

Operational Requirements

All vendors participating in the Mobile Food Vending Program (Expanded Pilot) must review these Operational Requirements and agree to abide by them. If any questions, please contact the Economic Development office at Invest@MapleRidge.ca or 604-467-7320.

A. VENDOR APPLICATION & VERIFICATION

To be included on the list of Approved Vendors eligible to request Food Truck Zone bookings, vendors must apply and provide the following information/items to the City:

- City of Maple Ridge Business Licence for Mobile Food Vendor (*provide licence number*)
- Certificate of Insurance
 - Providing at least \$2,000,000 of Commercial General Liability insurance, and vehicle liability insurance
 - Naming the City of Maple Ridge as Additional Insured
 - Endorsed to provide the City with 30-days' written notice of changes or cancellation

The following information may need to be provided to the insurance provider for issuance of the Certificate of Insurance:

City of Maple Ridge
11995 Haney Place
Maple Ridge, BC V2X 6A9

Tel: 604.463.5221

A refundable security/damage deposit of \$500 is required from participating Vendors.

The deposit will be returned to the Vendor at the conclusion of the Operating Season, less any outstanding fees or charges levied against the Vendor due to non-compliance or Vendor-caused damage to City property. **Deposit is due no later than 5 days before first booking.**

A list of Vendors approved to participate in the Mobile Food Vending Program (Expanded Pilot), along with a list of Vendors' confirmed Food Truck Zone bookings will be published on the City's website.

Vendors will remain on the Approved Vendors list until 1) the Expanded Pilot program is terminated, 2) the Vendor ceases to hold a valid City of Maple Ridge Business Licence, 3) the Certificate of Insurance provided to the City lapses without renewal, or 4) the City revokes the Vendor's permission to participate in the program, whichever event occurs first.

Operational Requirements

B. SCOPE OF SALES

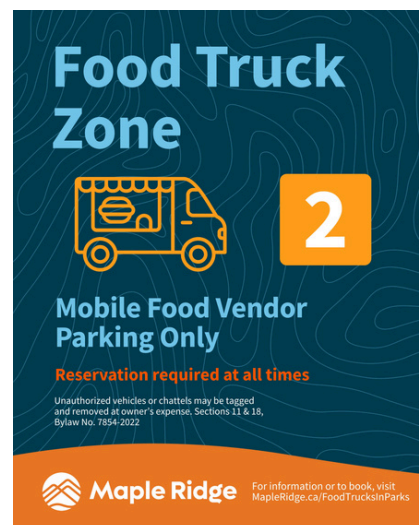
- Vendors are permitted only to sell prepared food and non-alcoholic beverages
- Vendors may not sell to customers in or on motorized vehicles (i.e., drive-through style)
- Vending is limited to the public park operating hours (generally 6:00 AM to 10:00 PM)
- Vendors may operate on any day of the week during the Operating Season

C. OPERATING SEASON & OPERATING DAYS

- The Operating Season of the Mobile Food Vending Program (Expanded Pilot) runs from April 1 to Thanksgiving Day in October
- An Operating Day is defined as a calendar day (12:00 AM to 11:59 PM Pacific Time), or portion thereof, during the Operating Season
- Vendors are limited to 15 Operating Days per location, per Operating Season, regardless of the number of Food Truck Zones at a specific location

D. FOOD TRUCK ZONES

- Food Truck Zones have been established for mobile food vending at specific City-owned parks and facilities. Vending will only be permitted in these designated locations, unless written authorization has been provided by the City
- Each Food Truck Zone is signed and/or clearly marked to identify where mobile food vending is permitted



Operational Requirements

- Food Truck Zones are available on an as-is basis. Vendors are not permitted to make any alterations to the zones, including but not limited to levelling, enlarging, or relocating zones or pruning and/or removal of any vegetation.
 - If a Vending Unit requires level placement, Vendors are responsible to bring their own blocks (or other equipment) and remove them after each Operating Day
- The location, quantity, type, or any other detail of the Food Truck Zones is subject to change due to reasons of operational requirements, safety, and/or customer experience.
- For the 2026 Expanded Pilot, Food Truck Zones have been established in the following locations:

