendor must pay to the Village a fee of an amount to be determined for the electricity use.
- xiv. *Mobile Food Vendors* must abide by Village of Pemberton Wildlife Attractants Bylaw No. 684, 2010; Noise Regulation Bylaw No. 699, 2011, Business Licence Bylaw No. 855, 2019, Sign Bylaw No. 380, 1995, and any other applicable bylaw or enactment.
- xv. Failure to operate on at least 75% of the agreed location dates (minimum of five hours operating time per date) may result in cancellation of the Mobile Food Vendor permit unless the Vendor has received approval in writing for a reduced schedule.

**c. Cart Design**

- i. Carts must be self-contained and require no external power or potable water source.
- ii. Carts must be approved by Vancouver Coastal Health.

**d. Business Licence**

- i. A valid business licence is required in addition to the Mobile Food Vendor Permit.

**e. Insurance**

- i. Operators must have a minimum of \$5 million commercial general liability coverage.
- ii. If applicable, operators must have a minimum of \$2 million liability coverage in automobile insurance.
- iii. The Village and Squamish-Lillooet Regional District must be named as additional insured on both policies.

- iv. Mobile Food Vendors must provide 30 day written notice of any material change or cancellation of policy.

#### **4. Application Process**

- a. Vendors shall submit the following:
  - i. Expression of Interest letter stating the following:
    - a. preferred locations and dates selected from annual Mobile Food Vendor Calendar (**Appendix A**), indicating proposed hours of operation for each date;
    - b. the qualifications and experience of the business;
    - c. menu and service description;
    - d. product sourcing; and
    - e. measures included to minimize environmental impact;
  - i. Copies of a current Village of Pemberton Business Licence and Vancouver Coastal Health Permit if already in place;
  - ii. Photos or detailed sketch of the cart illustrating design and features (see section E);
  - iii. Proof of Insurance (see section G);
  - iv. Waste Management Plan in compliance with Wildlife Attractant Bylaw No. 684, 2010;
  - v. COVID-19 Safety Plan; and
  - vi. Two references.
- b. If requested by the Village, the Vendor shall attend a personal interview.
- c. Applications must be received before 4:30 p.m. on Friday, May 28, 2021 to be considered in the first round. Late submissions will be accepted while locations and dates remain available.
- d. Applications may be submitted by email to [admin@pembeton.ca](mailto:admin@pembeton.ca), by mail to Box 100, Pemberton, BC V0N 2L0, or delivered to 7400 Prospect Street, Pemberton, BC V0N 2L1.
- e. Applications which fail to conform to the application requirements noted above may be rejected.

## 5. Selection Criteria

- a. Each application will be evaluated on the following criteria:

| EVALUATION CRITERIA  | Weight |
|--|--------|
| Experience and demonstrated competence   | 10     |
| Proposed service (menu diversity, innovation, availability of healthy options)     | 25     |
| Cart design, appearance, and functionality   | 15     |
| Value  | 10     |
| Sustainability (minimizing use of wasteful packaging, minimizing carbon footprint) | 20     |
| Schedule and commitment to operational hours                                       | 10     |
| References   | 10     |
| Subtotal   | 100    |
| BONUS POINTS   |        |
| Local resident or business owner (Village or SLRD Area C)                          | 10     |

- b. Applications will be treated confidentially.
- c. Other criteria may be considered in addition to those listed above.
- d. Selections will be made, and applicants informed of the decision no later than June 11, 2021.

## 6. Next Steps

This Request for Expression of Interest is not intended to form a contract between the Village and the Vendor. The Village may choose to negotiate agreements with one or more Vendors or may choose not to proceed further.

## 7. Inquiries

Please direct all inquiries to Sheena Fraser, Manager, Corporate & Legislative Services:

[sfraser@pemberton.ca](mailto:sfraser@pemberton.ca)  
 604-894-6135 ext. 228