

Summer Street Food Program Policy

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>Sheena Fraser</u>
Approved Date:	<u>11 May 2021</u>	Amendment:	<u>2</u>
Meeting No.:	<u>1538</u>	Date:	<u>March 29, 2023</u>

POLICY PURPOSE

The purpose of this policy is to establish the framework for a summer street food 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 Summer Street Food Permit, that sells food, confectionary, or beverage from a *Mobile Food Cart*.

POLICY

This program will run during the summer months beginning June 1 and ending in September 31 of each year.

One *Mobile Food Vendor* will be permitted to operate at each approved location on the dates listed on the Summer Street Food Calendar. The objective is for *Mobile Food*

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Vendors to operate at different locations throughout the operating season to maximize 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 and post an online form no later than January 31st of each year. The online form will serve as the application for the Summer Street Food program and the *Mobile Food Vendor* business licence.

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 Summer Street Food Permit to successful applicants valid for the agreed locations and dates specified in the permit for one (1) operational season. *Mobile Food Vendors* with a valid VCH permit may apply for additional dates and locations by submitting a request in writing. There will be no fee for the permit.

All submissions must be received by the Village no later than midnight March 15 of each year to be considered. Late submissions will be accepted while locations and dates remain available.

PROCEDURE

A. Application Requirements

- i. A Summer Street Food Permit is issued for one (1) season. A Vendor who participates in the Summer Street Food Program will be required to submit a new application each year.
- ii. Applicants for a Summer Street Food Permit shall provide the following documents with their application:

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- (1) preferred locations and dates selected from annual Summer Street Food Calendar, indicating proposed hours of operation for each date selected;
- (2) the qualifications and experience of the business, noting the role of local business owners and residents, if any;
- (3) menu and service description, including description of healthy meal and snack options;
- (4) product sourcing;
- (5) measures included to minimize environmental impact;
- (6) copy of current Mobile Vendor Business Licence if one has already been issued;
- (7) copy of valid Vancouver Coastal Health Permit if one has already been issued;
- (8) photos or detailed sketch of the cart illustrating design and features (see section E);
- (9) proof of insurance (see section G);
- (10) Waste Management Plan in compliance with Wildlife Attractant Bylaw No. 684, 2010;
- (11) two reference letters

B. Locations & Dates

Mobile Food Vendors will be permitted to operate at the following locations:

- One Mile Lake Park lower parking lot
- Industrial Park (to be determined in consultation with Vendor)
- 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 Summer Street Food Calendar. Some dates may be unavailable due to scheduled events or maintenance and repairs. The Village will inform *Mobile Food*

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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

Applications will be treated confidentially.

The Village will review and score all applications 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 Summer Street Food Permit valid for the applicable season of the program.

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D. Operational Requirements

i. A *Mobile Food Vendor* (the Vendor) shall abide by the following operational requirements:

- (1) The Vendor shall display the Summer Street Food 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 unless an alternative schedule has been approved.
- (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.
- (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.

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- (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 Summer Street Food 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 a Summer Street Food 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, 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.

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AMENDMENTS

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

Amendment Approvals:

CAO Approval: April 3, 2023