



Mobile Licensing Special Event Licensing Q&A

What Are The By-Laws That Affect The Licensing Of Special Events?

- [Vendors By-Law 522-04, as amended](#)
- [Ice Cream Truck Vendors 523-04, as amended](#)
- [Vehicle Licensing 520-04, as amended](#)

Where Can I Access The By-Laws That Affect Licensing Of Special Events?

1. Online at <http://www.mississauga.ca/portal/cityhall/bylaws>

Which Department Of The City Is Responsible For The By-Laws That Affect Special Event Licensing?

Transportation & Works Department
Enforcement Division
Mobile Licensing & Enforcement Section

Where Can I Get More Information Regarding Special Event Licensing?

1. Call 905-615-4311 (311 Citizen Contact Centre)
2. Online at www.mississauga.ca (> Business > Mobile Licensing > Special Events)
3. Email mobile.licensing@mississauga.ca

Definitions Under The Mobile Licensing By-Laws

“Special Event” means an Event which is being held either as a community, social, sporting, cultural group celebration, grand opening of a commercial business or other similar event with such Special Event being acceptable to the Licence Manager and shall include temporary farmer’s markets

“Special Event Coordinator” means the organizer and/or coordinator of a Special Event

“Special Event Vendor” means a person that is licensed as an owner or operator of Portable Display Unit, Refreshment Cart, or Refreshment Cycle by the City of Mississauga or another municipality in Ontario that is participating in a Special Event as further set out according to the list of vendors provided by a Special Event Coordinator to the Licence Manager

“Sell” includes display for sale, expose for sale and offer for sale

NOTE: These definitions are from the Mobile Licensing By-Laws and may differ slightly from the definitions of other City of Mississauga departments

How is a Special Event Licence Issued?

Under the amended by-laws, a special event licence is issued in the name of the event and the event coordinator, who holds the responsibility of collecting and producing upon request all required vendor application documents in accordance with the following by-laws as amended: *Vendors By-law 522-04, Ice Cream Truck Vendors 523-04 and Vehicle Licensing 520-04*.

Who Requires A Special Event Licence?

- Special Events that include vendors selling (sell includes display for sale, expose for sale and offer for sale).
- Special event means an event which is being held either as a community, social, sporting, cultural group celebration, grand opening of a commercial business or other similar event with such event being acceptable to the Licence Manager and shall include temporary farmer’s markets.
- If an event runs longer than 5 days, an additional fee per vendor shall be paid by the Event Coordinator for every 5 additional days.

Is A Special Event Licence Required?

Q. If the event is on private property and closed off to the public?

A. NO a special event licence is not required. i.e. weddings, company picnics, and birthday parties. This includes when a food vendor has been paid for by the organizer to serve food for free i.e. ice cream truck, caterer.

Q. If the event is on private property and open to the public?

A. YES a special event licence is required. Public events are regulated whether on private or public property.

Q. Where the sales proceeds are being donated to a charitable organization?

A. YES a special event licence is required. The licence is for the regulation of the event and the vendors selling.

Q. If the vendor holds a licence from another municipality?

A. YES a City of Mississauga Special Event Licence is required. The licensing requirements may be different in other municipalities and may not be in compliance with The City of Mississauga by-laws.

Q. If food/item is being given out for free?

A. NO licence is required for a vendor that is not selling i.e. sampling the food without the exchange of money does not require a licence.

Q. If a community/commercial display is set up and giving out information?

A. NO a special event licence is not required for a vendor that is not selling i.e. a bank handing out credit card applications does not require a licence. Can include sponsors, information pamphlets; free games.

Q. If tickets are being sold to participate in a service or trade-in for food at an event?

A. Yes a special event licence is required. i.e. tickets to enter a jumpy castle.

Q. An involuntary donation.

A. Yes a special event licence is required. i.e. donation required for entry to event.

What Are The Types Of Vendors?

SELLING VENDOR	
Food:	Selling. Food items intended for consumption, whether prepackaged, prepared/cooked on-site or grown
Non-Food:	Selling. Items that are not food related

DISPLAY VENDOR	
Food:	Not selling. Free food samples
Non-Food:	Not selling. Display set up giving out information or participation in free games

What Are The Licensing Requirements For A Special Event Licence?

The following checklist summarizes the application documents the organizer is responsible to collect from each vendor participating as per the *by-laws as amended: Vendors 522-04, Ice Cream Truck Vendors 523-04 and Vehicle Licensing 520-04*.

