August 17, 2010

Present: Councillor Bratina, Vice-Chair, Councillors Clark and Pasuta

Absent with regrets: Councillor McHattie, Chair, vacation
Councillor Ferguson, personal commitment

Also Present: Anna Bradford, Director of Culture
Dave Turner, HFM Renovation Supervisor, Culture Division
Carrie Brooks-Joiner, Senior Project Manager, Culture Division
Cathy Masterson, Market Supervisor, Culture Division
Eleanora Filippone, Solicitor, City Manager’s Office
Adam Sweedland, Law Clerk, City Manager’s Office
Rebecca Oliphant, Secretary
Janet Warner, Project Manager, Facilities, Public Works
Lu-Ann Duxbury, Co-op Student for Janet Warner
Ida Bedioui, City Clerk’s Office

August 31, 2010

Present: Councillors McHattie (Chair), Bratina (Vice-Chair) and Pasuta

Absent with regrets: Councillors Clark and Ferguson

Also present: Anna Bradford, Director of Culture
Cathy Masterson, Market Supervisor, Culture Division
Rebecca Oliphant, Secretary
Ida Bedioui, City Clerk’s Office
THE HAMILTON FARMERS’ MARKET TRANSITION SUB-COMMITTEE PRESENTS REPORT 10-001 TO THE EMERGENCY AND COMMUNITY SERVICES COMMITTEE AND RESPECTFULLY RECOMMENDS:

1. **Communication Plan**

   That the letter from the Chair (attached hereto as Appendix A to Report 10-001) informing the stallholders of when the new space will be ready for move-in and the recent decisions regarding the operation of the Market, be approved.

2. **By-law to Regulate the Hamilton Farmers’ Market (CS10079) (Ward 2)**

   That By-law No. 92-310, a By-law to Consolidate the Hamilton Farmers’ Market By-law, be repealed and replaced with a By-law to Regulate the Hamilton Farmers’ Market (attached hereto as Appendix B to Report 10-001).


   (a) That the Hamilton Farmers’ Market 2011 Stall Fees, of $24.00 per square foot/annum for standard frontage (from the current $22.08 square foot/annum) and $27.00 per square foot/annum for a premium frontage, be approved effective January 1, 2011, as outlined in Report CS10080 Attached hereto as Appendix C to Report 10-001.

   (b) That the Hamilton Farmers’ Market 2011 Stall Fees, of $24.00 per square foot/annum for standard frontage (from the current $22.08 square foot/annum) and $27.00 per square foot/annum for a premium frontage be added to the 2011 User Fees and Charges By-law, as outlined in Report CS10080 Attached hereto as Appendix C to Report 10-001.

4. **Mission-Vision-Principles**

   That the Mission, Vision and Principles statement of the Hamilton Farmers’ Market, as attached hereto as Appendix D to Report 10-001 be approved.

5. **Criteria for Choosing Vendors**

   That the Criteria for choosing vendors and application form, as attached hereto as Appendix E to Report 10-001, be approved.
FOR THE INFORMATION OF COMMITTEE

The Hamilton Farmers’ Market Transition Sub-Committee met on August 17, 2010 and approved the recommendations as outlined in Items 1, 2, 4 and 5 of this Report and also the following staff recommendation:

(a) 2011 Hamilton Farmers’ Market Stall Fees (CS10080) (Ward 2)

(Clark/Pasuta)
(i) That Hamilton Farmers’ Market 2011 Stall Fees of $3.50 per square foot/month for standard frontage and $3.75 per square foot/month for a premium frontage be approved effective January 1, 2011.

(ii) That the fees in paragraph (a) be approved and added to the 2011 User Fees and Charges By-law when that by-law is enacted by City Council upon completion of the budget process.

CARRIED

On August 31, 2010, the Hamilton Farmers’ Market Transition Sub-Committee met and approved the following amendment to the aforementioned recommendation as outlined in Items 3 of this Report.

(b) 2011 Hamilton Farmers’ Market Stall Fees (CS10080) (Ward 2)

(Bratina/Pasuta)
That the previously approved recommendation respecting the Hamilton Farmers’ Market Stall fees be deleted and replaced with the following:

(i) That the Hamilton Farmers’ Market 2011 Stall Fees, of $24.00 per square foot/annum for standard frontage (from the current $22.08 square foot/annum) and $27.00 per square foot/annum for a premium frontage, be approved.

(ii) That the Hamilton Farmers’ Market 2011 Stall Fees, of $24.00 per square foot/annum for standard frontage (from the current $22.08 square foot/annum) and $27.00 per square foot/annum for a premium frontage be added to the 2011 User Fees and Charges By-law.

CARRIED
(c) ADJOURNMENT

(Pasuta/Bratina)
That the Hamilton Farmers’ Market Transition Sub-committee be adjourned at 9:18 a.m. on August 31, 2010.

CARRIED

Councillor B. McHattie, Chair
Hamilton Farmers’ Market
Transition Sub-committee

Ida Bedioui, Legislative Assistant,
Hamilton Farmers’ Market Transition Sub-Committee
August 31, 2010
Dear Stallholder,

This letter is to provide information about when the new space will be ready for move-in, and recent decisions regarding the operation of the Market.

A committee made up of five Hamilton City Councillors called the Hamilton Farmers' Market Transition Sub-committee was formed by Council in June 2010 to oversee the operation of the Market and its transition from its current temporary space to the newly renovated space.

The City is responsible for ensuring the Hamilton Farmers' Market is a viable and sustainable operation. To meet the expectations of customers, the new Market will have a variety of healthy, fresh food with a strong focus on locally grown or prepared products. The committee will be implementing a process whereby ALL businesses, including current stallholders, interested in securing space in the newly renovated Market space will have to APPLY to be considered as a stallholder. The application form and additional information on the application review process will be shared over the next few weeks. We encourage everyone to review the application information as soon as it is available, and apply if you feel your business is a fit with the newly renovated Hamilton Farmers’ Market.

The Market and Hamilton Central Library facility renovations, and York Boulevard road construction, are now expected to be completed by November 2010. Once the renovations have been completed, several weeks of additional work is required inside the Market space to get it ready for move-in. So that stallholders will not have to move during the peak holiday period, the opening of the Market is delayed until January 2011. The exact date will be shared as soon as it is confirmed.

