



# **PUBLIC WORKS COMMITTEE**

**Thursday, February 13, 2014  
4:00 PM**

**Henry Baker Hall, Main Floor, City Hall**



**Public Agenda  
Public Works Committee  
Thursday, February 13, 2014**

**Approval of Public Agenda**

**Minutes of the meeting held on January 9, 2014.**

**Administration Reports**

PW14-3      Addition to *The Clean Property Bylaw No. 9881*. – Schedule ‘K’ Mobile Food Vending Regulations

**Recommendation**

1. That Schedule “K” *with respect to mobile food vending regulations* be added to *The Clean Property Bylaw No. 9881* as referenced in Appendix A attached.
2. That the City Solicitor be instructed to prepare the necessary Bylaw amendments to reflect the changes as outlined in this report.
3. That this report be forwarded to the March 24, 2014 City Council meeting to allow sufficient time for advertising of the required public notices for the amendment of *The Clean Property Bylaw No. 9881*.

**Adjournment**

AT REGINA, SASKATCHEWAN, THURSDAY, JANUARY 9, 2014

AT A MEETING OF THE PUBLIC WORKS COMMITTEE  
HELD IN PUBLIC SESSION

AT 4:00 PM

**These are considered a draft rendering of the official minutes. Official minutes can be obtained through the Office of the City Clerk once approved.**

Present: Councillor Bob Hawkins, in the Chair  
Councillor John Findura  
Councillor Terry Hincks  
Councillor Barbara Young

Regrets: Councillor Sharron Bryce

Also in Attendance: Committee Assistant, Linda Leeks  
Director, Roadways & Transportation Services, Adam Homes  
A/Executive Director, City Operations, Neil Vandendort  
Legal Counsel, Jayne Krueger

Appointment of Chairperson and Vice-Chairperson

**The Secretary called the meeting to order and following nomination procedures for the position of Chairperson, Councillor Sharron Bryce was declared Chairperson of the Public Works Committee for 2014.**

**Following nomination procedures for the position of Vice-Chairperson, Councillor Bob Hawkins was declared Vice-Chairperson of the Public Works Committee for 2014.**

Approval of Public Agenda

**Councillor John Findura moved, AND IT WAS RESOLVED, that the agenda for this meeting be approved, as submitted.**

Minutes of the meeting held on November 7, 2013

**Councillor Barbara Young moved, AND IT WAS RESOLVED, that the minutes for the meeting held on November 7, 2013 be adopted.**

Administration Reports

PW14-1      Review of Outstanding Items

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**Recommendation**

1. That the following items be deleted from the list of outstanding items for the Public Works Committee:

| Item     | Committee  | Subject  |
|----------|--|--|
| WU07-29  | Public Works Committee   | Revisions to the Clean Property Bylaw #9881 with Respect to Snow Removal                               |
| CPS11-16 | Public Works Committee (Community & Protective Services Committee) | Status of Pesticide-free Park Spaces   |
| PW12-13  | Public Works Committee   | Pesticide Reduction - Draft Revised Recommendation   |
| CR13-17  | Public Works Committee   | 2013 General Operating Budget  |
| CR13-93  | Public Works Committee   | Application for Contract Zoning (13-CZ-03) - Proposed Planned Group of Townhouses - 2220 Edward Street |
| PW13-1   | Public Works Committee   | Snow Removal on Street Adjacent to Bus Stops   |
| PW13-7   | Public Works Committee   | Cloth Diaper Services  |

2. That the updated List of Outstanding Items be forwarded to the Executive Committee for information.

**Councillor Terry Hincks moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in.**

**Recommendation**

1. That 2014 meetings of the Public Works Committee be held on Thursdays at 4:00 p.m. on the following dates:

|             |              |
|-------------|--------------|
| January 9   | July 3       |
| February 13 | August 7     |
| March 13    | September 11 |
| April 3     | October 2    |
| May 8       | November 13  |
| June 5      | December 4   |