Document	Non-food vendor	Food Vendor	Food Truck	Ice Cream Truck	Food Cart
Insurance	√	√	√	√	√
TSSA Propane Inspection		√	√	√	√
Region of Peel Health Inspection		√	√	√	√
Vehicle Ownership			√	√	
Vehicle Insurance			√	√	
Vehicle Safety Certificate			√	√	

Insurance Requirements

- If event organizers do not have blanket vendor insurance, they are required to collect proof of vendor insurance coverage *for each selling vendor* that includes General Liability Insurance in the amount of \$2,000,000, with respect to all activities and operations of the Special Event against claims for personal injury, bodily injury including death, and property damage or loss, indemnifying and protecting the Special Event Coordinator, their respective employees, servants agents, contractors, volunteers, invitees or licensees. The City of Mississauga must be added to the Insurance as an additional insured, and the dates the vendor will be on site must be noted.
- A certificate of insurance for each vendor must be signed, dated, and stamped by the insurance provider broker and can be completed using the City of Mississauga COI (Certificate of Insurance) template.
<http://www.mississauga.ca/portal/residents/facilityinsurance>
- Events held on City property can purchase Facility User Rental Insurance through the Recreation Customer Service Centre located at Paramount Fine Foods Centre, 5600 Rose Cherry Place (North Building), Mon-Fri 8:30am-4:30pm or by phone 905-615-4100.
- Each Vendor bringing a motorized food vehicle to the event, must also produce, Motor Vehicle Insurance in the amount of \$1,000,000, for every vehicle used by a vendor at the Special Event.



TSSA Requirements (Technical Standards & Safety Authority)

- Equipment inspection is a requirement for all food vendors using propane fuelled equipment to prepare food as per the *By-laws as amended: Vendors 522-04, Ice Cream Truck Vendors 523-04 and Vehicle Licensing 520-04*.
- TSSA is not a part of the City of Mississauga organization

Under TSSA's process:

- **"Mobile Food Service Equipment (MFSE)"**
 - TSSA defines MFSE as mobile equipment whose primary purpose is to prepare food (whether or not it's permanently parked) and contains propane or other hydrocarbon fuel-fired cooking appliances.
 - MFSE equipment includes: Food trucks, chip wagons, coffee trucks, hotdog and hamburger carts
 - An annual TSSA inspection report is required for all MFSE equipment to be used at an event.

- The report is to be dated “the day of inspection” and is valid for a period of 1 year
- To PASS all answers on the form must be either “YES” or “N/A”
- For Important Food Truck Licensing Information for Event Organizers & Vendor Permit Issuers visit <https://www.tssa.org/en/fuels/food-trucks.aspx> or call 1-877-682-TSSA (8772)

- **Who can perform a TSSA Inspection?** A reputable registered gas contractor with a minimum G2 or G1 gas certificate will provide the required form and inspection
- **Can portable BBQ's be used?** Barbeques which are deemed “not for commercial use” in the owner’s manual may not be used at Events. If there is nothing mentioned in the manual as to the use then the BBQ qualifies. The manual must be present. An annual inspection provided on the “Annual Checklist” from TSSA, is still required.
- **What paperwork does a portable BBQ require?** A portable BBQ requires an annual inspection from a licensed gas contractor provided on a TSSA provided “Annual Check List”. A sample of the form follows for reference. The form can also be found on TSSA’s website under the *Director’s Orders* link <https://www.tssa.org/en/fuels/food-trucks.aspx>

Attachment #2



**MOBILE FOOD SERVICE EQUIPMENT
ANNUAL INSPECTION
CERTIFICATE FOR MFSE'S**

Document No: MFSE-002

Date: June 1, 2012

Page: 1 of 1

Equipment Type: Self-propelled Vehicle ☐ Toward Trailer or Cart ☐ Portable Cart ☐

Equipment Identification # (same as Plate No. or VIN) _____

Owner: _____ Tel. No. _____

Address: _____

FID Label No. (if both after Feb. 15, 2009) _____

The following checklist is intended as a minimum. Additional inspection tests may be necessary to ensure safe operation.

