



Guidelines for Vendors

The following is a guideline for vendors who do not operate from a permanent commercial location with an existing business license and who are not participating in a special event. Each application will be assessed on a case by case basis. In addition to the guidelines below, approval will require consideration regarding the commercialization of natural or public spaces and the management of operational considerations such as aesthetics, waste management, parking, pedestrian access, etc.

All vendors must read and adhere to the following rules and guidelines.

1. Location Requests

The Town of Canmore is reviewing locations for vendors to operate. Several factors are taken into consideration when approving applications. Currently the Town of Canmore will not be approving vending applications in the following locations:

- At a school or church, unless invited by the organization
- Bow Valley Trail
- Railway Avenue
- Main Street
- Spray Lakes Road
- Three Sisters Parkway
- Quarry Lake (unless approved by the Heritage Foundation)
- Public Parking lots downtown
- Within 50 meters of a competing business paying commercial taxes
- Alleyways with no designated sidewalks
- Roadways outside a special event, unless requested by the organizer

2. General Operations

Vendors will not be allowed to:

- Smoke within 5 meters of the vending unit
- Generators will not be permitted if they create a disturbance
- Tables and chairs will not be authorized at the location
- No mats, or items will be placed outside of the unit
- No overnight parking of mobile units at vending location
- Extend a canopy or erect a tent onsite
- Actively solicit or harass park users or pedestrians
- Sell to customers in their vehicles (the client must approach you)

Vendors are required to:

- Submit a copy of their health approval

- Submit a copy of their insurance with a \$2,000,000 in general liability coverage
- Obtain all the necessary permits and business licences
- Submit all forms to the front desk Civic Centre reception located at 902 7th Avenue, Canmore or by email to businessregistry@canmore.ca.

3. Hours of Operation

Approved vendors are only permitted to operate between the hours of 8:00am and 8:00pm daily.

4. Signage

Vendors are permitted to use signage that is affixed to their mobile unit. A-frame signs are not permitted.

5. Obstruction Restrictions

The locations that have been permitted are subject to the following rules:

- The vendor cannot physically or visually obstruct pedestrians and compromise the safety of the public. This includes the obstruction of:
 - Traffic lights, doorways, transit zones, fire hydrants, driveways, loading and delivery zones, pathways
- Vehicles are not permitted to face traffic and units must be parked on the shoulder of the roadway, which must be accessible to the public via a sidewalk
- Vendors must adhere to all signage on the roadway, including 2 hour parking zones

6. Cleanliness

Vendors are required to maintain a clean and neat area. All waste must be disposed of in a Town of Canmore bin and recycling taken to an approved location. Vendors will be required to provide garbage and recycling bins for their customers.

Any grease spills must be immediately reported to the Public Works department at 403-678-1580 and approximate action taken to properly clean the area.

7. Appeals

Any party who is not satisfied with the decision may appeal to the CAO by means of a formal written letter. The letter must contain the following:

- Address or name of the location that was denied
- The name(s) of the applicant;
- The reason for the appeal; and
- The reason it is believed the location request should be permitted.

The appeal will be reviewed by a three member panel. The decision of the panel will be provided to the applicant in writing within 30 days of receiving the written appeal.