

MOBILE VENDING POLICY

Date Issued: September 1, 2016

Mandated by: City Manager

Current Revision: February 2, 2026

Cross Reference:

- Business Licence Bylaw C10-23
- Land Use Bylaw C23-20
- Special Events Policy GEN-021-A

Next Review: January 1, 2031

Responsibility: Director, Economic Development

1. PURPOSE

To ensure that all Mobile Vending Units on City Property are operating in a safe and orderly manner, while adhering to all applicable guidelines and regulations.

2. POLICY

All Mobile Vendors which operate on City Property are required to obtain all necessary permits, licences, inspections, permissions and/or agreements prior to engaging in or operating a Mobile Vendor business.

3. DEFINITIONS

- 3.1. *City* – means the City of Fort Saskatchewan
- 3.2. *City Property* – means property, which is owned by the City, such as sidewalks, roads, boulevards, parks, parking lots and the land surrounding City buildings
- 3.3. *Designated Approver* – a City employee, or their designate, authorized by the City Manager, who oversees the applicable Designated Site and possesses the authority to approve a Mobile Vendor to operate during the requested time period, as described in Schedule B
- 3.4. *Designated Site* – means a specific area identified by the City as a site where a Mobile Vending Unit can operate with approval from a Designated Approver
- 3.5. *Mobile Vending Licence* – a licence issued by the City that permits a Mobile Vendor to operate for a specific time that does not exceed five (5) consecutive days, or five (5) days within a thirty (30) day period
- 3.6. *Mobile Vending Unit* – means any motor vehicle, trailer, temporary structure, display or stand not permanently affixed to land used to assist in the selling and distribution of goods and/or services

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- 3.7. *Mobile Vendor* – means any individual, business, corporation, or organization selling goods and/or services from a Mobile Vending Unit
- 3.8. *Special Event* – means an event which is held outdoors on City Property, which has obtained a Special Event – Outdoor Permit (e.g. Farmers Market)

4. GENERAL GUIDELINES

- 4.1. Mobile Vending is not permitted on City Property, except during Special Events, or where a Mobile Vending Licence has been issued, which specifically authorizes the Mobile Vendor to operate at a Designated Site.
- 4.2. Only those areas specified in Schedule “A” – Designated Sites shall be used by Mobile Vendors, unless otherwise approved by the City.
- 4.3. The Mobile Vendor is responsible for all necessary permits, licences, inspections, and approvals or authorizations required by municipal, provincial or federal regulations.
- 4.4. Mobile Vending is permitted at outdoor Special Events, such as Farmers’ Markets, on the conditions that:
- a) the Mobile Vendor has obtained written approval from the event organizer; and
 - b) the event organizer has obtained all necessary permits and licences; and
 - c) the Mobile Vendor has obtained all necessary documentation as outlined in Section 4.3.
- 4.5. All Mobile Vendors which operate within the City require a City business licence, pursuant to the Business Licence Bylaw, except where a Mobile Vending Licence has been issued, which fulfils the requirements pursuant to the Business Licence Bylaw for the time periods permitted by the Mobile Vending Licence.
- 4.6. Special Event Policy GEN-021-A establishes requirements for the planning and management of Special Events to support the safety of residents, participants, visitors and protection of City Property. Mobile Vendors must comply with all applicable provisions of this Policy.
- 4.7. All decisions made by the Designated Approver are final. There is no appeal process for decisions regarding Mobile Vending Licence issuances or Designated Site approval.
- 4.8. The City reserves the right to revoke the Mobile Vending Licence at any time if the Applicant and/or Mobile Vendor are found in non-compliance of the Mobile Vending Policy GEN-035-A or Mobile Vending Procedure GEN-035-A. No refund or compensation will be provided in the event of revocation due to non-compliance.

5 AUTHORITY / RESPONSIBILITY TO IMPLEMENT

The Director, Economic Development has the responsibility and authority to implement this Policy.



