

MOBILE FOOD VENDING OPERATOR'S GUIDEBOOK



CITY OF NANAIMO
LAST UPDATED: MARCH 2026

Purpose

This guide has been developed to support individuals and businesses interested in operating a mobile food vending service within the City of Nanaimo. It outlines the key municipal bylaws, regulations, and operational requirements that govern mobile vending activities, helping prospective vendors understand their responsibilities before setting up operations. By providing clear guidance on licensing, permitted locations, safety standards, and park use, this resource aims to ensure that mobile food vending is conducted in a safe, compliant, and community-minded manner.

Types of Food Vending Units

The Business Licence Bylaw defines food vending units as follows:

Food cart – a non-motorized mobile cart with a maximum area of 4.65m² from which food and / or drink is dispensed, and where the entire stock of goods offered for sale is carried and contained in the cart and which may change locations from time to time, and which is not located in a permanent building or structure, and is removed from public access when not in use.

Food trailer (self-contained) – a portable, self-contained trailer that is equipped to cook, prepare and / or serve food or beverages, but does not include a food cart.

Food trailer (unenclosed) – a portable vending unit equipped to cook, prepare, and / or serve food or beverages that does not enclose the operator, but does not include a food cart. It requires vehicle transport and is designed for stationary service. It is distinct from food carts, enclosed food trailers, and food trucks.

Food truck – a motorized, mobile, self-contained vehicle that is equipped to cook, prepare and / or serve food or beverages, but does not include food trailers or food carts.

Business Licence Application Submission

A business licence is required to operate a mobile food vending business. If your business operates more than one food vending unit, a separate business licence is required for each unit. Mobile food vending business licence application forms can be found online at <https://www.nanaimo.ca/doing-business/business-licences/mobile-food-vending> or picked up in person at the Service and Resource Centre, 411 Dunsmuir Street, Nanaimo.

As part of the business licence application submission, the following documents or approvals are typically required before a business licence can be issued, however, documents and approvals can be provided as they are obtained and do not necessarily need to be provided at time of application. Certain types of food-vending units may not require every document or approval listed.

Required documents and approvals	Description
Mobile food vending business licence application	Mobile Food Vending applications are available online or at Business Licensing, Service and Resource Centre.
Island Health approval/permit	<p>A Health Operating Permit issued by another BC municipality may be accepted if it has been issued within the current year, however, it must be reviewed and approved by Island Health prior to operating in Nanaimo.</p> <p><i>Additional information can be found here:</i> https://www.islandhealth.ca/sites/default/files/2018-05/mobile-food-premises-guidelines.pdf</p>
Motor vehicle insurance	A minimum of \$2M third party liability vehicle insurance.
Commercial general liability insurance	\$2M minimum with the City of Nanaimo named as additional insured and Public Liability and Property Damage.
Discharge management plan (DMP)	DMP must include details of how and where fats, grease, greywater and garbage will be disposed of.
Photographs	Provide current photos of all sides of the food vending unit.
Food vending unit details	Some sites cannot accommodate larger trailers, please provide the dimensions of the unit. <i>Height and length restrictions are in effect at some park locations.</i>
City of Nanaimo Fire Department	Fire Department inspection and approval is required where enclosed food vending units are equipped with propane or wood-fired appliances or where cooking operations produce grease-laden vapors. See Appendix A -Fire Department Approval Checklist for more information and requirements.
Technical Safety BC or Standards Council of Canada accredited agency	Proof of gas system certification / electrical systems certification from Technical Safety BC or from a Standards Council of Canada (SCC)-accredited certification agency (Intertek, QAI).
Private property permission	Private property operation is permitted in zones that allow restaurant use. If operating on private property, a letter from the property owner is required.

Fees

Business licence fees

UNIT TYPE	PRIVATE PROPERTY	CITY PARKS	ON-STREET	FIXED LOCATIONS & SPECIAL ZONES
Food Cart	\$165	\$165	N/A	\$165
Food Trailer, self-contained	\$165	\$365	N/A	N/A
Food Trailer, unenclosed	\$165	\$365	N/A	\$365
Food Truck	\$165	\$365	\$365	N/A

Bollard key deposits

Some food-vending locations are located behind bollard barriers. Access to these sites requires a bollard key, which can be obtained from Business Licensing with a refundable **key deposit*** of \$100 per site.

BOLLARD LOCATION	REFUNDABLE DEPOSIT
Diana Krall Plaza	\$100
Maffeo Sutton Park	\$100
Westwood Lake Park	\$100

NOTE: When accessing a park via a bollard, the bollard must be replaced immediately after entry or exit to maintain site security and prevent unauthorized vehicle access.

Hydro fee

Some designated vending locations in the parks are equipped with electrical plug-in outlets to help support day-to-day vending operations. Vendors who would like to use City-supplied electricity can access it for an annual fee.

PARKS WITH POWER	ANNUAL HYDRO FEE
Departure Bay	\$150
Diana Krall Plaza	
Maffeo Sutton Park	
Westwood Lake Park	

Electrical key deposits

Access to power boxes requires a key. Keys are available from Business Licensing for a **refundable key deposit*** of \$100 for each site.

PARK	REFUNDABLE DEPOSIT
Departure Bay	\$100
Diana Krall Plaza	\$100
Maffeo Sutton Park	\$100
Westwood Lake Park	\$100

***Key deposit refunds**

Key deposits will only be refunded if the key is returned in operational condition. If the key is lost or damaged to the point it cannot be used, the deposit will be retained to offset the cost of replacing the key and/or repairing the power box lock.

