



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Development of a Food Truck Pilot Project

File No.: 3900-20
Date: January 18, 2016

PURPOSE:

The purpose of this report is to follow up on a Council resolution requesting a staff report regarding allowing Food Trucks to operate in the City of Courtenay.

CAO RECOMMENDATIONS:

That based on the January 18, 2016 staff report "Development of a Food Truck Pilot Project", Council approve OPTION 1 to allow staff to commence a consultation process with businesses, business and tourism organizations, and the general public seeking feedback for a food truck pilot project.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

On August 17, 2015 Council passed the following resolution:

"That staff provide a report to Council regarding the options and implications of amending the City of Courtenay Business Licence Bylaw to relax the current limitations on mobile restaurants (food trucks)."

The delay in presenting this report to Council was due to staff workload issues, other urgent priorities, as well as research into this evolving subject.

Food trucks have become increasingly popular in cities across North America, but there is no standard approach to local government food truck regulations. Options range from allowing food trucks only at specific times or in specific locations, unlimited access to any street, property or special event; or a combination of the above.

The City of Courtenay Business Licence Bylaw No. 2523 includes a variety of restrictions on mobile restaurants and mobile food carts. Currently Food Trucks are only permitted to operate on private property, and only for a maximum of 15 minutes. We have received feedback from businesses and community members requesting that more opportunities be provided for food trucks in Courtenay.

Other nearby Vancouver Island communities have taken steps to ease restrictions on food trucks:

Town of Comox

Comox approved a Mobile Vending Application for one food truck vendor at Marina Park from June 18 to September 30, 2015.

City of Parksville

Parksville installed two concrete pads for food trucks at Parksville Community Park. A rotating food truck schedule is coordinated by the Parksville and District Chamber of Commerce.

City of Nanaimo

Nanaimo is working on a new food truck licencing process. If approved, select Nanaimo streets would be open to food trucks, along with several parks and public spaces.

Lower Mainland

Several lower mainland municipalities have established food truck programs. The majority restrict food trucks to a specific area or zone, or private property. Vancouver allows food trucks on any street, private property, or special event.

Type of Street Food Program(s) Source: City of New Westminster					
Municipality	Unlimited	Limited by Location		Limited by Time	
	Any street, private property or special event	Specific area, or zone	Private property	Multiple special events	One time licence
Burnaby			Yes ¹		
Coquitlam		Yes	Yes		Yes
Langley City		Yes	Yes		
North Vancouver (City)		Yes			
Port Moody		Yes	Yes		
Port Coquitlam		Yes	Yes		
Richmond		Yes		Yes	Yes
Surrey		Yes		Yes ²	
Vancouver	Yes	Yes	Yes	Yes	

¹ Only allowed on institutionally zoned property

² Only allowed on City park land.

In order to assist Council in deciding how to proceed with permitting mobile Food Trucks direction within City boundaries, staff believe it is important to involve the community to determine options and implications, before making recommendations on this issue. Although taking this approach will delay a decision, Council will have better information on which to base its decisions.

Public consultation to determine potential location(s) and restrictions for a food truck pilot program would take the form of an online survey, accessible via the City website and social media channels. In addition, stakeholder groups such as Downtown Courtenay Business Improvement Association (DCBIA), Comox Valley Chamber of Commerce, and the Comox Valley Economic Development Society would be contacted to determine their interest in being involved in the consultation process and the pilot project. The consultation process is anticipated to take 6 weeks once Council approval is received.

Staff will summarize all the submissions from the various stakeholders, and request Council permission to proceed with a pilot project.

Depending on the outcome of the project, staff will then draft proposed amendments to the City’s bylaws to reflect the desired changes. Any amendments to the Business Licence Bylaw will require public notice and an opportunity for input pursuant to section 59 of the *Community Charter*.

FINANCIAL IMPLICATIONS:

The consultation process will result in additional staff time and advertising costs, estimated to be in the range of \$1500.

If approved by Council, implementing a food truck pilot project will require ongoing monitoring by City bylaw enforcement staff. Depending on participation by other agencies, staff time may also be required for program coordination.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications in this recommendation.

STRATEGIC PRIORITIES REFERENCE:

Downtown revitalization continues to be a Council Strategic Priority. Food trucks have the potential to encourage small local businesses in the form of food truck operators, as well as increase community vibrancy and pedestrian activity.

OCP SUSTAINABILITY REFERENCE:

Not referenced.

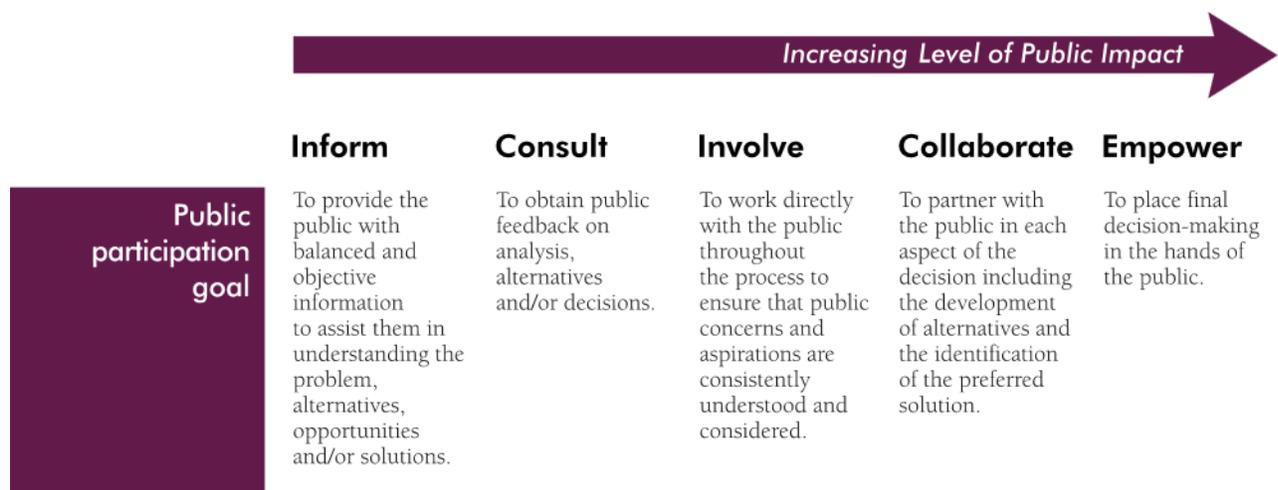
REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC RELATIONS:

Staff would “involve” the public based on the IAP2 Spectrum of Public Participation:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



OPTIONS:

- OPTION 1: Commence a consultation process with businesses, business and tourism organizations, and the general public seeking feedback for a food truck pilot project (Recommended).
- OPTION 2: Not move forward with consultation for a food truck pilot project at this time.
- OPTION 3: Proceed with bylaw amendments without consultation as per the direction of Council.

Prepared by:

A handwritten signature in black ink, appearing to read "John Ward", is written over a horizontal line.

John Ward, CMC
Director of Legislative Services