



Village of Chase Policy Manual

Title:	ADM – 24 Mobile Vendor Policy
Date Adopted: July 26, 2016	Revised:
Date Effective:	Reviewed:
Special Notes / Cross Reference:	This Policy is to be used in conjunction with all other applicable Bylaws and legislation

POLICY: Regulations applicable to all Mobile Vendor activities within the Village of Chase.

PURPOSE: To set guidelines and direction for Mobile Vendor activities on Village owned land and where permitted on private property, to ensure appropriate siting, aesthetics of vendor vehicle or push cart, mitigation of liability to the municipality, and the assurance of public safety.

DEFINITIONS:

BUSINESS LICENCE means a document issued in accordance with Bylaw 735-2011 or its replacements, authorizing the carrying on of a commercial or industrial undertaking of any kind or the providing of professional, personal or other services for the purpose of gain or profit whether only based within the Village of Chase or actually operating within the Village, and shall include subsidiary operations which are a demonstrably integral part of the principal Business. Individually licensed businesses shall be differentiated by type of business irrespective of joint ownership or co-location. Business includes Home Occupation.

COMMUNITY EVENT means a mass participatory event, centrally located or mobile, free of charge to the public for the purposes of entertainment or education which may include Mobile Vendors and Non-Profit Vendors.

DOWNTOWN CORE means anywhere along Shuswap Avenue from Coburn Street to Pine Street.

LICENSE AREA means the area or space for which the Mobile Vendor has been given permission to park for the period permitted, including the space for the mobile vendor towing vehicle and other necessary equipment for the operation of the Mobile Vendor.

MOBILE VENDOR means an independently operated vehicle, structure, or mobile vending apparatus occupying public or private commercial space (where zoning permits), typically for the purpose of providing food and beverages, retail products, or services for commercial sale for a business entity, in an outdoor setting to either passers-by or seated patrons.

NON-PROFIT VENDOR means a mobile vendor occupying public space, typically providing food, beverages, retail products or information by a non-profit entity in an outdoor setting to either passers-by or seated patrons for the purpose of fund-raising or increasing public awareness about the organization or its mandate.

PRIVATE EXCLUSIVE means an event (i.e. wedding, family gathering) requiring public exclusion within a specific area for privacy or ceremonial means.

PRIVATE NON-EXCLUSIVE means an event (i.e. registrant sporting event) in which participation is exclusive to registrants or membership, but does not require public exclusion to a specific area other than to preserve the integrity of the event or maintain public safety.



Village of Chase Policy Manual

PUBLIC SPACE means, rights-of-way, boulevards, street parking spaces, parks and parking lots owned or leased by the Village, not specifically designed for the activity or event applied for under this policy but which may be suitable for temporary occupancy.

PRIVATE SPACE means any privately owned parking lot, privately owned commercial lot or other space that is privately owned and has space to accommodate one or more mobile vendor or non-profit vendor.

SEASONAL means from May 1st to September 30th of each calendar year.

VILLAGE means the municipality of the Village of Chase.

APPLICATION PROCEDURE:

1. All Applicants must provide:
 - a. Proof of a Village Business Licence;
 - b. Completed Mobile Vendor or Non-Profit Mobile Vendor Application;
 - c. A letter of intent with the proposed hours and days of operation;
 - d. Site plan showing dimensions and location of area to be used;
 - e. In the case of the mobile vendor or non-profit mobile vendor conducting business on private property, written permission from the private property owner;
 - f. Photograph of mobile unit (including vehicle used to tow a trailer if applicable);
 - g. A list of services/products provided;
 - h. Any additional details requested by the Village.
2. Applicants must provide proof that they carry valid liability insurance in relation to their mobile vendor activities in the amount of at least two million dollars (\$2,000,000) and the insurance must indicate the Village as an additional insured.
3. Mobile vendors must have Motor Vehicle Liability Insurance with a minimum coverage of \$2,000,000;
4. Applicants must provide proof of all necessary permits from third parties:
 - Interior Health requires prior approval for all businesses handling food (250-851-7340);
 - All concessions using propane heating and cooling systems must obtain approval from the Fire Department (250 679 3238);
 - Additional regulations may apply from time to time.

TERMS AND CONDITIONS:

5. Mobile Vendors may only operate from 8:00 a.m. to 10:00 p.m. each day and must ensure all vehicles and associated business items are removed at the end of each operating day. Permitted Mobile Vendors on private property do not have to remove these items; however, the area must remain tidy. In certain circumstances (i.e. more than one day event) temporary tenures may be issued up to a maximum of 72 hours during which removal of items may be exempted. The Village of Chase is not responsible for loss or damage occurring to a mobile apparatus or associated vehicle that is parked overnight at the venue for which is it permitted to operate.
6. Mobile vendors are not permitted to operate anywhere along Shuswap Avenue between Coburn Street and Pine Street on public or private property, except during special events.