Bylaw Requirements

Food vending operators are responsible for ensuring full compliance with all applicable City of Nanaimo bylaws, regulations, and operational requirements. This includes understanding the rules that govern business licensing, public health, fire safety, zoning, and the use of public spaces. The following section provides a summary of the key bylaws relevant to food vending activities; however, operators are encouraged to review the complete and most up-to-date versions of these bylaws, which are available on the City of Nanaimo's website at <https://www.nanaimo.ca/your-government/city-bylaws>.

Business Licence Bylaw

A separate and valid business licence is required for each food vending unit before beginning operations, and a new application to operate must be submitted annually for as long as the unit remains in service.

A business licence is considered active only when all associated licensing fees have been paid in full. **Access to the online scheduling calendar is restricted to vendors with active business licences.**

Additionally, the business licence must be posted within the mobile vending unit at all times so that it is visible to the public and must be made available to Bylaw Enforcement or RCMP if requested.

Food vendors should familiarize themselves with the Business Licence Bylaw and in particular, Schedule A, Section 11 for all regulatory requirements.

Noise Control Bylaw

The Noise Control Bylaw prohibits any person from making noise or sound that disturbs the quiet, peace, rest, enjoyment, comfort, or convenience of a neighbourhood. If operating late night, and especially if operating close to residences, such as the downtown area, please be aware that any activity where noise or sound is clearly audible at a point of reception between the hours of 11:00 pm and 9:00 am is an offence and may be subject to fines. Music and voice amplification is prohibited at all times regardless of location and specifically includes private property operation or locations approved on a trial basis.

Parks Bylaw

All requirements set out in the City of Nanaimo Parks and Recreation Bylaw must be strictly observed by food vending operators. This includes adhering to rules governing vehicle access, permitted locations, and the protection of natural features within park spaces. Operators are expected to use extreme care when driving, positioning, or parking vending units in parks to ensure that turf, vegetation, irrigation systems, and trees are not harmed. Any damage resulting from improper vehicle operation, parking, or placement of vending equipment may lead to penalties or fines as specified in the Parks and Recreation Bylaw. Operators are encouraged to familiarize themselves with these provisions to ensure responsible use of park property and to maintain the integrity of public green spaces.

It is important to note that park locations have been carefully selected to mitigate damage to infrastructure and vegetation as well as consideration of emergency vehicle routes. Parking in a location that is not specified is not permitted without prior approval.

Traffic and Highways Regulation Bylaw

Mobile food trucks operating on the street must be legally parked and comply with all requirements of the Traffic and Highways Regulation Bylaw, and specifically the following:

- **Maintain a minimum 6 m setback** from bus stops, crosswalks, stop signs, and intersections.
- **Maintain a 100 m buffer** from elementary schools.
- **No stopping or parking is permitted on sidewalks**, except for carts that temporarily stop to serve customers, after which movement must promptly resume.
- **No stopping or parking in front of, or within 2 m of, any public or private driveway.**
- **Maintain at least 5 m of clearance** from any fire hydrant.

Smoking Regulation Bylaw

Vendors and their staff are prohibited from smoking or vaping in all park locations. The City of Nanaimo's Smoking Regulation Bylaw bans smoking and vaping in all parks, trails, playgrounds, beaches, and other City-owned properties, except in specifically designated areas. Cannabis smoking and vaping are not permitted in any public space, including designated smoking areas. Violations may result in enforcement action and/or fine.

Designated Food Vending Locations

All Food Vending Types Locations	
Bowen Park East Parking Lot	2 vendors
Brechin Boat Ramp	2 vendors
Church Street	1 vendor
Departure Bay	3 vendors (March-October) 1 vendor (November-February)
Diana Krall Plaza	3 vendors
Harewood Centennial Park	2 vendors
Maffeo Sutton Park	10 vendors
May Richards Bennett Pioneer Park	2 vendors
Merle Logan Field	2 vendors
Oliver Woods Community Centre	1 vendor
Stadium District	2 vendors
Westwood Lake-First Beach	2 vendors
Westwood Lake-Second Beach	1 vendor

Food Cart Locations	
Pipers Lagoon Park	1 vendor
Queen Elizabeth Promenade *	roaming
Stewart Avenue (Newcastle Avenue to Zorkin Road) *	roaming

* Food cart operations along the Queen Elizabeth Promenade in Maffeo Sutton Park or on the sidewalk along Stewart Avenue must remain in continuous motion. Stopping is only permitted when serving customers.

Food Cart & Unenclosed Food Trailer Locations	
Dallas Square	2 vendors

Food Truck Street Locations	
Dufferin Crescent	multiple
Seafield Crescent	multiple
Maughn Road	multiple

Although designated, street locations cannot be reserved in advance. They are available strictly on a first-come, first-served basis, and food truck parking is shared with the public. If the area is metered, parking fees do not apply to food trucks. Please ensure that your vehicle is parked correctly and complies with all applicable bylaws – refer to Traffic and Highways Regulation Bylaw for more information.

Private Property Operation

Mobile food vending is permitted on privately owned property that is zoned for restaurant use and with permission of the property owner. *Prior to operating, please submit a business licence application and a letter of authorization from the property owner.*

Special Events

When a special event is scheduled in a City of Nanaimo **park** and the event requirements conflict with an existing food vendor booking, the special event will take priority. In such cases, the vendor booking will be cancelled to accommodate the event's operational needs, site layout, and public use considerations. Vendors are encouraged to be aware that park spaces may be reserved for festivals, community gatherings, sporting events, or other large-scale activities, and these bookings may limit or restrict vending opportunities. While every effort is made to provide advance notice, operators should remain flexible and understand that special event bookings take precedence under all circumstances.