2. That the first meeting of the Public Works Committee in 2015 be held on Thursday, January 15, at 4:00 p.m.

**Councillor Terry Hincks moved, AND IT WAS RESOLVED, that the recommendations contained in the report be concurred in after removing the meeting date scheduled for August 7, 2014.**

Adjournment

**Councillor John Findura moved, AND IT WAS RESOLVED, that the meeting adjourn.**

**The meeting adjourned at 4:15 p.m.**

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Chairperson

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Secretary

February 13, 2014

To: Members,  
Public Works Committee

Re: Addition to *The Clean Property Bylaw No. 9881*. – Schedule ‘K’ Mobile Food Vending Regulations

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### RECOMMENDATION

1. That Schedule “K” *with respect to mobile food vending regulations* be added to *The Clean Property Bylaw No. 9881* as referenced in Appendix A attached.
2. That the City Solicitor be instructed to prepare the necessary Bylaw amendments to reflect the changes as outlined in this report.
3. That this report be forwarded to the March 24, 2014 City Council meeting to allow sufficient time for advertising of the required public notices for the amendment of *The Clean Property Bylaw No. 9881*.

### CONCLUSION

The 2012-2013 Mobile Food Vending Pilot Project has come to a close and a recommendation on the future of the program is required. Over the course of the two-year pilot project 12 vendors accessed the program, creating and supporting activity throughout the city and generating part-time employment. Allowing vendors to operate in the downtown has created small-business opportunities for local entrepreneurs while at the same time reinforcing the City’s efforts to create a vibrant pedestrian environment, support local festivals and events, and activate the City Square Plaza. It is the Administration’s recommendation that this program be continued and that it be formalized as part of *The Clean Property Bylaw No. 9881*.

### BACKGROUND

During the Regina Downtown Neighbourhood Plan (RDNP) process Regina’s lack of mobile food vendors, and its prohibition on their operation in the downtown area was identified as a policy that could be altered to help create a more vibrant and pedestrian-oriented downtown. Prior to the 2012-2013 pilot project, the City’s mobile vending policy restricted stops in residential areas to 20 minutes, and prohibited operations in the downtown. The policy seemed to be geared towards governing slow-moving ice-cream trucks and prohibiting all other forms of vending. Menu restrictions to only prepared foods and snacks and a four-week permit processing window were also seen as major limitations which did not allow for creative, full-service, modern, rolling kitchens.

In the fall of 2011, staff from the City Centre (now Neighbourhood Planning) and Traffic Control and Parking Branches worked together, with the advice and feedback of some local entrepreneurs, to develop a two-year pilot project that would allow modern mobile food vending to occur in the downtown and throughout the City. This pilot project removed all menu restrictions and reduced permit processing time to same-day service.

The pilot project allowed vendors to operate on local streets throughout the City in accordance with posted parking restrictions and it encouraged operations in the downtown through the provision of parking meter bags, and parking permissions that allowed longer stays than the posted restrictions.

Concurrent with the development of the Mobile Food Vending Pilot Project, the City developed a policy to govern food vending on the City Square Plaza as a way to generate and support activity in the newly constructed space. In the spring of 2012, a much publicized lottery was held to allocate spots on the plaza to vendors. In 2013, based on observations and feedback on the previous summer's operations, the plaza vending policy was revised to eliminate the lottery, and instead evenly allocate time on the plaza to all vendors willing to pay an annual plaza vending fee. The food vending program has played an important primary role in activating the City Square Plaza on a day-to-day basis when events are not occurring, and on event days the vendors have played an equally important supporting role in providing food and drink to keep the activity going and the participants downtown.

In 2012 and 2013, nine permits were issued each year for mobile vending at a cost of \$500 each. In 2013, six vendors paid an additional \$600 for the right to operate on the City Square Plaza.

