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Request for Expressions of Interest (EOI)

EOI – 2021.01

2021 – 2022 Pilot Program – Mobile Food Vendors

Issue Date: Thursday, May 13, 2021

Closing Date: Friday, May 28, 2021 at 4:00 p.m.*

Submissions Information:

By email: 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

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 four (4) 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 and 2022 summer seasons (June through September) to offer business owners the opportunity to expand their business concepts to include mobile food vending and to encourage area residents to enter the market.

The following four (4) locations are available with a maximum of one (1) mobile food cart assigned to the location for each available date:

- One Mile Lake Park lower parking lot
- 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. A Mobile Food Vendor (the Vendor) shall provide food and/or beverage service from an approved mobile food cart on the approved dates at the approved locations and shall operate a minimum of five (5) hours each scheduled day.
- b. A Mobile Food Vendor (the Vendor) shall abide by the following operational requirements:
 - i. The Vendor shall display the *Mobile Food Vendor* Permit, Vancouver Coastal Health Permit, and Village of Pemberton business licence prominently on the food cart.
 - ii. The Vendor shall recycle, compost, or dispose of garbage and waste off-site and shall not use Village garbage bins or dispose of any liquid waste into bodies of water, onto soil, or into Village drains.
 - iii. The Vendor shall provide their own source of potable water and power for the Mobile Food Cart.

- iv. The Vendor shall conduct a daily clean-up within a 100 m radius of the cart location.
- v. The Vendor shall not leave the Mobile Food Cart at the operating location overnight.
- vi. The Vendor shall ensure that all storage is contained within the Mobile Food Cart.
- vii. The Vendor shall maintain the Mobile Food Cart in good operating condition and appearance.
- viii. The Vendor shall not leave the Mobile Food Cart unattended.
- ix. The Vendor may provide for their own use two (2) folding chairs and a small tent or canopy for weather protection; no additional furniture or objects are permitted.
- x. The Vendor shall not operate during an approved special or community event occurring at their approved location except if specifically associated with and authorized by the organizers of the event.
- xi. If electrical power from a Village source is available and is used by a Vendor, the Vendor shall pay to the Village a fee of an amount to be determined for the electricity use.
- xii. The Vendor shall 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.
- xiii. The Business Licence Inspector may cancel the Mobile Food Vendor Permit if the Vendor fails to operate on at least 75% of the agreed location dates (minimum of five hours operating time per date) 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. Vendors must have a minimum of \$5 million commercial general liability coverage.
- ii. If applicable, Vendors must have a minimum of \$2 million liability coverage in automobile insurance.
- iii. The Village and, if applicable, the Squamish-Lillooet Regional District must be named as additional insured on both policies.

- iv. Vendors must provide thirty (30) day written notice of any material change or cancellation of policy.

4. Application Process

- a. A Mobile Food Vendor Permit is issued for one (1) season. A Vendor who participates in the pilot project in 2021 will be required to submit a new application for 2022 to participate in the second year of the program.
- b. Applicants for a Mobile Food Vendor Permit shall provide the following documents with their application:
 - 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 selected;
 - b. the qualifications and experience of the business, noting the role of local business owners and residents, if any;
 - c. menu and service description, including description of healthy meal and snack options;
 - d. product sourcing; and
 - 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 (2) references.
- c. If requested by the Business Licence Inspector, the Vendor shall attend a personal interview.
- d. Applications must be received before **4:00 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.
- e. Applications may be submitted by email to admin@pemberton.ca, by mail to Box 100, Pemberton, BC V0N 2L0, or by hand delivery to the Village office located at 7400 Prospect Street, Pemberton, BC V0N 2L0.
- f. The Business Licence Inspector may reject an application that fails to conform to the application requirements noted above.

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) | 15 |
| Cart design, appearance, and functionality | 15 |
| Value | 10 |
| Product sourcing | 20 |
| Sustainability | 15 |
| Schedule and commitment to operational hours | 10 |
| References | 5 |
| Subtotal | 100 |
| Bonus Points | |
| Local resident or business owner (Village or SLRD Area C) | 25 |

- 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. Attachments

For additional information please refer to the 2021 Mobile Food Vendor Calendar attached as **Appendix A** and the Mobile Food Vendor Pilot Program Policy attached as **Appendix B**.