A special stallholder meeting will be held on September XX, 2010 at [time] at [location] to provide further information.

If you have any questions in the meantime, please feel free to contact Cathy Masterson, Market Supervisor at ext. 2097.

Sincerely,

Brian McHattie
Chair
Hamilton Farmers’ Market Transition Sub-committee
TO: Chair and Members Hamilton Farmers’ Market Transition Sub-committee

WARD(S) AFFECTED: WARD 2

COMMITTEE DATE: August 31, 2010

SUBJECT/REPORT NO:
By-law to Regulate the Hamilton Farmers’ Market (CS10079) (Ward 2)

SUBMITTED BY:
Joe-Anne Priel
General Manager
Community Services Department

PREPARED BY:
Carrie Brooks-Joiner
905.546.2424, ext. 4517

SIGNATURE:

RECOMMENDATION

That By-law No. 92-310, a By-law to Consolidate the Hamilton Farmers’ Market By-law, be repealed and replaced with a By-law to Regulate the Hamilton Farmers’ Market (attached hereto as Appendix A to Report CS10079).

EXECUTIVE SUMMARY

The purpose of Report CS10079 is to repeal and replace the Hamilton Farmers’ Market By-law No 92-310. The current By-law is not reflective of desired business practices for operation in the renovated market facility. The proposed By-law to Regulate the Hamilton Farmers’ Market addresses:

- The Duties of Market Supervisor and authority of the Medical Officer of Health;
- Market Days and Hours;
- Application for a Stall;
- Fees;
- What May Be Sold;
- Zero Tolerance Policy for Violence;
- Termination Of Stallholder Contract; and,
- Penalties.

Vision: To be the best place in Canada to raise a child, promote innovation, engage citizens and provide diverse economic opportunities.
Values: Honesty, Accountability, Innovation, Leadership, Respect, Excellence, Teamwork
The proposed new By-law (attached as Appendix A to Report CS10079) provides clarity of content; aligns with other municipal fee setting processes; and, eliminates overlap of content between the Market By-law, other municipal by-laws and the Stallholder Contract.

Alternatives for Consideration – Not Applicable

FINANCIAL / STAFFING / LEGAL IMPLICATIONS

Financial:
The elimination of By-law 92-310 removes the Stallholders’ Fee Schedule. A new Fee schedules will be included in the 2011 By-Law to Establish Certain User Fees and Charges for Services, Activities or the Use of Property.

Staffing:
There are no staffing implications associated with the recommendation of Report CS10079.

Legal:
The current Market By-law (92-310) sets out all the rules and regulations of the Market and prescribes the terms and conditions of the stallholder contracts. The proposed new Market By-law will transfer the responsibility for ensuring adherence to the Rules and Regulations and the Terms and Conditions of the stallholder contracts from Council to the Market Supervisor.

The Market Supervisor will have the authority to approve the Terms and Conditions of stallholder contracts, in a form satisfactory to the City Solicitor. Such delegation aligns with the City’s long-standing policy on delegated authority for routine real estate matters, where Council has delegated authority to staff to approve leases, subject to conditions. The Market Supervisor’s authority to approve stallholder contracts is subject to similar conditions.

The proposed Market By-law will allow the Market Supervisor, under the supervision of the Director of Culture, to establish Rules and Regulations for the Market. Such Rules and Regulations will form part of the stallholder contracts, and as a result, violations of the Rules and Regulations will be addressed using remedies in the contract. Currently, the Rules and Regulations are set out in the Market By-law, and violations would be treated as offences under the By-law and subject to the penalties set out therein.

The proposed new Market By-law (attached as Appendix A to Report CS10079) sets out a procedure for stallholders or other persons to follow, should they dispute the termination of their stallholder contract or rejection of their application for a stall. The
stallholder or person, as the case may be, may request to appear as a delegation before the Hamilton Farmers’ Market Transition Sub-committee to reconsider the Market Supervisor’s decision.

## HISTORICAL BACKGROUND

On December 8, 1992 The Corporation of the City of Hamilton passed By-law No 92-310, which outlined the Terms and Conditions in which to operate the Hamilton Farmers’ Market. This by-law has undergone multiple minor amendments since 1992; however, it currently does not meet the business practices required for the renovated market facility. Examples of desired business practices include:

- Ability to rent flexible stall space;
- Consistency in municipal practices i.e. stall fees will no longer be addressed in the By-law;
- Public health inspectors have been given the right to inspect stalls at any reasonable time; and,
- Opportunity for seasonal outdoor market.

The Hamilton Farmers’ Market has a long and proud history in the City of Hamilton. However, the Market has not kept pace with the changing preferences of the food shopping public nor met its potential to be a destination in the downtown core. Recognizing that the Hamilton Farmers’ Market can play a much broader and important role in the City’s future, the City of Hamilton has adopted a new vision for the Hamilton Farmers’ Market and has made a capital investment of $7.1M to revitalize its location, improve its functional capacity and reach its potential as a downtown destination. Renovations began in May 2009 and are scheduled for completion in late 2010. During the capital improvement, the Market is fully operational in a temporary location inside Jackson Square.

## POLICY IMPLICATIONS

There are no policy implications associated with the recommendations in Report CS10079.

## RELEVANT CONSULTATION

Supervisor, Hamilton Farmers’ Market, Culture Division, Community Services Department

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ANALYSIS / RATIONALE FOR RECOMMENDATION

In order for the new vision for the Market to be realized, changes in operations are necessary.

The most significant differences between the current Market By-law and the proposed Market By-law are:

- **Definitions** have been updated.

  **Implications:** The current By-law addresses only “producers” and “dealers” of farm products, which is not an accurate reflection of the variety of products sold at the Market.

- For consistency in municipal practices, **stall fees** will no longer be addressed in the By-law, but will be included in the annual By-law To Establish Certain User Fees and Charges for Services, Activities or the Use of Property.

  **Implications:** This change will ensure that stall fees are addressed on an annual basis, and remain in keeping with changes to other municipal fees; eliminating the need to amend the Market By-law annually in order to change the fee.

