

# TOWN OF OSOYOOS

## POLICY MANUAL

<b>SECTION</b>	Planning and Development Services	
<b>TITLE</b>	STREET FOOD VENDOR SELECTION AND APPROVAL POLICY	PLA-016

### PURPOSE

The purpose of this policy is to implement a focused approach to attract and select quality food vendors who can commit to serve the resident and tourist market in Osoyoos.

### POLICY GUIDELINES

The following guidelines are additional to applicable requirements for vendors under the Town of Osoyoos *Business Licence Bylaw No. 1045, 1997 (the Bylaw)*, which must be applied.

- a) Application  
Applicants shall submit a Food Vendor Application Form to Planning & Development Services for review.
- b) Applicant Selection and Licence Issuance  
Staff will direct applicants to apply for a business licence, which must be accompanied with a health permit, CSA Safety Authority Certification, insurance, licence of use agreement if operating on municipal land, letter of permission or lease agreement if operating on private land, and all required fees and any other supporting information as may be required to meet Bylaw requirements. Annual extensions may be considered for holders of valid licences, if they apply for renewal before December 31<sup>st</sup> each year and are confirmed to still be in good standing with the Town.
- c) Licence to Use Agreement  
Vendors must obtain a Licence of Occupation from the CAO and a "Director" (as per Bylaw 1292, 2019).
- d) Licences and Fees  
Approved applicants must obtain the appropriate business licence, as set out by the Bylaw.
- e) Quota System  
Following is the annual quota for available vendor sites:

Table 1

Category of Vendor	Maximum Quota of Available Vendor Sites for New Businesses and Licence Renewals
<u>Stationary Downtown Street Vendor, Main Street</u> <ul style="list-style-type: none"> <li>On one public parking space in Downtown (C1) Zone, on Main Street between Park Place and Kingfisher Drive</li> </ul>	Limit one per block
<u>Stationary Downtown Street Vendor, Off Main</u> <ul style="list-style-type: none"> <li>On one public parking space in Downtown (C1) Zone, off Main Street</li> </ul>	Limit two per block*
<u>Stationary Commercial Areas Parking Lot Vendor</u> <ul style="list-style-type: none"> <li>On private surface parking lots with a minimum 10 stalls in the C1 Zone</li> </ul>	Limit two per parcel
<u>Stationary Parking Lot Vendor, Outside Downtown</u> <ul style="list-style-type: none"> <li>On private surface parking lots with a minimum of 10 stalls in C2, C3, C4 Zones</li> </ul>	Limit one per parcel
<u>Stationary Liquor Establishment Vendor</u> <ul style="list-style-type: none"> <li>Accessory use on same property as primary liquor establishment</li> </ul>	Limit one per parcel
<u>Stationary Farm Market Vendor</u> <ul style="list-style-type: none"> <li>Accessory use on same property as farm retail sales market in AG Zone</li> </ul>	Limit one per parcel
<u>Stationary Park Vendor</u> <ul style="list-style-type: none"> <li>In an approved park shown on Schedule 'D' of Bylaw</li> </ul>	Limit one per park, except Desert Park which has limit of three
<u>Mobile Street Vendor</u> <ul style="list-style-type: none"> <li>Along streets outside of C1 Zone</li> </ul>	2

*\*This will accommodate the two proposed street vendor spaces in the 85<sup>th</sup> Street Plaza*

Other locations such as parking stalls adjacent to parks without off-street parking may be permitted at the discretion of staff.

f) Special Events

During a special event, such as Canada Day, when an Application to Hold a Special Event has been submitted to the Town, more than one Street Vendor may operate without a business licence within the area approved for the special event subject to a maximum number of vendors specified in the approved application.

APPROVAL DATE	April 13, 2021	MEETING	REGULAR
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