8. Inquiries

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

sfraser@pemberton.ca

604-894-6135 ext. 228

APPENDIX A

2021 MOBILE FOOD VENDOR CALENDAR

| DATE | One Mile Lake | 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 | | | | |

| DATE | One Mile Lake | Community Centre Parking Lot | Den Duyf Park | Industrial Park |
|------------------------------|----------------------|-------------------------------------|----------------------|------------------------|
| Tuesday, August 3, 2021 | | | | |
| 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 | | | | |
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| Friday, August 27, 2021 | | | | |
| Saturday, August 28, 2021 | | | | |
| Sunday, August 29, 2021 | | | | |
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| Tuesday, August 31, 2021 | | | | |
| Wednesday, September 1, 2021 | | | | |
| Thursday, September 2, 2021 | | | | |
| Friday, September 3, 2021 | | | | |
| Saturday, September 4, 2021 | | | | |
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| Monday, September 6, 2021 | | | | |
| Tuesday, September 7, 2021 | | | | |
| Wednesday, September 8, 2021 | | | | |
| Thursday, September 9, 2021 | | | | |
| Friday, September 10, 2021 | | | | |

| DATE | One Mile Lake | Community Centre Parking Lot | Den Duyf Park | Industrial Park |
|-------------------------------------|----------------------|-------------------------------------|----------------------|------------------------|
| Saturday, September 11, 2021 | | | | |
| Sunday, September 12, 2021 | | | | |

Mobile Food Vendor Pilot Program Policy

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|-----------------|-----------------------|--------------|--------------------------|
| Department: | <u>Administration</u> | Policy No.: | <u>ADM-027</u> |
| Sub-department: | <u>Bylaws</u> | Created By: | <u>Gwendolyn Kennedy</u> |
| Approved By: | <u>Council</u> | Amended By: | <u></u> |
| Approved Date: | <u>11 May 2021</u> | Amendment: | <u></u> |
| Meeting No.: | <u>1538</u> | Meeting No.: | <u></u> |

POLICY PURPOSE

The purpose of this policy is to establish the framework for a pilot program for approving and regulating **Mobile Food Vendors** on public lands within the Village with the objective of animating public spaces and providing business opportunities to local entrepreneurs.

REFERENCES

Business Licence Bylaw No. 855, 2019, Office Consolidation, April 2021

Zoning Bylaw No. 832, 2018, Office Consolidation, February 2021

Wildlife Attractants Bylaw No. 684, 2010

Noise Regulation Bylaw No. 699, 2011

Sign Bylaw No. 380, 1995

DEFINITIONS

Food Truck has the same meaning as set out in Zoning Bylaw No. 832, 2018.

Mobile Food Cart means any vehicle, wagon, kiosk or cart from which food, confectionary, or beverage is offered for sale on approved Village streets, parks, or other public locations, and includes a *food truck* as defined in Zoning Bylaw No. 832, 2018.

Mobile Food Vendor means a vendor, holding a valid Village of Pemberton business licence and a *Mobile Food Vendor Permit*, that sells food, confectionary, or beverage from a *Mobile Food Cart*.

POLICY

The pilot program will run for two summer seasons beginning in June 2021 and ending in September 2022.

One Mobile Food Vendor will be permitted to operate at each approved location on the dates listed on the Mobile Food Vendor Calendar. The objective is for Mobile Food Vendors to operate at different locations throughout the operating season to maximize

Mobile Food Vendor Pilot Program Policy

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variety for residents and visitors, to ensure that approved vendors have fair access to desirable locations, and to allow Mobile Food Vendors to select the dates and locations that suit their schedules and operational capacities.

The Village will issue a request for expression of interest for the selection of Vendors for the summer season. 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 by the stated deadline for consideration in the first round. Late applications will be accepted on an ongoing basis while locations and dates remain available.

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

An applicant shall not have any claim for compensation of any kind as a result of submitting an expression of interest.

The Village will issue a Mobile Food Vendor Permit to successful applicants valid for the agreed locations and dates specified in the permit for one operational season. Mobile Food Vendors with a valid permit may apply for additional dates and locations by submitting a request in writing. There will be no fee for the permit.

A business licence is required in addition to the Mobile Food Vendor Permit. Once a Mobile Food Vendor has received a permit, they may apply for a business licence.

