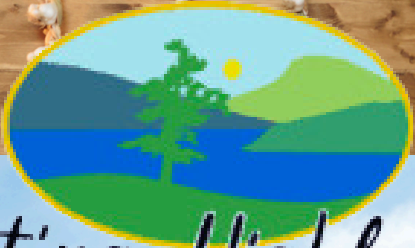


HH Vendor Information Guide

Public Markets, Food Trucks and Vendors



Hastings Highlands



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)**
 - A vendor is defined as any person who sets up a temporary business in the Municipality to sell handcrafts, produce and vegetables, food, new and used goods, wares or merchandise for sale.
- **Mobile Food Vendor (Refreshment Vehicle, Food Truck/Cart etc.)**
 - A mobile food vendor is defined as any person who operates a mobile refreshment vehicle, cart or stand. This includes, but is not limited to, a chip truck, food cart, ice cream bicycle, ice cream truck, mobile lunch truck and any mobile food and refreshment stand.
- **Public Market (Farmers' Market, Flea Market, Craft Market etc.)**
 - A public market is defined as a place where a group of persons, merchants, vendors or participants gather to offer handcrafts, produce and vegetables, food, new and used goods, wares or merchandise for sale

*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.

*The Municipality's Business Licence Policy does not require individuals to obtain a Business Licence to host a Yard Sale, Garage Sale, Moving Sale etc. permitted that such activities/operations are on an occasional/infrequent basis. that are operated on an occasional/temporary basis.

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.

Hastings Highlands Business Licence Policy Updates...



2002 Business Licence Policy (Old)

- In 2002 the Municipality passed its first Business Licence Bylaw requiring the following businesses to obtain a licence to operate in HH:
 - Mobile Food Transportation Units;
 - Salesman/Hawkers/Peddlers - Including those who sell food (Market/Food Vendors); and
 - Photographers, Pawnbrokers, Transient Traders, Midways, Pool Rooms, Vehicles for Hire (Taxis, Cabs), Businesses in rented or leased premises
- Under this bylaw, applicable businesses were required to satisfy the necessary inspections, approvals, insurance requirements and fees prior to operation. Business operations were restricted to private land only.

VS

2024 Business Licence Policy (New)

- In 2024 the Municipality updated their Business Licence Bylaw to streamline the types of businesses that require a business licence to operate in HH
- The new (2024) Business Licence Policy requires the following businesses to obtain a licence to operate in HH:
 - Mobile Food Vendor (Refreshment Vehicle, Food Truck/Cart etc.)
 - Public Market (Farmers' Market, Flea Market, Craft Market etc.)
 - Vendor (Goods, Wares or Merchandise)
- The new (2024) Business Licence Policy:
 - Removes the requirement to obtain a business licence to open a retail, home-based business or other business in Hastings Highlands
 - Contains additional clarity on the type of inspections, approvals, permits and insurance needed to obtain a business licence
 - Includes flexible licensing terms (i.e. 3 mos., 6 mos., 1 year)
 - Provides vendors with the opportunity to use approved Municipal Property in the Municipality (ie. Birds Creek Recreation Field, Maynooth Community Centre Land, Lake St. Peter Community Centre Land) to operate as a vendor, mobile food vendor, public market.

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.

On 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.

Vendors and Mobile Food Vendors are permitted in the following zones:

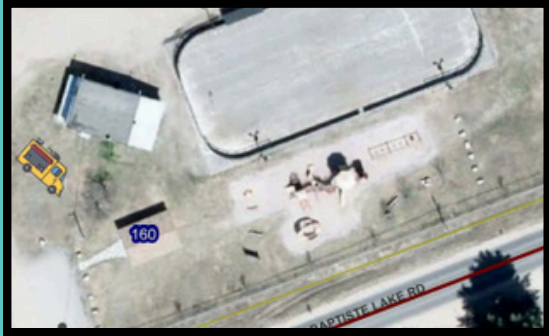
- Urban Commercial (UC)
- Rural Commercial (RC)
- Recreational/Resort Commercial (RRC),
- Urban Industrial (UI) and Rural Industrial (RI)

Public Markets (Farmers'/Flea/Craft Market) are permitted in the following zones:

- Urban Commercial (UC) and Rural Commercial (RC)

To determine if your property is zoned to permit Vendor, Mobile Food Vendor or Public Market operations view the Municipality's Comprehensive Zoning Bylaw, or to determine what your property is zoned - visit the Municipality's website at www.hastingshighlands.ca and select the 'Planning and Development' tab under 'Living Here' and then select 'Zoning'

On Approved Municipal Property...