## DISCUSSION

The proposed Schedule 'K' of *The Clean Property Bylaw No. 9881* (Appendix 'A') incorporates the policies found in the Mobile Food Vending Pilot Project and the City Square Plaza Food Vending Policy into a single bylaw schedule. By combining the two policies, the City will better serve the vending community through a single clear document that governs mobile food vending on all public highways throughout the City and on the City Square Plaza. By incorporating the policies into *The Clean Property Bylaw No. 9881*, the City will both simplify and clarify enforcement.

Since the establishment of the policies in 2011, minor changes have been made to the program including the addition of inspection and permit requirements from SGI, the Office of the Fire Marshall and SaskPower Gas Inspections prior to the City issuing a vending permit. In addition, portions of 11<sup>th</sup> Avenue and 13<sup>th</sup> Avenue have been added to the list of areas where vending may be permitted.

To simplify program administration and enforcement, the Administration proposes to eliminate both the plaza vending fee and variable-season parking meter bag fees and replace them with a single flat-rate fee that would allow all vendors to operate on the City Square Plaza (max. six at a time) as scheduled by the Neighbourhood Planning Branch, at approved metres in the downtown and curb-side on local streets throughout the City for the entire length of their permit. This single fee will help to encourage vendors to operate in the downtown area, significantly reduce permit processing to one visit per vendor per year, and ensure that a single set of regulations and permissions applies to all vendors.

Feedback received from bricks and mortar restaurants in the downtown during and after the 2012 vending season highlighted concerns that the City was creating an unlevel playing field in the downtown area through low vending fees. In response, the City added a plaza vending fee in 2013 which raised the cost of vending on the City Square plaza from zero dollars in 2012 to \$600 in 2013, in addition to the existing \$500 per year permit fee. This report recommends a further increase to a combined single annual fee of \$1,400, details of which are provided in the Financial

Implications section of this report. In addition to the City’s fees, the RDBID has advised that they will charge an annual membership fee of \$250 to all vendors operating in the downtown area in recognition of the marketing and maintenance services that they provide to vendors, and their invitation to vendors to participate in RDBID events, such as Movies in the Park, at no additional charge. Proof of payment of this fee will be included as a requirement in section 4.0 of the proposed Schedule ‘K’ (Appendix A). SaskPower Gas Inspections will also charge an annual fee of approximately \$125 to recover their costs to inspect mobile food vendors’ propane systems.

In addition to the fees above, Council approved a significant update to the Outdoor Restaurants policy in the spring of 2013 permitting most downtown restaurants to create outdoor patios on the sidewalk or in the parking lane adjacent to their businesses. This change facilitated more direct competition between restaurateurs and mobile food vendors for al-fresco dining dollars. Combined, the Administration believes that these efforts address level playing field concerns.

| <b>Policy Change Summary</b>                                   |   |   |
|--|---|---|
|  | <b>Pilot Project Policy</b>   | <b>Proposed Bylaw Schedule</b>  |
| 1. Mobile Vending Pilot project and City Square Vending Policy | Separate Policies   | Both policies combined in one document  |
| 2. Vending Fees  | Separate fees for annual permit, plaza vending, and meter vending   | Single flat fee   |
| 3. Administrative requirements                                 | Multiple permits issued for annual permit, plaza vending, meter vending.  | Single annual permit  |
| 4. Annual Fee  | Annual fee varied from vendor to vendor, costs ranging from \$500/year to \$1,100 or higher   | Single proposed fee of \$1400 per year for all vendors  |
| 5. Plaza vending   | Annual lottery for plaza space created uncertainty for vendors and distorted their business plans based on the ‘luck of the draw’ Lottery also limited variety of food available annually on the plaza to the offerings of just six vendors | Even allocation of Plaza time and space supports annual certainty for business planning for all vendors, a level playing field between vendors, and maximizes variety on the plaza  |
| 6. Approved vending Locations                                  | No vending allowed on 11 <sup>th</sup> Avenue east of downtown and 13 <sup>th</sup> Avenue west of downtown   | Allows vending on 11 <sup>th</sup> Avenue east of downtown between Broad and Winnipeg Streets and on 13 <sup>th</sup> Avenue west of downtown between Albert and Elphinstone Streets in locations that meet all other vending criteria. |
| 7. Additional Inspections and Memberships                      | Certificate of Compliance, Office of the Fire Marshall  | Certificate of Compliance, Office of the Fire Marshall, SaskPower Gas Inspections RDBID Membership  |