- In the proposed By-law, the **Market Supervisor is delegated more responsibility** for the management and supervision of the Market.

  **Implications:** The Market Supervisor will determine the Terms and Conditions of the Stallholder Contracts and will be responsible for creating the Rules and Regulations for the Market. The Stallholder Contract template will no longer form a schedule to the By-law. This will result in day to day operational decisions and actions being addressed in a timely manner. It will also reinforce that the Market is a City operated business that has a landlord/tenant relationship with the stallholders. Division of responsibility is in keeping with municipal practice for real estate management.

- **Public health inspectors** have been given the right to inspect stalls at any reasonable time.

  **Implications:** Consistent with other Hamilton food handling vendors.
• **Stallholder Contracts** will have a term of **up to 12 months**, to allow for community stands and seasonal vendors. Currently, all contracts must be for a period of 12 months.

**Implications:** The Hamilton Farmers’ Market can have both a vibrant seasonal and full-time market.

• No stallholder will be permitted more than **24’ frontage**.

**Implications:** There are no implications. The current Hamilton Farmers’ Market By-law 92-130 allows up to three stalls per stallholder. Average stall is 8’ wide. Three stalls would equal 24’. The change here is from stalls to square footage.

• In the proposed By-law (attached as Appendix A to Report CS10079), allowance is made for the use of **community stands**, free of charge. Registered charities and not-for-profit corporations may apply for such space at the Market for fundraising, promotional and/or educational purposes.

**Implications:** Supports Hamilton non-profit organizations.

• The **list of products** that may be sold at the Market has been updated to reflect current and desired practices.

**Implications:** Hamilton cultural diversity is reflected in Market offerings.

• A **procedure** has been added, which sets out that a stallholder or person can seek **reconsideration** of the Market Supervisor’s decision to terminate a Stallholder Contract or reject an application for a stall.

**Implications:** Clarifies stallholder’s right and process to appeal.

• **Penalties** have been increased for violations of the By-law.

**Implications:** In alignment and reflective of City of Hamilton practice.

**ALTERNATIVES FOR CONSIDERATION**

Not applicable.

**CORPORATE STRATEGIC PLAN** (Linkage to Desired End Results)

Vision: To be the best place in Canada to raise a child, promote innovation, engage citizens and provide diverse economic opportunities.

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**Skilled, Innovative & Respectful Organization**
- A culture of excellence.
- More innovation, greater teamwork, better client focus.
- An enabling work environment - respectful culture, well-being and safety, effective communication.

**Financial Sustainability**
- Delivery of municipal services and management capital assets/liabilities in a sustainable, innovative and cost effective manner

**Growing Our Economy**
- Newly created or revitalized employment sites.
- Competitive business environment.
- An improved customer service.
- A visitor and convention destination.

**Social Development**
- Residents in need have access to adequate support services.

**Healthy Community**
- Adequate access to food, water, shelter and income, safety, work, recreation and support for all (Human Services)

**APPENDICES / SCHEDULES**

Appendix “A” to Report CS10079: A By-law to Regulate the Hamilton Farmers’ Market
CITY OF HAMILTON

BY-LAW NO. __________

Being a By-law to Regulate the Hamilton Farmers’ Market
and to Repeal By-law 92-310

WHEREAS section 113 of the Municipal Act, 2001 authorizes the City of Hamilton to establish, maintain and operate a farmers market;

AND WHEREAS section 425 of the Municipal Act, 2001 authorizes the City of Hamilton to pass by-laws providing that a person who contravenes a by-law of the City of Hamilton passed under that Act is guilty of an offence;

AND WHEREAS the Municipal Act, 2001 further authorizes the City of Hamilton, amongst other things, to delegate its powers and duties under that Act to a person or body.

NOW THEREFORE the Council of the City of Hamilton enacts as follows:

DEFINITIONS

1. This By-law may be referred to as the “Market By-law”.

2. In this By-law:

“City” means the municipality of the City of Hamilton;

“City Solicitor” means the City Solicitor for the City of Hamilton or a person designated by him or her to act on behalf of the City Solicitor;
“Council” means the Council of the City of Hamilton:

“Director of Culture” means the Director of Culture of the City of Hamilton or a person designated by him or her to act on behalf of the Director of Culture;

“farmer” means a farmer as defined in the Farming and Food Production Protection Act, 1998;

“General Manager, Community Services” means the General Manager, Community Services of the City of Hamilton or a person designated by him or her to act on behalf of the General Manager, Community Services;

“Hamilton Farmers’ Market” or “Market” means the public market of the City of Hamilton located in Lloyd D. Jackson Square;

“holiday” means and includes every:

(i) Sunday
(ii) New Year’s Day
(iii) Family Day
(iv) Good Friday
(v) Easter Monday
(vi) Victoria Day
(vii) Canada Day
(viii) day appointed as a Civic Holiday by Council
(ix) Thanksgiving Day
(x) Labour Day
(xi) Christmas Day
(xii) Boxing Day
(xiii) birthday, or day fixed by proclamation of the Governor General, for the celebration of the birthday of the reigning sovereign
(xiv) day appointed by proclamation of the Governor General or Lieutenant Governor in Council as a public holiday;

“market day” means any Tuesday, Thursday, Friday or Saturday, which is not a holiday, and includes any other day, which may from time to time be designated by Council as a market day;

“market hours” means the hours during which the Market premises shall be open on a market day, as provided in section 5;

“Market Subcommittee” means the subcommittee of the Emergency and Community Services Committee of the City of Hamilton, or any successor subcommittee or committee having jurisdiction and authority over the Hamilton Farmers’ Market;

“Market Supervisor” means an employee of the Culture Division of the Community Services Department of the City of Hamilton who is assigned to manage the Market or a person designated by him or her to act on behalf of the Market Supervisor;
“Medical Officer of Health” means the Medical Officer of Health of the City of Hamilton or a person designated by him or her to act on behalf of the Medical Officer of Health;

“Public Health” means the City of Hamilton’s Public Health Services or any successor department having jurisdiction and authority over public health matters within the geographical limits of the City of Hamilton;

“stall” means the area of the Market assigned by the Market Supervisor to a stallholder for the sale of his or her products;

“stallholder” means a farmer or vendor who has entered into a contract with the City and to whom the Market Supervisor has assigned a stall;

“vendor” means a stallholder other than a farmer.