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

- One (1) 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 subject to additional requirements, approval, fee(s) etc.
 - The fees/term for a permit to Operate on Municipal Property are as follows:

| | | |
|---|--------------------|--|
| Permit to Operate on Municipal Property | One Month Permit | Resident - \$41.66 Non-Resident - \$83.33 |
| | Three Month Permit | Resident - \$125.00 Non-Resident - \$250.00 |
| | Six Month Permit | Resident - \$250.00 Non-Resident - \$500.00 |

- 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

Vendors

(Goods, Wares, Merchandise)

Who is considered a Vendor under the Municipality's Business Licence Policy?

- The Municipality's Business Licence Policy defines a vendor as any person who sets up a temporary business in the Municipality to sell handcrafts, produce and vegetables, food, new and used goods, wares or merchandise for sale
- Vendors who are registered as a participant of a Public Market, as provided for in the Municipality's Business Licence Policy should refer to the 'Public Market' section of the policy for information and requirements

Where am I permitted to operate as a licensed Vendor?

- **Private Land that Permits Vendor Operations:**
 - As per the Municipality's Comprehensive Zoning Bylaw, Vendors are permitted in the following zones (subject to approval):
 - Urban Commercial (UC), Rural Commercial (RC), Recreational/Resort Commercial (RRC), Urban Industrial (UI), and Rural Industrial (RI)
- **Approved Municipal Land**
 - The following Municipal properties may be used by approved Vendor(s) subject to the requirements of the bylaw:
 - Lake St. Peter Community Centre - 5 Boulter Lake Rd. Lake St. Peter, ON
 - One (1) Vendor (Goods, Wares, Merchandise)*

*Availability and approval is subject to policy requirements. Space is available on a first-come, first- served basis)

How much is it to obtain a Vendor Business Licence? How long is the licence for?

| | | |
|---------------------------------------|--|--|
| • Vendor (Good, Wares or Merchandise) | One Month Licence | Resident - \$8.33 Non-Resident - \$16.66 |
| | Three Month Licence | Resident - \$25.00 Non-Resident - \$50.00 |
| | Six Month Licence | Resident - \$50.00 Non-Resident - \$100.00 |
| | Annual Licence (Not Available if on Municipal Property) | Resident - \$100.00 Non-Resident - \$200.00 |

Where can I get more information on becoming a Vendor including a list of requirements?

- Visit us online at www.hastingshighlands.ca and find everything you'll need to know on obtaining a business licence in Hastings Highlands. Information can be found under the Business and Development tab --> Applications, Licenses and Permits --> Business Licensing
- In person at the Municipal office - 33011 Hwy 62 N, Maynooth, ON
- By phone at (613) 338-2811



Mobile Food Vendors

(Refreshment Vehicle, Food Truck/Cart)

Who is considered a Mobile Food Vendor under the Municipality's Business Licence Policy?

- A mobile food vendor is defined as any person who operates a mobile refreshment vehicle, cart or stand. This includes, but is not limited to, a chip truck, food cart, ice cream bicycle, ice cream truck, mobile lunch truck and any mobile food and refreshment stand

Where am I permitted to operate as a licensed Mobile Food Vendor?

- **Private Land that Permits Vendor Operations:**
 - As per the Municipality's Comprehensive Zoning Bylaw, Mobile Food Vendors are permitted in the following zones (subject to approval):
 - Urban Commercial (UC), Rural Commercial (RC), Recreational/Resort Commercial (RRC), Urban Industrial (UI), and Rural Industrial (RI)
- **Approved Municipal Land**
 - The following Municipal properties may be used by approved Municipal Food Vendor(s) subject to the requirements of the bylaw:
 - **Lake St. Peter Community Centre - 5 Boulter Lake Rd. Lake St. Peter, ON**
 - One (1) Mobile Food Vendor (Refreshment Vehicle, Food Truck/Cart etc.)
 - **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**
 - One (1) Mobile Food Vendors (Refreshment Vehicle, Food Truck/Cart etc.)