Important dates and deadlines are shown in the table below:

| Season | Issuance of Request for Expression of Interest | Application Deadline, First Round | Offer of Permits, First Round |
|------------------------|--|-----------------------------------|-------------------------------|
| June – September, 2021 | May 13, 2021 | May 28, 2021 | June 11, 2021 |
| June – September, 2022 | April 1, 2022 | May 1, 2022 | June 1, 2022 |

| | | | |
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PROCEDURE

A. Application Requirements

- i. A Mobile Food Vendor Permit is issued for one season. A Vendor who participates in the Pilot Program in 2021 will be required to submit a new application for 2022 if they wish to participate in the second year of the program.
- ii. Applicants for a Mobile Food Vendor Permit shall provide the following documents with their application:
 - (1) 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 selected;
 - (b) the qualifications and experience of the business, noting the role of local business owners and residents, if any;
 - (c) menu and service description, including description of healthy meal and snack options;
 - (d) product sourcing; and
 - (e) measures included to minimize environmental impact.
 - (2) Copy of current Mobile Vendor Business Licence if one has already been issued;
 - (3) Copy of valid Vancouver Coastal Health Permit if one has already been issued;
 - (4) Photos or detailed sketch of the cart illustrating design and features (see section E);
 - (5) Proof of Insurance (see section G);
 - (6) Waste Management Plan in compliance with Wildlife Attractant Bylaw No. 684, 2010;
 - (7) COVID-19 Safety Plan; and
 - (8) Two references.

Mobile Food Vendor Pilot Program Policy

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B. Locations & Dates

Mobile Food Vendors will be permitted at the following locations:

- One Mile Lake Park lower parking lot
- 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:

| Evaluation Criteria | Weight |
|--|------------|
| Experience and demonstrated competence | 10 |
| Proposed service (menu diversity, innovation, availability of healthy options) | 15 |
| Cart design, appearance, and functionality | 15 |
| Value | 10 |
| Product sourcing | 20 |
| Sustainability | 15 |
| Schedule and commitment to operational hours | 10 |
| References | 5 |
| Subtotal | 100 |
| Bonus Points | |
| Local resident or business owner (Village or SLRD Area C) | 25 |

Mobile Food Vendor Pilot Program Policy

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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 applicable season of the Pilot Program and will be required to apply for and obtain a business licence.

D. Operational Requirements

- i. A Mobile Food Vendor (the Vendor) shall abide by the following operational requirements:
 - (1) The Vendor shall display the *Mobile Food Vendor* Permit, Vancouver Coastal Health (VCH) Permit, and business licence prominently on the food cart.
 - (2) The Vendor shall commit to scheduled dates and locations and shall operate a minimum of five (5) hours on each scheduled date.
 - (3) The Vendor is restricted to operating at the locations on the dates that have been approved by the Village.
 - (4) The Vendor shall recycle, compost, or dispose of garbage and waste off-site and shall not use Village garbage bins or dispose of any liquid waste into bodies of water, onto soil, or into Village drains.
 - (5) The Vendor shall provide their own source of potable water and power for the Mobile Food Cart.
 - (6) The Vendor shall conduct a daily clean-up within a 100 m radius of the cart location.
 - (7) The Vendor shall not leave the Mobile Food Cart at the operating location overnight.

Mobile Food Vendor Pilot Program Policy

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- (8) The Vendor shall ensure that all storage is contained within the Mobile Food Cart.
- (9) The Vendor shall maintain the Mobile Food Cart in good operating condition and appearance.
- (10) The Vendor shall not leave the Mobile Food Cart unattended.
- (11) The Vendor may provide for their own use two folding chairs and a small tent or canopy for weather protection; no additional furniture or objects are permitted.
- (12) The Vendor shall not operate during an approved special or community event occurring at their approved location except if specifically associated with and authorized by the organizers of the event.
- (13) If electrical power from a Village source is available and is used by a Vendor, the Vendor shall pay to the Village a fee of an amount to be determined for the electricity use.
- (14) The Vendor shall 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.
- (15) The Business Licence Inspector may cancel the Mobile Food Vendor Permit if the Vendor fails to operate on at least 75% of the agreed location dates (minimum of five hours operating time per date) unless the Vendor has received approval in writing for a reduced schedule.

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.

Mobile Food Vendor Pilot Program Policy

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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, if applicable, the Squamish-Lillooet Regional District must be named as additional insured on both policies.
- iv. Mobile Food Vendors must provide thirty (30) day written notice of any material change or cancellation of policy.

AMENDMENTS

- A. Administrative amendments to this policy may be made by the Chief Administrative Officer.