



STAFF REPORT

Title: Policy No. 205-AD-18 - Mobile Vendor Policy Revisions

Meeting Date: May 14, 2019

Executive Summary:

Administration has drafted revisions to Mobile Vendor Policy No. 205-AD-18 which would allow the organizer of a special event to obtain a single permit to cover all vendors operating at the event.

Background:

Council approved the Mobile Vendor Policy No. 205-AD-18 on May 8, 2018 to regulate the operation of food and merchandise vendors within the City. As originally drafted, the Policy does not provide an option for event organizers to obtain a single permit to cover all vendors operating at their event and relies on each individual vendor to obtain the necessary Vendor Permit. It is anticipated that large events would include both local vendors (who would already have permits in place) as well as those from outside the community.

As presented, the revised Policy includes a new section titled "Vendor Event Organizer Permits" which outlines the requirements. Under the proposed changes, the event organizer who opts to obtain a Vendor Event Organizer Permit would be responsible for compiling and submitting the required documentation and safety inspection information for all Vendors who will be operating at their event. The event organizer would also be responsible for providing insurance if the event is being held on City property and obtaining a Business Licence to cover all vendors operating at the event. These measures would significantly reduce the cost for individual vendors wishing to participate in local events. As drafted, the revised Policy also includes provisions to amend the permit, if the event organizer needs to alter the list of vendors approved to operate at their event. The proposed fee for a Vendor Event Organizer Permit is \$200, whereas the Special Event permit for an individual vendor is \$150.

Administration sees several advantages to offering a single permit for event organizers:

- Offering a single permit for events would reduce the cost for vendors wishing to operate at local events, as each individual vendor would not require a separate permit, insurance or Business Licence;



- A reduced cost has the potential to make it easier for event organizers to attract vendors to their events;
- A single permit would streamline the approval process and provide Administration with a single point of contact regarding the event, while still ensuring that all vendors operating at the event meet the requirements of the Policy and Safety Codes requirements.

Ultimately, it would be at the discretion of the event organizer if they wish to obtain a single Vendor Event Organizer permit, or to have each Vendor acquire individual permits per the current practice. Several groups seeking to host vendor events have inquired about the possibility of the City issuing an umbrella-type of permit that would cover all vendors at their event. Given the potential advantages of a single permit, Administration is of the opinion that the City should provide event organizers with this option.

Administration is recommending that Council pass a motion to adopt revised Policy No. 205-AD-18 as presented.

Alternatives:

Council may consider the following options:

1. Pass a motion to adopt the revised Mobile Vendor Policy No. 205-AD-18 as presented.
2. Defeat a motion to adopt the revised Mobile Vendor Policy No. 205-AD-18 as presented.
3. Defer this item to the May 21, 2019 Corporate Priorities meeting for discussion.
4. Accept as information only.

Recommended Action:

Administration recommends that Council pass a motion to adopt the revised Mobile Vendor Policy No. 205-AD-18 as presented.

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer