

**TOWN OF RIVERVIEW  
PROVIDING FOR MOBILE VENDORS  
ON PUBLIC PROPERTY**

The Town of Riverview is implementing a Policy to ensure the consistency of all applications for Mobile Vendors within the boundaries of the Municipality.

“Vendor” means a person who sells or offers services, products and/or merchandise for sale, (i.e. food, beverages, shirts or transportation, etc) from a mobile stand or mobile structure.

“Vending” means the sale and offering for sale of food, beverage or other merchandise products or service in the public streets, sidewalks, parking lots or parks.

“Stand” means a structure that is mobile or portable that can be easily set up and removed in / from a designated area from which a vendor conducts the sale of products, services or merchandise

“Town of Riverview” means the Riverview Town Council.

1. **PURPOSE:**

No person shall vend in the Town of Riverview on any portion of a public street, sidewalk, public parking area, Town owned property or park without having obtained permission from the Town of Riverview.

- (a) A vendor pursuant to this section shall conduct their business within their designated space as approved, and shall not extend beyond such approved area without obtaining all additional and necessary approvals from the Town of Riverview.

2. **APPLICATION PROCESS**

2.1 An application (Refer to Schedule “A”) for permission shall contain:

- (a) the name, home and business address of the applicant;
- (b) a description of the type of product and/or services to be sold;
- (c) a description of the area and photo of the stand or structure to be used;
- (d) the period of time (i.e. months) and daily hours of operation of which the vendor plans to operate.

- (e) a certified copy of public liability insurance policy in a form and in an amount of at least two million dollars (\$2,000,000), naming the Town of Riverview as co-insurer and a certificate of insurance that such insurance policy cannot be cancelled or terminated without sufficient prior notice being provided to the Town Clerk.

2.2 Applications will be received by the CAO or his/her designate within each calendar year. Applications will be considered and processed on a first received basis, once all necessary information is provided.

2.3 Approved applications shall remain in effect for the approved period of the current calendar year only. The period of time for any vendor shall not exceed a 12 month period without making further application to operate.

### 3. CONDITIONS OF APPROVAL

3.1 The vendor shall be responsible for the following to the satisfaction of the Town of Riverview;

- (a) ensure there is someone attending to and responsible for the stand during all hours of business;
- (b) remove the stand and clear the assigned area at the end of each business day from the public property unless approved by the Town of Riverview;
- (c) ensure that it obtains and provides a litter receptacle for the proper disposal of any items resulting from its products or services;
- (d) ensure the assigned area is left in a clean and orderly state;
- (e) ensure that there will be no solicitation or conduct of business with persons travelling by the stand in motor vehicles;
- (f) ensure a minimum of 5 feet of unobstructed passage remain clear for pedestrian traffic on sidewalks and the vendor must not place any objects or conduct business so as to obstruct or delay pedestrians, or vehicular traffic on the sidewalk or street;
- (g) erect and maintain appropriate safety features such as barriers, pylons, or signage;
- (h) obtain and adhere to all applicable Federal/Provincial/Municipal licenses and laws (i.e. Health licenses, Noise bylaw, Winter parking, etc).

3.2 The Town reserves the right to limit and/or determine the extent to where and how many vendors may be authorized in any given area.

4. OPERATING LICENSE

4.1 No license to operate shall be issued unless;

- (a) The operating license fee as prescribed in Schedule “A” has been paid;
- (b) The application for the stand or structure, the area and location has been approved by the Town of Riverview;
- (c) All clauses and provisions of the Town of Riverview’s Policy and application have been adhered to as approved.

4.2 A License that has been issued by the Town of Riverview under this Policy is not transferable or assignable.

4.3 The Town of Riverview may revise Schedule “A” from time to time as determined necessary.

5. VIOLATIONS

An approved License to operate may be revoked upon written notice from the CAO or his/her designate for violation of any of the terms and conditions under which the application was approved, or when may be necessary due to operational needs of the Town of Riverview.

6. EXCLUSIONS

The Town of Riverview may waive and/or determine the extent of the application for vendors associated with and working with charitable organizations or events as approved by the Town of Riverview. An application must be submitted jointly by the event organizer and the vendor at least 30 days prior to the event for consideration of approval from the Town of Riverview.

Signed and dated this \_\_\_\_\_ day of February, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**SCHEDULE 'A'**  
**APPLICATION FORM**  
**TOWN OF RIVERVIEW**  
**MOBILE VENDORS ON PUBLIC PROPERTY**

I hereby apply for permission to vend on a street, sidewalk, public parking area, or in a public park in the Town of Riverview.

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_

Description of type of Business and the Products or Services to be sold:

\_\_\_\_\_

Description of the Area, Site Plan, and Photo of Stand or Signage (if any) to be used:

\_\_\_\_\_

Description and timing of the Operations \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Considerations / Safety Factors Planned for the location of operations

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ANNUAL LICENSE FEES**

Public Property

- Assigned Area \$200.00+HST

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE:

Date Application Received: \_\_\_\_\_ Received By: \_\_\_\_\_

The Town of Riverview hereby authorizes and approves of the applicant to operate said operation as applied and in accordance with the terms and conditions noted for the period of \_\_\_\_\_ .

\_\_\_\_\_  
Director of Economic Development

\_\_\_\_\_  
Date