	Yes	No	N/A
Have the required DANGER labels been affixed?			
If both after Feb. 15, 2008, is a TSSA FID Label and MFSE rating plate in place?			
If the equipment is on 4 wheels, are 4 wheels lockable to prevent movement when in service?			
Are the gas components (pipes, regulators, etc.) approved for the service?			
Are the gas lines, fittings and hoses in good condition?			
Is the propane cylinder properly supported and secured?			
If the cylinder is in a cabinet, is it well ventilated?			
Are the clearances to combustibles maintained?			
Are the appliances in good working condition?			
Is the equipment and all its components leak tight?			
Are the supply pressures to the equipment and regulators set properly?			
Do all the appliances ignite properly?			
Does the owner/operator understand the operations and responsibilities outlined in the Owner's Manual?			
Have any deficiencies found been corrected and is the equipment safe to operate?			

To pass all answers must be either YES or N/A.

Certificate Holder Name (Print): _____

TSSA Certificate Holder No. _____

Date: _____

No Inspection Required if Year from the above date:
This Certification shall be kept available with the equipment covered at all times.

Comments: _____



Region of Peel Health Department (RoPHD) Requirements

- RoPHD Inspection is a requirement for all vendors selling food as per the *By-laws as amended: Vendors 522-04, Ice Cream Truck Vendors 523-04 and Vehicle Licensing 520-04.*
- RoPHD will send an email of approved vendors to the event organizer which must be retained as part of the required Special Event Licence documents for food vendors.

Region of Peel Health Department's process:

- Event organizers and vendors are required to submit an application form to RoPHD

For more information visit

<https://www.peelregion.ca/health/enviroNew/food/events.htm> or call 905-799-7700 to speak to a Public Health Inspector

- **EVENT ORGANIZERS: MINIMUM 30 DAYS PRIOR TO EVENT:**
 - Event organizer submits to Region of Peel Public Health a Special Event Application for Event Organizers
- **FOOD VENDORS MINIMUM: 15 DAYS PRIOR TO EVENT:**
 - Event organizer ensures all food vendor(s) that will be at their event fill out a Special Event Application for Food Vendors and submit them to you, collect these forms and submit them to RoPHD on their behalf at least 15 days prior to their event.
- **NOTE:** Region of Peel Health inspection requirements for vendors may differ from that of Mobile Licensing. An event organizer holding a special event from Mobile Licensing will be required to retain all communication from Peel Health inspectors including where it has been noted inspection is not required.

Vehicle Ownership

- For vehicles participating in an event, a valid vehicle ownership issued by the Ministry of Transportation is required:
 - must be legible copy
 - must show both sides of the ownership (Plate Portion and Vehicle Portion)
 - plate number to match vehicle participating in event
 - must be signed to be valid

Vehicle Insurance

- Must be a certificate of insurance (not pink slip)
- Must include vehicle V.I.N. matching vehicle ownership

Vehicle Safety Certificate

Safety Standard Certificate – must be valid within 36 days as noted on certificate; or

Annual Inspection Certificate (Commercial Vehicles) – must be valid within 1 year

Possible Exemptions From Vendor's Requiring A Special Event Licence

As per the *by-laws as amended: Vendors 522-04, Ice Cream Truck Vendors 523-04 and Vehicle Licensing 520-04*;

- Vendors may be exempt from licensing fees under 4 possible scenarios.
- A **“YES”** answer to all questions under any one scenario may mean the vendor is exempt as long as “proof” is provided to the Event Organizer who may be asked to produce same if the event is inspected by a Mobile Licensing Officer.
- If proof is not available, the vendor should be included and paid for as part of the Special Event Licence, and all application requirements apply.
- The Special Event Licence Fee **will be calculated by Mobile Licensing Staff**, based on the number of participating vendors excluding those that are marked exempt on this list by the event organizer.
- Proof may include: **Scenario 1**: copy of annual licence; **Scenario 2**: must not be found selling 3rd party produce; **Scenario 3**: Ontario address information, sales invoice with address, website with sales locations, invoice for exhibit or show, etc.; **Scenario 4**: Mississauga address not zoned residential.

Scenario 1	Scenario 2		Scenario 3		Scenario 4
	Is a Farmer				
Holds an annual licence from the City of Mississauga for the vehicle/cart being used at the event? Y/N	Grown in Ontario Y/N	Sells only what they grow Y/N	The goods are manufactured /produced in Ontario Y/N	The goods are being sold in the municipality where the producer lives Y/N	The applicant pays Mississauga Business taxes Y/N
copy of annual licence required	must not be found selling 3 rd party produce		possess Ontario address		must possess a business address in Mississauga that is not zoned residential.

