



Policy Name: MOBILE FOOD CART POLICY

Policy Number: Council Policy 2017-002

REASON FOR POLICY

To provide a standard for approving and regulating Mobile Food Carts in the City of North Vancouver with the goal to contribute to the animation of public spaces.

A Mobile Food Cart is defined as any wagon, cart or kiosk from which food, confectionary or beverage is offered for sale on approved City streets, plazas, parks or other public locations.

AUTHORITY TO ACT

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

PROCEDURE

A. Application Requirements

1. Submit an Expression of Interest letter for preferred location(s) by Friday, of the first week in October (decision may be awarded by random draw process - see section A5 below). Letters to be addressed to the Business Licence Inspector.
2. Applicants must be the owner of the business.
3. The following information must be included with the Expression of Interest for a Mobile Food Cart location(s):
 - A colour photo or detailed plan of the proposed Mobile Food Cart;
 - Dimensions of the Food Cart;
 - Proposed signage;
 - A description of the proposed products to be sold and methods of preparation/storage;
 - Identification of preferred location(s) (see Schedule A for approved locations);
4. Once locations have been allocated a separate business licence application for each location must be submitted. The following are conditions of the Business Licence:

- Valid BC Health Authority Mobile Food Permit to Operate (Section B3);
 - Inspection and confirmation that the “General Fire Safety Requirements” from the City of North Vancouver Fire Department have been met (Section B4);
 - Appropriate design dimensions (Section C2); and
 - Valid insurance policy as determined by the City of North Vancouver (Section E1).
5. Available locations that have more than one applicant who meet all the Mobile Food Cart Policy requirements will be awarded by random draw. Applicants may be present to witness the draw and all applicants will be notified of the resulting status of their application.
 6. No more than two (2) locations will be issued per owner. Additional locations may be considered and approved if no other application(s) is/are received for the desired location.
 7. Mobile Food Carts operating in The Shipyards and Foot of Lonsdale will be required to meet Sections B2, B3, B4 and E of this Policy.

B. Operational Requirements

1. Vendors must commit to operate at approved locations. Vendors must initiate operations from the location no later than 10 days after suitable weather begins in the spring/summer months and operate a minimum of 5 hours a day, 5 out of 7 days per week weather permitting. As the goal is to animate public spaces regular operating hours and days is essential.
2. Vendors must comply with the “Mobile Food Premises” Guidelines issued by Vancouver Coastal Health (VCH). For more information contact VCH Environmental Health at 604-983-6700 or www.vch.ca.
3. Vendors must have a valid Mobile Food Permit issued by a B.C. Health Authority.
4. Vendors must comply with the “General Fire Safety Requirements” for Mobile Food Vendors issued by the North Vancouver City Fire Department. For more information contact the North Vancouver City Fire Department at 604-980-5021 or www.cnv.org.
5. Garbage and waste will be recycled or disposed of properly off-site by the operator. Use of City garbage/recycling receptacles is prohibited. Disposal of any liquid waste into adjacent bodies of water or City drains is prohibited.
6. Mobile Food Carts must provide their own independent sources of potable water and power.
7. Vendors must conduct daily cleanup of the location within a 10 metre radius of the vending cart.
8. The Mobile Food Cart is restricted to the specific location that has been designated and approved by the City.

9. The Mobile Food Cart is prohibited from remaining overnight.
10. Storage is limited to the Mobile Food Cart. Free-standing storage units are prohibited.
11. The sale of popcorn, bird seed and any other loose confectionery seed product (e.g. sunflower seeds) is prohibited.
12. Mobile Food Carts licensed to operate at Waterfront locations must receive approval from the event organizer if the area is booked for an event.
13. Mobile Food Cart pick-up and drop-off must occur from the adjacent street or approved parking lots. Vehicles are prohibited from driving on sidewalks or pathways to access the designated locations.
14. Relocation of a Mobile Food Cart may be required on a temporary basis to accommodate City approved events or construction/repairs of City infrastructure in or close to the designated locations. Advance notice of such relocations will be given when possible.
15. Mobile Food Carts must be maintained in good operating condition as well as with a high standard of appearance.
16. Business Licence Inspector approval is required before making any changes to the Mobile Food Cart. Display boards are considered to be part of the food cart and must be approved.
17. Mobile Food Carts shall not be left unattended.
18. Each Mobile Food Cart is allowed two folding chairs and a tent/canopy for weather protection; no additional furniture or objects are permitted.
19. Deep frying is prohibited.

Failure to comply with one or more of the above conditions may result in enforcement action against the Business Licence.

C. Cart Design

1. Food carts must be constructed with the consultation and approval of the City of North Vancouver, Business Licence Inspector (604-983-7356) and a B.C. Health Authority. For more information contact Vancouver Coastal Health at (604-983-6700).
2. Food carts will be designed to meet the following dimensions:
 - Maximum 1.5 metres (5') in overall length.
 - Maximum 1.2 metres (4') in overall width.
 - Maximum 1 metre (3' 3") solid bottom of kiosk with additional 1 metre (3' 3") of clear open structure above.

D. Business Licence

1. The Mobile Food Cart Business Licence is **not** transferable to another owner/operator.
2. The Business Licence must be displayed on the food cart while in operation.
3. Operators must submit an Expression of Interest letter annually by the deadline noted in A1 above. For operators that have held a business licence in the previous year, automatic renewals will be allowed for three additional consecutive years subject to compliance with this Policy. At the end of the three years locations will be available to all interested parties and decided as per Section A5 above.

Applications will be received at any time during the year for locations that have not been allocated as per Section A5.

E. Insurance

1. Mobile Food Cart owners are required to provide and maintain liability insurance coverage that meets the following minimum requirements:
 - Inclusive limit of \$5,000,000;
 - Cross Liability Clause;
 - City of North Vancouver named as an Additional Insured; and
 - 30 day written notice of any material change or cancellation of Policy.
2. A Business Licence will not be issued until proof of insurance has been received and approved by the Business Licence Inspector. Should you have any questions regarding insurance requirements, please contact the Insurance and Risk Advisor at 604-983-7302.

Approval date:	April 3, 2017	Approved by:	Council
Amended date:	June 24, 2019	Approved by:	Council

Schedule A

Street Food Vending Locations

1. Lonsdale Avenue at 14th Street, Civic Plaza (141 West 14th Street) **or** Lonsdale Sidewalk frontage
2. Lonsdale Avenue at 17th Street, Southeast corner (1650 Lonsdale)
3. Lonsdale Avenue at 19th Street, Northwest corner (1905 Lonsdale)
4. Lonsdale Avenue at 21st Street, Southeast corner (2032 Lonsdale)
5. Waterfront Park near Goldsworthy Pier
6. Foot of Harbourside Place **or** Fell Avenue in Harbourside Business Park
7. Jack Loucks Court
8. Rogers Plaza

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