Location	Food Truck Zones
Maple Ridge Park	2 zones
Whonnock Lake Park	2 zones

- For Food Truck Zones located behind an access gate, a key will be made available to confirmed Vendors, who will have the responsibility of picking up and dropping off the access key at the Economic Development office between 8:00 AM and 4:00 PM, Monday through Friday (except Statutory Holidays).
 - Access gates must be securely closed and locked once the Vending Unit has passed through, and the Vendor must ensure that no ‘tailgaters’ follow
- Due to site constraints, traffic flow, and/or safety concerns, the City may permit or require early arrival and/or delayed departure for certain Food Truck Zones, may cancel Vendor access, and/or require the Vendor to depart with minimal notice.
 - The City cannot guarantee access to or egress from Food Truck Zones. In some situations, access/egress may not be possible at a Vendor’s preferred time. Vendors may need to remain in place until safe passage is possible.
- Access to Food Truck Zones is permitted during park opening hours, unless booked for a private or major event or otherwise closed by the City or other authorities.
- Food Truck Zones and associated restrictions are in effect 24/7, regardless of the presence of a Vendor or Vending Unit. Unauthorized vehicles or other chattels may be tagged and towed/removed at the owner’s expense.
- The City and/or other authorities will conduct spot checks for compliance and enforcement of applicable rules, policies, and/or bylaws.

Operational Requirements

E. SITING, SET-UP & ACCESSIBILITY

- Overnight parking is not permitted in any Food Truck Zone
- Service windows or areas must be oriented to prevent customers from queueing or congregating in the path of motor vehicle traffic or paths of accessible travel (i.e., service windows should face toward the sidewalk or footpath and not block universal access features, such as ramps or curb cuts)
- Portable tents, canopies, furniture, or fixtures (e.g., tables, chairs, benches, counters, refrigeration units, etc.) are not permitted to be set up
- Vendors must maintain minimum clearances around the Vending Unit
 - Minimum 2.1 m vertical clearance for any structure or apparatus under which customer or other persons may be travelling or standing
 - Minimum 1.8 m horizontal clearance for customers or other persons through and around the Vending Unit
 - Vending Units, equipment, and/or customer queues must not block access to ramps, curb cuts, or other universal access features
- Vendors may be required to relocate, adjust position, or remove their Vending Unit or other equipment if so directed by City staff or agents if any unsafe or undesirable operating situation is perceived by the City
- Bookings for Food Truck Zones may be requested by Approved Vendors through the Economic Development office by completing the Booking Request form and emailing Invest@MapleRidge.ca

F. VENDING UNIT CONDITION & CUSTOMER SERVICE

- Vending Units may consist of a food truck, food trailer, or food cart that sells prepared food and/or non-alcoholic beverages while parked in a stationary position (i.e., not roaming or travelling)
- The Vending Unit must be clean, well-lit, and aesthetically pleasing in appearance. No lights, sounds, or actions that could be distracting to motorists or pedestrians, and no shouting, loud music, or sound amplification at any time
- The Vending Unit must be attended at all times while on City property
- The Vendor must maintain a high level of customer service consistent with industry standards for mobile food vending operations.

Operational Requirements

G. SIGNAGE

- The Vendor may set up one (1) temporary freestanding A-frame-style sign within clear sight of the Vending Unit during the operating hours, and the sign must be removed at the end of each Operating Day
- Signage must not be attached to any structure, infrastructure, or vegetation, must not impede the safe passage of customers, pedestrians, park users, or vehicles, and must be maintained in good condition at the Vendor's sole cost
- Any additional insurance costs and policies to either the City or the Vendor resulting from the use of signage will be at the Vendor's sole cost
- Vendors may be required to remove or relocate the signage by City staff or agents if any unsafe or undesirable operating situation is perceived by the City

H. UTILITY SERVICES

- Vending Units must be equipped with their own energy and water sources and wastewater management systems. The City will not provide electricity, water, propane, or other supplies to Vendors
- Portable CSA-approved generators will generally be allowed, but their placement and/or use must comply with the device's operating instructions and other safety requirements and must not create a nuisance or safety hazard for persons and/or animals
- Disposal of wastewater (grey or black) is **not** available or permitted on site
- Vendors must comply with the **Waste Management Guidelines** outlined in **Section J** of this document

I. VENDOR EMPLOYEE SAFETY & COMFORT

- Vendors are responsible for obtaining and maintaining WorkSafe BC coverage for themselves and their employees and may be requested to provide proof of coverage to the City
- Vendors shall arrange to provide access to washroom facilities for their employees. Vendors and their employees may use public washroom facilities or make arrangements with a nearby business

Operational Requirements

J. WASTE MANAGEMENT GUIDELINES



MAPLE RIDGE IS IN BEAR COUNTRY!