Village of Chase Policy Manual

7. Non-profit Vendors providing information only may operate in the Downtown Core.
8. A Mobile Vendor may not play music after 9:00 p.m. and at no time shall a Mobile Vendor disturb the quiet peace, rest and enjoyment of people in the neighbourhood or vicinity.
9. In addition to the requirement to be in compliance with any existing noise bylaw, Mobile Vendors who utilize a calliope, loudspeaker or other noise making device may only do so for a short (3 – 5 minutes) period of time prior to parking.
10. Subject to the Zoning Bylaw and/or obtaining the written permission of the above authorities as applicable, where a Mobile Vendor is catering to or delivering to a business or construction site, units shall not park or stop on the travelled portion of a highway, and shall not be stopped at one location longer than is necessary to serve customers, and at no time shall remain stopped for longer than twenty (20) minutes at any one location.
11. All vendors may be required to vacate approved Mobile Vendor areas in order to accommodate Village of Chase or other authority's operational requirements (gas, electricity utilities as examples). There will be no credits or refunds issued in these circumstances.
12. Mobile Vendor permits will be valid for one year from January 1st to December 31st in each calendar year and are to be renewed annually no later than April 1st of the year in which business is conducted. A Mobile Vendor permit for one-time events will be valid for the duration of the event only.
13. Annual renewals must provide the same documentation required by third parties (insurance, permits, etc) as new applicants.
14. Prior to renewing a renewal of Mobile Vendor permit, the Village will take into account any justifiable complaints received in the past year – such complaints may mean changes required to the operation of the Mobile Vendor (i.e. the cessation of music or other noise) prior to the issuance of a permit for that period, or the permit may be denied.
15. A Mobile Vendor permit may be revoked by the Village if the Licence area is not maintained in an attractive and safe condition or if the operation is causing disturbance to the neighbouring property owners on an ongoing basis. The Village may remove poorly maintained structures at the owner's expense.

LICENSE AREA USAGE REQUIREMENTS

16. A mobile Vendor will not be permitted to locate where, in the opinion of Village, the mobile apparatus will interfere with safe vehicle, mobility devices, and pedestrian movements.
17. Mobile Vendors requiring parking shall occupy a maximum of two parallel parking spaces or a maximum of three angled parking spaces adjacent to their mobile apparatus.
18. Unless special permission is granted for a specific purpose, such as a farmers market, Mobile Vendors are not to stop in the downtown core.
19. The area immediately around a Mobile Vendor must be kept in a good, neat and tidy condition. Licensees shall promptly, at their cost, make all needed repairs to the Licence Area. Two small third party signs will be permitted in the area immediately adjacent to the Mobile Vendor but will not be permitted to impede traffic, pedestrians or create any safety hazards.



Village of Chase Policy Manual

20. Vehicles and items belonging to the Mobile Vendor permittee must be of a quality so as not to be considered by the public as unsightly or visual detractors in the area.
21. All rights of way adjacent to the Licence Area must be kept free and clear of obstruction and open to pedestrian access at all times.
22. In the case of Special Community Events being held on public land, mobile vendors may be required to apply to the society or other group/individual that has been given authority by the Village to organize the event. Fees may be charged.

FEES

23. Fees that may apply to mobile vendors will be authorized by the Village's Fees and Charges Bylaw.



Village of Chase Policy Manual

Mobile Vending Unit Regulation Requirements

MOBILE VENDOR means an independently operated vehicle, structure, or mobile vending apparatus occupying public or private commercial space, typically for the purpose of providing food and beverages, retail products, or services for commercial sale for a business entity, in an outdoor setting to either passers-by or seated patrons.

Regulation	Private Property (if permitted by Zoning)	Street Locations	Public Parks	Mobile Unit
Business Licence	✓	✓	✓	✓
Fire Department approval	✓	✓	✓	✓
Health approval	✓	✓	✓	✓
Insurance	✓	✓	✓	✓
Tidy area	✓	✓	✓	✓
Noise impact minimal	✓	✓	✓	✓
No obstruction to pedestrian flow	✓	✓	✓	✓
No obstruction to vehicle flow	✓	✓	✓	✓
Approval of property owner	✓			
Hours	8:00 a.m.– 10:00 p.m.	9:00 a.m. – 7:00 p.m.	Based on Times of Event	10:00 a.m. – 7:00 p.m.
Pictures of vehicle / trailer	✓	✓	✓	✓
Dimensions of vehicle / trailer	✓	✓	✓	✓
Maximum # chairs/tables	6/3	4/2	4/2	4/2
Setback from building	5 feet	n/a	5 feet	n/a

****Note:** This table is for reference and may not include all requirements in relation to the subject business.