City Manager

Schedule A – Designated Sites

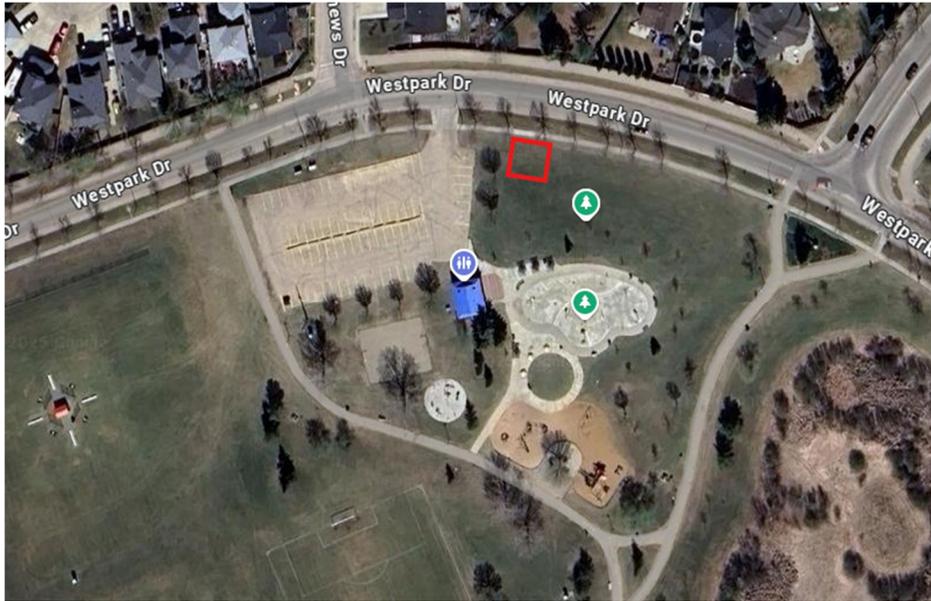
Site 1 – West River’s Edge Dog Park Parking Lot



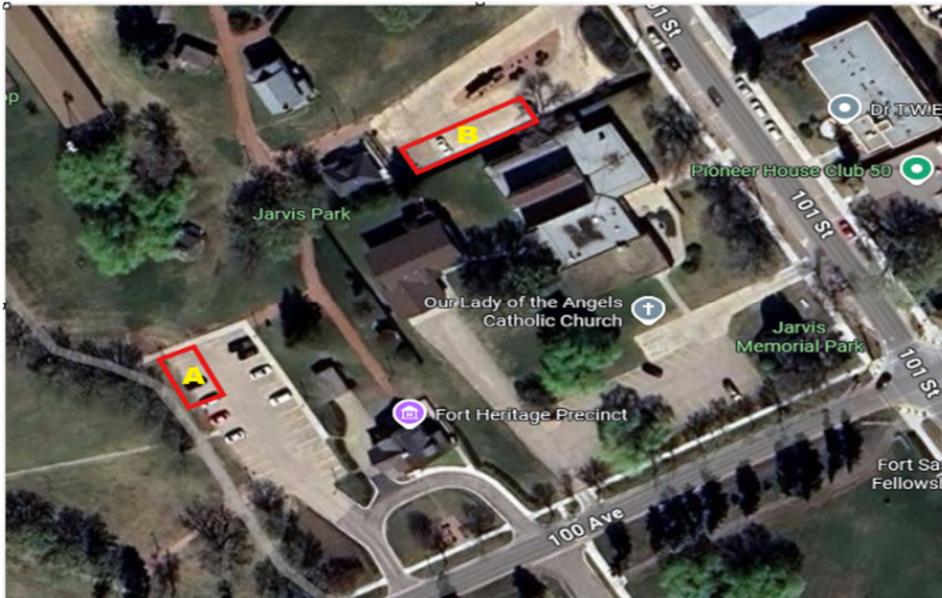
Site 2 – West River’s Edge Pavillion Area



