

Glossary of Required Inspections/Approvals/Certificates etc.	
<b>Commercial General Liability Insurance</b>	<ul style="list-style-type: none"> <li>The Licensee shall maintain Commercial General Liability, underwritten by an insurer licensed to conduct business in the Province of Ontario, for a limit of not less than \$2,000,000.00 per occurrence and with an aggregate limit of not less than \$2,000,000.00 within any policy year with respect to completed operations and a deductible of not more than \$1,000.00.</li> <li>The policy shall include an extension for a standard provincial and territorial form of non-owned automobile liability policy. This policy shall include but not be limited to: <ul style="list-style-type: none"> <li>Name the Municipality as an additional insured</li> <li>Cross-liability and severability of interest</li> <li>Blanket Contractual</li> <li>Products and Completed Operations</li> <li>Premises and Operations Liability</li> <li>Personal Injury Liability</li> <li>Contingent Employers Liability</li> <li>Owners and Contractors Protective</li> <li>The policy shall include 30 days' notice of cancellation</li> </ul> </li> <li>The Municipality's '<i>Property, Facility and Field Use Policy</i>' provides an opportunity for approved Vendors, and Public Markets to obtain third-party insurance through the Municipality's Insurer, subject to certain terms and conditions. For more information including eligibility, rates and how to apply refer to the Municipality's '<i>Property Facility and Field Use Policy</i>.'</li> </ul>
<b>Automobile Liability Insurance</b>	<ul style="list-style-type: none"> <li>If the Licensee uses or requires a Motor Vehicle to carry on their Business, the Licensee shall obtain and maintain, in full force and effect for the term of their Licence: <ul style="list-style-type: none"> <li>Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$2,000,000 per occurrence for Third Party Liability, unless otherwise specified in this policy in respect of the use or operation of vehicles owned, operated or leased by the Licensee</li> </ul> </li> </ul>
<b>Letter of Permission from Property Owner(s)</b>	<p>Written permission from the registered owner of the private property consenting to the use of their property that contains:</p> <ul style="list-style-type: none"> <li>Full Address of the Private Property</li> <li>Name(s), Date, Contact Information for all property owner(s)</li> <li>Dates/Timelines for which the Public Market has permission to occupy the property</li> </ul> <p>*Not applicable if operating on approved Municipal property</p>
<b>Permit to Operate on Municipal Property</b>	<ul style="list-style-type: none"> <li>The Municipality has approved the following Municipal properties to be used by a limited number of approved Mobile Food Vendors, Mobile Mobile Food Vendors and Public Markets. These properties are: <ul style="list-style-type: none"> <li>Birds Creek Recreation Field 160 South Baptiste Lake Rd, Bancroft, ON One (1) Mobile Food Mobile Food Vendor (Refreshment Vehicle, Food Truck/Cart etc.)</li> <li>Vacant Lot - Downtown Maynooth 33090 Hwy 62, Maynooth, ON Two (2) Mobile Food Mobile Food Vendors (Refreshment Vehicle, Food Truck/Cart etc.) One (1) Public Market (space reserved)</li> <li>Lake St. Peter Community Centre 5 Boulter Lake Rd. Lake St. Peter, ON One (1) Mobile Food Mobile Food Vendor (Refreshment Vehicle, Food Truck/Cart etc.)</li> <li>One (1) Mobile Food Vendor (Refreshment Vehicle, Food Truck/Cart)</li> </ul> </li> <li>Approved Mobile Food Vendors receive a '<i>Permit to Operate on Municipal Property</i>' which is subject to certain terms and conditions. (Refer to the Municipality's '<i>Property, Facility and Field Use Policy</i>' for more details and additional application forms)</li> </ul>
<b>Technical Standards and Safety Authority Field Approval</b> , (Issued within twelve (12) months of the application date)	<ul style="list-style-type: none"> <li>A Technical Standards and Safety Authority Field Approval, 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, as applicable;</li> <li>More information can be found at <a href="https://www.tssa.org/food-truck-safety">https://www.tssa.org/food-truck-safety</a> Or call 1-877-682-TSSA (8772)</li> </ul>
<b>Propane Storage and Handling Certificate</b> (issued within 6 months of the application date)	<ul style="list-style-type: none"> <li>If the Mobile Food Mobile Food Vendor's equipment is fueled by propane or natural gas, a certificate issued within 6 months of the application date, 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</li> </ul>
<b>Valid Commercial Vehicle Operator's Registration</b> (Issued by MTO)	<ul style="list-style-type: none"> <li>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</li> </ul>
<b>Hastings Prince Edward Public Health (HPEPH) Inspection</b> (Issued within twelve (12) months of the date of the application)	<ul style="list-style-type: none"> <li>Public Market Requirements: <ul style="list-style-type: none"> <li>HPEPH requires that if you are an <b>organizer</b> or a <b>food Mobile Food Vendor</b> at an upcoming special event (e.g. fundraisers, community/religious/service club events) or <b>farmers' markets</b>, and <b>you intend to serve food to the general public</b>, that you complete and submit the appropriate form(s) to Hastings Prince Edward Public Health. The forms are available online at <a href="https://www.hpepublichealth.ca/special-events/">https://www.hpepublichealth.ca/special-events/</a> or by contacting HPEPH at 613-966-5500 or 1-800-267-2803, ext. 677</li> </ul> </li> <li>Mobile Food Mobile Food Vendor Requirements: <ul style="list-style-type: none"> <li>Complete the required forms/application available at: <a href="https://www.hpepublichealth.ca/guidelines-for-opening-a-food-premises/">https://www.hpepublichealth.ca/guidelines-for-opening-a-food-premises/</a></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ There are some specific requirements for mobile food premises, outlined by the province</li> </ul>
<b>Annual Fire Inspection</b>	<ul style="list-style-type: none"> <li>• Annual Fire Inspections are issued by Hastings Highlands Fire Department, in compliance with all applicable bylaws, statutes and regulations</li> </ul>
<b>Building Permit</b>	<ul style="list-style-type: none"> <li>• Building Permits are issued by the Municipality's Building Department. For assistance in determining whether or not you require a Building Permit visit <a href="https://www.hastingshighlands.ca/living-here/building-and-construction/apply-for-a-building-permit/">https://www.hastingshighlands.ca/living-here/building-and-construction/apply-for-a-building-permit/</a> OR contact the Municipal Office for more information</li> </ul>
<b>Site Plan</b>	<p>A site plan is required for review of the application. The site plan will need to be clear and at minimum show the following:</p> <ul style="list-style-type: none"> <li>• The boundaries and dimensions of the subject land.</li> <li>• The location, size and type of all existing buildings and structures, including septic systems, in the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear lot lines, and the side yard lot lines.</li> <li>• The location, size and type of all proposed Mobile Food Vendor, mobile food Mobile Food Vendor, and public market in the subject land, indicating distances to property lot lines and any structures.</li> <li>• The location and area of parking that clearly shows the number and location of parking spots in relation to existing and proposed structures and property lot lines.</li> <li>• The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application (including railways, roads, watercourses, drainage ditches, lake, pond, river or stream, banks, wetlands, wooded areas, wells, and septic tanks).</li> <li>• The current uses on land that are adjacent to the subject land.</li> <li>• The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way.</li> <li>• The location and nature of easements and rights-of-way affecting the subject land.</li> <li>• The distance of the proposed Mobile Food Vendor, mobile Mobile Food Vendor or public market to any water features, including, but not limited to, lakes, rivers, streams, creeks and ponds.</li> </ul>