DUTIES OF MARKET SUPERVISOR

3. The Market Supervisor shall administer, manage and supervise the operation of the Market and the enforcement of this By-law, including the following duties:

(a) select the persons to whom stalls will be assigned and assign stalls to those persons;

(b) approve the terms and conditions of contracts to be entered into with stallholders, in a form which is satisfactory to the City Solicitor and containing a fee established by Council;

(c) enter into contracts with those persons who have been selected as stallholders;

(d) specify the products, which may be sold by each stallholder;

(e) enforce the contracts with stallholders;

(f) require the removal of any product(s), which are or appear to be unfit for human consumption;

(g) provide for the closing of the Market at closing time;

(h) ensure that the Market is cleared and cleaned to his or her satisfaction within a reasonable time after closing time;

(i) collect fees payable by stallholders;

(j) provide for regular payment of the fees collected to the City Treasurer;

(k) provide the City Treasurer with a proper accounting of all receipts and disbursements;
(l) approve, establish and enforce rules pertaining to the operation of the Market;

(m) all other duties required for the administration, management and supervision of the Market.

MEDICAL OFFICER OF HEALTH

4(1) Every stallholder and every other person shall comply with all requirements of the Medical Officer of Health, including without limitation all requirements under the Health Protection and Promotion Act and its regulations, and all laws relating to food premises.

4(2) Every stallholder and every other person shall permit a public health inspector at any reasonable time to inspect their stall.

MARKET DAYS AND HOURS

5(1) The market hours for customers shall be as follows:

(a) From 7:00 in the morning to 6:00 in the afternoon of the same day on Tuesday and Thursday;

(b) From 9:00 in the morning to 6:00 in the afternoon of the same day on Friday; and

(c) From 6:00 in the morning to 6:00 in the afternoon of the same day on Saturday.

5(2) The market hours for stallholders shall be as follows:

(a) Except as provided in paragraphs (b), (c) and (d), from 4:00 in the morning to 6:00 in the afternoon of the same day;

(b) On Saturdays from 3:00 in the morning to 6:00 in the afternoon of the same day;

(c) From 12:00 midnight on market days immediately preceding a statutory holiday to 6:00 in the afternoon of the same day; and

(d) During peak season, for such periods of time as are designated by the Market Supervisor.
APPLICATION FOR A STALL

6(1) Any person may apply for a stall.

6(2) Every application for a stall shall be made to the Market Supervisor, in a form approved by the Market Supervisor.

6(3) Every person who is selected by the Market Supervisor to be a stallholder, shall enter into a contract as described in section 3, before he or she is assigned a stall by the Market Supervisor.

6(4) Every contract shall be for a period of no more than twelve months.

6(5) Every stallholder shall occupy a stall having a frontage of no more than 24 feet.

COMMUNITY STAND

7(1) Registered charities and not-for-profit corporations may apply for space at the Market for fundraising, promotional and/or educational purposes. Such applications shall be submitted to the Market Supervisor at least three weeks prior to the desired date of occupancy and shall include proof of their charitable or not-for-profit status.

7(2) Applicants approved pursuant to subsection 7(1) shall sell, offer for sale or expose for sale only products which:

1. have been approved by the Market Supervisor and Director of Culture;
2. conform with the requirements of this By-law; and
3. do not duplicate the products being sold by stallholders of the Market.

7(3) Applicants approved pursuant to subsection 7(1) shall enter into an agreement with the City for a duration and upon such other terms and conditions as the Market Supervisor may determine, in a form which is satisfactory to the City Solicitor, and containing a fee of nil.

FEES

8(1) Except as provided in subsection 7(3), every stallholder shall pay a fee as established by Council from time to time.

8(2) In addition to the fee, every stallholder shall pay for all rates and charges for public utilities used in connection with his or her respective stall(s) or in connection with the use, operations or activities carried on by the stallholder on the stall(s).
WHAT MAY BE SOLD ON THE MARKET

9(1) No person shall sell, offer for sale or expose for sale anything in the Market except the following:

1. Agricultural products including, but not limited to:
   (a) Fruits and vegetables;
   (b) Legumes;
   (c) Plants, flowers;
   (d) Honey;
   (e) Maple syrup;
   (f) Preserves, jams, sauces;
   (g) Meat, fish, poultry;
   (h) Deli meats;
   (i) Cheese;
   (j) Eggs;
   (k) Dried spices;
   (l) Soaps; and,
   (m) Nuts.

2. Baked goods including, but not limited to:
   (a) Breads, rolls, buns;
   (b) Muffins
   (c) Cookies;
   (d) Fruit pies;
   (e) Cakes;
   (f) Pastries; and,
   (g) Meat pies.

3. Prepared foods including, but not limited to:
   (a) Fresh pasta;
   (b) Sauces;
   (c) Cabbage rolls;
   (d) Perogies;
   (e) Patties;
   (f) Simosas;
   (g) Candy; and,
   (h) Sandwiches.

4. Beverages including, but not limited to:
   (a) Coffee;
(b) Tea; and,
(c) Soda pop.

5. Foods for pet consumption, provided that the pet food is:

(a) displayed, marketed and sold in dry loose, bulk form only;
(b) clearly and conspicuously marked as pet food; and,
(c) displayed, marketed and sold as a product incidental to the sale of goods for human consumption.

6. Arts and crafts handmade by the stallholder using his or her own skill and artistry to produce a unique and original product.

7. Any other products approved by the Market Supervisor and Director of Culture for sale.

**ZERO TOLERANCE POLICY FOR VIOLENCE**

10. Every stallholder and every other person shall comply with the Zero Tolerance Policy for Violence in the Hamilton Farmers' Market, as set out in Schedule “A” annexed hereto.