Special Event Licence Fees

- Payment is made IN PERSON at Mobile Licensing, 3235 Mavis Rd., Mon to Fri, 8:30am – 4:00pm
- Special Event Licence ** \$55 per vendor, per event *
- * A reduced fee of \$34 per vendor applies for groups registered with the Community Group Registry Program.
- Any person who holds an **annual licence** from the City of Mississauga as an Owner/Operator for the vehicle, cart, portable display unit, or cycle being used at the event shall be exempt from Special Event Licensing fees. Note: Farmer's Markets require Special Event Licences and are not annually licenced.
- ** If an event runs longer than 5 days, an additional fee of \$34 per vendor shall be paid by the Event Coordinator for every 5 additional days at one location.
- The total Fee due is **calculated by Mobile Licensing Office staff** based on the information completed by the event organizer on the *SPECIAL EVENT LICENCE APPLICATION FORM*
- **NO REFUNDS** once the licence is issued for vendors withdrawing their participation.

How to Apply?

1. **COMPLETE** the *SPECIAL EVENT LICENCE APPLICATION FORM / EVENT ORGANIZER PARTICIPATION AGREEMENT*

The application form captures the following:

- The Event details
- The total Fee due – **calculated by Mobile Licensing staff**
- The name of the Event Organizer to whom the special event licence will be issued and who will be responsible for the collection of all required documents
- Acknowledgement by the event organizer that (1) they are aware of all of their responsibilities under the by-laws and (2) they have collected all application requirements from the vendors participating in the event
- ***VENDOR LIST:***
 - **required** as part of the application
 - is to be submitted **one-time** once the event vendor list is **FINAL**
 - lists all vendors who will be selling at the event
 - allows event coordinator to track vendors who may be exempt
 - is used by office staff to calculate the total fee of the special event licence
- *Application guidelines – who requires a licence, associated licensing fees, possible exemptions

- *Application Requirements Guide - A chart summarizing the application documents the organizer is responsible to collect from each vendor participating
 - Specific information for each application document due
 - *NOTE to Event Coordinators: you may want to consider incorporating the requirements chart and guidelines in your forms to your vendors
2. **SUBMIT** the completed application form and final vendor list, IN PERSON to Mobile Licensing, 3235 Mavis Rd., Mon to Fri, 8:30am – 4:00pm
 3. **PAY** in Person via Cash, Cheque, Debit or Credit Card – **total due calculated by Mobile Licensing Office staff**

What Are The Responsibilities Of The Event Organizer under the Mobile Licensing By-Laws?

- A Special Event Licence is issued in the name of the event and the event coordinator, who holds the responsibility of collecting and producing upon request all required application documents as outlined in the following *by-laws as amended: Vendors 522-04, Ice Cream Truck Vendors 523-04 and Vehicle Licensing 520-04*.

Notice: Failure to ensure compliance with the by-laws may result in the licence being cancelled.

Mobile Licensing by-law requirements are in place to ensure public safety and focus on assisting the event organizer in putting on a safe enjoyable event.

- Vendor application documents are required be retained by the event coordinator and should:
 - be legible
 - be complete, including proof for exemptions if claiming
 - be filed in an orderly manner, by vendor
 - be available on-site the day-of-event (if the event coordinator leaves the event site, the documents must be left with a designate who will provide the information to a Mobile Licensing Officer upon request)
 - A binder is recommended

What Can I Expect From A Mobile Licensing Enforcement Officer (MLEO) Visiting The Event?

- A Municipal Law Enforcement Officer (MLEO) will visit the event site to ensure the event organizer and its vendors are operating in compliance with the requirements of the Special Event Licence.
- An MLEO officer will:
 - identify themselves and state the purpose of the inspection
 - walk through the entire event
 - inspect every vendor making notes as required
 - check that vendors operating at the event have been listed on the Special Event Licence
 - check those that have been granted exemption have the proof to justify the exemption
- An MLEO may connect with the event coordinator and request to review special event required documentation by vendor. It is the responsibility of the event organizer to ensure the documents are on-site, legible and filed in an orderly manner.
- An MLEO officer will request to see Event insurance and/or Vendor Insurance.

An MLEO officer may cancel a vendor's licence that is operating at the event without the proper documentation, or vendors found selling that are not listed on the licence

Interaction with a Mississauga Licensing Enforcement Officer (MLEO)

- Operate in accordance to the licence you have been issued
- Have documentation available for your special event licence, vendors and exemptions

Still have Questions?

For more information contact the City of Mississauga's 311 Citizen Contact Centre

Call 905-615-4311

or

Email the Mobile Licensing Enforcement Office at mobile.licensing@mississauga.ca