Site 3 – Pryce Alderson Park



Site 4 – Fort Heritage Precinct



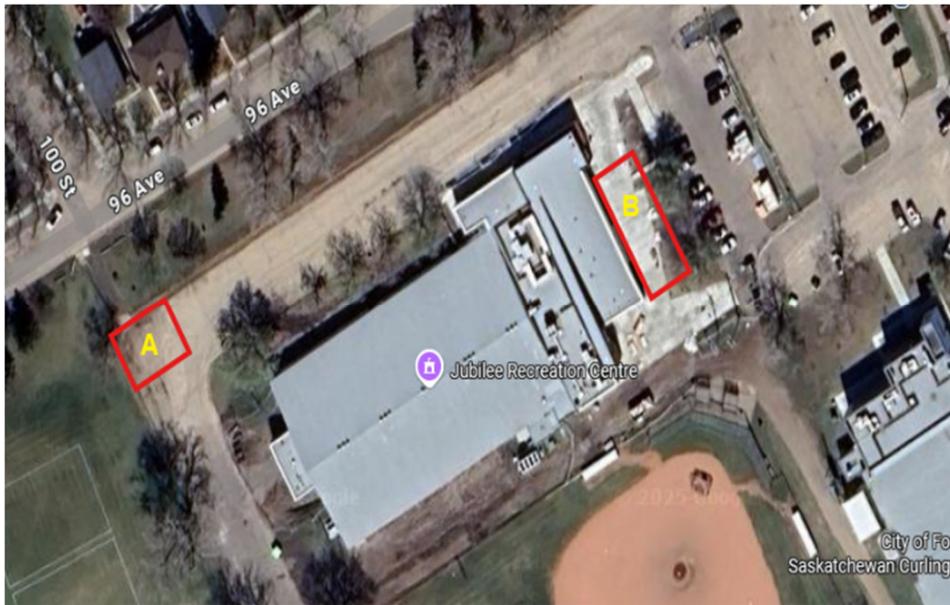
Site 5 – Harbour Pool



Site 6 – Dow Centennial Centre



Site 7 – Jubilee Recreation Centre (JRC)



Site 8 – Sportsplex Arena



Site 9 – Turner Park



Site 10 – Taurus Field



Site 11 – Lesley Macmillan Park





Schedule B – Designated Approvers

Site Location	Designated Approver	Alternate Approver
Site 1 - West River's Edge Dog Park Parking Lot	Manager, Park Services	Coordinator, Park Services
Site 2 - West River's Edge Pavillion Area	Coordinator, DCC, Arenas & Taurus Field	Supervisor, DCC, Arenas & Taurus Field
Site 3 - Pryce Alderson Park	Manager, Park Services	Coordinator, Park Services
Site 4 - Fort Heritage Precinct	Supervisor, Fort Heritage Precinct	Fort Heritage Precinct Programs Coordinator
Site 5 - Harbour Pool	Supervisor, Aquatics Operations	Aquatics Clerk III
Site 6 - Dow Centennial Centre	Coordinator, DCC, Arenas & Taurus Field	Supervisor, DCC, Arenas & Taurus Field
Site 7 - Jubilee Recreation Centre (JRC)	Coordinator, DCC, Arenas & Taurus Field	Supervisor, DCC, Arenas & Taurus Field
Site 8 - Sportsplex Arena	Coordinator, DCC, Arenas & Taurus Field	Supervisor, DCC, Arenas & Taurus Field
Site 9 - Turner Park	Manager, Park Services	Coordinator, Park Services
Site 10 - Taurus Field	Coordinator, DCC, Arenas & Taurus Field	Supervisor, DCC, Arenas & Taurus Field
Site 11 - Lesley Macmillan Park	Manager, Park Services	Coordinator, Park Services

MOBILE VENDING PROCEDURE

Date Issued: February 2, 2026

Responsibility: Director, Economic
Development

Current Revision:

Cross Reference:

- GEN-035-A Mobile Vending Policy
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1. PURPOSE

- 1.1. To set out the process to review, approve, and administer the Mobile Vending Licence, as referenced in the Mobile Vending Policy, GEN-035-A.

2. DEFINITIONS

- 2.1. *Applicant* – means the individual, organization, or business applying for a Mobile Vending Licence
- 2.2. *City* – means the City of Fort Saskatchewan
- 2.3. *City Facility* – means any building, structure, space, or improvement that is owned, leased, operated, or controlled by the City, whether permanent or temporary, and includes both indoor and outdoor facilities

- 2.4. *City Property* – means property, which is owned by the City, such as sidewalks, roads, boulevards, parks, parking lots and the land surrounding City buildings
- 2.5. *Designated Approver* – a City employee, or their designate authorized by the City Manager, who oversees the applicable Designated Site and possesses the authority to approve a Mobile Vendor to operate during the requested time period
- 2.6. *Designated Site* – means a specific area identified by the City as a site where a Mobile Vending Unit can operate with approval from a Designated Approver
- 2.7. *Mobile Vending Licence* – a licence issued by the City that permits a Mobile Vendor to operate for a specific time that does not exceed five (5) consecutive days, or five (5) days within a thirty (30) day period
- 2.8. *Mobile Vending Unit* – means any motor vehicle, trailer, temporary structure, display or stand not permanently affixed to land used to assist in the selling and distribution of goods and/or services
- 2.9. *Mobile Vendor* – means any individual, business, corporation, or organization selling goods and/or services from a Mobile Vending Unit
- 2.10. *Special Event* – means an event which is held outdoors on City Property, which has obtained a Special Event – Outdoor Permit (e.g. Farmers Market)

3. PROCEDURE

3.1. ACCEPTANCE OF APPLICATION:

- 3.1.1. Applications shall be submitted to the Economic Development department in the prescribed form.