Vendors who choose to host or organize their own special events on **privately owned property** are required to obtain a Special Event Business Licence from the City of Nanaimo. This licence ensures that temporary events meet all applicable regulatory, safety, and operational standards. A Special Event Business Licence may be issued for short-term functions lasting up to five consecutive days and must be secured prior to the start of the event. Vendors are responsible for ensuring that all necessary permissions, site arrangements, and compliance measures are in place, including coordination with the property owner and adherence to any additional municipal requirements that may apply to temporary commercial activities on private land.

Online Food Vending Scheduling Calendar

Vendors can reserve designated food-vending locations up to two months in advance through the online scheduling calendar. Instructions for registering a mobile vending unit, along with guidance on using the scheduling system, are provided in **How to Use the Food Truck Scheduling Calendar**, which is included in this guidebook as Appendix C and available as a separate instruction sheet from the Food Vending webpage.

Vendors are responsible for managing their own schedules within the booking calendar. Because unexpected situations can arise, it is essential that any vendor who cannot operate updates their booking as soon as possible. This ensures the spot becomes available for another vendor and helps keep the program running smoothly.

City staff do not have the capacity to monitor or manage no-shows. Vendors are expected to be considerate, communicate changes promptly, and work together as a supportive community. Thoughtful scheduling and timely updates help everyone succeed.

General Operational Requirements

1. **Generator use is permitted** where an electric power source is not available, provided it does not create a disturbance. Generators must be inverter models or housed within a sound-proof enclosure or a generator that does not exceed a noise level of 60 decibels.
2. **Music and voice amplification are not permitted** under any circumstances.
3. Vendors **must supply their own waste and recycling receptacles** to maintain cleanliness in the surrounding area. Vendors are responsible for cleaning within a 10 m radius after operating at a location and must remove all collected waste from the site. Disposing waste and recyclables in public garbage or recycling bins is prohibited.
4. Furniture - including tables, chairs, benches, condiment counters – and signage is permitted only in designated park areas, provided it does not obstruct pedestrian or vehicular movement or interfere with identified emergency routes.
 - On-street locations are not suitable for additional furniture, and any signage must be attached to the vending unit or positioned directly against it to ensure that sidewalks and pedestrian movement are not obstructed.
5. **Adequate clearance must be maintained on all sides of the unit** to ensure pedestrians can pass safely and without congestion.
6. Operations **must not obstruct property access** or interfere with the ingress or egress of property owners, nor impede access for fire, police, or ambulance vehicles.
7. Vendors **and/or staff must always remain with their unit** during operation. Under no circumstance should a vehicle be left unattended.
8. **Overnight storage of vending units on streets or public property is prohibited.**
9. Permitted operating hours for mobile vending units in public locations are as follows:
 - **On-street locations:** 7:00 am to 10:00 pm
 - **Parks:** 7:00 am to 10:00 pm
 - **Diana Krall Plaza:** 7:00 am to 3:00 am
10. Permitted operating hours for mobile vending units on private property or special temporary approved locations:
 - **Shopping Centres:** opening hours
 - **Retail Stores:** opening hours
 - **Bars (special permission required):** one hour after bar closing.
11. **Food vending units must not exceed 2.5 m in width or 10 m in length.**

12. If parked on the street, **service windows must face the sidewalk** to ensure safe and accessible customer service.
13. **Food trucks and trailers are exempt from hourly parking limits on city roadways where such limits apply**; however, vendors' personal or tow vehicles must be parked legally and are subject to applicable parking rates.
14. Tow vehicles are not permitted to remain in the pedestrian plaza at Maffeo Sutton Park. After completing loading or unloading, all tow vehicles must be moved to the designated parking lot.
15. **Units parked in designated vending locations must remain open for business throughout their stay.**
16. When accessing a park via a bollard, the bollard must be replaced immediately after entry or exit to maintain site security and prevent unauthorized vehicle access.

Frequently Asked Questions

I would like to try out a location that is not on the designated locations list, who do I contact?

Designated vending locations have been intentionally removed from the Business Licence Bylaw to allow appropriate departmental directors to approve locations without requiring a bylaw amendment by Council. If you are interested in proposing a new location, please contact Business Licensing at 250-755-4482 or email business.licence@nanaimo.ca.

Some locations—such as the intersection of Northfield Road and the Parkway—have generated a lot of interest over the years but cannot be approved due to highway regulations and zoning requirements. Locations within City parks or on City streets may be considered, so vendors are encouraged to submit their suggestions for review.

I have noticed that some vendors book a location but do not show up. What can I do if I am interested in booking that location?

The online booking calendar has eliminated the need for staff to manually schedule vendor locations. As this process is now automated and vendor-managed, it is the responsibility of vendors to be courteous and cancel any bookings they are unable to keep. Business Licensing staff cannot verify whether a vendor has attended a scheduled booking.

I have applied for a Mobile Food Vending Business Licence, but I am not able to book a location in the online booking calendar.

All vendors must register themselves to be able to select locations through the online scheduling calendar. Please review **How to Use the Food Truck Scheduling Calendar** (Appendix C).

Also, the booking calendar is updated with approved vendors only after the business licence application and all required licences, insurance documents, and approvals have been reviewed. All business licence

fees, including bollard key deposits and hydro fees, if applicable, must be paid in full and the licence issued before access to the calendar is granted.

If you have trouble accessing the booking calendar at the end of the calendar year, please note that food vendors are required to reapply for a business licence annually to ensure all operating requirements remain current. Once the licence has been renewed and all fees have been paid, access to the new year's calendar will be granted.

I have booked an on-street location, but there is a vehicle parked in my spot!

Designated food-vending parking at Departure Bay includes clear signage, and a pavement decal was piloted in 2025 to help identify vending spaces. However, occasional parking conflicts with the public are unavoidable. If a vehicle is occupying a spot you have booked, please contact the Bylaw Department at 250-755-4422 during office hours Monday to Friday and 250-758-5222 on weekends and statutory holidays.

