

Hastings Highlands



HH Vendor Information Guide

Public Markets, Food Trucks and Vendors

INTRODUCTION

This step-by-step guide has been developed to help vendors navigate the application process and fulfill the necessary requirements to obtain a business licence in Hastings Highlands. Interested applicants and vendors should refer to the Municipality's Business Licence Policy for further information and detailed licensing requirements.

The following businesses require a Business Licence to be issued by the Municipality to operate in Hastings Highlands:

- Vendor (Goods, Wares or Merchandise)
- Mobile Food Vendor (Refreshment Vehicle, Food Truck/Cart etc.)
- Public Market (Farmers' Market, Flea Market, Craft Market etc.)

There is no requirement to obtain a business licence to open a retail, home-based business or other business in Hastings Highlands, unless provided for under a separate bylaw.

Why do I have to get a Business Licence to Operate as a Vendor, Mobile Food Vendor or Public Market in HH?

The purpose of a Business Licence is to ensure that businesses that require a licence follow the Municipality's land use regulations, building, fire, and other community safety requirements. Business licensing is a way for the Municipality to provide some consumer protection and maintain a safe environment for the general public through inspections.

Where are Vendors, Mobile Food Vendors and Public Markets Permitted to Operate in HH?

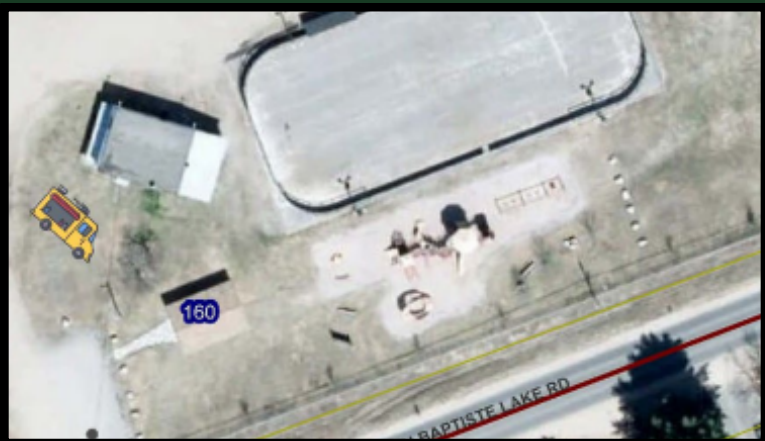
The Municipality permits Vendors, Mobile Food Vendors and Public Markets to operate on approved Municipal and Private Property once they've received a Business Licence.

The Municipality has approved the following Municipal properties to be used by approved Vendors, subject to approval:

Birds Creek Recreation Field

160 South Baptiste Lake Rd, Bancroft, ON

- One (1) Mobile Food Vendor (Refreshment Vehicle, Food Truck/Cart etc.)



Vacant Lot - Downtown Maynooth

33090 Hwy 62, Maynooth, ON

- Two (2) Mobile Food Vendors (Refreshment Vehicle, Food Truck/Cart etc.)
- One (1) Public Market (space reserved)



Lake St. Peter Community Centre

5 Boulter Lake Rd. Lake St. Peter, ON

- One (1) Mobile Food Vendor (Refreshment Vehicle, Food Truck/Cart etc.)
- One (1) Vendor (Goods, Wares or Merchandise)



Permit to Operate on Municipal Property

- Applicants who want to operate on Municipal property are required to submit an application to obtain a 'Permit to Operate on Municipal Property'
 - Permits are issued on a first-come, first-served basis and are subjects to additional requirements, approval, fee(s) etc.
 - A lottery system will be conducted by the Licensing Officer if multiple applications are received (at the same time) for any of the approved Municipal Property locations. See the Municipality's Business Licence Policy for additional information

Where are Vendors, Mobile Food Vendors and Public Markets Permitted to Operate in HH? (continued)

PRIVATE LAND

The Municipality’s Comprehensive Zoning Bylaw (CZBL) controls the use of land in Hastings Highlands. It states how land may be used and where structures and other buildings can be located.

As per the Municipality’s CZBL, Vendors and Mobile Food Vendors are permitted in the following zones:

Urban Commercial (UC), Rural Commercial (RC), Recreational/Resort Commercial (RRC), Urban Industrial (UI), and Rural Industrial (RI).

Public Markets (food market and flea market) are currently permitted in the Urban Commercial (UC) and Rural Commercial (RC).



HH Business Licence Application Package has everything you need to get started....

