



POLICIES AND PROCEDURES MANUAL	Category Facilities & Properties	Policy Number FP.011
	Date August 13, 2025	Resolution Number 121/08/25

MOBILE FOOD VENDOR POLICY

1. Purpose

To promote a vibrant street-food scene while protecting public health, safety, neighbourhood livability, and fair competition by establishing clear, consistent requirements for licensing and operating mobile food vendors (“food trucks, carts, and trailers”) on public and private land within the Town of Inuvik.

2. Authority

This policy is issued under the administrative authority of the Senior Administrative Officer (SAO) pursuant to:

- a. **Business Licence By-law #2711/L+P/23** – empowers the SAO to issue business licences and regulate business activity within the Town.
- b. **Highway Traffic By-law #2663/TR/21** – regulates traffic, parking and the designation of loading or special-use zones on municipal highways.

Where a conflict exists between this policy and a by-law, the by-law prevails. Council may amend the above by-laws to reflect the processes described herein.

3. Scope

This policy applies to any person or company preparing, cooking, serving or selling food and/or beverages from a motorised or towed vehicle, trailer, cart or similar mobile unit within Town limits.

4. Definitions

Term	Definition
Mobile Food Vendor (MFV)	A motor-vehicle, trailer, cart or kiosk equipped for on-site preparation and sale of food or beverages to the public.
Designated Vending Zone (DVZ)	a. A location on a municipal property or park space formally approved by the SAO for use by MFVs as

Term	Definition
	<p>referenced on appendix “A” APPROVED FOOD TRUCK ZONES</p> <p>b. A location on a municipal roadway where it does not interfere with regular traffic flow, it adheres to all parking regulations and is a minimum of 30m from any other food establishment.</p> <p>c. Food Truck operations are restricted on Mackenzie Road to the hours of 8:00pm to 3:00 am.</p>
Operator	The licence holder responsible for day-to-day compliance.
Special Event Permit	A short-term approval issued under the Highway Traffic By-law for festivals, markets, parades or similar gatherings.

5. Policy Statements

5.1 Business Licence Required – No person shall operate as an MFV without a valid *Mobile Food Vendor Business Licence* issued under By-law #2711.

5.2 Mobile Food Vendor Permit Required

5.3 Application Package – A complete application includes:

- a. MFV Application form application form and Business License application
- b. NWT Food Establishment Permit (food handling)
- c. Proof of \$2 million commercial general liability insurance naming the Town as additional insured

5.4 Operating Conditions

- a. **Location & Zoning** – MFVs may operate only:
 - i. in a DVZ approved by the SAO; or
 - ii. on private property with the owner's written consent and lawful zoning which includes:
 - DT (Downtown Core)
 - HC (Highway Commercial)
 - I (Industrial)
 - CU(Community Use)
 - PO (Parks and Open Space)
 - iii. Minimum setback: 30 m from the front door of a restaurant unless part of a sanctioned event.
 - iv. DT (Downtown Core) - 08:00 PM – 03:00 AM daily
- b. **Private Events and Fair Competition** – where a private event or rental is being held in a DVZ, and a contracted vendor is onsite, no other vendor may operate within 100 meters (300 ft).

- c. **Electrical Cord Safety** - All electrical cords must be positioned and secured in a manner that prevents tripping hazards to the public, staff, and other vendors. Cords crossing pedestrian areas must be covered with approved cord protectors or ramps.
- d. **Use of Power Supplied by a Host Location** - If the mobile food vendor intends to use power supplied by the property or event location where they are operating, the vendor must obtain written consent from the property owner or event organizer prior to connecting to the power source.
- e. **Noise** - Generators/amplified music ≤ 65 dB measured 7 m from the unit; no music after 21:00.
- f. **Parking & Traffic** - When on a roadway, vendors must observe the Highway Traffic By-law, including restrictions on loading zones and no-parking areas. Parking in a loading zone is not permitted.
- g. **Sanitation** – Operators must:
 - i. Provide customer garbage & recycling bins.
 - ii. Remove all waste nightly.
- h. **Signage & Aesthetics** – Signage confined to the vehicle; no off-vehicle sandwich boards without a sign permit. Vehicles must be clean and well-maintained.
- i. **Permits and Licences** – must be posted in a conspicuous location.

5.5 Inspections & Enforcement – By-law Officers and Environmental Health Officers may enter and inspect an MFV or commissary at any reasonable time. The SAO or designate may suspend a licence immediately where health or safety hazards exist or where an operator contravenes this policy or any related by-law.

5.6 Penalties – Operating without a valid business licence is an offence under s.3.2 of the Business Licence By-law (first offence \$250; subsequent \$500). Parking or traffic violations are ticketed under the Highway Traffic By-law schedules.

5.7 Appeals – An operator may appeal a licence refusal, suspension or condition to the SAO and, if unsatisfied, to Council following the process in the Business Licence By-law.

6. Procedures

Step	Responsibility	Timeline
1. Submit application	Applicant	≥ 10 business days before first vending date

Step	Responsibility	Timeline
2. Issue licence & DVZ permit (or provide written reasons for refusal)	SAO	3 business days after review

7. Roles & Responsibilities

- 7.1 Operator – Ensure full compliance with licences, health permits, this policy and all by-laws.
- 7.2 Corporate Services (Licensing) – Process applications, maintain licence registry, coordinate inspections.
- 7.3 Protective Services (By-law) – Enforce parking, traffic and policy rules; issue tickets.
- 7.4 Senior Administrative Officer – Approve licences, DVZs, fee waivers, suspensions and appeals.

MOBILE FOOD VENDOR PERMIT APPLICATION FORM

(Pursuant to the Mobile Food Vendor Policy FP.011)

APPLICANT INFORMATION

Business Name: _____

Operator Name (License Holder): _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

VEHICLE INFORMATION

Type of Unit: ☐ Truck ☐ Trailer ☐ Cart ☐ Other: _____

Licence Plate Number: _____

Dimensions: _____

Power Source (e.g., generator type): _____

ATTACHMENTS (Required for Application to be Processed)

☐ Business License (annual)

☐ NWT Food Establishment Permit

☐ Certificate of Insurance (\$2M liability, naming Town of Inuvik as additional insured)

☐ Private Land Use Permission Letter (If applicable)

DECLARATION

I hereby declare that the information provided is true and complete. I understand that:

- All operations must comply with the Mobile Food Vendor Policy FP.011 and applicable by-laws.
- If I am operation on private land I acknowledge that I have to get written permission from the owner.
- Permit may be revoked if I fail to meet the requirements.
- My business is subject to inspections and enforcement as per Town policy.

Signature of Applicant: _____

Date: _____

FOR OFFICE USE ONLY

Business Licence #: _____

Permit Issued: ☐ Yes ☐ No

Number and Notes: _____

Date: _____