

	ADMINISTRATIVE POLICY FOOD TRUCK POLICY	Policy No: 7,013CM
		Approved By: City Manager
		Effective Date: May 27, 2015
		Department: Planning and Infrastructure

FOOD TRUCK POLICY

POLICY STATEMENT

As food trucks become a more popular commercial food and beverage choice for consumers the City of Spruce would like to give food trucks the opportunity to operate within City highway right-of-ways.

1. PURPOSE

- 1.1 To enhance the overall image, economic vitality and promote street life in commercial areas through the provision of food vending on streets, while ensuring public welfare, fair competition, and nuisance prevention.

2. DEFINITIONS

- 2.1 **“Food Truck”:** means a motorized vehicle where prepared food and beverages are offered for sale to the public for consumption.
- 2.2 **“License of Occupation” (License):** means a license, authorized by the General Manager of Planning and Infrastructure, to locate and operate a food truck on approved areas within the city highway right-of-way.
- 2.3 **“Highway Right-Of-Way”:** means a highway right-of-way contained between property lines as defined in the *Traffic Bylaw*.

3. RESPONSIBILITIES

- 3.1 The applicant wishes to operate a food truck on City highway right-of-way and are subject to comply with this policy. The Applicant must submit a letter indicating their intent of operating a food truck on City highway right-of-way, attach all documentation required under this policy to the satisfaction of the General Manager of Planning and Infrastructure and pay the applicable fee outlined in the schedule of fees.

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3.2 Enforcement is permitted to enforce provisions laid out in this policy.

3.3 The General Manager of Planning and Infrastructure (General Manager) is the authority to grant a License of Occupation under this policy.

4. LICENSING

4.1 A License of Occupation is required to operate a food truck in a City highway right-of-way. In order to obtain a License of Occupation the Applicant must submit the following documentation:

- a. A valid food handling permit issued by Alberta Health Services;
- b. Fire Inspection Approval from Spruce Grove Fire Services;
- c. Proof of Motor Vehicle Insurance;
- d. Proof of Commercial General Liability Insurance with a minimum liability limit of \$2,000,000.00. The City of Spruce Grove must be named as an additional insured;
- e. Waste Disposal Plan;
- f. A business license issued per the *Business License Bylaw*; and,
- g. Any other information required by the G.M.

4.2 Applicants must ensure the following documents are kept in the Food Truck at all times and available upon demand during an inspection:

- a. A copy of the License to of Occupation issued by the City; and,
- b. A business license issued by the City.

5. TERMS OF LICENSE

5.1 Subject to the terms of the License of Occupation and this policy, the City grants to the Applicant rights to operate a Food Truck in areas illustrated on Schedule "A".

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- 5.2 The Applicant shall maintain their Food Truck in working order to the reasonable satisfaction of the City.
- 5.3 A license issued or renewed under this policy expires on the date prescribed on the License of Occupation.

6. CONDITIONS OF OPERATION

- 6.1 A food truck with the follow dimensions are permitted to operate in angled and parallel parking stalls:
 - a. 2.7m in width; and,
 - b. 6.1m in length.
- 6.2 Food Truck with dimension greater then what is outlined in 6.1 will need approval from the General Manager.
- 6.3 Operating a Food Truck under this Policy must comply with the City's *Traffic Bylaw*.
- 6.4 During authorized City special events, a License of Occupation must include permission from Community and Protective Services.
- 6.5 A food truck may operate from 7 a.m. to 11 p.m., and shall not remain in its location overnight or on non-operational days.
- 6.6 Notwithstanding 5.1, a food truck may only operate within a residential district's highway right-of-way through a specific request and with the written permission of a resident to provide food and beverage to that resident and guests for a specific timeframe compliant to 6.4. The food truck must operate immediately in front of the resident's property and relocate immediately after the approved timeframe has expired.
- 6.7 Notwithstanding 5.1, a food truck may operate on a highway right-of-way adjacent to P1 – Parks and Recreation Districts and PS – Public Service Institutional Districts.
- 6.8 A License of Occupation may be approved for additional locations at the discretion of the General Manager.

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6.9 A food truck operating in an angled parking stall must operate at the end of a row of where there is no stall adjacent to the food truck's service window (See Figure 1).

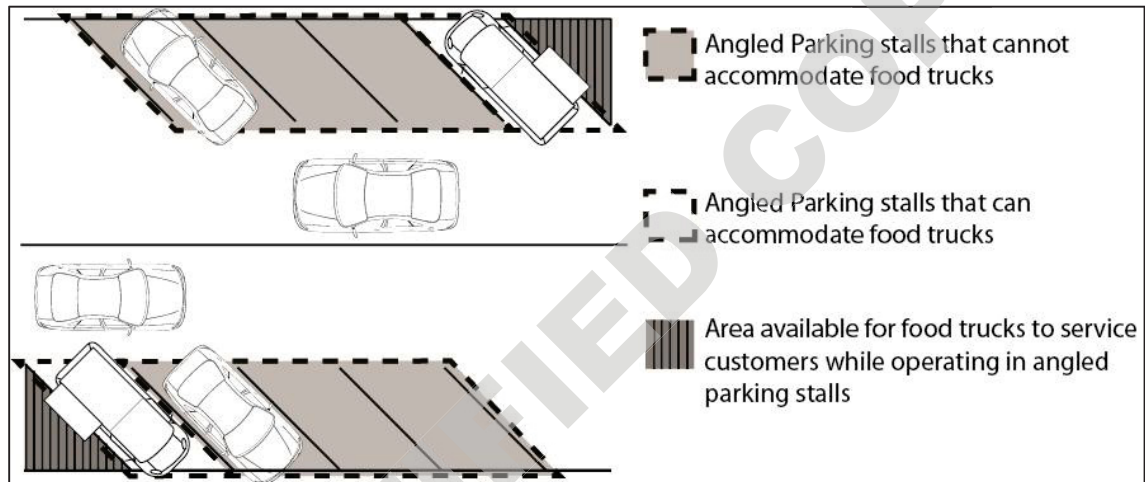


Figure 1: Permitted angled parking stalls for food truck operation.

