

TOWN OF SLAVE LAKE

[Insert Type of Policy – Administrative or Council] POLICY

Department:	Planning and Development	Policy No:	
Policy Title:	Food Truck Policy	Issue Date:	Revised March 14, 2023
Issued to:	All Employees and Council	Policy Type:	

1 PURPOSE

The Town of Slave Lake ("Town") wants to support business in Slave Lake and wishes to provide opportunities for Food Trucks to operate on public lands.

2 POLICY STATEMENT

It is the desire of the Town to provide a clear concise and appropriate process from applying for a Food Truck Permit on public lands. The Town wants to ensure that the location of Food Trucks on public lands is properly managed to minimize the risk of liability to the Town and reduce the potential of injury to the public or damage public lands.

3 DEFINITIONS

- 3.01 Community is defined as the community of Slave Lake.
- 3.02 Food Truck is defined as a large vehicle equipped with facilities for cooking and selling of food.
- 3.03 Green Spaces is defined as all public parks and open spaces, does not include public sports fields (i.e., baseball diamonds or soccer fields).
- 3.04 Public Land or Facility is defined as land, buildings and/or facilities that are owned by the Town of Slave Lake and includes road, streets, avenues, boulevards, parking lots, green spaces, sports fields etc.
- 3.05 Public Road or Lane is defined as a road or lane owned, operated, and maintained in whole or in part by a public authority or by a municipality and is used for the movement of vehicular and pedestrian traffic.
- 3.06 Private Land or Facility is defined as land, buildings, and/or facilities that are not owned by the Town of Slave Lake.
- 3.07 Sports Fields is defined as a sport field owned by the Town of Slave Lake and includes Sinclair Ball Diamonds and Charity Ball Diamonds.

4 RESPONSIBILITIES

- 4.01 Chief Administrative Officer (CAO) – Ensures that the Food Truck Policy is implemented and followed.
- 4.02 Director of Planning and Development – Ensures the Food Truck Permits are processed and issued in accordance with the Food Truck Policy.
- 4.03 Director of Community Services – Ensures that all operational requirements around Green Spaces and Sports Field are considered and administered in accordance with the Food Truck Policy.
- 4.04 Town Council – Approves the Food Truck Policy and any amendments thereto.

5 GUIDELINES

5.01 Standards

- 5.01.1 The Town of Slave Lake will require that all Food Trucks that wish to operate on public lands or public roads, as defined in this Policy, apply for, and receive a Food Truck Permit or some other approval from the Town of Slave Lake.
- 5.01.2 All Food Trucks operating within the Town of Slave Lake shall also have a valid Town of Slave Lake Business License and a Food Handling Permit issued by Alberta Health Services.
- 5.01.3 The Town reserves the right to refuse any application for a Food Truck on public lands or on a public road, which is not received by the Town a minimum of fourteen (14) business days from the date the Food Truck wishes to operate from a proposed public location.
- 5.01.4 The location of all Food Trucks on public lands or public roads must be evaluated to ensure the location of the Food Truck will have limited negative impacts on public lands, public roads, or to the general public. The Town reserves the right to refuse certain locations on public lands or public roads that may cause damage to public lands or public roads or may expose the general public or the Town to unnecessary risk or liability. The Town reserves the right to cancel any Food Truck permit due to unforeseen events.
- 5.01.5 The approval of Food Trucks on public lands or public roads must comply with the regulations established in the Food Truck Policy, the Parks Bylaw, the Land Use Bylaw, the Business License Bylaw, the Traffic Bylaw, the Special Event Policy, and the Community Standards Bylaw
- 5.01.6 Food Trucks must comply with all Municipal, Provincial and Federal regulations and must obtain any other municipal, provincial, or federal approval, license, or permit.
- 5.01.7 The Town of Slave Lake will issue a Food Truck Permit, in accordance with the Food Truck Policy, within fourteen (14) business days of receipt of a complete application.

5.02 Procedure

- 5.02.1 A complete application for a Food Truck Permit shall be received a minimum of fourteen (14) business days prior to the date the Food Truck wishes to operate from a specific public location.
- 5.02.2 All Food Trucks operating on private lands shall not require a Food Truck Permit, however, will require the consent of the landowner where it will operate from.
- 5.02.3 An application for a Food Truck Permit shall include a complete application form signed by the applicant, the location they wish to operate from, a picture of the Food Truck with the license plate, a copy of their Food Handling Permit issued by Alberta Health Services and a copy of their General Public Comprehensive Liability Insurance in the amount of \$2 Million showing the amount and expiry date of the policy.
- 5.02.4 Upon receipt of a complete application, the Director of Planning and Development will review the application to ascertain if the proposed location for the Food Truck should be approved and if a permit will be issued.

