

**EXPRESSION OF INTEREST  
District of Squamish  
Food Trucks**

**1. BACKGROUND**

The Food Trucks have arrived! Food Trucks are taking advantage of the Food Truck Program introduced by the District in 2016, allowing mobile food vendors to operate on District land (including roads, parking spaces, parks, fee simple land) with the District's approval.

The District has recently made the following changes to the Food Truck Program:

- Each food truck operator chooses 1 Primary Spot;
- If a food truck operator would like to be at another operator's Primary Spot they will coordinate directly with the other operator;
- Everyone can move to any of the other available spots (non-primary spots) on a first come first serve basis;
- In locations where there are is more than 1 spot similar food offerings will not be permitted;
- Operators can change their Primary Spot at any time to another spot that is available by providing a written request to the District.

Join the movement!

**2. PROJECT CONTACT** (for inquiries, clarification, submission):

Chantal Milan  
Real Estate Portfolio Manager

Municipal Hall  
PO Box 310  
37955 Second Avenue  
Squamish, BC  
V8B 0A3

Phone: 604-848-9088  
Email: [cmilan@squamish.ca](mailto:cmilan@squamish.ca)

### 3. DISTRICT REQUIREMENTS

The following will be required by the selected operator(s):

- Operators must have a mobile, self-contained unit that shall be removed at the end of each day.
- No permanent structures and/or accessories to the food truck will be allowed.
- Signage must be in accordance with the Sign Bylaw.
- Operators must have all valid permits and licenses required. This includes a District of Squamish Business Licence. As part of the Business Licence approval, Vancouver Coastal Health will review and approve the prospective operators' plans to provide washroom and handwashing facilities to employees.
- Operators need to have \$5 million Commercial General Liability coverage and \$2 million Automobile Insurance. The District of Squamish needs to be named as an additional insured on both.
- Operating hours must be in compliance with the Noise Bylaw.
- A Licence fee of \$1,000 for 1 Primary Spot and use of all non-primary spots (subject to capacity and other restrictions in certain locations – see attached maps in Appendix B).
- Locations
  - See Appendix A for Excluded Locations
  - See Appendix B for Primary Spot Options
- Term
  - 1 year
- No services provided
- Grey Water must be discharged in accordance with District of Squamish Sewer Use Bylaw No. 2474, 2016. Operators cannot discharge waste water containing grease into the sewer system. Waste water must be routed through a grease interceptor, via the operator's commissary facility. Alternatively, operators' Food Trucks should be equipped with a grease interceptor; there is a discharge facility available at Canadian Tire, located at 1851 Mamquam Road. The Canadian Tire facility is open from March 1<sup>st</sup> to November 30<sup>th</sup>. Please contact the District's Utilities Department at (604) 815-6868 if you have any further questions.

### 4. EOI SUBMISSION REQUIREMENTS

Respondents to the EOI should include the following information in their submission:

- Contact Details
- Primary Spot Selection
  - Provide a list of 3 possible Primary Spots in order of priority (cannot select those at maximum capacity already – see Appendix B)
  - Square footage required
- Waste Management Plan (must be in compliance with the Wildlife Attractant Bylaw)
- Detailed summary of the food menu, please include items, descriptions, prices, etc. (full copy of the menu can be attached).

- Grey water management plan
- Qualifications/History of the business
- Pictures of the Food Truck
- 2 References

The successful respondent(s) will be required to enter into a licence with the District and demonstrate it has the financial resources and appropriate insurance to fulfill the requirements of the agreement.

## **5. SUBMISSION CLOSING DATE**

The submissions for this EOI are ongoing at this time. Please submit proposal to the email below:

District of Squamish  
 Attn: Chantal Milan, Real Estate Portfolio Manager  
 Email: cmilan@squamish.ca

## **6. EOI EVALUATION CRITERIA**

EOI submissions will be evaluated based upon, but not limited to, in any particular order, the following:

- Quality of the Submission
- Competence/Experience
- Menu Diversity/Innovation
- Availability of healthy food options
- Fit with the location
- References

Please indicate how your submission meets the evaluation criteria.

## **7. CONFIDENTIALITY**

The District will receive all submissions to this EOI in confidence, including for the purposes of section 21 of the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. However, due to the right of access to records created by that Act, the District cannot, and does not guarantee that information contained in any submissions will remain confidential if a request for access in respect of any submission is made under the Act.

If a respondent considers that any part of its submission is proprietary, including by reason of it being copyright, the submission must clearly identify those portions that are considered proprietary.

**On receipt of expressions of interest, the District may: enter into negotiation with some or all of the respondents; or, choose not to continue with this process.**  
**No contractual obligations to any party will result from this request of expressions of interest.**

**APPENDIX A**  
**EXCLUDED LOCATIONS**

**1. Adventure Centre Main Parking Lot and Adventure Centre Gravel Lot**



## 2. Smoke Bluffs Parking Lot



**APPENDIX B**  
**PRIMARY SPOT OPTIONS**

Please inquire with Real Estate Service for available primary and approved secondary spots.