

# Mobile Food Vending in Alberta Parks Information for Vendors

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## 1. What is a Parks Authorization Letter (PAL) and why do I need a Client ID number?

- Alberta Parks approves mobile food vendors to provide services in select sites through a Parks Authorization Letter (PAL), which is a type of disposition.
- A disposition is a permit, licence or lease that grants permission, identifies the location, and sets the conditions (rules and standards) and fees for an activity or development. Standard and site-specific conditions allow an activity to occur while minimizing impact on a park's conservation and recreation values.
- Alberta Parks, which is part of Alberta Environment & Parks, can only issue a disposition to a person, company or organization with a Client ID number.
- Alberta Energy issues all Client IDs for the Government of Alberta, including Alberta Parks. If you do not already have a Client ID, you will be required to complete the "Application/Amendment for Client ID" form to submit with the "Parks Authorization Letter (PAL) Application Form for Mobile Food Vendors".

## 2. What do I need to include with my Parks Authorization Letter (PAL) application?

After discussing your proposed location and any questions with the [Regional Contact for mobile food vending](#), you can submit an application consisting of:

- a. Completed "Parks Authorization (PAL) Application Form for Mobile Food Vendors" form
- b. Completed "Application/Amendment for Client ID" form (unless you already have a Client ID from Crown Land Data, Client Registry, Alberta Energy)
- c. Business insurance (copy)
- d. Vehicle insurance (copy)
- e. Alberta Health Services Food Handling Permit (copy)
- f. Workers Compensation Board coverage confirmation (copy)
- g. Municipal business license/permit (copy, if required)
- h. Application fee - \$50 cheque or money order made payable to "Government of Alberta"

### 3. Where do I submit my application? Can I submit it electronically?

- You can submit your application package to any of the [Alberta Parks offices](#). It will then be forwarded to the [Regional Contact for mobile food vending](#). The quickest method is to submit the application package directly to the Regional Contact. Ensure that the package is complete, as per the instructions in Question #2.
- The “Parks Authorization (PAL) Application Form for Mobile Food Vendors” can be completed and submitted electronically - along with items #2(b) through 2(g) in the list in Question 2. However, the \$50 application fee must be provided to the Regional Contact (either directly or through another Alberta Parks office) before the application can be processed.

### 4. What parks and dates are available for food trucks?

- The available park locations and dates for food trucks vary by region. The [Mobile Food Vending](#) webpage contains some details, however, it’s important to connect with the [Regional Contact for mobile food vending](#) for up-to-date information on locations and scheduling.

### 5. Why is it important to check with the Regional Contact before I submit a Parks Authorization Letter (PAL) application?

- Alberta Parks consists of approximately [470 locations](#), many of which are not suitable for a mobile food vending service. You can find the location of any park through our [Find A Park map](#).
- Some popular, recreation-based parks may have previously approved vendors already in place. Others may not be appropriate locations for a PAL application based on a number of land management or operational factors.
- It’s important to check with the [Regional Contact for mobile food vending](#) before you submit an application to ensure your preferred location would be considered. It’s also valuable for you to understand other local conditions (for example, the scheduling process, whether other vendors will be allowed at that location, rental payment, municipal licensing requirements, etc.)

## 6. Do I need a business license too?

- As well as the PAL application for Alberta Parks, you may also need a business license from the municipality in which the park is located. This depends on the rules for each park location. For example, to operate at Sikome Aquatic Facility in Fish Creek Provincial Park, a mobile food vendor requires a municipal business license from the City of Calgary.
- A business license may have multiple license types associated with it, e.g., fire department approval, health inspection. This varies by municipality.
- Contact the municipality in question directly for information on their business license requirements if that is required. If you're unsure what municipality is responsible, please ask the Alberta Parks Regional Contact for mobile food vending.

## 7. How much do I have to pay to operate my food truck in a park?

- Every application is subject to a standard \$50 application fee.
- There may also be a required rental payment per day, week, month or season. The Alberta Parks Regional Contact for mobile food vending can advise what, if any, other fees will be required to operate in a specific park.

## 8. Is there a deadline for Parks Authorization Letter (PAL) applications?

- Regions may have an opening date for receiving applications and/or a date for initial review and approval. Check the Mobile Food Vendors webpage and with the [Regional Contact for mobile food vending](#) for more details on the location you're interested in.
- If not otherwise stated, applications will be reviewed and approved on a first come-first served basis.