**TERMINATION OF STALLHOLDER CONTRACT**

11(1) Where a stallholder’s contract is terminated in accordance with its terms or otherwise, or where a person’s application for a stall has been rejected, the stallholder or person, as the case may be, may, within fifteen (15) days of being notified of the termination or rejection, submit a request to appear as a delegation before the Market Subcommittee for reconsideration of the termination or rejection.

11(2) A stallholder or person whose request to appear as a delegation has been approved, may make written representations to the Market Sub-committee in addition to appearing before the Market Sub-committee.

11(3) The Market Sub-committee will review the matter and may affirm the termination or rejection or provide other direction on the matter.

11(4) Council approved decisions of the Market Sub-committee are final.

**PENALTIES**
12(1) Every person who contravenes any provision of this By-law is guilty of an offence and on summary conviction is liable to a fine of not more than $5,000.00, exclusive of costs.

12(2) Despite subsection 12(1), where the person convicted is a corporation, the maximum fine is $10,000.00, exclusive of costs.

TRANSITION, REPEAL, COMING INTO FORCE, ETC.

13(1) If a court of competent jurisdiction declares any provision or provisions of this By-law invalid, it is the intention of Council that the remainder of this By-law shall continue to be in force.

13(2) By-law No. 92-310 is repealed as of the day this By-law comes into force.

PASSED this day of , 2010.

__________________________________________    __________________________________________
Fred Eisenberger                             Rose Caterini
Mayor                                     City Clerk
TO: Chair and Members  
Hamilton Farmers’ Market Transition  
Sub-committee
WARD(S) AFFECTED: WARD 2

COMMITTEE DATE: August 31, 2010

SUBJECT/REPORT NO:  
2011 Hamilton Farmers’ Market Stall Fees (CS10080) (Ward 2)

SUBMITTED BY:  
Joe-Anne Priel  
General Manager  
Community Services Department

PREPARED BY:  
Carrie Brooks-Joiner  
905-546-2424 ext. 4517

SIGNATURE:

RECOMMENDATION

(a) That the Hamilton Farmers’ Market 2011 Stall Fees, of $24.00 per square foot/annum for standard frontage (from the current $22.08 square foot/annum) and $27.00 per square foot/annum for a premium frontage, be approved and effective January 1, 2011.

(b) That the Hamilton Farmers’ Market 2011 Stall Fees, of $24.00 per square foot/annum for standard frontage (from the current $22.08 square foot/annum) and $27.00 per square foot/annum for a premium frontage be added to the 2011 User Fees and Charges By-law.

EXECUTIVE SUMMARY

The purpose of Report CS10080 is to set 2011 stall fees for the Hamilton Farmers’ Market (the Market). This is necessary due to the Hamilton Farmers’ Market By-law 92-310 being repealed and replaced with a new by-law to regulate the Market. Currently, stall fees and the Stallholder’s contract are established within By-law 92-310. On the advice of Legal Services, the new By-law to regulate the Market does not include a fee schedule or Stallholder’s contract. To-date, changes in the stall fees have typically been done by way of an amendment to the Hamilton Farmers’ Market By-law No 92-
310. Going forward, for consistency in municipal practices, stall fees will not be set in the new By-Law to Regulate the Hamilton Farmers’ Market, but will be included in the annual By-Law to Establish Certain User Fees and Charges for Services, Activities or the Use of Property. This change will ensure that stall fees are dealt with on an annual basis and are in keeping with changes in other municipal fees.

This report addresses the timing gap between the enactment of the By-Law to Establish Certain User Fees and Charges for Services, Activities or the Use of Property and repeal of the Hamilton Farmers’ Market By-laws 92-310. In the absence of a Council approved fee schedule, at the point of the by-law repeal, there will be no fee schedule in place to complete the 2011 Stallholder’s contract. In addition, this provides an opportunity to change the fee structure (from stalls to square footage) before moving back to the renovated Market and allows the City to adopt best practices of other North American indoor markets.

The current fee structure is based on a per stall fee. The fee is the same regardless of size or location. Sixteen stalls with refrigeration pay an additional charge. Stall fees have not kept pace with the annual adjustments made to other user fees within the municipality. No increases have been implemented since 2004; when a 3% increase was levied.

Staff are recommending that stallholders be charged per square foot licensed. This is consistent with other indoor public markets. The Analysis/Rationale for the Recommendation section of this report (pg 5) provides examples from other indoor markets that indicate the proposed fees are comparable with other indoor markets. In addition, the increase is equal to a 2% increase each year from 2005-2010. This is consistent with Council’s approval of a 2% increase, each year, on most fees through the By-Law to Establish Certain User Fees and Charges for Services, Activities or the Use of Property.

The proposed stall fees cover expenses such as electrical costs for overhead lights, window cleaning, heating and cooling, advertising, cleaning supplies and overall cleaning of common areas. However, if a stallholder wishes to have additional electrical capacity in their stall to operate equipment, this will be metered and billed directly. Staff have long received complaints from stallholders who do not require electricity, and are; thereby, subsidizing stallholders who do.

The current stall fee of $251.30 per month, if converted to a square footage charge, is approximately $22.08 annually (or 1.84 monthly).

Fees are recommended to be charged on two categories of frontage:
Premium Frontage $27.00 per square foot/annum: these higher fees are charged for premium locations such as corner stalls (advantage of two frontages), stalls at top of elevator, stalls at entrances and stalls near washrooms (advantage of higher traffic).

Standard Frontage $24.00 per square foot annum: standard fees will be charged for all other areas.

Frontages will be licensed in one foot increments up to a maximum of 24 feet (currently, under By-law 92-310 the maximum number of stalls allowed is three with an average size of 8’ X 17’, which is a 24’ frontage). The current stall configurations result in wasted space that is better used for additional stallholders. In addition, the 24 foot maximum frontage encourages a varied product mix to entice customers through the entire Market and eliminates long displays of the same product. In addition, due to building code and programming requirements, the renovated Market has 6,000 square feet less stallholder space. Therefore, by licensing stall space in one foot increments this loss of space will be somewhat mitigated.

In future, fees will be subject to the annual User Fees Schedule, as directed by Council.