6.10 A food truck operating in a parallel parking stall shall orient its service window towards the sidewalk.

6.11 No person shall operate a food truck:

- a. In a manner that interferes with the normal use of a sidewalk by pedestrians, including the use of overhead canopies or doors; and,
- b. That restrict or interfere with the ingress or egress of the adjacent property owner or constitute an obstruction to access by fire, police, or public works vehicles.

6.12 A garbage and a recycling receptacle shall be provided by the applicant within 0.5m of the Food Truck.

6.13 A Food Truck shall be self-contained with respect to water and power; if a generator is required for power, it shall be quiet and not cause a disturbance.

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6.14 A food truck shall not:

- a. Interfere with or damage any landscaping;
- b. Be left unattended unless the unit is closed and secure; or,
- c. Be left idling

6.15 One A-Board sign may be allowed on the adjacent sidewalk or boulevard; the sign shall only be in place during hours of operations and placement shall be in accordance with 6.11 and the *City's Land Use Bylaw*.

7. COMPLIANCE

7.1 This policy may be enforced by the City, at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:

- a. This policy;
- b. Traffic Bylaw;
- c. Land Use Bylaw;
- d. Business License Bylaw; or,
- e. The Traffic Safety Act.

8. RELATED DOCUMENTS

- a. License of Occupation.



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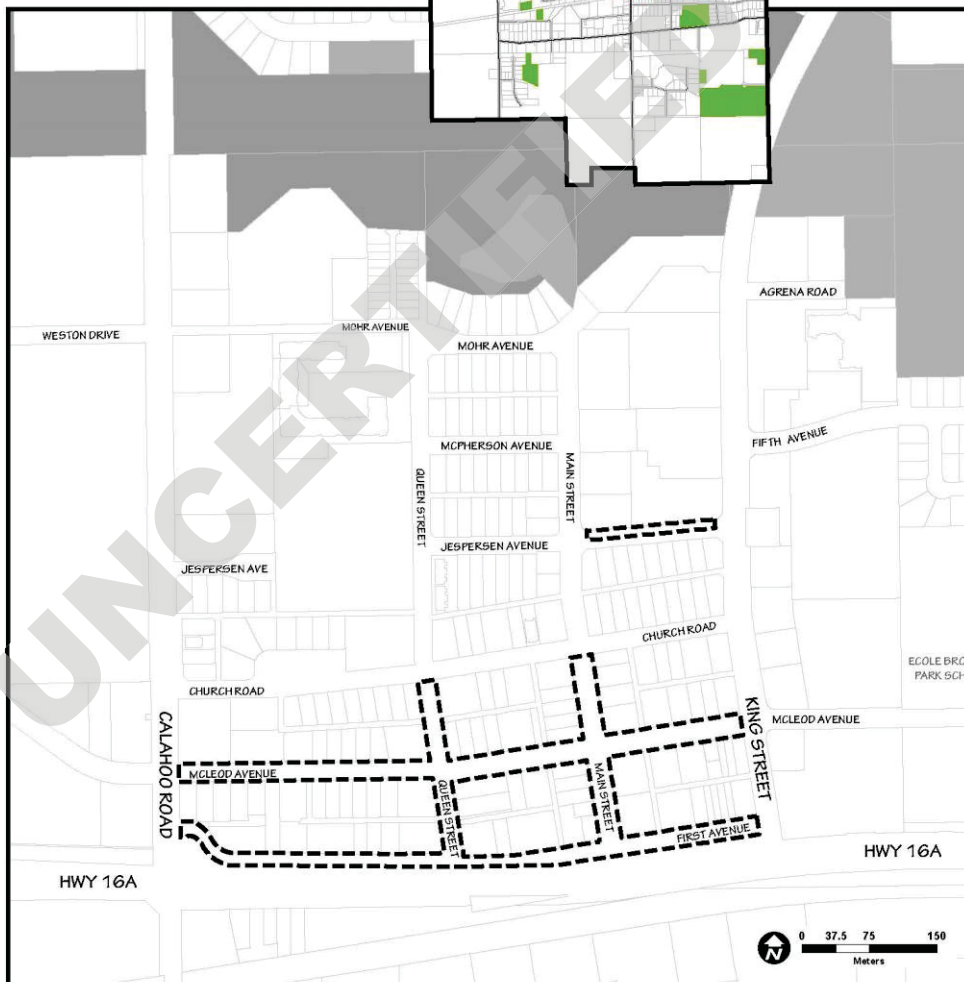
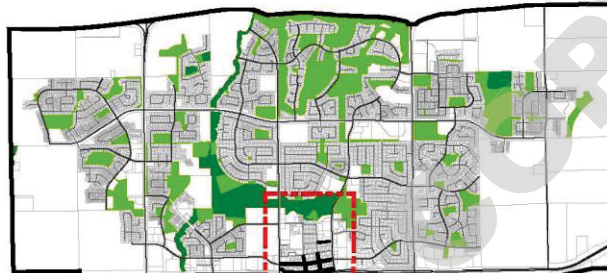
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SCHEDULE A



Schedule A
Permitted Areas for
Food Truck Operation
on City Right of Way



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APPROVAL	
City Manager _____	Date _____