## RECOMMENDATION IMPLICATIONS

### Financial Implications

Annual fees for the operation of food trucks have remained steady at \$500 since the mid 1990s. Fees for operating a mobile food vending unit at a parking meter are currently assessed at \$8.76 per day in addition to the annual permit fee. In 2013 a \$600 per year fee was established on top of the annual permit fee for vendors wishing to operate on the City Square Plaza.

Fees are established in *The Traffic Bylaw No. 9900* for all temporary uses permitted in the road right-of-way, including mobile food vending. An amendment to Schedule 'J' of *The Traffic Bylaw* will result in the establishment of a single annual fee for mobile food vending of \$1400.

The proposed \$1400 annual mobile food vending permit flat fee is based on the following:

- \$700 annual permit fee (up from \$500, due to inflation).
- \$600 for the provision of parking, electrical service, and maintenance services on the City Square Plaza with access limited to non-farmers' market, festival and event days.
- \$100 for 100 hours of parking meter time per vendor per year at one dollar per hour.

Future meter rate or plaza event rate increases or decreases should trigger a review of this fee.

By implementing a flat fee, the Administration will incentivise vendor attendance, especially in the downtown to maximize their investment. This in turn will maximize the overall impact of the program. Based on current program participation levels the proposed fee would equate to permit revenue of \$11,200-14,000/year.

The combined annual fees for mobile vending (City of Regina Permit, RDBID membership and SaskPower Gas Inspection) are roughly \$1,775.00 per year or approximately \$16.00 per day based on a five day-a-week, 22 week vending season.

The following chart provides a comparison of the City of Regina's proposed annual mobile food vending permit fees and that of other major cities in western Canada.

| <b>CITY</b>        | <b>PERMIT FEES</b>   |
|--------------------|--|
| Regina (proposed): | \$1400 City permit + \$250 RDBID Membership + \$125 annual SaskPower gas system inspection = <b>\$1,775.00 for an annual permit allowing operation on the City Square Plaza, and at parking meters</b> |
| Edmonton:          | \$111/ month + \$35 for power + \$23.15/day for parking + \$66 for meter bagging and unbagging = <b>Approximately \$2,800.00 for a three month season at a parking meter with power</b>                |
| Calgary:           | \$752.00 Annual License + hourly meter charge ( \$3/hour) = <b>Approximately \$1532.00 for a three month vending season at a meter.</b>  |

|            |  |
|------------|--|
| Saskatoon: | \$500 base license + \$90 administration & meter bag + \$1,220 (3month meter fee) = <b>Approximately \$1,810 for a three month season at a meter</b> |
| Winnipeg:  | \$391 annual license + hourly meter charge (estimated \$2/hour) = <b>Approximately \$911.00 for a three month vending season at a meter.</b>         |
| Vancouver: | \$1138.22 annual license + up to \$700/mnth for metered parking = <b>Approximately \$3238.00 for a three month vending season at a meter.</b>        |

### Environmental Implications

None with this report

### Policy and/or Strategic Implications

The formal establishment of a bylaw schedule to govern mobile food vending, which encourages operations in the downtown area is in alignment with the vision, principles and Big Moves identified in the Regina Downtown Neighbourhood Plan. Mobile food vending helps to create and support pedestrian activity, events and festivals in the downtown and throughout the city. Mobile food vendors are small businesses that create employment and can serve as business incubators for local entrepreneurs.