Other on-street vending locations, while designated, are not reserved and operate on a first-come, first-served basis. If the space is unavailable when you arrive, you may choose to wait until the location becomes free.

I have a business licence from the City of Nanaimo. Can I operate in other municipalities if I get an inter-community business licence (ICBL)?

Mobile food vendors are not eligible for an Inter-Community Business Licence (ICBL) as per the Inter-Community Business Licence Bylaw. Zoning and land-use regulations for mobile food vending differ between municipalities, and each jurisdiction requires its own liability insurance arrangements—often including naming the municipality as a co-insured party. As a result, every municipality conducts its own review and approval process. Mobile food vendors must therefore obtain a separate business licence in each municipality where they intend to operate.

Additional Information and Resources

VIHA Mobile Food Vending Guidelines <https://www.islandhealth.ca/sites/default/files/2018-05/mobile-food-premises-guidelines.pdf>

WorkSafe Mobile Food Safety and Propane <https://www.worksafefbc.com/en/about-us/news-events/campaigns/2022/May/food-trucks-propane-safety>

National Fire Protection Association <https://www.nfpa.org/education-and-research/building-and-life-safety/food-truck-safety>

Canadian Institute of Food Safety <https://www.foodsafety.ca/laws-requirements/by-location/british-columbia>

BC Centre for Disease Control <https://www.bccdc.ca/health-info/prevention-public-health/food-safety>

Technical Safety BC <https://blog.technicalafetybc.ca/food-trucks-permits-and-gas-installation-all-you-need-know>

Technical Safety BC <https://www.technicalafetybc.ca/regulatory-resources/regulatory-notice/directive-mobile-outdoor-food-service-unit-gas-approval-requirements>

Contact Information

If you have any questions, please feel free to contact Business Licensing at 250-755-4482 or via email at business.licence@nanaimo.ca.

For after-hours issues, such as, blown electrical breakers or broken bollard keys, contact the Public Works Department commissioner at 250-758-5222.

APPENDIX A

FIRE DEPARTMENT APPROVAL CHECKLIST

Fire Department inspection and approval is required as part of the business licence application and approval process. Please review the checklist and ensure that all requirements are met before requesting an inspection.

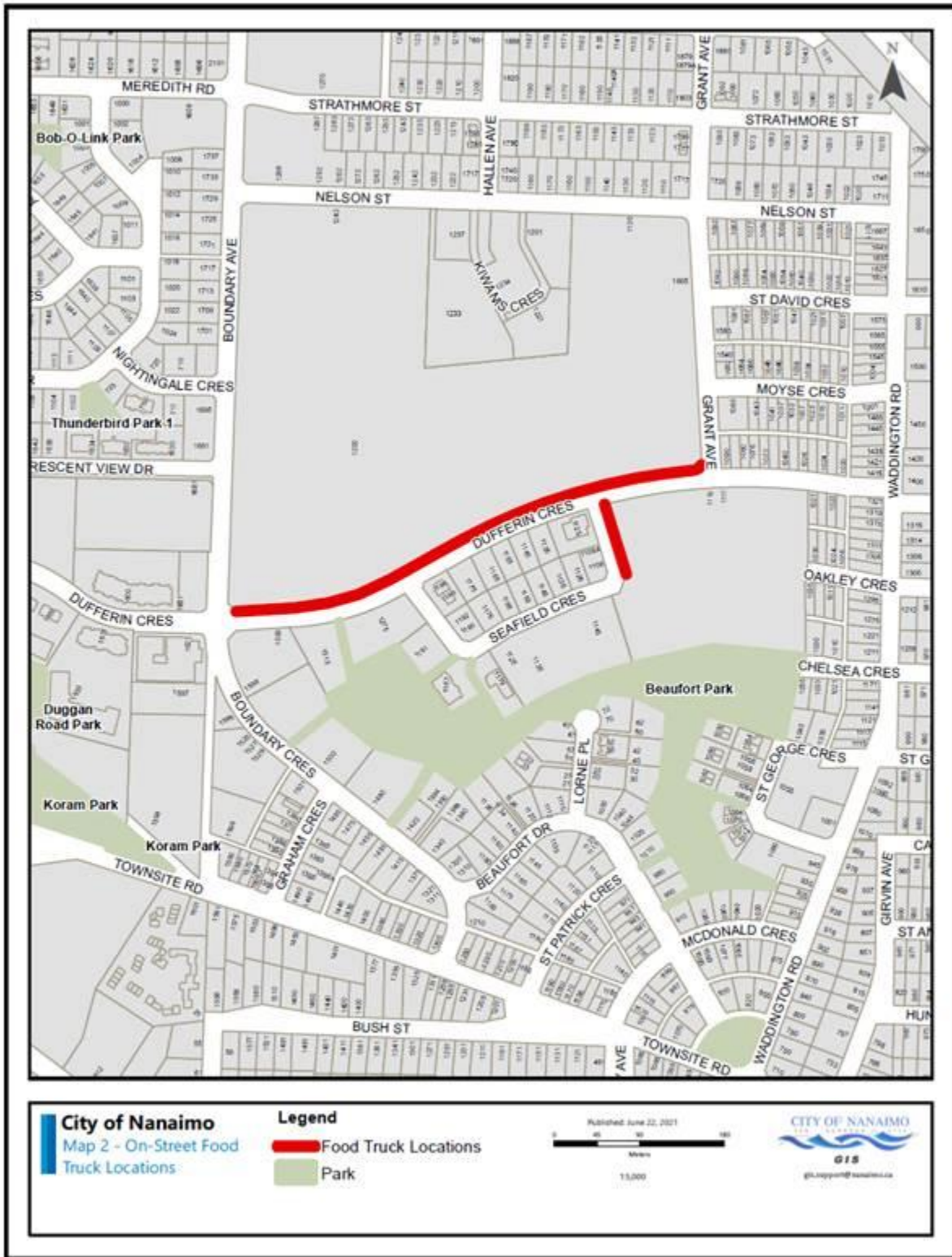
Please be aware that any modifications to a previously accepted cooking configuration must be re-inspected and approved.

