

THE CORPORATION OF THE TOWN OF GORE BAY STREET VENDOR POLICY

1.0 STREET VENDOR POLICY	POLICIES AND PROCEDURES
Date of Council Approval May 14, 2018	
By-law Reference	Resolution # 14403
Scheduled Date for Review	

2.0 INTRODUCTION:

2.1 Purpose of the Policy

- ❖ To allow vendors to conduct business on designated town owned or leased property
- ❖ To develop a process that is fair and equitable for dealing with vendors
- ❖ To promote entrepreneurial ventures to enhance employment

2.2 Definitions

- a) **Street Vendor:** defined as a person, or persons, that sell, lease or rent a product or service to the public on *Town Owned Property* located within the municipal boundaries of Gore Bay and said use of property meets the regulations defined in the Town of Gore Bay's Zoning By-law and Official Plan and shall include for the purpose of this policy 2.2 b), c), d) and h).
- b) **Designated Street Vendor:** defined as a vendor who may be granted a designated municipally owned location for vending. The designated locations are outlined on Appendix III of this policy.
- c) **Non Profit/Charitable Organization:** meaning the organization does not make a profit nor do they distribute profits to their members. Charitable organizations provide benefits to the public or a specified segment of the public. The organization must have purposes or objects and activities that are exclusively and wholly charitable.
- d) **Youth Sports Organization:** meaning the organization is dedicated primarily to supporting amateur athletes under the age of 18 years; and an association or club which governs numerous individual competitors, teams, ages or expertise levels. **Adult teams and leagues are not eligible.**
- e) **Service Club:** meaning an association of business or professional people with the aims of promoting community welfare and goodwill operating within the municipal boundaries of Gore Bay.

- f) **Special Events:** A **special event** is a function or "occasion" which, in fundraising terms, aims to generate money for the service club, youth sports or nonprofit/charitable organization which stages it. There are many different types of **special events**, each with their own different level of complexity and suitability for different groups.
- g) **Town Owned Property:** All property owned or leased by the Town of Gore Bay including but not limited to all road allowances, sidewalks and streets exclusive of town owned buildings.
- h) **Young Entrepreneur: any person 17 years of age and under**
- i) **Mobile Food Cart:** A food cart is a mobile kitchen that is set up on town owned property to facilitate the sale and marketing of street food to people from the local pedestrian traffic.
- j) **Street Food:** Street food is ready-to-eat food or drink sold by a vendor, in a street or other town owned property. It is often sold from a portable food booth, food cart, or food truck and meant for immediate consumption. For this policy one who offers this service is a Street Food Vendor.

2.3 Desired Outcomes of the Policy

- a) To develop a policy and procedure for frontline staff to work with *Street Vendors* and the numerous public requests by potential transient businesses.
- b) To establish clear expectations for Vendors and Municipal Staff regarding their roles and responsibilities.
- c) To establish a policy that will allow for a quick turnaround in a request to provide a service or conduct business on town owned property.

3.0 POLICY DETAILS:

- a) All *Street Vendors* requesting access to town owned property must apply for a Vendor's Permit to the CAO/Clerk at the Municipal Office.
- b) All *Street Vendors* must comply with all applicable laws and regulations including, but not exclusive to:

- Public Health Regulations
- Fire Regulations
- Building Code
- Licensing Regulations
- Zoning By-law
- Official Plan

- c) All applicants for a Street Vendor's Permit must agree to the following terms and conditions:
- i) Street Vendors are required to post a copy of their Street Vendor's Permit at their place of business;
 - ii) Street Vendors are permitted to use the location designated and approved by the Town of Gore Bay. No other locations will be permitted without applying for a new permit and receiving approval for same.
 - iii) Street Vendors are required to produce proof of a minimum of \$2,000,000.00 personal liability insurance naming the Town of Gore Bay as an additional insured party.
 - iv) Street Vendors must be portable meaning they vacate the premises at the end of each business day unless the Town of Gore Bay has authorized in writing otherwise.
 - v) The Town of Gore Bay reserves the right to restrict the number of permits issued per location.
 - vi) Street Vendors shall not block or impede entrance or exit to town owned properties or buildings.
 - vii) Hydro will not be made available to Street Vendors. Street Vendors are responsible for any power requirements unless the Town of Gore Bay has authorized in writing otherwise.
 - viii) Street Vendors are responsible for removal of all garbage generated from their business from the site. Use of public garbage receptacles for garbage generated from the Street Vendor's business is prohibited.
- d) Any Street Vendor failing to comply with these terms and conditions, or any other law that may govern their business, is in "default" and may upon investigation may have their permit revoked.

4.0 DESIGNATED LOCATIONS

- a) Designated Street Vendors must apply for designated locations as outlined on the attached Town Property Map which is marked as Appendix III to this policy.
- b) Designated Street Vendors must apply for a specific location. All available locations are outlined on the Town Property Map – Appendix III. The Town of Gore Bay reserves the right to restrict the number and type of permits per location.