- 5.02.5 An application for a Food Truck shall be referred to the Director of Community Services if the Food Truck is to be located in a green space or sports field. The Director of Community Services shall advise the Planning Department of any additional requirements prior to issuance of the permit.
- 5.02.6 The conditions imposed shall include regulations established in the Food Truck Policy, the Parks Bylaw, the Land Use Bylaw, the Business License Bylaw, the Traffic Bylaw, the Special Event Policy, and the Community Standards Bylaw.
- 5.02.7 The Food Truck Permit shall be issued within fourteen (14) business days of receipt of a complete application.

5.03 Location of Food Trucks

- 5.03.1 Food Trucks shall:
 - 5.03.1.1 not be allowed in any residential land use districts, regardless of whether the site where the Food Truck will be parked is considered public or private lands;
 - 5.03.1.2 not be allowed adjacent to Law Courts or on any Town boulevards;
 - 5.03.1.2.1 not enter onto any school site unless invited by the school.

5.04 Parks and Green Spaces

- 5.04.1 Food Trucks shall:
 - 5.04.1.1 not be allowed within a green space or sports field, other than the parking lot associated with the green space or sports field, unless permission has been granted by the Town for the Food Truck to be located somewhere other than the parking lot; and only if a Special Event Permit or other Town approval has been received;
 - 5.04.1.2 be allowed in the parking lots associated with Hilda Eben Park, Barton Park, Charity Ball Diamonds, and Sinclair Ball Diamonds, however only if these green spaces and sports fields have not already been booked for an event and only under the issuance of a Food Truck Permit;
 - 5.04.1.2.1 if the Food Truck is associated with an event scheduled and approved for the above noted green space or sports field, the Food Truck may operate under the Special Event Permit or other approval issued by the Town. In this instance a Food Truck Permit will not be required, however, the Food Truck must have their Food Handling Permit issued by Alberta Health Services and General Public Comprehensive Liability Insurance in the amount of \$2 Million;
 - 5.04.1.3 be allowed to park within the on-street parallel parking stalls of 3 Avenue NE adjacent to Schurter Park, as illustrated on Schedule "A", however only if Schurter Park has not already been booked for an event and only under the issuance of a Food Truck Permit. The Food Truck shall park parallel to a Town sidewalk or boulevard, such that food is served from the sidewalk or boulevard and not from the street or adjacent parking stall;
 - 5.04.1.3.1 if the Food Truck is associated with an event scheduled and approved for Schurter Park, the Food Truck may operate under the

Special Event Permit or other approval issued by the Town. In this instance a Food Truck Permit will not be required, however, the Food Truck must have their Food Handling Permit issued by Alberta Health Services and General Public Comprehensive Liability Insurance in the amount of \$2 Million;

5.04.1.3.2 the Food Truck must follow the same requirements as established in the General Rules below with respect to setbacks from intersecting roads, cross walks, fire hydrants, street furniture, etc.

5.05 Public Roads

5.05.1 Food Trucks shall:

5.05.1.1 be permitted to operate on the following public roads: 1A Street SE adjacent to the Commercial area only, 15 Avenue SE, 1 Street SW and 14 Avenue SW, as illustrated on Schedule "A";

5.05.1.2 not be allowed on a public road or lane, other than the roads identified in 5.05.1.1 above, unless a road closure has been approved by the Town of Slave Lake and a Special Event Permit has been issued approving the road closure and associated Special Event;

5.05.1.3 park within a parking lane and not traffic lanes of any approved public road;

5.05.1.4 maintain a minimum 10 m (32 ft.) distance from an intersection of any public road or lane;

5.05.1.5 maintain a minimum distance of 5 m (16ft.) from a crosswalk, fire hydrant, or emergency access route;

5.05.1.6 maintain a minimum distance of 1.5 m (5 ft.) from street furniture, utilities, or utility infrastructure, and loading zones.