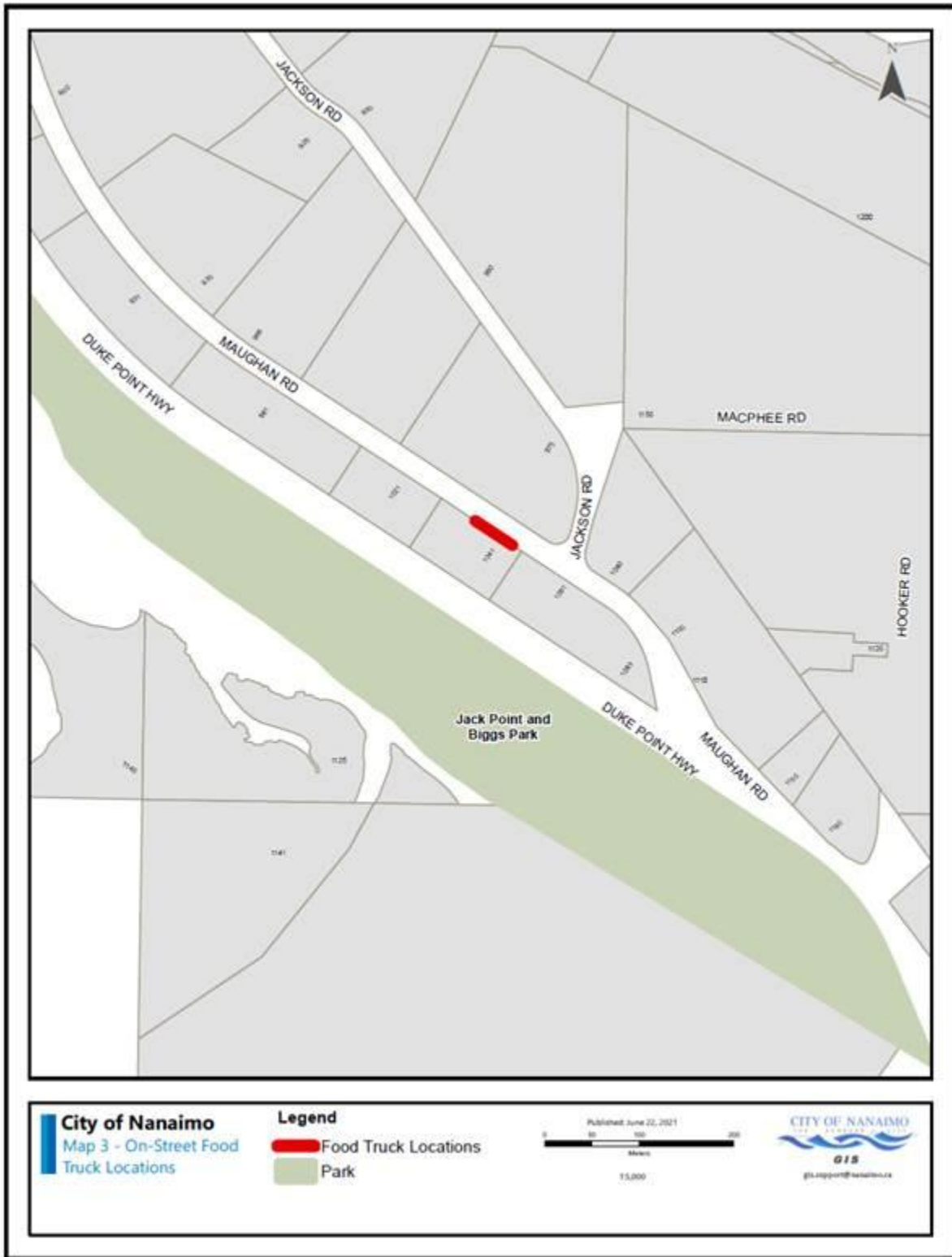
- Fire Extinguisher**
- A fire extinguisher with a minimum 2A:10BC rating must be provided and mounted in an unobstructed location within the unit.
 - The fire extinguisher must be inspected annually by an approved agency. A service tag must be visible.
- Gas Safety**
- Mobile food service equipment must be built to the relevant sections of the CAN/CSA B149.1 Natural Gas and Propane Installation Code, and the CAN/CSA B149.2 Propane Storage and Handling Code.
 - Gas installations must bear an approved decal from Technical Safety BC or, alternatively, must be certified and labeled by a Certification Organization accredited by the Standards Council of Canada (e.g., CSA, CAN/ULC, ETL).
 - Once the gas product approval decal has been affixed, the gas equipment cannot be modified in any way without a new installation permit. New installation will require an updated decal.
- Electrical Safety**
- All electrical appliances are required to have appropriate certification and/or listing (e.g., CSA, CAN/ULC, ETL).
 - Electrical equipment should be used and maintained so as not to constitute an undue fire hazard.
 - Combustibles shall be kept at least 1 m from electrical panels.