## 9. What if my food truck is part of a special event? Do I still need to follow this process?

- If your food truck is part of an organized special event, the organizer of the event would secure permission for a food truck as part of their [Special Event Permit](#) approval.
- If you're interested in having your food truck at a park for an occasion like Canada Day or Parks Day, please contact the [Regional Contact for mobile food vending](#) as the first step in the Parks Authorization Letter (PAL) process.
- Farmers markets in parks are dealt with separately. The Alberta Parks Regional Contact for mobile food vending can advise how this is handled in their area.

## 10. What standard conditions will be attached if I'm approved for a Parks Authorization Letter (PAL)?

Every PAL issued anywhere in Alberta Parks has some standard conditions attached to it.

- **Insurance & Indemnities** (see "Schedule A" below for full text of these clauses), including
  - General Liability insurance (minimum \$2,000,000 per occurrence)
  - Automobile Liability insurance (minimum \$2,000,000)
  - "All Risks" Property insurance
  - Workers' Compensation Board (WCB) coverage for all workers
  - Valid Alberta Health Services Food Handling Permit
  - Any required municipal business license or permit (see Question #6)
- **Location**
  - The specific location (park or day use facility within a park) the PAL is approved for
  - "No activities will contravene accepted lawful use of any area, facility or resource. The Vendor does not have exclusive use or access to any area or facility."
- **Dates & Hours**
- **Reporting**
  - Requirement to provide a season-end report including (for each date service was provided) the hours of operation and the number of customer transactions
- **Revocation of PAL** – circumstances under which a PAL could be revoked: not complying with PAL terms and conditions, failure to comply with the direction of Conservation Officers, inappropriate behaviour (see full text in "Schedule A" below)

## 11. What other conditions could be attached if I'm approved for a Parks Authorization Letter (PAL)?

Depending on the location, the PAL might also contain other conditions specific to that site.

Examples:

- **Location** – e.g. no overnight parking
- **Dates & Hours** – e.g. minimum hours of operation
- **Fees** – rental fees
- **Mobile food vending unit** – maximum size, no access to power/water hook-ups, generator requirements, signage
- **Access** – how/when/where
- **Waste** – rules relating to keeping a clean vending area, disposing of garbage/wastewater, etc

## SCHEDULE 'A' CONDITIONS for PARKS AUTHORIZATION LETTER – STANDARD CONDITIONS

### INSURANCE & INDEMNITIES

- The Vendor will be required to provide the following insurances prior to commencing operations.
  - insure its operations under a contract of General Liability in an amount not less than \$2,000,000 per occurrence, insuring against bodily injury, personal injury, products and completed operations, and property damage including loss of use thereof. Such insurance shall include non-owned automobile liability and tenant's/occupier's legal liability extended to include loss or damage to the Premises and/or equipment of the Province in the care, custody and control of the Vendor, providing such damage arises from the Vendor's negligence,
  - maintain Automobile Liability Insurance on all vehicles owned, operated or licensed in the name of the Vendor in an amount not less than \$2,000,000,
  - maintain "All Risks" property insurance on all property owned by the Vendor,
  - ensure that each policy of insurance required above is endorsed to provide the Province with 30-day advance written notice of cancellation, and
  - provide evidence satisfactory to the Province that all required insurance is obtained prior to the commencement of this Parks Letter of Authorization. On request the Operator shall promptly provide the Province with a certified true copy of each policy.
- The Vendor agrees to hold harmless the Department from any and all third party claims, demands, or actions for which the proponent is legally responsible, including those arising out of negligence or willful acts by the Vendor or the Vendor's employees or agents. This hold harmless shall survive this Letter of Authorization.
- The Vendor shall indemnify and save harmless the Department from any and all claims, actions, suits, or similar proceedings commenced by any competent regulatory body against the proponent or the Department in connection with the activity or Vendor's use of the land, including without limitation the local municipality, any other department or agency of the Alberta Government or the Government of Canada.

- The Vendor must maintain Workers' Compensation Board (WCB) coverage for all workers.
- The Vendor must maintain a valid Alberta Health Services Food Handling Permit.
- The Vendor must have any required municipal business license or permit.

**REVOCAION OF PARKS LETTER OF AUTHORIZATION (PAL)**

- Failure to comply with the Parks Authorization Letter (PAL) terms and conditions may result in the PAL being revoked. There will be no refund for any fees.
- The direction of Conservation Officers and their authorized designates must be adhered to at all times. Failure to comply with direction given may result in the permit being revoked. There will be no permit fee refund.
- Public complaints about the Vendor will be documented. A Vendor deemed by authorized Alberta Parks staff to be behaving inappropriately may have their PAL revoked.