

2020 Food Vending in Parks Program: Information Package

Thank you for your interest in food vending in City of Ottawa's Parks as the City moves to the recovery phase from COVID-19.

Here's what you need to know:

Application deadline: **Thursday, June 25, 2020 at 4:30pm**

Applications may be submitted:

- In-person (by appointment only):** The Business License Centre, 735 Industrial Ave, 2nd floor, please call 613-580-2424 x12735 to schedule an appointment.
- By Email** (please scan all required documents): streetfood@ottawa.ca

Successful applicants will be offered spaces from **July 1 to October 31, 2020**.

1. 2020 Food Vending in Parks Program

The City of Ottawa is opening Food Vending spaces in a number of City Park parking lots to assist local businesses and food truck/cart operators through the economic recovery efforts. This is an opportunity to offer food vending services in some of the City's active park spaces for residents to enjoy through the summer months. A number of approved park locations are available for allocation during the 2020 summer season. A list of designated park spaces is available on Ottawa.ca

2. Selection Process

An impartial Selection Panel is made up of City staff from a variety of service areas including Recreation, Public Works, By-law and Public Health. The selection panel will score applications based on set criteria.

The selection criteria are based on the COVID-19 impacts to your business, business plan, vendor experience, proposed menu and overall contribution to Ottawa's street food scene. For more information about the selection criteria, see **page 6**.



Offers of a space will be made based on the availability of space and the score the application receives from the Selection Panel.

3. Approved Food Items

Beyond Public Health regulations related to food handling and storage, there are currently no restrictions on the types of food that may be sold in City parks. However, the City's approach is to encourage diversity and innovation in menu offerings. As such, be creative and consider using a variety of healthy, fresh and local ingredients.

4. Vending Locations

A list of designated park spaces is available on Ottawa.ca.

Offers of a space will be made based on the availability of space and the score the application receives from the Selection Panel. Only one space will be allocated to each successful applicant.

Please note that a food vending space may be temporarily, or permanently, relocated due to unforeseen situations including matters relating to pedestrian, vehicular or public safety or public health.

5. General Requirements

After receiving approval from the Selection Panel, new food truck/cart vendors will require a mobile refreshment vehicle or cart business license and a seasonal designated space permit issued by the City of Ottawa. Permits are issued in the applicant's name and expire on October 31, 2020.

It is recommended that Applicants refrain from purchasing food trucks, carts or insurance for the purposes of vending in City parks before receiving approval from the Selection Panel and receive the offer of a designated park space. Any purchase of these items prior to receiving approval from the City for vending in City parks are at the applicant's sole and complete risk.

6. Fees

Food vendors in City of Ottawa parks require a mobile refreshment vehicle or cart business license and designated space permit issued by the City.



License Fee (July 1 to October 31, 2020):

Carts: \$450

Trucks: \$1,167

2020 Designated Space Permit Fee (July 1 to October 31):

Cart: No Charge

Truck: No Charge

7. What is a Sidewalk Refreshment Cart?

A sidewalk refreshment cart is a hand-powered vehicle that is no greater than 3 metres in length (10 feet), by 1.2 metres in width (4 feet), by 2.5 metres in height (8 feet).

8. What is a Roadway Refreshment Truck?

A roadway refreshment truck is a motor-powered vehicle, not a trailer, which is no greater than 10 metres in length (33 feet), by 2.6 metres in width (8.5 feet), by 4.3 metres in height (14 feet).

9. Refreshment Carts and Trucks must:

- comply with all Technical Standards and Safety Authority (TSSA) standards,
- comply with all Ottawa Public Health standards.
- have the minimum insurance coverage (described below),
- be clean and sanitary at all times,
- be in compliance with size regulations,
- be in safe and stable condition and state of good repair,
- have recycling and trash receptacles outside of the unit,
- have a trade name written on both sides of vehicle/cart with letters no smaller than 7cm in height,
- have signage and menu posted in both English and French
- be removed from City parks during non operating hours (11PM-6:00AM),



- not be left unattended for longer than 30 minutes during operating hours.

In addition, all licensees and permit holders must:

- dispose of grease and water in accordance with all laws & regulations, and,
- ensure trash/recyclables resulting from the vending activity are collected and removed from the vending area before leaving for the day.

10. Food Vending in Parks Insurance Information

Licensed vendors are required to obtain and maintain General Commercial Liability Insurance coverage of no less than \$2 Million per occurrence for vehicles and no less than \$1 Million per occurrence for carts. The City of Ottawa must be named as an additional insured and the policy must contain an endorsement to provide the City with 30 days prior notice of cancellation or change that would diminish coverage.

