



APPLICATION FOR MOBILE FOOD VENDING LICENCE
BYLAW NO. 4240, 4241, 4242
POLICY NO. 3.19

BUSINESS NAME: _____

NAME: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

Indicate which Mobile Food Vending Licence you are applying for:

- Single Site Mobile Food Vending on Private lands \$150.00
(including a Single Event Licence)

Location: _____

- Multiple Site Mobile Food Vending on Private Lands \$300.00
(Land not owned by the City of Salmon Arm)

Location: _____

- Multiple Site Mobile Food Vending on City & Private Lands \$500.00
(City Locations as per attached maps)

Location (Private Lands): _____

REQUIREMENTS PRIOR TO ISSUANCE OF LICENCE:

- Approval from Property Owner
- Approval from Interior Health Authority
- Approval from Fire Department

General Regulations for *Mobile Food Vending*:

A *mobile food vending* business shall comply with the following regulations:

- .1 The maximum length of a *mobile food vending* vehicle, trailer or cart shall not exceed 7 m (23 ft.), unless a greater length is approved by an *official*.
- .2 A maximum area of 15 m² (162 ft²) is permitted for patron seating or the display of items, outside of a *mobile food vendor* vehicle, trailer or cart. City roads, sidewalks and boulevards shall not be used for this purpose, unless otherwise authorized by an *official*.
- .3 A location of a *mobile food vending* business shall not interfere with pedestrian or vehicular traffic circulations, points of access or egress, or public or private utilities.
- .4 A location of a *mobile food vending* business shall not cause damage to landscaped or hard surfaced areas.
- .5 A *mobile food vending* business shall not cause a *nuisance* to the public or to neighbouring *parcel* owners. The noise level of a generator or any music playing device used by a mobile food vending business shall not exceed 60 decibels.
- .6 Approval is required by the business or property owner where the *mobile food vending* business is to be located.
- .7 Report of current Interior Health Authority food safety approval is required at the time of a Business Licence application.
- .8 A *mobile food vending* business conducted on a *parcel*, *park* or road owned by or under the jurisdiction of the *municipality* shall comply with City of Salmon Arm Policy 3.19.
- .9 A *mobile food vending* business shall be permitted on a *parcel* in all *zones* as an *accessory use* for the purpose of catering private parties, festivals, and similar types of events not exceeding a time frame of two (2) days per calendar month, unless a lesser or greater time period is approved by an *official*.
- .10 The registered owner of a *parcel* on which a mobile food vending business operates shall be responsible for any associated *nuisance* complaints and related bylaw infractions.

CITY OF SALMON ARM

POLICY NO. 3.19

A) TOPIC: Mobile Food Vending

B) PURPOSE:

1. To assist the City with decision making for proposals by Mobile Food Vendors and event organizers who are requesting permission to vend, or who are organizing events involving mobile food vending on City owned parks, land, parking lots and streets ("City lands").
2. To identify City lands that are appropriate for "Mobile Food Vending" as defined and regulated in the City's Zoning Bylaw.
3. To clarify who within the City (e.g. a City Official, City Council or another entity) has authority to approve Mobile Food Vending on City lands. For clarification "City Official" shall mean the Manager of Permits and Licensing, Director of Development Services or Director of Engineering and Public Works of the City.
4. To clarify expectations and responsibilities needed to be met by Proponents and land owners for Mobile Food Vending on private properties.
5. To assist vendors and event organizers by clarifying the City's regulations, licence requirements, and by identifying City lands and private properties where such businesses are supported.

