



**The Corporation of the
City of Sault Ste. Marie**

C O U N C I L R E P O R T

March 23, 2026

TO: Mayor Matthew Shoemaker and Members of City Council
AUTHOR: Jenna Ricard, Solicitor/Litigator
DEPARTMENT: Legal Department
RE: Housekeeping – Peddler and Food Vendor Licencing By-law

Purpose

The purpose of this report is to recommend that Council approve amendments to the Peddler and Food Vendor Licencing By-law 2018-67.

Background

Staff conducted a review of the Peddler and Food Vendor Licencing By-law and determined that changes are required to Part II General Provisions of the By-law and Part IV Licence Classes of Peddlers.

Analysis

A proposed by-law amendment to update Part II – General Provisions of the Peddler and Food Vendor Licencing By-law with respect to adding an insurance requirement of a minimum of \$2,000,000 comprehensive general liability insurance with the City added as additional insured. The Peddler and Food Vendor Licencing By-law currently has an insurance requirement of \$5,000,000 for food vendors with no insurance requirement for peddlers. The \$2,000,000 insurance requirement is recommended for both food vendors and peddlers and is consistent with licence requirements for other business licences issued by the Clerk's Department. In reviewing similar peddler by-laws passed by Ontario municipalities, including the City of Windsor, the City of Sudbury, and the City of Port Colborne, these municipalities require a minimum of \$2,000,000 comprehensive general liability insurance with their City added as additional insured.

Under subsection 2.2.2 Application for Licence, a proposed by-law amendment is to add a requirement for a basic Level One Police Criminal Records Check to be completed and the original results of the criminal record search be submitted to the Clerk's Department. This ensures public safety and accountability especially given that peddlers enter residential neighbourhoods, approach seniors and vulnerable persons, and often operate alone and unsupervised. The Clerk's Department has previously received criminal records checks from individuals applying for a Food Vendor or Peddler Licence; however, this recommendation adds this as a formal licence application requirement stated in the by-law.

For peddlers, there is potential risk associated with a business regulating the sales as well as the individual agents conducting the sales. To address this, it is recommended to add an additional licence class of peddlers with respect to Door-to-Door Temporary Sales for agents conducting sales on behalf of any business or organization. It is recommended to maintain the requirement for any business or organization to receive a licence for Door-to-Door Temporary Sales for accountability and regulatory purposes; however, to add a requirement that each individual hired by a business or organization to conduct sales on their behalf receive their own licence as an agent at a reduced licence fee rate. This will increase public safety as each agent working for a business or organization will be issued a licence to carry and display when conducting door-to-door sales allowing residents to verify the agent's identity. This also assists with consumer protection and fraud prevention. In reviewing similar peddler by-laws passed by Ontario municipalities, including the City of Windsor, the City of Brampton, and the Town of Aurora, these municipalities require a business and each agent conducting sales on behalf of a business to have a valid peddler licence.

The recommendation is to add an additional licence class for peddlers under Section 4.1 as follows: "Class 5 – "Door-to-Door Temporary Sales – Agents" shall include any sales person or agent hired by a business or organization to conduct sales by door-to-door solicitation on behalf of the business or organization, and such Licences shall be valid for a period of up to three (3) months only."

Financial Implications

These proposed amendments will add a licence fee for agents hired to conduct door-to-door sales on behalf of a business or organization in the amount of \$50.00 to the User Fee and Service Charges By-law 2025-153 Schedule "A" for the Clerk's Department. This is an administrative cost for staff to review the documentation submitted and issue a licence to each agent which is a similar model that has been implemented for other business licences issued by the Clerk's Department.

Strategic Plan / Policy Impact / Climate Impact

This is an operational matter not directly articulated in the corporate Strategic Plan.

Recommendation

It is therefore recommended that Council take the following action:

The relevant By-laws 2026-25 and 2026-26 are listed under Agenda Item 12 and will be read with all by-laws under that item.

Respectfully submitted,

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