### Other Implications

None with this report

### Accessibility Implications

None with this report

### COMMUNICATIONS

A draft version of the proposed Schedule 'K' of *The Clean Property Bylaw No. 9881* was circulated to all vendors who participated in the pilot project over its two-year run, for their review and feedback. Copies were also provided to the Regina Downtown Business Improvement District for distribution to their membership, and to the Regina Qu'Appelle Health Region, Wascana Centre Authority, Regina Farmers' Market, SaskPower and SGI. Throughout the pilot project a list of interested individuals who have requested the pilot project documents has been kept and everyone on that list will receive a copy of the final schedule upon approval.

These amendments will be advertised in the March 15, 2014 edition of the *Leader-Post*.

DELEGATED AUTHORITY

The disposition of this report is within the authority of the Public Works Committee.

Respectfully submitted,



For Diana Hawryluk, Director  
Planning Department

Report prepared by:  
Chris Sale, Senior City Planner, Downtown

Respectfully submitted,



Jason Carlston, Executive Director  
Community Planning and Development

## APPENDIX 'A'

### SCHEDULE "K"

#### Mobile Food Vending Regulations

##### 1.0 Purpose

To provide a set of regulations allowing Vendors operating Mobile Food Vending Units to do business from road rights-of-way and the City Square Plaza in the City of Regina.

##### 2.0 Discussion

These Regulations will provide assistance to businesses wishing to apply for a permit to operate a Mobile Food Vending Unit in Regina. The Regulations also detail conditions that must be met during the operations of Mobile Food Vending Units on City of Regina road rights-of-way and the City Square Plaza. The Regulations are not meant to govern vending on private property, or lands managed by The Wascana Centre Authority, The University of Regina, EVRAZ Place, or in any park area, with the exception of the City Square Plaza.

##### 3.0 Definitions:

- 3.1 **Downtown** – means the area of the City bounded by 13<sup>th</sup> Avenue to the south, Albert Street to the west, Saskatchewan Drive to the north and Broad Street to the east, including the sidewalks and boulevards on both sides of those streets shown within the area outlined in purple on Map A;
- 3.2 **Regulations** – mean these Mobile Food Vending Regulations;
- 3.3 **Loading Zone** - means the zone used for loading and unloading of people or goods, which is the parking stall located nearest to the Loading Zone Parking Meter, or which zone is defined by appropriate signs;
- 3.4 **Loading Zone Parking Meter** - means the parking meter located closest to a Loading Zone;
- 3.5 **Mobile Food Vending Unit** – means a self-contained, self propelled (motorized or muscle powered) vehicle (truck or trailer) containing appropriate equipment for the type and method of Prepared Food served, that operates from the Parking Lane, vending onto a Public Sidewalk
- 3.6 **Parking** – means the standing of a vehicle, whether occupied or not, on a public highway, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading or in obedience to traffic regulations, signs or signals.
- 3.7 **Parking Lane** - means that portion of longitudinal division of a highway of sufficient width to accommodate the storage of a single line of vehicles adjacent to the curb and where parking is permitted;
- 3.8 **Prepared Food** – means food sold by Vendors intended for immediate consumption without further preparation / cooking.
- 3.9 **Public Sidewalk** - means any sidewalks included on public property.
- 3.10 **Stop** - means:
- (a) when required, a complete cessation from movement; and
  - (b) when prohibited, any stopping, even momentarily, of a vehicle, whether occupied or not, except when necessary to avoid conflict with other traffic

## APPENDIX 'A'

### SCHEDULE "K"

#### Mobile Food Vending Regulations

- 3.11 **Temporary Street Use Permit** - means a permit issued by the City of Regina allowing the permit holder the right to occupy public property for the purpose prescribed in these Regulations.
- 3.12 **Vendor** – means any person who offers food for sale from an approved Mobile Food Vending Unit while conducting business from the public right-of-way or on the City Square Plaza.
- 3.13 **City Square:** Means the area of the City of Regina which includes the City Square Plaza, Victoria Park, the F.W. Hill Mall, and the 1900 blocks of Scarth and Lorne Streets. (See Map B)
- 3.14 **City Square Plaza:** Means the hard-surface portion of the City Square on the north side of Victoria Park between Lorne Street and the lane between Scarth and Hamilton Streets
- 3.15 **City Square Special Event Permit:** Means a permit issued by the City of Regina for the temporary use of some portion of the City Square to host a festival or event in accordance with the City Square Special Events Policy.
- 3.16 **Merchandise:** Means non-food products offered for sale

#### 4.0 **Application:**

Permits expire December 31st, and must be renewed annually.

