



## TOWN OF HIGH RIVER PROCEDURE

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Procedure Number:	ECDEV-PRO-102-00
Procedure Name:	Mobile Business
Related Policy No:	ECDEV-POL-100-00
Related Policy Name:	Use of Public Realm
Approval Date:	July 4, 2017
Revision Date:	N/A
Procedure Category:	Economic Development
Responsible Department:	Economic Development

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### Purpose

The purpose of this procedure is to outline consistent processes, requirements and responsibilities to facilitate the support of Mobile Business. These procedures shall ensure that Mobile Business owners/operators have clear guidelines, open communication and coordination with the Town of High River to support Mobile Business making use of the Public Realm.

### Definitions

- **Municipal Enforcement Officer:** means the persons appointed to enforce the provisions of the Business Licensing Bylaw, and includes a member of the Royal Canadian Mounted Police and a Special Constable.
- **Mobile Business:** means a business premise that is able to move or be moved freely or easily, including but not limited to;
  - A bicycle
  - Food truck/vehicle (also know as motorized business vehicle)
  - A pushcart
  - Markets
  - A person who sells door to door
  - Peddlers
  - Hawkers
  - Street vendors
- **Public Realm:** means any Town owned and operated property, including but not limited to: parks, streets, sidewalks and boulevards in Town.
- **Residential Building:** means a structure that contains one or more dwelling units including a house, multi-family dwelling, housing project, apartment building, lodging house, senior citizen complex or hospital.
- **Special Event:** means an organized one-time or intermittent gathering of people that takes place in the Public Realm.
- **Town:** means the Town of High River.

## Related Information

- Use of Public Realm Policy ECDEV-POL-100-00
- Business Licensing Bylaw
- Fire Protection Bylaw
- Land Use Bylaw
- Noise Bylaw
- Parks Control Bylaw
- Amendment Park Bylaw
- Rate Bylaw
- Traffic Bylaw
- Tree Protection Bylaw

## Exclusions

A Mobile Business may carry on business in the Public Realm except for the following:

- a. Within 10 meters of an intersection as defined in the Traffic Safety Act;
- b. Where pedestrian passage is blocked;
- c. Where a fire hydrant, driveway, loading zone, or emergency access is obstructed;
- d. Public roads (includes highways, roads, bridges and streets under the jurisdiction of the Town);
- e. Setting up in front of a business who is exercising their first right to use the space;
- f. Setting up in front of a residence who is exercising their first right to use the space;
- g. Overnight usage.

## Responsibilities

- The Manager of Economic Development, or his / her designate, is responsible to ensure that the criteria of this Procedure are met.

## Appendices

- Business License Application Form
- Food Truck Business License Application Form
- Appendix 1 - 2017 Motorized Business Vehicle Designated Area Map
- Facility User Group Insurance Application

## Procedure

This procedure is intended to be an essential part of any Mobile Business process. All Mobile Businesses are encouraged to review the Public Realm Policy and the Business Licensing Bylaw.

### 1. *Flow Chart:*



2. **Business License Application:**

All Mobile Businesses will require the owners/operators to submit a Business License Application Form in accordance with the Town's Business Licensing Bylaw, 10 business days prior to the start of business operations. If in the sole discretion of the Licensing Officer, his designate or a Municipal Enforcement Officer, the safety of the Mobile Business or the general public is at risk, the Mobile Business may be required to either re-locate or cease carrying on business.

3. **Mobile Business Operation and Location:**

- a. When locating on a sidewalk, the first half of the public sidewalk closest to the business is for pedestrian traffic, the second half of the public sidewalk closest to the street may be used. The permanent business owner/tenant has first priority to utilize this space directly in front of their business. If the permanent business owner/tenant declines, then this space is available for use.
- b. Mobile Businesses/vendors are to park their personal vehicles in the public parking lot and are to leave the street parking in-front of the businesses available for customers.
- c. Motorized Business vehicles that park will only be permitted to operate in a motorized business vehicle designated area (see Appendix 1). A designated area for the motorized vehicle will be indicated on the Business License Application and approved by Safety Codes. Once approved, this will be the motorized business vehicle's assigned parking area for the duration of the Business License term with the exception of Special Events requiring road closures in the downtown. During Special Events Mobile Businesses will be directed to connect with Special Event organizers to request permission to participate in their Special Event. Special Event Organizers will direct Mobile Businesses to assigned vendor areas during the event.

4. **Permits and Licenses:**

The Mobile Business must carry and display a permit at all times while operating in the Public Realm. In some instances, additional regulations, licenses and permits will be required before the Mobile Business shall be approved. If a permit is required, an inspection will also be required prior to the opening of the Mobile Business. Below is a list of some permits and licenses that your Mobile Business may require (applicable fees apply);

- a. Alberta Health Services Food Handling Permit
- b. Development Permit
- c. Business License
- d. Fire permit
- e. Noise exemption permit
- f. Parks permit
- g. Signage and/or banner permit
- h. Site inspection permit
- i. Street use permit

5. **Letter of Permission:** A Mobile Business may be permitted to operate on any privately owned property within the Town, provided that a letter of permission from the property owner has been submitted with the business license application form.

6. **Insurance:**

A Certificate of Insurance for Comprehensive General Liability Insurance coverage shall be requested by the Town for your Mobile Business that operates within the Public Realm. Generally, this insurance shall include:

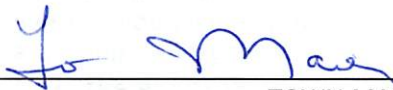
- a. A minimum of \$2,000,000 (two million dollars) General Liability Coverage per occurrence is required with the Town of High River listed as additional insured. The Town may require that this be increased based on the format and content of the Mobile Business;

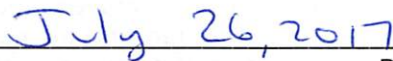
- b. Where vehicles are to be used in the Public Realm, a minimum \$2,000,000 (two million dollars) per occurrence third party automobile Personal Liability and Property Damage "PLPD" insurance is required.

A Mobile Business that cannot secure Liability Insurance coverage on their own may complete the Facility User Group Insurance Application. Please note that 20 business days is required to process applications.

Approval

This procedure shall come into force and effect upon adoption by Management of the Town of High River.

  
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TOWN MANAGER

  
\_\_\_\_\_  
DATE

APPENDIX 1 – 2017 MOTORIZED BUSINESS VEHICLE DESIGNATED AREA MAP

Please circle the designated area on the below map where you are requesting permission to set-up operation.

DOWNTOWN

