

FOOD TRUCK GUIDELINES

OVERVIEW

The purpose this document is to detail the approved procedure for the use of Food Truck vendors when conducting business on school district property. All sites, schools, PACs and other third parties are required to comply with these guidelines when utilizing Food Trucks for district events.

Questions or concerns regarding this information can be directed to Diane Lebel, Manager, Purchasing:
(Email: lebel_diane@surreyschools.ca; Phone: 604-595-6087).

SD36 Staff may access the Food Truck Guidelines on The Hub (must be signed in to see documents):

- District Forms Repository
- The Hub - Purchasing - Order Processes - Food Trucks

Please contact Purchasing to obtain a Food Truck Services Agreement, to be signed by the Principal and the Vendor.

IMPORTANT:

All requests for approval from the City for the use of Food Trucks at an event should be submitted to the SD36 Purchasing Department (Email: purc-office@surreyschools.ca or Phone: 604-595-6085) at least 2 weeks prior to the event including the event date, location and Food Truck vendor name.

Schools should not contact the City of Surrey directly to request approval.

CITY OF SURREY

Use of Food Trucks in the City of Surrey ("the City") is restricted under by-law. The City has provided SD36 with provisional permission to utilize Food Trucks on our grounds under the following conditions:

1. Advance approval for the use of Food Trucks is required to be obtained from the City. Use of Food Trucks without prior approval from the City is prohibited.
2. Food Truck vendors must have a valid business license for the City. The Food Truck licensing process ensures that the vendor has a valid health permit, appropriate insurance coverage and has passed Fire Inspection.
3. The use of Food Trucks is restricted to two events per school each school year.
4. A maximum of two Food Trucks may be used at an event.
5. The City will consider requests for waivers to the restrictions regarding the number of events or Food Trucks on an exception basis.

The City reserves the right to withdraw the permission for SD36 to utilize Food Trucks on school district property if we are not compliant with the specified conditions.

CITY OF WHITE ROCK

At this time the District does not have an agreement to utilize Food Trucks within the City of White Rock. The District will submit requests for the use of Food Trucks for the two schools operating within White Rock on an as required basis.

EVENT PLANNING CONSIDERATIONS

Contracting

A Food Truck Services Agreement must be completed and signed by both the District and the Food Truck vendor prior to the event. Contact SD36 Purchasing Department to obtain the agreement.

Location of the Food Truck on School Grounds for the Event

- To comply with City of Surrey by-laws, Food Trucks must be located on school district property not public property.
- Access lanes to the school for emergency personnel and vehicles must not be compromised.
- The Principal is required to review and approve the planned location for the Food Truck in advance of the event.

Advertising

- All promotional materials and the method of distribution require the advance approval of the Principal.
- Any signage placed on site must adhere to the guidelines put forth in the Surrey School District Regulation 10800.2 – Donor and Sponsor Recognition

Impact on Other Food Service Programs

- Notify the school cafeteria in advance if the event is expected to reduce the number of students utilizing their services on the day of the event.
- Advise Food and Nutrition Services (Email: fsrv-office@surreyschools.ca, Phone: 604-595-5300) in advance of any students who will not be requiring their Lunch Program meals on the day of the event.

NUTRITION

- Adherence to the Guidelines for Food and Beverage Sales in BC Schools (“the Guidelines”) is a mandated policy for all BC public schools by the Ministry of Education not the school district.
- The Guidelines apply to all food sold to students including Parent Advisory Council activities and fundraising events.
- Detailed information regarding the Guidelines are available via the provincial government website: <https://www.healthlinkbc.ca/healthy-eating/everyone/food-and-beverage-sales-schools>
- Julie Stephenson, Manager, Food and Nutrition Services (phone: 604-595-5199, email: stephenson_j@surreyschools.ca), is available to provide support and guidance in implementing and maintaining these standards.

FUNDRAISING

- It is at the discretion of the Principal whether to include a fundraising component for the event.
- If fundraising is included, it is recommended, but not mandatory, that the Food Truck vendor share a portion of event and product sales revenue equal to 10-15% of Total Sales (calculated as Total Sales - GST) with the host school.