*Availability and approval is subject to policy requirements. Space is available on a first-come, first- served basis)

How much is it to obtain a Mobile Food Vendor Business Licence? How long is the licence for?

| | | |
|--|--|--|
| • Mobile Food Vendor (Refreshment Vehicle, Food Truck/Cart etc.) | One Month Licence | Resident - \$12.50 Non-Resident - \$25.00 |
| | Three Month Licence | Resident - \$37.50 Non-Resident - \$75.00 |
| | Six Month Licence | Resident - \$75.00 Non-Resident - \$150.00 |
| | Annual Licence (Not Available if on Municipal Property) | Resident - \$150.00 Non-Resident - \$300.00 |

Where can I get more information on becoming a Mobile Food Vendor including a list of requirements?

- Visit us online at www.hastingshighlands.ca and find everything you'll need to know on obtaining a business licence in Hastings Highlands. Information can be found under the Business and Development tab --> Applications, Licenses and Permits --> Business Licensing
- In person at the Municipal office - 33011 Hwy 62 N, Maynooth, ON
- By phone at (613) 338-2811



Public Markets

(Farmers'/Flea/Craft Market)

What is considered a Public Market under the Municipality's Business Licence Policy?

- A public market is defined as a place where a group of persons, merchants, vendors or participants gather to offer handcrafts, produce and vegetables, food, new and used goods, wares or merchandise for sale. This includes a Farmers' Market, Flea Market, Craft Market etc.

What is the role of a Market Coordinator and what is their role in obtaining a Public Market Business Licence?

- To simplify the licensing process, the Municipality requires that Public Markets appoint a Market Coordinator to act as a **single point** of contact between the market vendors and the Municipality
- The Market Coordinator is responsible for submitting the Business Licence Application and for collecting and producing the required inspections/approvals from the market vendors

Do each of the Market Vendors at the Public Market have to obtain a Business Licence/Insurance?

- No, the Public Market is issued one (1) Business Licence for the entire Public Market and registered vendors
- The Public Market Coordinator is responsible for obtaining a certificate of insurance for the operation of the Public Market. Individual Market Vendors are not required to obtain their own individual insurance.

Where am I permitted to operate as a licensed Public Market?

- **Private Land that Permits Vendor Operations:**
 - As per the Municipality's Comprehensive Zoning Bylaw, Public Markets are permitted in the following zones (subject to approval):
 - Urban Commercial (UC) and Rural Commercial (RC)
- **Approved Municipal Land**
 - The Municipality has approved the following Municipal properties to be used by approved Municipal Food Vendor(s) subject to the requirements of the bylaw:
 - Vacant Lot - Downtown Maynooth - 33090 Hwy 62, Maynooth, ON
 - One (1) Public Market (Farmers'/Flea/Craft Market)*

*Availability and approval is subject to policy requirements. Space is available on a first-come, first-served basis)

How much is it to obtain a Public Market Business Licence? How long is the licence for?

| | | |
|--|---|--|
| • Public Market (Farmers' Market, Flea Market, Craft Market etc.) | One Month Licence | Resident - \$33.33 Non-Resident - \$50.00 |
| | Three Month Licence | Resident - \$100.00 Non-Resident - \$150.00 |
| | Six Month Licence | Resident - \$200.00 Non-Resident - \$300.00 |
| | Annual Business Licence – Not Available | N/A |

Where can I get more information on becoming a Public Market Coordinator and a list of requirements?

- Visit us online at www.hastingshighlands.ca and find everything you'll need to know on obtaining a business licence in Hastings Highlands. Information can be found under the Business and Development tab --> Applications, Licenses and Permits --> Business Licensing
- In person at the Municipal office - 33011 Hwy 62 N, Maynooth, ON
- By email at clerk@hastingshighlands.ca
- By phone at (613) 338-2811





How to get started...

Pick-up a HH Business Licence Application package for 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, phone and in-person:

- at www.hastingshighlands.ca under the 'Business and Developments' tab --> Applications, Licenses and Permits --> Business Licensing
- In-person at the Municipal Office (33011 Hwy 62, Maynooth, ON)
- By email - clerk@hastingshighlands.ca
- Phone (613) 338-2811



Questions? Need More Information?

Contact the Municipality's 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