- Wood Burning**
- Wood burning appliances are required to have appropriate certification and/or listing (e.g., CSA, CAN/ULC).
- Grease Laden Vapours**
- Deep fryers must be approved commercial appliances. Residential deep fryers will not be accepted.
 - Enclosed cooking units creating grease laden vapours require a kitchen exhaust and automatic suppression system conforming to NFPA 96 standards.
 - Fixed suppression systems shall be serviced bi-annually by an approved technician. A service tag must be visible.
 - Instructions for manually operating the fire protection system shall be posted conspicuously in the cooking area.
 - A Type K fire extinguisher must be provided when vegetable or animal oils and fats are used for cooking. The extinguisher must be inspected annually by an approved agency. A service tag must be visible.
 - Where a hazard is protected by an automatic suppression system, a placard must be posted near the Type K extinguisher that states: "The fire protection system shall be actuated prior to using the fire extinguisher".
 - Hoods, grease removal devices, fans, and ducts must be cleaned and serviced every six months by a qualified service technician. A service tag must be visible.
- Cooking Outside**
- All tents, tarps, and awnings, including fabrics attached to the vehicle, shall have flame resistance conforming to CAN/ULC S-109 or NFPA 701 standards, and identified as such with a factory label. No visible grease is permitted on tents and awnings.
 - Stand-alone stoves, burners or self-contained cooking appliances located outside shall be kept away from combustibles and supported as per the manufacturer's specifications (i.e. *must not be placed directly on ground*).
 - A guard/barrier not less than 1 m high must be provided to function as a barrier between the public and cooking appliances.

If you have any questions with these requirements, please contact a Fire Prevention Officer at 250-753-7311 or by email at FLPD@nanaimo.ca.