**Alternatives for Consideration – Page 5**

**FINANCIAL / STAFFING / LEGAL IMPLICATIONS**

**Financial:** The increase in fees associated with the recommendation of Report CS10080 will result in an approximate loss of $300,000. Current annual loss is approximately $316,000. Until one year has passed in the renovated market, data will not be accurate enough for staff to give a sound projection of loss, however, staff are confident that significant savings will occur and the above projected loss is a “worst case scenario”. Staff are working on alternative revenue sources such as workshops, seminars, room rental and birthday parties. The proposed outdoor seasonal market has not been factored into the projected revenues as of yet.

**Staffing:** There are no staffing implications associated with the recommendation of Report CS10080.

**Legal:** There are no legal implications associated with the recommendation of Report CS10080.

**HISTORICAL BACKGROUND**

The Market has a long and proud history in the City of Hamilton. However, the Market has not kept pace with the changing preferences of the food shopping public nor met its
potential to be a destination in the downtown core. Recognizing that the Market can play a much broader and important role in the City’s future, the City of Hamilton has adopted a new vision for the Market and has made a capital investment of $7.1M to revitalize its location, improve its functional capacity and reach its potential as a downtown destination. Renovations began in May 2009 and are scheduled for completion in late 2010. During the capital improvement process, the Market is fully operational in a temporary location inside Jackson Square.

The City of Hamilton enters into an annual contract with Stallholders to licence stalls in the Market. Monthly fees are levied on a per stall basis.

### POLICY IMPLICATIONS

There are no policy implications associated with the recommendations of Report CS10080.

### RELEVANT CONSULTATION

- Supervisor, Hamilton Farmers’ Market, Culture Division, Community Services Department
- Solicitor, Commercial/Development/Policy Section, Legal Services Division, City Manager’s Office
- Senior Tax Policy Advisor, Current Budgets Section, Finance Planning & Policy, Corporate Services
- City Treasurer, Treasury Services, General Manager’s Office, Corporate Services
- Manager Finance & Administration, Finance and Administration, Budgets and Finance, Corporate Services

### ANALYSIS / RATIONALE FOR RECOMMENDATION

<table>
<thead>
<tr>
<th>Current Stall Fees</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Stall Fee (City pays all electrical costs)</td>
<td>Average Square Footage Cost Monthly</td>
</tr>
</tbody>
</table>
Appendix C to Item 3 of HFMTS Report 10-001
SUBJECT: 2011 Hamilton Farmers’ Market Stallholder Fees (CS10080) (Ward 2) - Page 5 of 7

<table>
<thead>
<tr>
<th>2010</th>
<th>Proposed Stall Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standard Frontage and Premium Frontage Square Footage Cost (Stallholder pays for electricity above common usage)</td>
</tr>
<tr>
<td></td>
<td>$22.08 standard</td>
</tr>
<tr>
<td></td>
<td>$27.00 premium</td>
</tr>
</tbody>
</table>

Comparison of Other Indoor Market Stall Fees

<table>
<thead>
<tr>
<th>2010</th>
<th>London Covent Market – $27.15 annum</th>
<th>$8 sq ft/annum (average base rent) plus a common area maintenance fee of approx. $19.15 per sq ft/annum. Electricity is metered individually and charged directly to stallholder.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>St. Lawrence Market</td>
<td>interior leased space $50 to $55 sq ft/annum</td>
</tr>
<tr>
<td>2010</td>
<td>Cambridge Farmers’ Market</td>
<td>$3.25 to $5.15 sq ft per day plus stallholders pay an additional weekly advertising fee of $10.36</td>
</tr>
<tr>
<td>2010</td>
<td>Kitchener Market</td>
<td>$479/mth / stall (refrigerated) – stall size unknown</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$265/mth / stall (table stallholder)</td>
</tr>
</tbody>
</table>

The recommended fee structure for the renovated market is on a square footage basis rather than a per stall basis. This allows a stallholder to license the space needed for their business operation, opposed to space within a pre-set stall configuration. This in turn, allows more space to be available for other stallholders.

The recommended fee increase for the Hamilton Farmers’ Market is based on two rationales:

1) Analysis of like indoor markets fees; and,
2) The increase is close to what the stalls fees would be if the fees had increased 2% per year the same as other municipal fees, as directed by Council under the By-Law 10-182 to Establish Certain User Fees and Charges for Services, Activities or the Use of Property.

In addition, the fee increases will assist operating the Market closer to a break-even basis, while not burdening the stallholders with unreasonable increases. As an example, the annual 2011 fee for standard, non premium stall of 10’ x 10’ is $2,400.00. Based on the existing fee structure, $2,244 is the annual cost of a 10” x10” stall.

Vision: To be the best place in Canada to raise a child, promote innovation, engage citizens and provide diverse economic opportunities.
Values: Honesty, Accountability, Innovation, Leadership, Respect, Excellence, Teamwork
ALTERNATIVES FOR CONSIDERATION

A point to note, if the City continues with the current fee structure, the financial loss at the Hamilton Farmers’ Market will continue at a rate of approximately $340,935 per year. (Projection is based on full year in renovated market).

Alternative 1:
Phase in the proposed new fee structure over four years to a break-even point, as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Square Footage Available</th>
<th>Square Footage Fee/Month</th>
<th>Square Footage Fee/Year</th>
<th>Budget</th>
<th>Revenue*</th>
<th>Revenue/Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>16,262</td>
<td>$2.00</td>
<td>$24.00</td>
<td>$700,000</td>
<td>$390,288.00</td>
<td>($309,712.00)</td>
</tr>
<tr>
<td>Year 2</td>
<td>16,262</td>
<td>$2.50</td>
<td>$30.00</td>
<td>$700,000</td>
<td>$487,860.00</td>
<td>($212,140.00)</td>
</tr>
<tr>
<td>Year 3</td>
<td>16,262</td>
<td>$3.00</td>
<td>$36.00</td>
<td>$700,000</td>
<td>$585,432.00</td>
<td>($114,568.00)</td>
</tr>
<tr>
<td>Year 4</td>
<td>16,262</td>
<td>$3.50</td>
<td>$42.00</td>
<td>$700,000</td>
<td>$683,004.00</td>
<td>($16,996.00)</td>
</tr>
</tbody>
</table>

*Based on standard frontage.