5.06 Downtown Parking

5.06.1 Food Trucks shall:

5.06.1.1 be allowed to park in the Town's Public Parking Lots located on 2 Avenue NW and 2 Street NE, as illustrated on Schedule "A";

5.06.1.2 not park within a single on-street parking stall such that the Food Truck overhangs into a traffic lane; however, will be permitted to park over or onto several on-street parking stalls, parallel to a Town sidewalk or boulevard, such that food is served from the sidewalk or boulevard and not from the street or adjacent parking stall;

5.06.1.3 only park utilizing the on-street parking stalls located on Main Street immediately adjacent to Rennie Hall Plaza, as illustrated in Schedule "A", unless the use of the Food Truck is associated with a business-related event or sale;

5.06.1.3.1 if the Food Truck is being utilized for a business-related event or sale, the applicant shall obtain signatures from adjacent affected business owners, stating that they do not object to the use of the specified on-street parking stalls for the placement of the Food Truck for the

period of time in which the business event or sale will be held. The signed consent form shall be submitted to the Town as part of the Food Truck Application;

- 5.06.1.3.2 not park within a single on-street parking stall such that the Food Truck overhangs into a traffic lane; however, will be permitted to park over or onto several on-street parking stalls, parallel to a Town sidewalk or boulevard, such that food is served from the sidewalk or boulevard and not from the street or adjacent parking stalls;
- 5.06.1.3.3 a separate Food Truck Permit will not be required if the business-related event or sale has been approved under the issuance of a development permit by the Town. The Food Truck must have their Food Handling Permit issued by Alberta Health Services and General Public Comprehensive Liability Insurance in the amount of \$2 Million;
- 5.06.1.4 maintain a minimum 10 m (32 ft.) distance from an intersection of any public road or lane;
- 5.06.1.5 maintain a minimum distance of 5 m (16 ft.) from a crosswalk, fire hydrant, or emergency access route;
- 5.06.1.6 maintain a minimum distance of 1.5 m (5 ft.) from street furniture, utilities, or utility infrastructure, and loading zones.

5.07 General Rules

Food Trucks shall:

- 5.07.1 not solicit/harass pedestrians or park users to buy from them i.e., no hawking;
- 5.07.2 not sell or deliver food to customers in their vehicles. Customers must approach the food truck to purchase food;
- 5.07.3 provide garbage and recycling receptacles at the Food Truck for customers to discard all waste;
- 5.07.4 collect and dispose of all waste, within a 6.0 m (20 ft.) radius from the Food Truck, that was produced either directly or indirectly by the vending operation;
- 5.07.5 comply with all Municipal, Provincial and Federal Codes and Regulations which includes obtaining any required municipal, provincial or federal approval, licenses or permits as a condition of the Food Truck Permit;
- 5.07.6 have a valid Town of Slave Lake Business License whether the Food Truck is operating on public or private lands;
- 5.07.7 not obstruct safe vehicular or pedestrian movements.

6 REVIEW OF THE POLICY

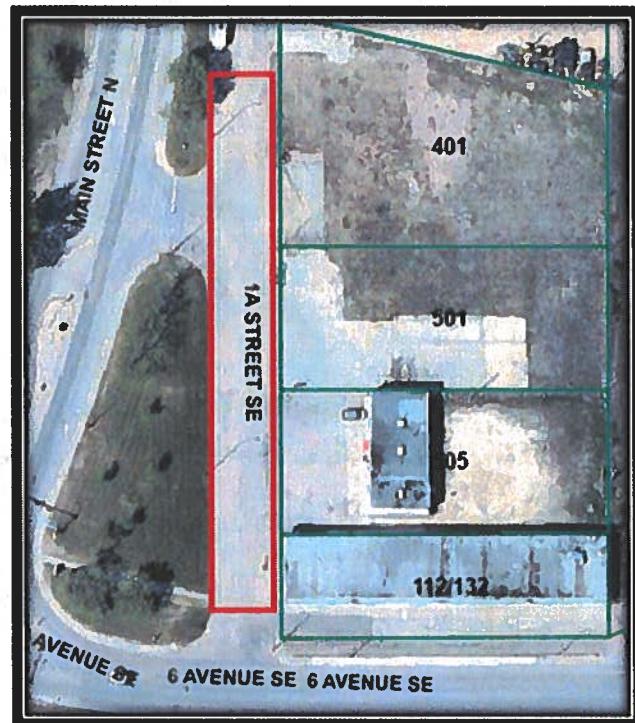
This Policy will be reviewed and may be amended from time to time based on the needs and experiences of our workplace.