APPENDIX B - ON-STREET VENDING LOCATIONS MAPS



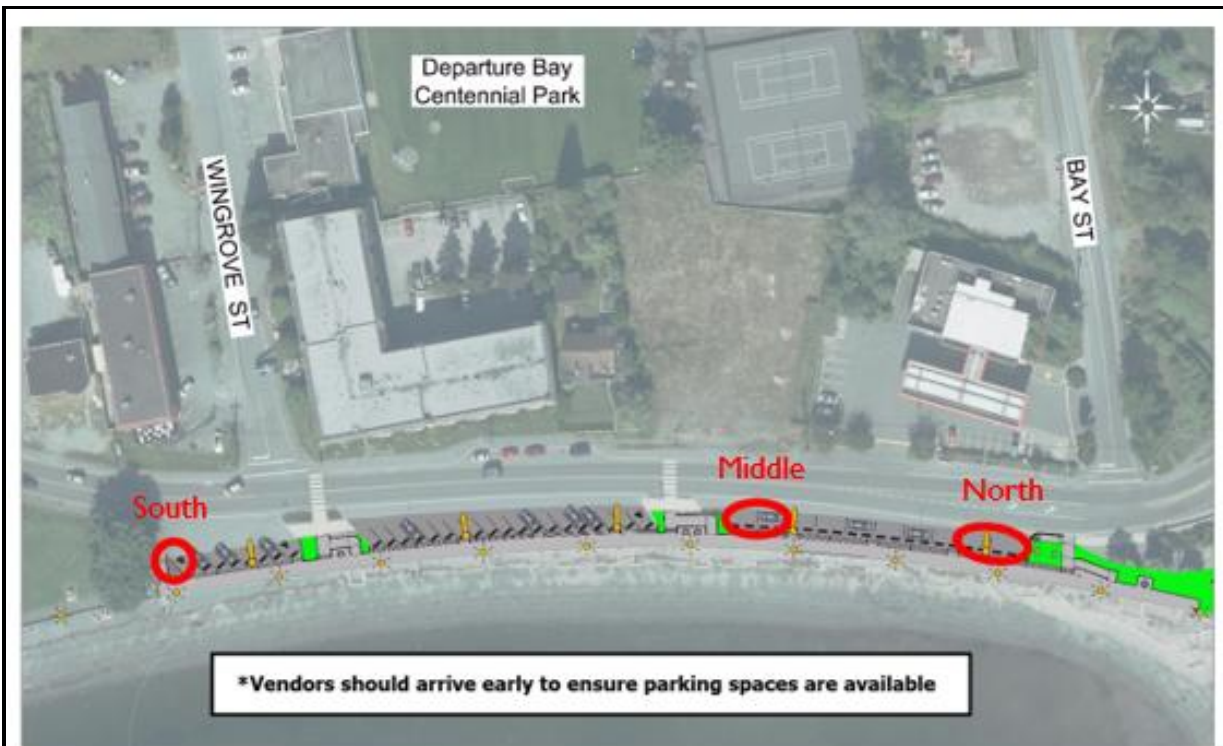


APPENDIX C
PARK VENDING LOCATIONS MAPS & POWER KIOSK INFORMATION





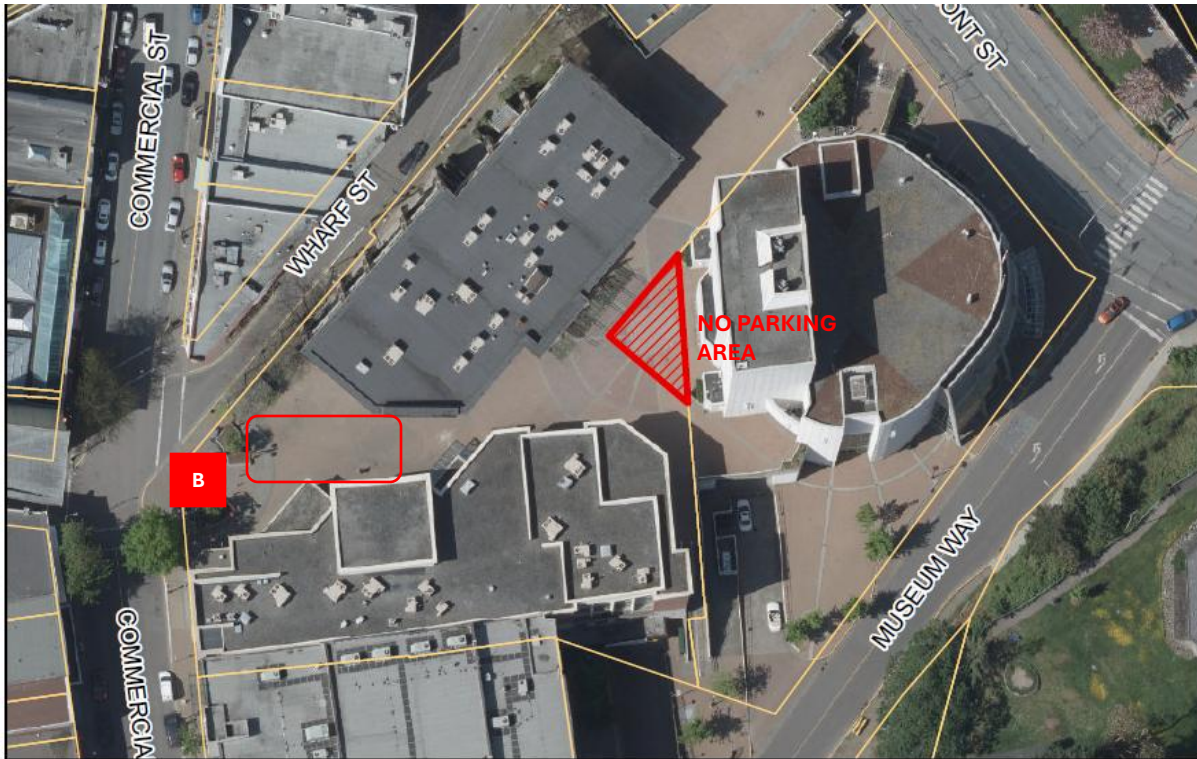
**Brechin Boat Ramp
2 Vendors Permitted**



**Departure Bay
3 Vendors Permitted**


Power available at each location





Diana Krall Plaza
3 Vendors Permitted

Power available
Barrier requiring key

 Permitted food truck parking area

Diana Krall Plaza

Diana Krall Plaza will accommodate three food vendors within the designated area only (see location map). Vending unit parking must be situated so that the units do not obstruct access to the businesses that share the plaza. Vehicles used to tow trailers or carts are not permitted in the plaza and must be parked on adjacent streets where permitted. Regular parking rates apply to parked tow vehicles.



MAFFEO SUTTON PARK



Bollards

- Bollards can be lowered for access/egress but must be relocked immediately afterward to prevent unauthorized vehicle access.

Placement & Vehicle Movement

- Vehicles must stay within marked site boundaries.
- Due to high park traffic, use spotters when positioning units.
- Limit vehicle movement to Spirit Square or upper Cliff Street to avoid pedestrian conflicts.
- Drive only in open areas to protect trees and park features. Some trees are pruned for clearance; others are not and must be avoided.

Vending Units and Tow Vehicles

- Units must be self-contained and no longer than 10 m (32.8 ft).
- Vending units must be removed from the park after booking period.
- No additional parking is provided for personal use vehicles; downtown parking is available nearby.

Utility Connections

- Each site offers 20 and/or 30 amp power; choose locations that meet your needs.
- Generators are only allowed during power outages.
- No sewage service is available; grey water must be disposed of off-site.
- Utilities accessed through tree grates must be secured or reburied after use.

Universal Access

- Minimize use of extension cords, however, if needed, cover all leads with accessible, safe coverings to ensure pedestrian safety.

Park Access & Egress

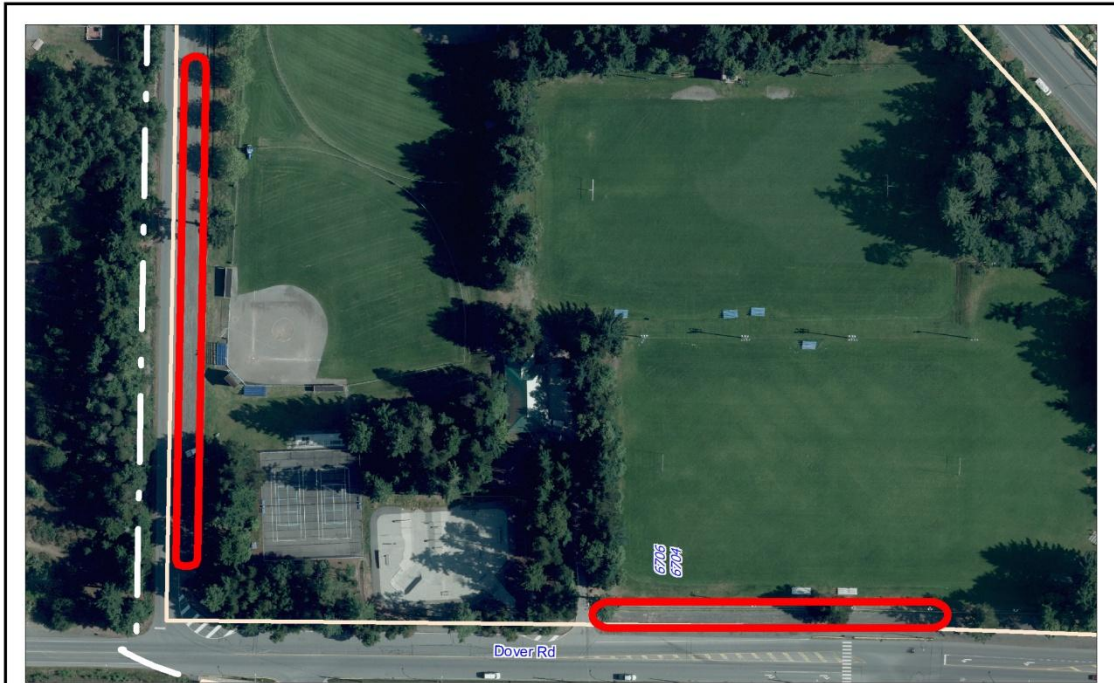
- Keep pathways clear for pedestrians and emergency vehicles at all times and do not block access points with vehicles, signage, or furnishings.