Financial:
Although the Market budget would break-even in the fourth year, the square foot cost would be far in excess of market average and beyond the financial capacity of most stallholders.

Staffing:
There are no staffing implications associated with Alternative 2.

Legal:
There are no legal implications associated with Alternative 2.

Policy:
There are no policy implications associated with Alternative 2.

CORPORATE STRATEGIC PLAN

**Vision:** To be the best place in Canada to raise a child, promote innovation, engage citizens and provide diverse economic opportunities.

**Values:** Honesty, Accountability, Innovation, Leadership, Respect, Excellence, Teamwork

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**Skilled, Innovative & Respectful Organization**

- A culture of excellence
- More innovation, greater teamwork, better client focus
- An enabling work environment - respectful culture, well-being and safety, effective communication

**Financial Sustainability**

- Delivery of municipal services and management capital assets/liabilities in a sustainable, innovative and cost effective manner

**Growing Our Economy**

- Newly created or revitalized employment sites
- Competitive business environment
- An improved customer service
- A visitor and convention destination

**Social Development**

- Residents in need have access to adequate support services

**Healthy Community**

- Adequate access to food, water, shelter and income, safety, work, recreation and support for all (Human Services)

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**APPENDICES / SCHEDULES**

There are no appendices or schedules attached to Report CS10080.
Hamilton Farmers’ Market

Mission

As a historic community gathering place the Hamilton Farmers’ Market offers local grown and produced food and food products. It celebrates Hamilton’s agricultural history and diversity by growing, nourishing and inspiring community.

Vision

Hamilton has a proud agricultural history and is a place where:

- Local food growers and producers prosper by finding local marketplaces for their products
- Every resident has access to high quality, nutritious, locally grown food
- Residents understand the value of strengthening the local economy by purchasing locally grown food
- Relationships and opportunities are built between farmers, food producers, downtown merchants, consumers, and the Hamilton community

The Hamilton Farmers’ Market plays a leading role in creating a healthy community and a prosperous local food system.

Principles

The Hamilton Farmers’ Market….

- values local farmers and local food producers
- offers a diversity of fresh products
- fosters an economically, ecologically and socially sustainable community
- is a sustainable and viable operation
Stallholder Types by Selection Priority

- Farmers operating the boundaries of the City of Hamilton
- **Producers operating within the City Of Hamilton** using ingredients grown or reared which are used in their product
- Farmers within 100 mile radius of the City Of Hamilton limits
- **Producers within 100 mile radius of the City Of Hamilton** limits using ingredients grown or reared within the City Of Hamilton which are used in their product (i.e. jams made from local fruit, baked goods made from local eggs, milk, sausages from local meat, etc.)
- **Other stallholders** which sell products which promote the overall objectives of the market but are not produced by the vendor (i.e. fish, cheese and spices)
- **Artisans** using natural practices and / or ingredients creating products that are 100% original and hand-produced.

Selection Methodology

- All potential stallholders must submit a complete application to be considered
- All applications are reviewed and scored based on a points system. The highest scoring applications are considered by the Market Supervisor.
- Overall Market product mix is also a determining factor
- Successful stallholders are allocated space based on ranking within the points system
Hamilton Farmers’ Market—Stallholder Selection Criteria

As a historic community gathering place the Hamilton Farmer’s Market offers local grown and produced food and food products. It celebrates Hamilton’s agricultural history and diversity by growing, nourishing and inspiring community.

WHO CAN SELL AT THE HAMILTON FARMERS’ MARKET?

Farmers operating the boundaries of the City of Hamilton or within 100 mile radius of the City Of Hamilton downtown core. A farmer may sell additional produce grown by a relative, a neighbour farmer, and / or a member of an approved association (ie a co-operative) within 100 miles of the City Of Hamilton downtown core. The additional produce will be limited to 25% of the farmer’s product line. The intent of this exception is to increase the diversity of fresh product offered to customers.

As part of the application review process, the Hamilton Farmers’ Market Supervisor may visit farms and businesses of stallholders to ensure product is produced locally and / or naturally grown. Denial of a farm / business verification visit may mean the stallholder may no longer be able to sell at the Hamilton Farmers’ Market. Claims of “certified organic” or “MyPick.ca” must be backed by documentation from an accredited certifier.

Producers operating within the City Of Hamilton or within 100 mile radius of the City of Hamilton downtown core using ingredients grown or reared which are used in their product (i.e. jams made from local fruit, baked goods made from local eggs, milk, sausages from local meat, etc.) A kitchen inspection certificate must be provided as part of a complete application by a Producer. Producers who produce less than 75% of their product will be considered an “Other Stallholder”.

Other stallholders which sell products which promote the overall objectives of the market are not produced by the stallholder (i.e. fish, cheese and spices). Stallholders who fall into this category will be considered on a case by case basis.

Artisans using natural practices and / or ingredients creating products that are 100% original and hand-produced. All items shall be 100% original and hand-produced. Because this is a farmers’ market, space for Artisan stallholders will be limited to a ratio of at least 4 to 1 at the discretion of the Hamilton Farmers’ Market Supervisor. All Artisan stallholders must submit samples of their work with their application.

WHAT TYPES OF STALLS HAVE PRIORITY?
The Market supports a Grow It! Make It! Bake It! philosophy.

- Farmers first within the boundaries of the City of Hamilton
- Producers using ingredients grown or reared within the City of Hamilton
- Farmers within 100 mile radius of the City of Hamilton downtown core
- Producers within 100 mile radius of the City of Hamilton downtown core
- Other Stallholders
- Artisans

OTHER REQUIREMENTS

All products being sold in the Hamilton Farmers’ Market must comply with applicable Provincial and Federal regulations regarding labelling, measures, safety, etc and compliance with these regulations is the responsibility of the stallholder.

All stallholders shall sell at the Hamilton Farmers’ Market only high-quality, wholesome products. Live animals cannot be sold at the market. Market composition will be determined at the discretion of the Hamilton Farmers’ Market Supervisor and / or the Hamilton Farmers’ Market Transition Committee.
All applications will be scored on a point system. The breakdown of the point system is listed below. Space will be allocated based on the highest score.