5.0 SPECIAL EVENTS

- a) Street Vendors shall apply for a permit for Special Events which are organized by or in conjunction with the Town of Gore Bay provided the Town of Gore Bay has authorized Street vendors to be on site at specified events. The Town of Gore Bay reserves the right to limit the number of Vendors' Permits issued for these special events.

6.0 EXEMPTIONS:

The following groups/organizations are exempted from this policy and are not required to purchase a Vendors Permit.

- a) Meredith Street Vendors Market
- b) Gore Bay Service Clubs

7.0 APPEALS

Any Street Vendor may launch an appeal to a decision made by the CAO to grant or revoke a permit. The following shall be the procedure for addressing appeals:

- a) Completion of the appeal form by the vendor marked as Appendix IV to this policy.
- b) CAO (where necessary) will complete a report addressing the issue(s) as defined in the appeal form.
- c) A full report shall be forwarded to the Chairperson of the General Government Committee for review and action by the General Government Committee.
- d) If necessary, the General Government Committee can grant a hearing to the vendor applicant.
- e) General Government Committee presides over hearing and makes a recommendation to Council for a final decision.

8.0 APPENDICES

The following Appendices are attached and formed part of this Street Vendor Policy for the Corporation of the Town of Gore Bay:

- | | |
|-----|--------------------------|
| I | Fees |
| II | Application |
| III | Designated Locations Map |
| IV | Appeal Form |

**APPENDIX I
TOWN OF GORE BAY
STREET VENDOR FEES**

VENDOR CLASSIFICATION	FEES
Street Vendor	\$250.00 per permit annual fee (due on the anniversary of the permit issuance)
Designated Street Vendor	\$250.00 per permit annual fee (due on the anniversary of the permit issuance)
Non Profit/Charitable Organization	FREE
Young Entrepreneur	FREE
Youth Sports Organization	FREE
Special Events	\$25.00 per day

**APPENDIX II
TOWN OF GORE BAY
STREET VENDOR APPLICATION**

1. **APPLICANT(S) NAME(S):**

2. **APPLICANT CONTACT INFORMATION:**
ADDRESS:

TELEPHONE # _____
CELL # _____
FAX # _____
EMAIL: _____

3. **STREET VENDOR/BUSINESS NAME:**

4. **NATURE OF BUSINESS:** (please provide a brief description outlining the type of business and what product or service you will be selling to the public)

5. **TYPE OF UNIT BEING USED TO SELL FROM:**

Description of Unit	Size of Unit (square feet)
ie. enclosed trailer with self-contained power, cooking units, etc.	ie 8' x 8' = 64 sq ft.

STREET VENDOR APPLICATION FORM cont...

6. CATEGORY OF PERMIT BEING APPLIED FOR:

Please mark applicable permit with an X:

- _____ Annual Street Vendors Permit
- _____ Annual Designated Street Vendors Permit
- _____ Non Profit/Charitable Vendors Permit
- _____ Young Entrepreneurs Vendors Permit
- _____ Youth Sports Organization Vendors Permit
- _____ Special Events Permit

7. LOCATION APPLIED FOR:

a) If an Annual Street Vendors Permit, please state the property description as a civic address:

b) If an Annual Designated Street Vendors Permit please state the # from the key provided on Appendix III Town Property Map, attached hereto. Please list your three areas in order of preference. The Town of Gore Bay will make every effort to approve your number one preference but reserves the right to deny or designate an alternate location.

- 1. _____
- 2. _____
- 3. _____

c) If a Non Profit/Charitable Vendors Permit, please state the property description as a civic address OR choose a location by # from Appendix III Town Property Map, attached hereto.

d) If a Young Entrepreneurs Vendors Permit, please state the property description as a civic address OR choose a location by # from Appendix III Town Property Map, attached hereto.

e) If a Youth Sports Organization Vendors Permit, please state the property description as a civic address OR choose a location by # from Appendix III Town Property Map, attached hereto.

STREET VENDOR APPLICATION FORM cont...

- f) If a Special Events Permit please state the name of the Event, date of event and preferred location by # from Appendix III Town Property Map, attached hereto. NOTE: A specific location within the approved area will be assigned to permit holders by the event coordinator.

8. PROOF OF INSURANCE:

Applicant agrees to provide proof of a minimum of \$2,000,000.00 liability insurance naming the Town of Gore Bay as an additional insured party.

Insurance Provided _____ Yes _____ No

By signing this application form, the applicant acknowledges that he/she has read this Street Vendor Policy and agrees to abide by the terms and conditions set forth by the said Policy.