Vendors **must** follow these Waste Management Guidelines to ensure a clean and safe environment for customers, employees, other park users, and wildlife.

The City reserves the right to revoke a Vendor's participation in the Mobile Food Vending Program and/or permission to operate on City property is the Vendor's operation creates or contributes to a wildlife attraction hazard.

- Vendors **must not** permit the Vending Unit, or the area within a 10-metre radius surrounding the Vending Unit, to become untidy, unsightly, unsanitary, offensive, or hazardous, or permit the accumulation of unreasonable quantities of waste, refuse, or any other material or debris, in or about the Vending Unit, and will keep the Vending Unit clean, tidy, and in good condition
- Vendors **must** conduct litter and garbage pickup at least twice a day in the area within a 10-metre radius of the Vending Unit during each Operating Day
- Vendors **must** separate waste into three streams as per Metro Vancouver solid waste regulations, i.e., recyclables, organics/compostables, and general garbage
- Vendors **must** collect and dispose of any garbage, recycling, and compostable waste (including unused food products, packaging, and consumables) produced directly or indirectly by the Vendor or vending operation and within a 10-metre radius of the Vending Unit and **not** dispose of such waste in any garbage bins located in the park or Food Truck Zone venue
- Vendors **are permitted** to have external waste receptacles to serve their customers, and these bins are solely the Vendor's responsibility to maintain
 - Waste receptacles **must not** obstruct the sidewalk/footpath or interfere with access/egress to any surrounding business, property, or building
 - Receptacles **must** be monitored and regularly emptied (at least twice per operational day) by the Vendor, and the site must be kept clean and tidy
 - Vendor-owned waste receptacles and collected waste materials **must** be removed at the end of each operational day and disposed of off-site by the Vendor at their own expense
- All wastewater **must** be collected and disposed at a proper disposal facility at the Vendor's sole expense. A [list of dump stations](#) is available from the Province's website.



Operational Requirements

K. FEES, CHARGES & DEPOSITS

- No program fees are payable by Vendors for the Expanded Pilot Program in 2026, but the City reserves the right to impose fees and charges to recover expenses incurred due to Vendor non-compliance with the Program requirements
- A refundable security/damage deposit of \$500 will be required from each verified Vendor before Food Truck Zone bookings are confirmed. The deposit will be returned to the Vendor at the conclusion of the Operating Season, less any outstanding fees or charges levied due to Vendor non-compliance.
 - The security/damage deposit must be paid by the Vendor no later than five (5) business days before their first confirmed Operating Day.
- Once a permanent program is established, fees or charges will be levied to cover program and administrative costs.

L. LEGAL NOTICES

- The City reserves the right to amend or suspend the Mobile Food Vending Program (Expanded Pilot) at anytime
- The City does not provide Vendors any guarantee of space availability, minimum park attendance, or minimum sales
- Authorization granted under the Mobile Food Vending Program (Expanded Pilot) is valid only for the designated Food Truck Zones outlined in the program guide. Vendors wishing to operate at other locations (e.g., other parks, City facilities, public streets, etc) must apply to the City for separate permission, which may be arbitrarily withheld by the City
 - Refer to [Public Places, Parks and Recreation Facilities Regulation Bylaw No. 7854-2022](#) for further details
- The City will not be responsible for damage, repairs, or maintenance of any kind to a Vending Unit or items associated with its operation
- The City will not be responsible for damage, loss, or injury of personal property of any kind or any person

Operational Requirements

- Vendors must comply with all applicable bylaws, regulations, and directions from the City or its agents, as well as all applicable federal and provincial legislation and regulations
- Vending operations must not impede the safe passage or access of pedestrians, park users, or other vehicles to any areas of the park
- The City reserves the right to revoke the authorization/permit of any Vendor not in compliance with the Mobile Food Vending Program (Expanded Pilot)
- By participating in the Mobile Food Vending Program (Expanded Pilot), Vendors agree to abide by the program rules and guidelines included in this document and/or on the City's website and all applicable legislation and bylaws, as amended from time to time
- By participating in the Mobile Food Vending Program (Expanded Pilot), Vendors agree to indemnify, protect, defend, and save harmless the City and the City's officers, directors, shareholders, personnel, employees, and agents (the "**City's Personnel**") against any and all claims, causes of action, proceedings, demands, and all such similar suits (the "**Indemnity Claims**") that are brought against the City or the City's personnel, and against any and all damages, costs, expenses, fees, and reasonable legal expenses, including any such ongoing costs as they come due ("**Indemnity Costs**"), that are incurred by the City.