HH Business Licence Application Package Includes:

- Public Market/Vendor/Mobile Food Vendor Application
- Business Licence Policy (Licence renewal information enclosed)
- Business Licence User Fees/Service Charges
- Application for a Permit to Operate on Municipal Property
- Vendor specific information and resources (ie. Public Health Info)

Business Licence Application packages are available online, by email and in-person:

- at www.hastingshighlands.ca under the 'Business and Developments' tab
- In-person at the Municipal Office (33011 Hwy 62, Maynooth, ON)
- By email - clerk@hastingshighlands.ca



Vendors

(Goods, Wares, Merchandise)



Vendor Business Licence (Goods, Wares, Merchandise)

The Vendor Licence shall have the following option for a term of licence:

- One (1) Month
- Three (3) Months
- Six (6) Months
- Twelve (12) Months (Annual Licence) on Private Property
 - An Annual Licence is not available if the Vendor is Operating on Municipal Property

A completed Application for a Vendor Business Licence shall be accompanied by:

- written permission of the Owner of the **private property** consenting to the use of the property by the Applicant that contains the name, date, contact info for all property owner(s)
- a 'Permit to Operate on Municipal Property' for vendors approved to operate on **Municipal Property** (if applicable)
- description of all the merchandise or services offered (included on application)
- Public Health Approval, issued within twelve (12) months prior to the date of the Application (if applicable)*
- proof of inspection by the Technical Safety Standards Authority (TSSA), issued within twelve (12) months prior to the date of the Application (if applicable)*
- a Building Permit (if applicable)*
- a plan for the containment and disposal of garbage in a sanitary manner satisfactory to the Municipality

*The Licensing Officers, with support from Municipal Departments will assist in helping to determine what inspections/permits/approvals will be required based on the information contained within your application.

Approved Municipal Property Vendors (Goods, Wares, Merchandise)

Lake St. Peter Community Centre

5 Boulter Lake Rd. Lake St. Peter, ON

- One (1) Mobile Food Vendor (Refreshment Vehicle, Food Truck/Cart etc.)
- **One (1) Vendor (Goods, Wares or Merchandise)**



Mobile Food Vendors

(Refreshment Vehicle, Food Truck/Cart)



Mobile Food Vendors (Refreshment Vehicle, Food Truck/Cart)

The Mobile Food Vendor Licence shall have the following option for a term of licence:

- One (1) Month
- Three (3) Months
- Six (6) Months
- Twelve (12) Months (Annual Licence)
 - An Annual Licence is not available if the Mobile Food Vendor is Operating on Municipal Property

A completed Application for a Mobile Food Vendor Licence shall be accompanied by:

- written permission of the Owner of the **private property** consenting to the use of the property by the Applicant that contains the name, date, contact info for all property owner(s)
- a 'Permit to Operate on Municipal Property' for vendors approved to operate on **Municipal Property** (if applicable)*
- Public Health Approval, issued within twelve (12) months prior to the date of the Application;
- Proof of inspection by a Technical Safety Standards Authority (TSSA), issued within twelve (12) months prior to the date of the Application, for all equipment and appliances that are not approved by the Canadian Standard Association or the Underwriter Laboratories of Canada (if applicable)*
- where the Mobile Food Vendor's equipment is fuelled by propane or natural gas, a certificate issued within 6 months of the Application by a provincially certified propane contractor, confirming the equipment has been inspected and found to conform to the Propane Storage and Handling Regulations, being Ontario Regulation 211/01, as may be amended or replaced from time to time shall accompany the application (if applicable)*
- proof of an Annual Fire Inspection, if applicable
- a Building Permit, (if applicable)*
- a copy of the Applicant's driver's licence (if applicable)*
- a copy of the ownership for the Food Truck (if applicable)*
- a plan for the containment and disposal of grey water, grease and garbage in a sanitary manner satisfactory to the Municipality;
- a description of the type of food being served
- photo(s) showing all sides of the Food Truck/Cart
- a site plan showing the location of the Food Truck/Cart, as it relates to other buildings, structures, parking and property lines (Private Property Only)
- if the Vehicle used in the Business weighs over eleven thousand (11,000) kilograms, a copy of a valid Commercial Vehicle Operator's Registration issued by the Ministry of Transportation (if applicable)*

Mobile Food Vendor Licence (Refreshment Vehicle, Food Truck/Cart)

Do's and Don't for Mobile Food Vendors...

Mobile Food Vendors shall only operate during the following hours:

- From 8:00 a.m. to 11:00 p.m.