A mobile refreshment vehicle or cart license will not be issued until sufficient proof of insurance has been received and approved by City staff.

New Food Vending in Parks Application Instructions

Step 1. Submit the following by 4:30PM on Thursday June 25, 2020:

- Completed Application Form available on Ottawa.ca
- The required information described on page 5 (selection criteria) and any additional information as described on page 6. Please clearly label each page with your name.

Submit all documents by email to streetfood@ottawa.ca, or in-person (**by appointment only**) to the Business License Centre, 2nd floor, 735 Industrial Ave. Please call 613-580-2424 x12735 to schedule an appointment.

The Selection Panel will review applications and allocate a vending space based on the applicant's score as determined by the selection criteria. The review of applications and allocation process will occur from June 26 to June 29, 2020. Successful applicants will be invited to proceed to Step 2 on or before June 29. Your business must be operational by July 15, 2020.



Step 2. Upon approval from the Selection Panel, submit the following:

- Proof of age (at least 18 years of age)
- A recent colour photograph of the refreshment vehicle or cart
- The maximum dimensions of the mobile refreshment vehicle or cart
- Current vehicle registration, if operating a food truck
- The type of heating and cooking equipment used
- All other equipment to be used in the business
- The make, model, style and serial number of the vehicle or cart
- Proof of insurance (page 4)
- Proof of Food Handler Certification
- Proof of Health Inspection Certificate. Please contact Public Health at 311 to arrange for an inspection
- Proof of TSSA Inspection Certificate for Mobile Food Service Equipment furnished by a TSSA certificate holder, where applicable
- License fees payable to the City of Ottawa

Step 3. On-site inspection:

Once you have been informed that you have successfully met the requirements of Step 2 City staff will arrange an on-site inspection. If approved, your license and permit will be issued, and you are ready to open for business!



2020 Food Vending in Parks Selection Criteria

The Selection Panel will use the criteria below to evaluate applications. **Please provide information and supporting documentation (as required).**

1 - Business Impact, Plan & Experience (60 Total Points)

Criteria	Points	Required Information
Impact due to COVID-19	20	Has your restaurant/food truck/cart been impacted by the pandemic? If so, how and what is the address of your current location? Describe whether you plan to move your entire business operations to a park or supplement your current operations in order to comply with Public Health guidelines as they relate to COVID-19.
COVID-19 Business plan	10	Provide a detailed plan on what practices and protocols will be put in place to keep workers, customers and the public safe and healthy. Guidance from Ottawa Public Health and the Province is available on Ottawa.ca, Business Reopening Toolkit.
Applicant's qualification & experience	15	Provide a resume or description of previous business experience, experience in food service industry, street vending or related. Provide evidence of Food Handler Certification or future plans to attend this training.
Unit design & commissary details	15	Describe the proposed cart or truck, it's readiness to begin operations and the commissary (where the food will be prepared if not directly in the truck or on the cart) including photos, layouts and the design of the unit.



2 - Menu and Contribution to Ottawa's Food Scene (40 Total Points)

Criteria	Points	Required Information
Menu Diversity & Innovation	30	Provide the menu with item descriptions and estimated prices. Explain how the menu/concept reflects the diversity of the City and will contribute to the vibrancy of Ottawa's parks. Also provide details on environmental impact and the use of healthy, fresh and locally sourced ingredients. Please note that significant changes to the menu must be pre-approved by the Selection Panel.
Overall Readiness	10	Describe how quickly the operation can be up and running and the proposed days and hours of operation.
Total Score	100	

Note: A total score of **at least 70 points** is required to pass the evaluation process. Applicants will be offered a space based on highest score and the availability of spaces.

Additional Information

The more information you provide, the better the Selection Panel will be able to assess your proposal. Consider providing details on how your business has been impacted by COVID-19, how you plan to mitigate those impacts, recipes, images of your menu and nutritional information. Do you plan on using locally sourced ingredients? Include whatever relevant information you think will strengthen your proposal to the Selection Panel.



Contact Information

Department / Agency	Information	Contact Information
Business Licensing	Program Details & General Inquiries	Phone: 613 580 2424 ext 12735 Email: streetfood@ottawa.ca In person (by appointment only): 2nd floor at 735 Industrial Ave.
Public Health	Health	Phone: 3-1-1
Technical Standards & Safety Authority (TSSA)	Vehicle Inspection	Phone: 1-877-682-TSSA (8772)