7 APPROVAL and REVISION CONTROL

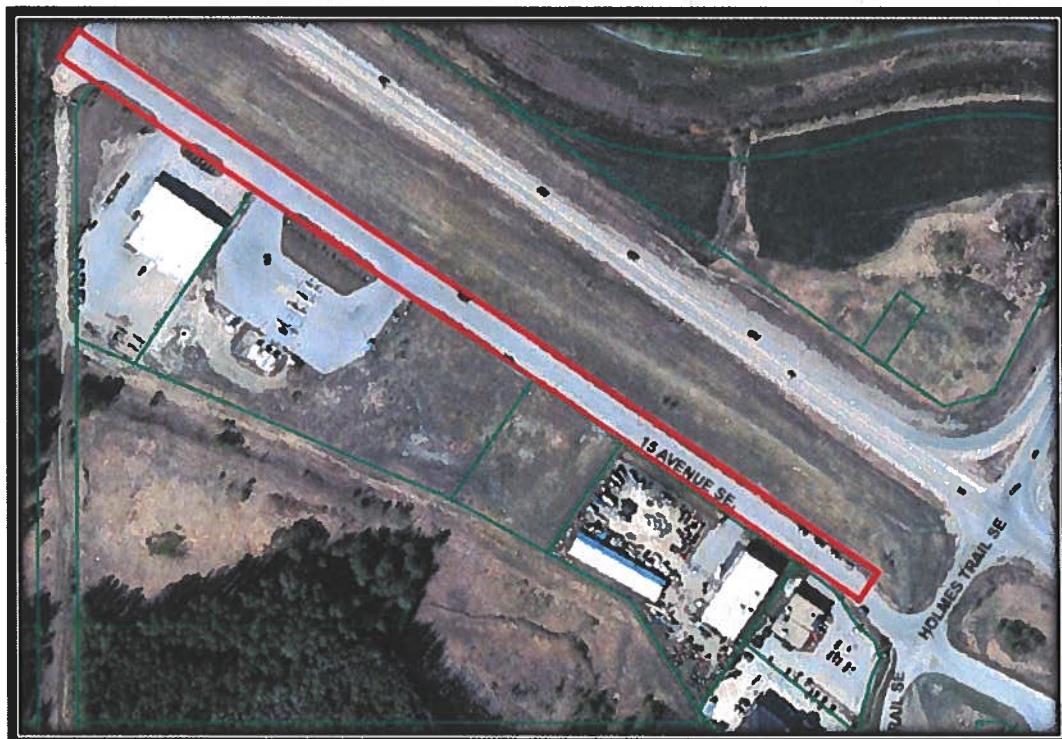
ISSUED BY	APPROVED BY:	DATE:
Director, Planning and Development		02/23/09.

SCHEDULE "A"

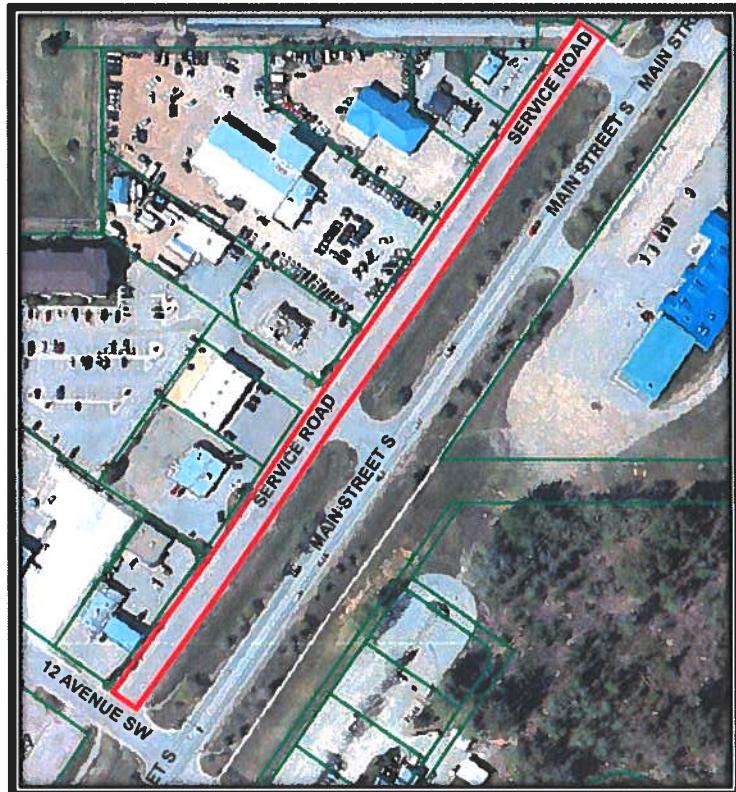
Location of Public Roads or Lands Where a Food Truck May Operate