No Mobile Food Vendors shall operate a Refreshment Vehicle, Food Truck/Cart:

- in a manner that interferes with the normal use of a sidewalk by pedestrians;
- within 100 metres of an elementary school;
- within 91.5 metres of:
 - an entrance to an Eating Establishment, or
- an entrance to a place where food is offered for sale, if the Food Truck/Cart offers for sale similar food as does the Eating Establishment or place where food is offered for sale, unless the Eating Establishment has provided its consent in writing
- within 6 metres of an entrance to any building;
- in front of any window of any building so as to obstruct the view from such building through such window or the view from outside the building through such window to any display within the building
- Every Licensee shall maintain all Food Trucks/Carts in a clean and sanitary condition with adequate measures for the storage and disposal of garbage and waste and sufficient levels of illumination to permit the safe use of the Food Truck/Cart

Approved Municipal Property Locations Mobile Vendors (Refreshment Vehicles, Food Trucks/Carts)

Lake St. Peter Community Centre

5 Boulter Lake Rd. Lake St. Peter, ON

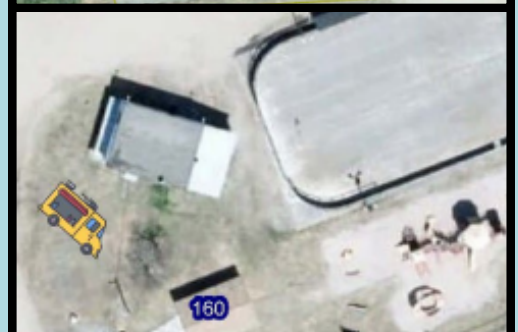
- **One (1) Mobile Food Vendor (Refreshment Vehicle, Food Truck/Cart etc.)**
- One (1) Vendor (Goods, Wares or Merchandise)



Birds Creek Recreation Field

160 South Baptiste Lake Rd, Bancroft, ON

- **One (1) Mobile Food Vendor (Refreshment Vehicle, Food Truck/Cart etc.)**



Vacant Lot - Downtown Maynooth

33090 Hwy 62, Maynooth, ON

- **Two (2) Mobile Food Vendors (Refreshment Vehicle, Food Truck/Cart etc.)**
- One (1) Public Market (space reserved)



PUBLIC MARKETS

**(FARMERS' MARKET, FLEA MARKET,
CRAFT MARKET)**



Public Market Licence (Farmers' Market, Flea Market, Craft Market)

A Public Market Licence shall have the following option for a term of licence:

- One (1) Month
- Three (3) Months
- Six (6) Months

Roles and responsibilities of the Public Market Coordinator:

A Public Market Business Licence shall be accompanied by:

- written permission of the Owner of the **private property** consenting to the use of the property by the Applicant that contains the name, date, contact info for all property owner(s)
- a 'Permit to Operate on Municipal Property' for vendors approved to operate on **Municipal Property** (if applicable)
- a site plan showing the location of the Public Market, with reference to all stalls/booths, as it relates to other buildings, structures, parking and property lot lines
- Public Health Approval, issued within twelve (12) months prior to the date of the Application (if applicable)*
- proof of inspection by the Technical Safety Standards Authority, issued within twelve (12) months prior to the date of the Application (if applicable)*
- a Building Permit (if applicable)*
- a plan for the containment and disposal of garbage in a sanitary manner satisfactory to the Municipality
- **No Licensee shall permit** vendors to sell or offer to sell any goods, wares or merchandise other than those identified in the Licence Application
- **No Licensee shall permit** vendors to participate in the Public Market other than those vendors identified in the in the Licence Application.

*The Licensing Officers, with support from Municipal Departments will assist in helping to determine what inspections/permits/approvals will be required based on the information contained within your application.

Approved Municipal Property Public Market (Farmers' Market, Flea Market, Craft Market)

Vacant Lot - Downtown Maynooth

33090 Hwy 62, Maynooth, ON

- Two (2) Mobile Food Vendors (Refreshment Vehicle, Food Truck/Cart etc.)
- **One (1) Public Market (space reserved)**



Approved Municipal Property Public Market Site Plan 33090 Hwy 62 Maynooth, ON



LEGEND

- 10' x 10' Vendor Booth
(2' Separation Between Booths)
 - 10' x 20' Food Truck Designated Location
 - Designated Market Parking
 - 10' Fire Distance Requirement (Distance from adjacent Buildings, Trees etc.)
 - Designated Market Parking
 - 10' Fire Distance Requirement (Distance from adjacent Buildings, Trees etc.)
 - Minimum Set Back Requirements (As per the Municipality's Comprehensive Zoning Bylaw)
- Designated Vendor locations and distancing requirements will be clearly marked by the Municipality. Public Markets are licensed and regulated under the Municipality's Business Licence Policy



33090 Hwy 62 Maynooth, ON
Public Market Location

The above Site Map is for illustrative and relative location purposes only. It is not to scale. The Site Map may be subject to change, as required and at the discretion of the Municipality of Hastings Highlands.

Questions? Need More Information?

Contact: Licensing Officer (Municipal Clerk)
Municipality of Hastings Highlands
33011 Hwy 62, Maynooth, ON K0L 2S0
Ph (613) 338-2811 ext. 211 or 277
clerk@hastingshighlands.ca

Or Visit Us Online at:
www.hastingshighlands.ca