Applications for Temporary Street Use Permits for Mobile Food Vending Units shall contain the following information:

- 4.1 Written confirmation from The Regina Qu' Appelle Health Region (RQHR) that the Mobile Food Vending Unit complies with Province of Saskatchewan Food Safety Regulations and the RQHR's Mobile Food Guidelines;
- 4.2 A copy of the Vendor's City of Regina Business License, if the Vendor is required by *The Licensing Bylaw, 2007* to have such a license;
- 4.3 Photographs or detailed drawings and dimensions of the exterior of the Mobile Food Vending Unit.
- 4.4 A copy of the Vendor's Fire Safety Compliance Certificate, from the City of Regina's Office of the Fire Marshall
- 4.5 Proof of \$2,000,000 general liability insurance and \$1,000,000 automobile liability insurance.
- 4.6 Proof that the vehicle and/or trailer is properly licensed and registered with SGI
- 4.7 Certification from SaskPower Gas Inspections indicating that the installation of any gas equipment and appliances meets minimum code requirements.

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### SCHEDULE "K" Mobile Food Vending Regulations

- 4.8 Proof of membership in the Regina Downtown Business Improvement District or a declaration stating that the vendor will not operate within the RDBID's boundaries for the duration of the permit.
- 5.0 **Application Review:**
- 5.1 After receipt of all necessary information, City staff will review the application and either approve or deny the request. Applicants should submit their request well in advance of their desired date for commencement of operation.
- 5.2 Temporary Street Use Permits for Mobile Food Vending are issued under the authority of *The Traffic Bylaw* and are subject to the conditions outlined in this document. ;
- 6.0 **Permit Conditions:**  
Vendors may operate Mobile Food Vending Units at locations that meet the following requirements:
- 6.1 **General**
- No minimum distance is required between two or more Mobile Food Vending Units.
  - Vendors are free to relocate their vehicle at any time in accordance with these regulations.
- 6.2 **Acceptable Locations**
- Parking Lanes on streets classified as local streets throughout the City, including the downtown
  - Parking Lanes on 11<sup>th</sup> Avenue from Lorne Street to McIntyre Street
  - Parking Lanes on 11<sup>th</sup> Avenue from Broad Street to Winnipeg Street
  - Parking Lanes on 12<sup>th</sup> Avenue from Scarth Street to Broad Street
  - Parking Lanes on Victoria Avenue from Rose Street to Smith Street on the north side and Rose Street to Lorne Street on the south side
  - Parking Lanes on 13<sup>th</sup> Avenue from Albert Street to Elphinstone Street.
  - Other locations as determined acceptable by the Planning Department.
- 6.3 **Prohibited Locations**
- Vendors shall not operate Mobile Food Vending Units in areas designated as "No Parking" or "No Stopping".
  - Vendors shall not operate Mobile Food Vending Units in such a way as would restrict or interfere with the ingress or egress of adjacent property owners;
  - Vendors shall not operate Mobile Food Vending Units within 20m of a permanent business selling prepared food between the hours of 9:00am and 11:00pm or within 20m of a licensed sidewalk vendor, unless the business owner / manager agrees.

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### SCHEDULE "K"

#### Mobile Food Vending Regulations

- Vendors shall not operate Mobile Food Vending Units within 10m of an intersection or crosswalk.
- Vending on any street abutting school property on a school day between 08:00 and 18:00 hours.
- Vending on any portion of a block that is primarily residential for more than 20 minutes per day.