C) MOBILE FOOD VENDING – ZONING BYLAW:

1. Permission by the City and a Mobile Food Vending Business Licence must be obtained prior to the operation of Mobile Food Vending business.
2. "Mobile Food Vending" is defined as the preparation and sales of food and beverage items, meals and from a vehicle, trailer or cart in accordance with Section 4.19 (General Regulations) of the Zoning Bylaw.
3. The following zones allow Mobile Food Vending as an outright permitted use, subject to property owner consent and meeting General Regulations:

- C-1 Local Commercial Zone
- C-2 Town Centre Commercial Zone
- C-3 Service Commercial Zone
- C-6 Tourist/Recreation Commercial Zone
- C-7 Shopping Centre Commercial Zone
- C-8 Farm Produce Commercial Zone
- P-1 Park and Recreation Zone
- P-3 Institutional Zone
- M-1 General Industrial Zone
- M-2 Light Industrial Zone
- CD-8 Comprehensive Development Zone (*Wal-Mart Smart REIT Site*)
- CD-9 Comprehensive Development Zone (*Askew's Uptown and S.A.S.C.U. Site*)
- CD-16 Comprehensive Development Zone (*The Hive Site*)

D) TEMPORARY USE:

In addition, Mobile Food Vending is permitted on private property or non-City lands in all zones not listed in Section C), on a temporary basis, not exceeding two calendar days per month unless a greater time period is permitted by a City Official, and only for the purpose of catering to private parties, festivals or similar types of events held on the same parcel of land.

E) CITY LANDS:

1. The Table below identifies the locations of City lands where Mobile Food Vending sites are supported by this Policy; the corresponding location / site maps are attached as APPENDIX 1.

Location	Operating Season / Times	Restrictions	Approval Requirements
Blackburn Park Map 1	March 1 - October 31 7:00 a.m. to 10:00 p.m. Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling Only one of the two sites identified on Map 1 shall be occupied by a Food Truck at any one time Prohibited during Root & Blues Festival and SA Fall - Fair Days and Evenings; and City Council sanctioned Special Events (see F)	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Canoe Ball Diamonds Map 2	March 1 - October 31 7:00 a.m. to 10:00 p.m. Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Fletcher Park Map 3	March 1 - October 31 7:00 a.m. to 10:00 p.m. Daily Access: "First Arrival", set up no earlier than 5:00 a.m. City Hall Rear Parking Lot: days restricted to Saturday, Sunday and Stat. Holidays	Siting and business operations and hours shall not conflict with City operations and scheduling City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Klahani Park Map 4	March 1 - October 31 7:00 a.m. to 10:00 p.m. Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Little Mountain Park Map 5	March 1 - October 31 7:00 a.m. to 10:00 p.m. Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19

Marine Park Map 6	March 1 - October 31 7:00 a.m. to 10:00 p.m. Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m. *Siting / operation in Lease Area subject to approval by Lease Holder	Siting and business operations and hours shall not conflict with City operations and scheduling City Council sanctioned special events (see F) *Siting / operation in Lease Area subject to approval by Lease Holder	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19 *Siting / operation in Lease Area subject to approval by Lease Holder
McGuire Lake (6 Street NE Boulevard) Map 7	March 1 - October 31 7:00 a.m. to 10:00 p.m. Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Recreation Centre Map 8	March 1 - October 31 7:00 a.m. to 10:00 p.m. *Siting / operation subject to approval by Salmon Arm Recreation Society	Siting and business operations and hours shall not conflict with City operations and scheduling *Siting / operation subject to approval by Salmon Arm Recreation Society	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19 *Siting / operation subject to approval by Salmon Arm Recreation Society
Hudson Ave. NE (Ross Street Plaza) Map 9	March 1 - October 31 7:00 a.m. to 10:00 p.m. *One season Trial Period in Effect for the year 2018 Daily Access along Hudson Ave. NE: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling Only one of the three parking stalls identified on Map 9 shall be occupied by a Food Truck at any one time City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19

2. Specific locations or City lands not listed in the Table of Section E) 1. may be considered for addition as a Policy amendment, which would be subject to approval by City Council.
3. Specific locations on City lands not listed in the Table of Section E) 1. may be considered for Mobile Food Vending on a temporary basis, subject approval by a City Official.
4. The intent of the "First Arrival" policy is to provide equitable access to each location on a daily basis, without the need for a specialized licensing system.

F) CITY COUNCIL SANCTIONED SPECIAL EVENTS:

The holder of a Multi-Site / City Lands Business Licence forfeits the right to vend on any location or site identified on Maps 1 - 9 or on any other City land where and during the time a special event has been approved by City Council, unless the Business Licence holder has been sanctioned by the event organizer to operate within the special event.