3.2. APPLICATION REQUIREMENTS:

- 3.2.1. Applications submitted must include the following components:

- 3.2.1.1. a completed application form;
- 3.2.1.2. confirmation of a minimum of two million dollars (\$2,000,000) of general comprehensive liability insurance;
- 3.2.1.3. confirmation of the City of Fort Saskatchewan mobile/temporary cooking operation inspection, or equivalent, if applicable;
- 3.2.1.4. confirmation of an Alberta Food Handling Permit, if applicable.

3.3. APPLICATION PROCESS:

- 3.3.1. Applicants are encouraged to consult with the Economic Development department prior to submitting an application.

- 3.3.2. Applications must be submitted at least ten (10) business days before requested date of operation.
- 3.3.3. The Economic Development department will acknowledge receipt of the application.
- 3.3.4. The Economic Development department will request approval from the Designated Approver for the dates and location requested in the application.
- 3.3.5. Upon approval from the Designated Approver, the applicable Mobile Vending Licence fee shall be collected from the Applicant, and a Mobile Vending Licence shall be issued.

3.4. APPLICATION REVIEW:

- 3.4.1. All completed applications will be reviewed by the Economic Development department in the order in which they are received.
- 3.4.2. The Economic Development department will determine whether an application is in compliance with Mobile Vending Policy GEN-035-A and Mobile Vending Procedure GEN-035-A.
- 3.4.3. The Economic Development department will coordinate with the Designated Approver of the requested Designated Site to ensure availability.
- 3.4.4. The Economic Development department may, at its discretion and upon consultation with the Applicant, provide an alternate Designated Site should the requested Designated Site be unavailable for the requested timeframe.
- 3.4.5. All decisions of the Designated Approver and the Economic Development department are final and not subject to appeal.

3.5. RESPONSIBILITIES

- 3.5.1. The Economic Development department shall:
 - 3.5.1.1. serve as the City's primary contact for receipt of applications;
 - 3.5.1.2. evaluate applications for completeness, and address with the Applicant any missing information that may impede the effective review of the application by the Economic Development department;
 - 3.5.1.3. issue a Mobile Vending Licence when all application requirements are met;
 - 3.5.1.4. ensure the Designated Site is reserved for the Applicant's requested operating date and time.
- 3.5.2. The Designated Approver shall:
 - 3.5.2.1. review requests from the Economic Development department to ensure that the requested date and location of the Applicant does not interfere with any pre-existing or scheduled Special Event, public and/or private event, or activity.

3.5.3. The Applicant shall:

- 3.5.3.1. provide all documentation required by the application and requested by the Economic Development department;
- 3.5.3.2. adhere to the Mobile Vending Policy GEN-035-A;
- 3.5.3.3. obtain all necessary permits, licences, inspections, insurance, permissions and/or agreements prior to engaging in or operating a Mobile Vendor business;
- 3.5.3.4. maintain the Designated Site in a clean and orderly condition throughout the duration of the permitted use. Upon completion of the licence timeline, the Designated Site must be returned to its original condition. The City reserves the right to assess and recover additional costs from the Mobile Vendor for any required cleanup, repairs, or restoration resulting from damage, neglect, or failure to comply with these requirements. These costs may include, but are not limited to, waste removal, landscaping repairs, and infrastructure restoration;
- 3.5.3.5. ensure that all interactions with its customers, clients, guests, and members of the public are conducted with professionalism, courtesy, and respect. The Mobile Vendor shall take reasonable steps to ensure that its employees, contractors, and representatives maintain a standard of conduct consistent with respectful and considerate customer service;
- 3.5.3.6. indemnify and save harmless the City of Fort Saskatchewan, its employees and agents, from and against all claims, expenses, actions, losses, costs and suits caused by or arising out of, directly or indirectly, the performance of the Mobile Vending Licence, or by reason of any matter or thing done by or not done by the Mobile Vending Unit, its employees or agents;
- 3.5.3.7. comply with all applicable federal and provincial laws, regulations and municipal bylaws including but not limited to the Community Standards Bylaw;
- 3.5.3.8. not sell to customers in their vehicles (Drive-thru sales are not permitted);
- 3.5.3.9. provide garbage and recycling receptacles at the Mobile Vending Unit for all customers to discard any waste sold;
- 3.5.3.10. collect and properly dispose of any refuse, including grease, produced directly or indirectly by the Mobile Vending Unit operation, whether discarded by the operator or customers;
- 3.5.3.11. adhere to all restrictions and requirements specified by the City Facility associated with the Designated Site.