#### 7.0 Required Signage for Mobile Food Vending Units

- 7.1 A message indicating, "This unit makes frequent stops" shall be prominently displayed at the rear of the Mobile Food Vending Unit. The lettering of the message shall be at least five (5) centimeters high and the entire message located fifteen (15) to sixty (60) centimeters above the rear bumper of the vehicle.
- 7.2 A slow moving vehicle warning device in accordance with *The Vehicle Equipment Regulations, 1987* shall be affixed to the rear of the vehicle.

#### 8.0 Hours of Operation

- 8.1 Hours of operation in the Downtown, Warehouse District and Industrial Zones are limited to 7:00am – 2:00am daily.
- 8.2 Hours of operation in all other areas are limited to dawn – dusk daily.
- 8.3 These Regulations apply to a mobile operation and therefore require all stops for the purpose of operating the Mobile Food Vending Unit outside of the Downtown to be limited by adjacent parking signage restrictions. In the Downtown (Map A), Vendors may choose to remain at a single location from 7:00am to 2:00am daily, except as noted in Section 11.1.

#### 9.0 Mobile Vending Unit Requirements

- 9.1 Mobile Food Vending Units may not exceed 7.6 metres (25') in length and 2.4 metres (8') in width.
- 9.2 Music or any device used to attract business to the Mobile Food Vending Unit shall not exceed fifty-five (55) decibels measured at any property line.
- 9.3 The Mobile Food Vending Unit shall be equipped with a serving window to receive clients from the passenger side (right side) or the rear of the vehicle so that people will be served away from traffic. Customers must not be required to step off of the sidewalk to access the service window.
- 9.4 All Mobile Food Vending Units must be equipped with a garbage receptacle and business practices must adhere to *The Clean Properties Bylaw*.
- 9.5 Mobile Food Vending Units may not be left unattended for more than 15 minutes.
- 9.6 Electrical generators must not exceed 65 decibels measured at any property line.
- 9.7 Food vending units shall be of good quality and aesthetically pleasing in appearance. Vendors shall maintain their units in a professional manner. Vehicles / vending units in a poor state of maintenance or repair will result in immediate suspension of the vending permit.

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### SCHEDULE "K"

#### Mobile Food Vending Regulations

- 9.8 Vendors are encouraged to make professional use of colour and graphic design when designing the exteriors of their units, canopies and umbrellas are encouraged.
- 9.9 When not in use Mobile Vending Units must be stored in accordance with *The Traffic Bylaw*.

#### 10.0 Parking Meter Bags

- 10.1 Approved Vendors will be issued a parking meter bag which will allow the Vendor to bag any available meter that meets the criteria set out in these Regulations and operate a Mobile Food Vending Unit from that location.
- 10.2 Meter bags must be affixed to the meter once the Vendor is in place with a zip-tie and must remain in place at all times while the Vendor is in attendance.
- 10.3 Bags must be removed at the end of each business day.
- 10.4 Bags found left in place while the Mobile Food Vending Unit is not in attendance will be removed by the City or its agents.
- 10.5 Vendors will be charged a replacement fee if the bag is lost. The City accepts no responsibility for any loss of the meter bag.

#### 11.0 City Square Plaza Food Vending:

##### 11.1 Food Trucks / Trailers

Six (6) food vending sites intended for use by food trucks / trailers on the City Square Plaza are identified on Map B. Access to these spots will be determined as follows:

- **To be eligible to participate in the Plaza food truck vending program in any given year, vendors must have a valid annual mobile food vending permit on or before April 15<sup>th</sup>.**
- A schedule indicating which vendors shall have access to vend on the Plaza and for which days will be developed annually by April 21<sup>st</sup> by the Planning Department
- Scheduled vending on the Plaza will occur between May 1<sup>st</sup> and September 30<sup>th</sup>.
- Daily access to individual spots will be on a first-come-first-served basis for scheduled vendors (the city will not designate individual spots for individual vendors)
- There is no limit to the number of vendors who may participate in this program
- Vending before May 1<sup>st</sup> or after September 30<sup>th</sup> will be on a first-come-first-served basis for permit holders
- Vending on Wednesdays and Saturdays after the Regina Farmers Market and on Sundays & evenings (after 4:00pm) will not be scheduled but instead be on a first-come-first served basis
- If a vendor does not plan to vend on a day that they are scheduled to, they are encouraged to offer up their spot to another member of the program not scheduled that day.