G) VENDOR RESPONSIBILITIES:

1. In addition to compliance with Section E) of this Policy and Section 4.19 – General Regulation of the Zoning Bylaw, Mobile Food Vendors are responsible for the following when operating on City lands:
 - The holder of a valid Business Licence, including proof of liability insurance (in accordance with Section 4.2 of Bylaw #2928) and Interior Health Authority approval
 - Complete removal of the truck and/or trailer and all equipment after each day of operation, and prior to 11:00 p.m.
 - Not setting up an operation prior to 5:00 a.m.
 - Cooperation with other mobile food vendors in regards to competing for a site
 - Providing refuse / recycling containers
 - Complete clean-up of the site after each day of operation
 - Supplying own power source where City electrical facilities are not available
 - Mobile food vending operations on City lands shall not cause a public nuisance (see General Regulation 4.19.5 of the Zoning Bylaw)

2. The issuance of a Business Licence for Mobile Food Vending shall not be deemed to be a representation by the City that the business complies with any or all applicable City Bylaws, Provincial or Federal Enactments and Regulations. The Mobile Food Vendor remains responsible to ensure compliance with all Bylaws, Enactments and Regulations (i.e. Health, Gas, Electrical, NFPA 96, etc.) relevant to the operation of the business.

H) NON-COMPLIANCE:

Non-compliance with this Policy may result in any the following:

- Verbal or written warning
- Municipal Ticketing
- Suspension of Business Licence
- Revocation of Business Licence and prohibition to operate on City lands

I) FEES:

The fee for a Multi-Site / City Lands Business Licence is set in the City’s Fee for Service Bylaw. The single fee is inclusive of electricity on those sites with readily available power supply.

J) POLICY AMENDMENTS:

Any of the following City Officials may approve minor amendments to this Policy, if necessary:

- Manager of Permits and Licensing
- Director of Development Services
- Director of Engineering and Public Works

Amendments not considered by the above to be minor (i.e. major) shall be presented to Council for consideration of approval. Major Policy amendments that require consideration by Council include:

- Adding City land not listed in the Table of Section E 1)
- An additional site on City lands
- An amendment requiring a Bylaw amendment
- An amendment requiring additional staff resources or City expenditures

Prepared by: Director of Development Services	Date: November 24, 2017
Approved by: Council	Date: January 29, 2018
Amended by: Director of Planning & Community Services	Date: April 9, 2024
Nature of Amendment:	Clarification of insurance requirements and addition of locations.
Approved by: Director of Engineering and Public Works	Date: April 9, 2024

Map 1 - Blackburn Park




Concession Stand
(Rosa's Taco Lease)



Restricted to one (1) site and no more than one (1) Food Truck at any one time
See Policy 3.19 for additional Restrictions

Map 2 - Canoe Ball Diamonds



 Ball Park Boundary


 Food Truck Site See Policy 3.19 for Restrictions

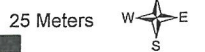
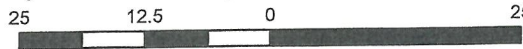


Map 3 - Fletcher Park



 Food Truck Site (Days restricted to Saturday, Sunday and Statutory Holidays Only)

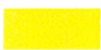
 Food Truck Site See Policy 3.19 for Restrictions