APPLICANT(S) SIGNATURE(S):

Print name:

Print name:

DATE: _____

For office use only:

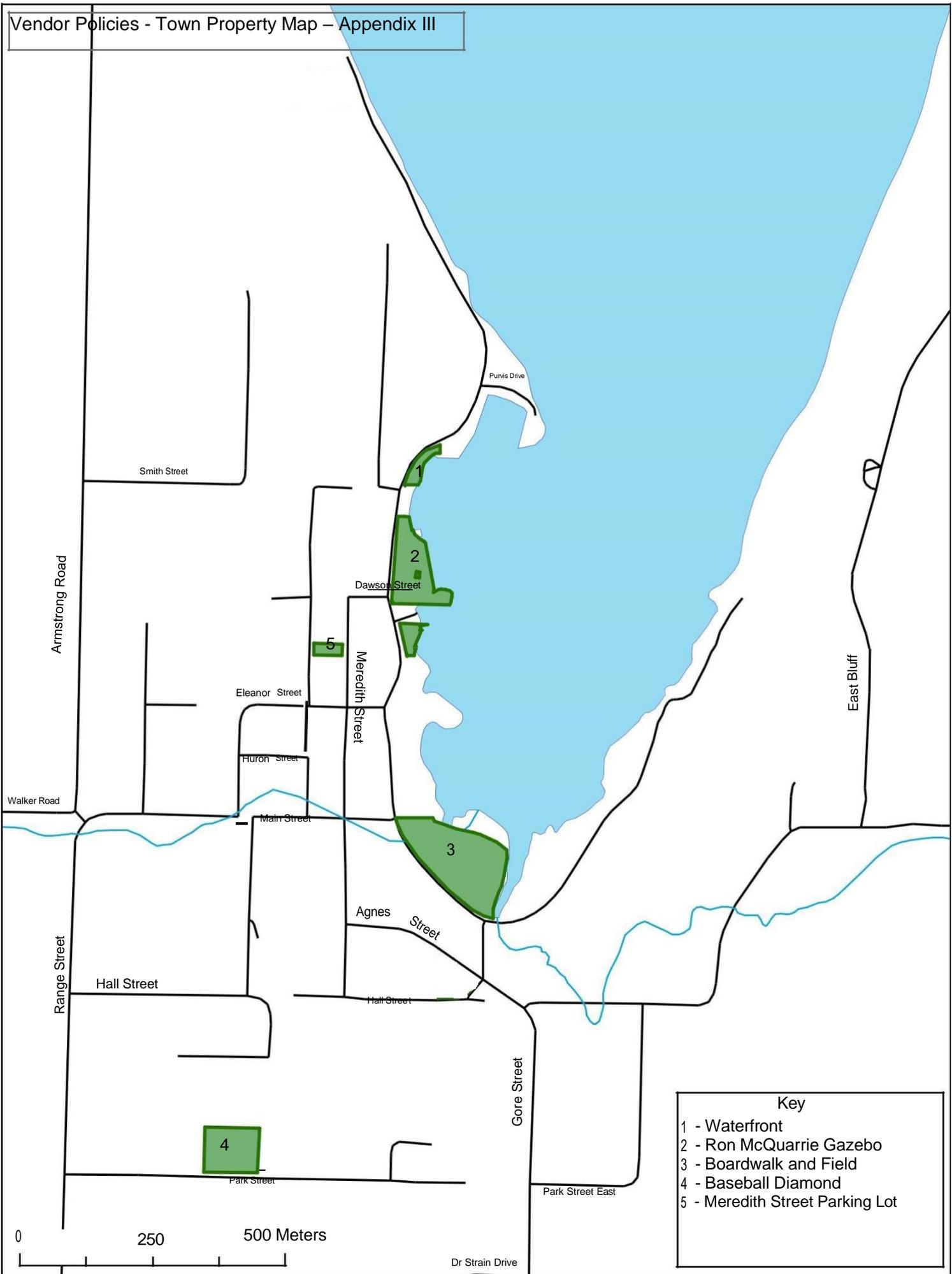
Date of application: _____ **Date of approval:** _____

Authorized by:

Permit issued: Yes _____ **No** _____

If no, reason for denial _____

Vendor Policies - Town Property Map – Appendix III



Key	
1	- Waterfront
2	- Ron McQuarrie Gazebo
3	- Boardwalk and Field
4	- Baseball Diamond
5	- Meredith Street Parking Lot

**APPENDIX IV
TOWN OF GORE BAY
APPLICANT APPEAL FORM**

1. APPLICANT(S) NAME(S):

**2. APPLICANT CONTACT INFORMATION
ADDRESS:**

TELEPHONE # _____

CELL # _____

FAX # _____

EMAIL: _____

3. STREET VENDOR/BUSINESS NAME:

4. NATURE OF BUSINESS (please provide a brief description outlining the type of business and what product or service you will be selling to the public)

5. REASON FOR APPEAL: (if require more space, please attach on separate document)

APPENDIX IV - APPEAL FORM cont....

By signing this appeal form, the applicant acknowledges that he/she has read the Street Vendor Policy and Appeal Form and agrees to abide by the final decision of the outcome of the appeal as ruled by Gore Bay Council.

APPLICANT(S) SIGNATURE(S):

Print name:

Print name:

DATE: _____

For office use only:

Date of appeal: _____

Date Sent to General Government Committee: _____

Hearing Granted: _____ Yes _____ No

Date of Hearing : _____

Date Sent to Council: _____

Decision of Council: _____ Grant Appeal _____ Deny Appeal

Details: _____

Date Applicant notified of decision: _____