Temporary Furnishings

- Up to 4 small tables and 8 chairs are permitted and must be located close to the unit without obstructing pedestrian flow or accessibility.
- Furnishings must be removed at the end of each booking.
- One signboard/menu per unit, placed directly against the unit and never blocking pathways.

Refuse Removal

- Maintain cleanliness within a 10 m radius of vending unit.
- Provide at least one trash container with liners; empty as needed and remove from the park daily - do not use City garbage cans.
- Use recyclable/eco-friendly products and sort waste per Regional bylaws.
- Provide recycling containers and remove all refuse from the site.
- Dispose of liquid waste properly—never in water bodies, soil, tree grates, or City drains.



May Richards Bennett Pioneer Park
2 Vendors Permitted



Merle Logan Field
2 Vendors Permitted



 Permitted food truck parking areas



Oliver Woods Community Centre

1 Vendor permitted ** Power not available, generator use only



Pipers Lagoon Park
1 Vendor Permitted





Stadium District - Zone 1 & Zone 2

2 Vendors Permitted

Westwood Lake – First Beach

Map to come

Westwood Lake – Second Beach



APPENDIX D



How to use the Food Truck Scheduling Calendar

Licensed food truck and trailer vendors can reserve a food vending location in designated City parks up to 2 months in advance.

Park Scheduling Rules

1. Food vending locations can be booked by a licensed food vendor for as many days as desired within a 2-month period (the 2-month period includes the current month and the following month) for any available location.
2. Food vending locations can be booked for a minimum of **2 hours**.
3. Vendors may schedule more than one vending location on the same day, provided each location is assigned to a different time.
4. The scheduling process operates on a first-come, first-served basis. Vendors will receive confirmation at the time of booking.
5. Scheduling opens at **8:00 am on the first day of each month** for next month bookings.
6. Bookings are restricted to food vending approved hours of operation only.
7. Vendors who have booked a location but are not able to attend should delete their booking as soon as possible (see 4.c. for more information) to make it available to another vendor.
8. Vendors who leave a location earlier than what was booked should update their booking (see 4. b. for more information) to make it available to another vendor.
9. ***Vending locations may not be available for booking during certain special events.*** To take part in the special event, permission must be obtained from the event organizer.
10. Special events take precedence and may be scheduled after a booking confirmation has been received. If this is the case, the booking will be removed and Business Licensing will notify you as early as possible.

How to Register for Food Truck Calendar

To access to the food truck calendar, an email address must be provided to Business Licensing. New vendors should ensure that a valid email address is included on the Food Vending Business Licence application. It's important to note that vendors with multiple vending units and multiple business licences must provide a different email address for each vending unit to book each vending unit.

Once registered, log in through Facebook, Google, or MyCity at <https://www.nanaimo.ca/dashboard>. Registration instructions for MyCity are available at <https://www.nanaimo.ca/city-services/home-property/property-taxes/register-for-mycity/mycity-registration-tutorial>.

How to Use the Food Truck Calendar

To view YOUR current bookings go to www.nanaimo.ca/foodtruck/truck and log in using your registered email or from the Mobile Food Vending page on the City's website, click [Food Truck Scheduling Calendar](#) link which directs you to www.nanaimo.ca/foodtruck/. Scroll to the bottom of the page and click [Log in here](#) link under the map.

To Schedule a New Booking

1. Click www.nanaimo.ca/foodtruck/truck/book and log in using your registered email if not already logged in, or from 'Your Bookings', click **Create a new booking**.
2. Select a spot via the dropdown menu or by clicking on the desired location on the map.
3. Check the *Active Bookings* table to see booked slots and the *Additional Information* table to see if the spot is suitable for your needs prior to booking.
4. Once the spot is selected, scroll down to select *start date* and *end date* for the booking blocks, then *start time* and *end time* for each block.
NOTE - To book multiple days at once, select multiple dates with a time slot. For example: selecting July 25-27 from 2 pm to 5 pm will attempt to book the following blocks: July 25 2-5 pm, July 26 2-5 pm, July 27 2-5 pm.
5. Once you have selected start/end date and time, click the **Book** button. A message on the top of the page will appear and show which of the requested blocks were booked.
6. To review Your Bookings, click **Back to your bookings** button or go directly to www.nanaimo.ca/foodtruck/truck.

It's understandable that situations may come up and that a booking may need to be cancelled or changed. Go to www.nanaimo.ca/foodtruck/truck for the following:

1. TO MAKE CHANGES to an existing booking, remove the booking and select the booking, **Delete** and **Confirm**. You can now re-book.
2. TO LEAVE EARLY from a current location, select the booking you need to change, click **Finish** and then **Confirm**.
3. TO CANCEL a future booking, select the booking and then **Delete** and **Confirm**.

Other Important Information

For the best chance of getting your first choice, please ensure that you log into the food truck calendar and schedule your desired locations and times at 8:00 am on the first day of the month.

Special events scheduled by Parks and Recreation will be added to the calendar as soon as possible. If you are selected and attending the special event and wish to stay in the park afterward, please ensure you book the adjacent time / spot so you can stay in the park.

If you have a food menu, social media page or website that you'd like the public to see when they view the food truck calendar, please provide the link to business.licence@nanaimo.ca.

*NOTE** Once you are set up and have logged into the food truck calendar, you can save your page as a home page on your phone or bookmark it on your laptop for quick access.*