

PROCEDURES GUIDE 12 – OUTDOOR AND FOOD VENDING APPLICATIONS

The information in this guide is meant to provide general information to the processing procedure for an Outdoor and Food Vending Application and is not regarded as the right to approval of, or support for, an application if the steps indicated are followed.

Application Requirements

- 1.1 Applicants must review the Outdoor and Food Vending Encroachment Agreement Policy PRO-150 requirements prior to submitting an Outdoor and Food Vending Application to the District.
- 1.2 Application requirements are specified in the Policy.
- 1.3 Additional information may be required to adequately evaluate the application.

Processing Procedure – When Application Meets the Policy

- 2.1 An Outdoor and Food Vending application will be substantially processed as follows:
 - a) The applicant will fill out an Outdoor and Food Vending Application and provide all of the requested documentation as outlined on the application form;
 - b) Staff will review the application package to determine whether it is complete and, if incomplete, will return the package to the applicant and request the required information be added and resubmitted by the applicant. Staff will only open a file upon receipt of a complete application package submission;
 - c) Upon receipt of a complete application package, Staff will issue a notice for payment of the application fee and issue a receipt to the applicant;
 - d) Staff will evaluate all valid applications received in the submission window (January 1st – February 28th) for compliance with the Application Scoring Matrix (Schedule B) of the Outdoor and Food Vending Encroachment Policy PRO-150 and other relevant District bylaws/policies;
 - e) Staff will assign vending locations. In the event of a tied score, those applications will be brought to Council for decision on which of the applications will be awarded a licence. Staff will consider applications for any remaining locations after the initial assignment on a first come, first serve basis;
 - f) Staff will notify successful applicants and enter into an Encroachment Agreement. The applicant must pay remaining fees, and provide insurance, security deposit and proof of Municipal Fire Inspection, if applicable;
 - g) Successful applicants will be required to obtain a business licence, if not already issued, by submitting a Business Licence Application Form to the Planning and Development Services Department;

Processing Procedure – When Application Does Not Meets the Policy

- h) The applicant follows Steps a through c above. As a Council resolution is required, staff will conduct public notification (if required), and prepare a report for Council's consideration;
- i) The applicant is encouraged to attend the Council meeting at which the application will be considered to listen to the proceedings;

- j) Council will receive the report, and will make a recommendation to either support or deny the application;
- k) Once the Council resolution has been received, staff will notify the applicant of the decision. If the application is supported, the applicant will follow Steps f and g above to complete the process. If the application is denied, the process ends for the applicant. The applicant may revise the application to meet the policy and re-submit.