Map 4 - Klahani Park



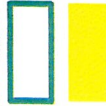
 South Park Boundary

 Food Truck Sites See Policy 3.19 for Restrictions

25 12.5 0 25 Meters



Map 5 - Little Mountain Park



Field of Dreams Overflow Parking Lot

Food Truck Sites



Map 6 - Marine Park

MARINE
PEACE
PARK

PUBLIC
WASHROOMS

CONCESSION

Lease Area Parking

OFFICE BUILDING
LEASE AREA

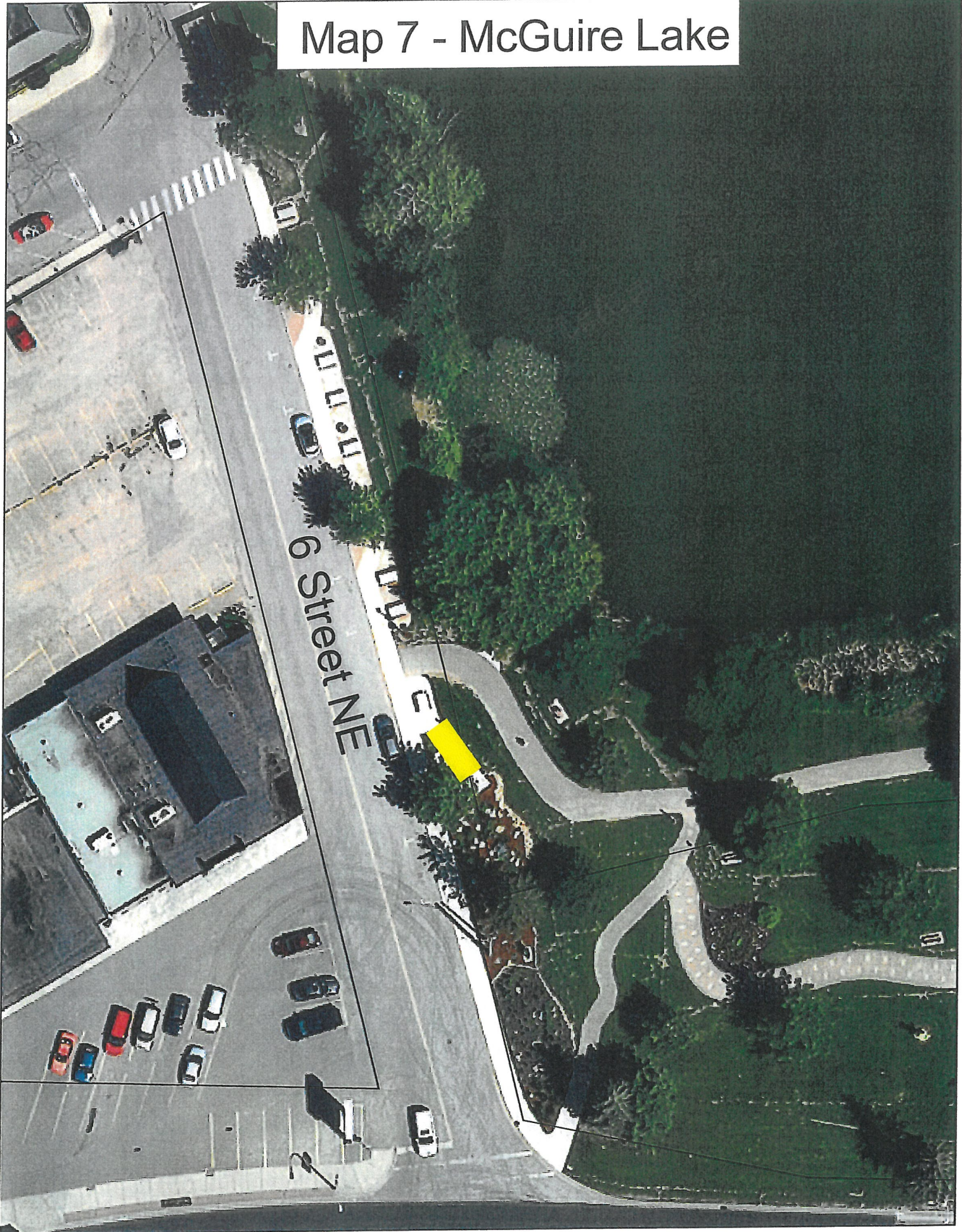



 Marine Lease Areas

 Food Truck Sites **See Policy 3.19 for Restrictions**



Map 7 - McGuire Lake



 Food Truck Site See Policy 3.19 for Restrictions

10 5 0 10 Meters



Map 8 - Recreation Centre



Salmon Arm
Curling Club
Lease Area

 City Property Boundary

 Food Truck Siting is subject to Salmon Arm Recreation Society Approval


50 25 0 50 Meters



Map - 9 Hudson Avenue

Secured Plaza Vending Site



 Restricted to one (1) on-street parking stall and no more than one (1) Food Truck at any one time
See Policy 3.19 for additional Restrictions

