



FARMERS' MARKET GUIDELINES

*Adopted by City Council on March 12, 2013
Amended June 9, 2015*

1 Application and Intent

These guidelines have been prepared in response to Council's direction for staff to support farmers' markets in order to meet the Greenest City (2020) Action Plan targets that call for an increase in number of farmers' markets to improve access to healthy local foods.

The guidelines combine previous city policies into one document [i.e., the Interim Farmers' Market Policy (2010), the Farmers' Market Report Back and Recommendations (2013), and the Farmers' Market By-Law Amendments (2013)] and are to be used in conjunction with those provisions and District Schedules of the Zoning and Development By-law and Official Development Plan By-Laws that allow farmers' markets.

The purpose of the guidelines is to assist farmers' market applicants and City staff in evaluating applications for farmers' markets by:

- (a) Assessing suitability and feasibility of farmers' markets on select zoned lands, streets, and Park sites;
- (b) Ensuring that farmers' markets meet policy and regulations listed below; and
- (c) Ensuring that each location is compatible with adjacent uses to support neighbourliness: mitigation of noise, parking, traffic, pedestrian interface, size, privacy, and visual impacts on existing, neighbourhood uses.

In these guidelines, "local" means:

- (a) Fresh, dried or frozen fruit and vegetables and plants grown within British Columbia;
- (b) Dried or frozen meat and seafood farmed within British Columbia or caught within local Pacific waters;
- (c) Eggs and dairy products produced on farms within British Columbia;
- (d) Prepared and ready-to-eat foods produced in British Columbia and including ingredients predominantly grown in British Columbia;
- (e) Artisan crafts made in British Columbia; and
- (f) Wine, cider, beer and spirits produced in British Columbia using as many ingredients grown in British Columbia as possible.

2 Guidelines for City Staff

Applications for farmers' markets are submitted to the Enquiry Centre where staff:

- (a) determine if the market is on private property, city streets or sidewalks, or Park Board sites; and
- (b) streamline the application process to various departments in conjunction with the Farmers' Market Development Checklist (dated September 2014).

3 Policies and Guidelines for Farmers' Market Applicants

- (a) In coordination with City and Park Board regulations and policies, farmers' market operators must:
 - (i) Abide by food safety requirements and submit approval by the Provincial Health Services Authority's **Guidelines for the Sale of Foods at Temporary Food Markets**.
 - (ii) Ensure that local liquor vendors have provincial market authorization to sell their products and that they abide by all Provincial liquor control laws and regulations.
 - (iii) Ensure vendors are the producers of the product or the producer's representatives who are involved in the production of the goods being sold at the farmers' market.
 - (iv) Submit a site management plan during the application phase that:
 - a. Identifies location of way-finding signs and barricades for public safety prior to opening dates. Farmers' market operators may be required to hire traffic control professional (private service or traffic authority) to direct traffic;
 - b. Includes the size and separation distance between temporary structures (e.g. tents/booths/stalls) and/or permanent structures; and
 - c. Includes a map restricting tents/booths/stalls to an area of 60 m². Multiple tents/booths/stalls must be at least 10 ft. (3 m) apart in all directions; otherwise, a building permit will be required.

The site management plan is to be approved by the City.

- (v) Prepare a traffic control plan to maintain the safety of the public if City streets are closed or restricted by the market. Traffic control professionals (private services, officers or traffic authority) may be required to direct traffic.

The traffic control plan is to be approved by the City.

- (vi) Submit a letter describing how the proposed use meets the definition and regulations of the Zoning and Development By-Law for Farmers' Markets and which confirms the following requirements:
 - a. Hours of operation are 7 am - 8 pm, Monday to Sunday, excluding holidays for all products other than local liquor which can be sold only between the hours of 9 am - 11 pm. These hours include moving in and out of equipment and materials. The Director of Planning may approve a lesser operating time based on actual merits and circumstances of each specific market;
 - b. The maximum site area does not exceed 2,323 m² or 25,000 sq. ft.;
 - c. No more than 40 percent of all vendors at each market may supply local ready-to-eat foods and local artisan crafts. A vendor list must be submitted to staff prior to market operation for approval;

- d. No more than three vendors at each market may sell or provide samples of local wine, cider, beer or spirits;
 - e. Each farmers' market site must have a minimum of 11 stalls or booths; and
 - f. Written confirmation that all waste and compost facilities will be removed immediately following each market.
- (vii) Obtain liability insurance for all sites held on city property prior to occupancy of the site.
- (viii) Obtain a farmers' market business licence prior to use or occupancy of the site.
- (ix) Adhere to good management practices and maintain the market to reasonably prevent un-neighbourly nuisances including minimizing traffic and noise, ensuring identifiable composting sites and garbage are disposed of prior to the completion of each market.
- (b) Staff to notify neighbours regarding the times, dates and contact information for farmers' markets.
- (c) Any permit issued for farmers' markets shall apply to the specified length of time determined by the Director of Planning. Permit lengths will be based on the actual merits and circumstances of each specific market.