1A Street SE Service Road – adjacent to Commercial properties only



15 Avenue SE Service Road – Both Sides



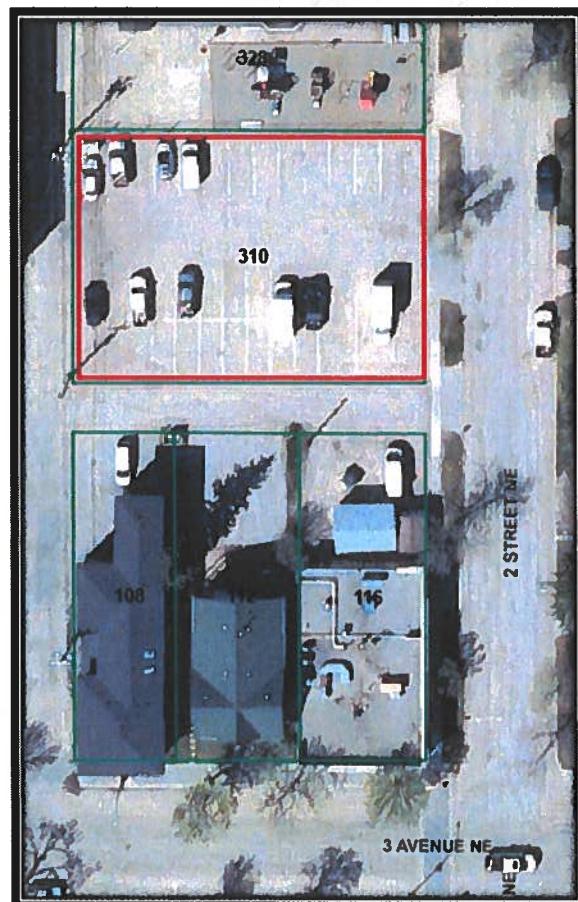
Main Street Service Road – Both Sides



14 Avenue SW Service Road – Both Sides



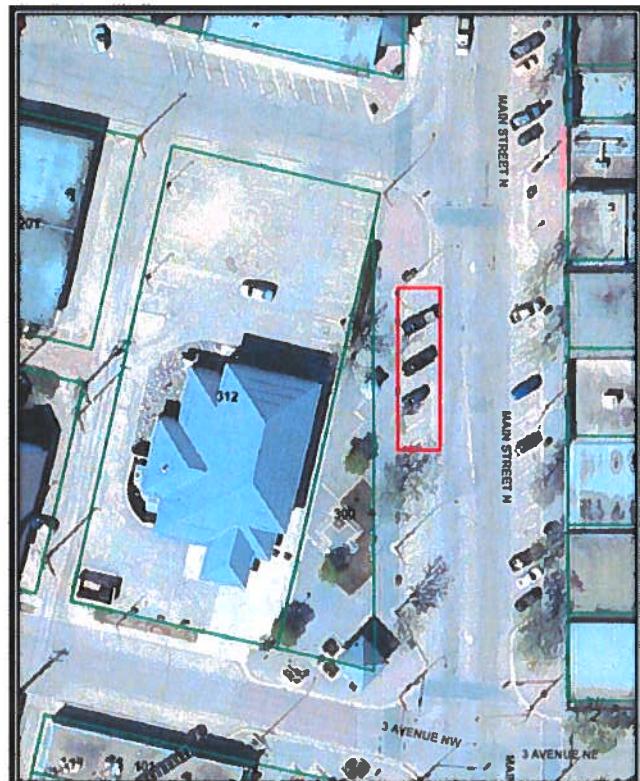
3 Avenue NE adjacent to Schurter Park – Park Side only



Town Parking Lot adjacent to 2 Street NE



Town Parking Lot adjacent to 2 Ave. NW and Royal Bank



Adjacent to Rennie Hall Plaza – north angle parking stalls only