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### SCHEDULE "K"

#### Mobile Food Vending Regulations

- Hours of operation on the City Square Plaza are 7:00am – 11:00pm daily
- Vendors operating on the City Square Plaza must ensure that fluids from their vehicles are not discharged onto the Plaza surface. Evidence of fluid leaks will result in immediate suspension of the vending permit. Costs related to the clean-up of fluid leaks will be charged to the vendor.

#### 11.2 Vending During Special Events:

- Vendors must seek permission to vend on the Plaza from holders of City Square Special Event Permits, whose permits include use of the City Square Plaza. Event participation fees are set by the permit holder and may vary between events. It is the vendor's responsibility to contact event organizers to participate.
- City Square Special Event Permit holders are under no obligation to provide space for Vendors during their events.
- City Square Special Event Permit holders may, at their sole discretion, relocate / redistribute Vendors throughout their entire permit area for the duration of their event.

#### 11.3 Furnishings

- Vendors operating on the City Square Plaza may provide commercial quality bistro-type chairs, tables and umbrellas adjacent to their vending unit for the use of their clientele. Furnishings must be removed along with the vending unit at the end of each day. Furnishings must be approved by the Planning Department.

#### 11.4 Support Vehicles:

- Support vehicles are not allowed on the City Square Plaza except for the purposes of dropping off or picking up food carts / trailers. Deliveries by vehicle to Plaza Vendors are not permitted between 10:00am and 2:00pm.

#### 11.5 Electrical Access:

- Vendors are not permitted to operate generators on the City Square Plaza except in the case of a power outage. Access to electrical services for food trucks / trailers will be provided by the City. Electrical service is provided on a first-come-first-served basis.

#### 12.0 **Merchandise Vending:**

In addition to food, Vendors, may sell promotional items linked to their Mobile Food Vending Operation on a limited basis at the discretion of the Planning Department.

#### 13.0 **Maintenance of Vending Sites**

The area in the immediate vicinity of the vending unit shall be kept clear of all garbage and litter in accordance with *The Clean Properties Bylaw*. The vendor shall be

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### SCHEDULE "K"

#### Mobile Food Vending Regulations

responsible for the removal and proper disposal of all garbage collected at the site over the course of time that the vendor is in that location.

#### 14.0 **Compliance**

The City reserves the right to revoke the Vendor's permit for failure to meet one or more of the regulations outlined in *The Clean Property Bylaw*, *The Traffic Bylaw* or these Regulations. Vendors found to be in contravention of these Regulations will be subject to enforcement procedures as detailed in *The Traffic Bylaw*.

#### 15.0 **Indemnification**

The Vendor shall indemnify and save the City, its employees and agents from and against any and all claims, demands, actions and costs arising from the Vendor's activities under the Temporary Street Use Permit.

#### 16.0 **Insurance**

The Vendor shall at all times carry and maintain comprehensive general liability insurance in the amount of \$2,000,000 and automobile liability insurance in the amount of \$1,000,000 for each approved permit. The Vendor shall provide the City with proof of the insurance in a form satisfactory to the City's Risk Manager.

#### 17.0 **Legislation**

The Vendor will comply with all applicable legislation and Bylaws and shall keep a copy of these Regulations with their Mobile Food Vending Unit, along with a City map at all times.

#### 18.0 **Fees**

All permit fees and parking fees are established by *The Traffic Bylaw, Schedule J*.

APPENDIX 'A'

SCHEDULE "K"  
Mobile Food Vending Regulations



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Mobile Food Vending Regulations

City Square