### Points System:

#### Baseline Points for all Stallholders:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Application</td>
<td>25</td>
</tr>
<tr>
<td>Local Hamilton Farmer</td>
<td>30</td>
</tr>
<tr>
<td>Local Hamilton Producer</td>
<td>20</td>
</tr>
<tr>
<td>Local Hamilton Handcraft</td>
<td>20</td>
</tr>
<tr>
<td>100 Mile Farmer</td>
<td>25</td>
</tr>
<tr>
<td>100 Mile Producer</td>
<td>15</td>
</tr>
<tr>
<td>Certified Organic</td>
<td>10</td>
</tr>
<tr>
<td>Certified My.Pick.ca</td>
<td>10</td>
</tr>
<tr>
<td>Previous Market Experience</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total A:**

#### Additional Points Farm Stallholders:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% First Quality Product</td>
<td>10</td>
</tr>
<tr>
<td>In excess of 75% First Quality Produce</td>
<td>5</td>
</tr>
<tr>
<td>Diversity of Fresh Product</td>
<td>x out of / 20</td>
</tr>
<tr>
<td>Capacity to produce quantities required</td>
<td>x out of / 15</td>
</tr>
<tr>
<td>Commitment to the Market (open all market days)</td>
<td>x out of / 10</td>
</tr>
<tr>
<td>Attractive display</td>
<td>x out of / 10</td>
</tr>
<tr>
<td>Food Trend Product ie heirloom vegetables, organic</td>
<td>x out of / 10</td>
</tr>
</tbody>
</table>

**Total B:** x out of / 80

**Total A + B**

#### Additional Points Other Stallholders:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% First Quality Product</td>
<td>10</td>
</tr>
<tr>
<td>In excess of 75% First Quality Produce</td>
<td>5</td>
</tr>
<tr>
<td>Diversity of Product Mix</td>
<td>x out of / 20</td>
</tr>
<tr>
<td>Capacity to produce quantities required</td>
<td>x out of / 15</td>
</tr>
<tr>
<td>Commitment to the Market (open all market days)</td>
<td>x out of / 10</td>
</tr>
<tr>
<td>Attractive display</td>
<td>x out of / 10</td>
</tr>
<tr>
<td>Food Trend Product ie gluten-free, green product</td>
<td>x out of / 10</td>
</tr>
</tbody>
</table>

**Total B:** x out of / 80

**Total A + B**

#### Additional Points Artisans:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity of artists'/craftsperson's process and supporting documents</td>
<td>x out of / 10</td>
</tr>
<tr>
<td>Art or craft to be made by hand or fabricated by the individual</td>
<td>x out of / 10</td>
</tr>
<tr>
<td>The work demonstrates knowledge, ability and talent</td>
<td>x out of / 10</td>
</tr>
<tr>
<td>Degree of innovative expression</td>
<td>x out of / 10</td>
</tr>
<tr>
<td>Original idea / skillful rendering of a traditional or classic design</td>
<td>x out of / 10</td>
</tr>
<tr>
<td>Does the product demonstrate a high calibre of artistic work?</td>
<td>x out of / 10</td>
</tr>
<tr>
<td>Is the work of a high level of merit?</td>
<td>x out of / 10</td>
</tr>
<tr>
<td>Are the materials appropriate and integral to the final product?</td>
<td>x out of / 10</td>
</tr>
</tbody>
</table>

**Total B:** x out of / 80

**Total A + B**

---

Appendix E to Item 5 of HFMTS Report 10-001
General Information

<table>
<thead>
<tr>
<th>Framen/Venor Name</th>
<th>Business Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Prov</th>
<th>Postal Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cell</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Website</th>
</tr>
</thead>
</table>

Product Information

Please check the appropriate spaces

<table>
<thead>
<tr>
<th>Baker</th>
<th>Butcher</th>
<th>Cheese</th>
<th>Handcrafts</th>
<th>Eggs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flowers</th>
<th>Fruits</th>
<th>Vegetables</th>
<th>Prepared Foods</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please check the appropriate answers

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please list all the items you intend to sell produced by yourself (be specific)


Please list all the items you intend to resell produced by others. (be specific)


Space Requested

Please check the appropriate spaces

<table>
<thead>
<tr>
<th>Indoors</th>
<th>Outdoors Seasonal</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td># of standard frontage feet (max 24 ft)</td>
<td>I sell from a tent</td>
<td>I sell out of my vehicle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td># of premium frontage feet (max 24 ft)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I/We hereby submit my/our application for a stallholder's space at the Hamilton Farmers' Market and hereby state that all the information is true, accurate and complete.

I/We acknowledge that submission of this application does not guarantee that I/we will be assigned a stall. I/We agree that if my/our application is approved, I/we will be required to enter into a stallholder contract with the City of Hamilton before I/we are assigned a stall. I/We understand that in addition to a user fee, I/we will be responsible to pay applicable hydro fees separately.

All information contained in this application is subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, and, as such, is public information and may be disclosed to third parties upon request.

Applicant's Name

Applicant's Signature

Date

Please submit this application along with all relevant forms & permits as listed below:

1. A Hamilton Farmer's Market Vendors Application Form
2. A City of Hamilton Business Licence
3. A Certificate of Insurance
4. A Hamilton Kitchen Inspection*
5. A Safe Food Handling Certificate*
6. Organic or MyPick.ca Certificate Number
7. Farm Identification Number In addition a farm inspection visit may be scheduled
8. All Handcraft Vendors must submit samples of their work
9. Attach description or images of how you display your product

* Farm Produce & Handcraft Vendors exempt from Kitchen Inspections & Safe Food Handling

For Office Use Only:

Approved Y / N

End Date:

Date Received:

Images / description display Y / N / NA

Assigned Space:

Attachments:

Bus. Lis. Y / N
Kitchen Inspect Y / N / NA
Cert. Ins. Y / N
Safe Food Handling Y / N / NA

Farm Identification #

Handcraft sample included Y / N

Assessment Score:

Date Letter of Notice sent:

Farm Inspection Date:

Attended by:

Approval Signature:

Date:

Comments: