

# FLEMO FARMERS' MARKET RULES FOR VENDORS 2024

The goal of the Flemo Farmers' Market Committee is to make policies, rules and plans, and provide guidance for achieving the goals of Flemo Farmers Market (FFM) including:

- To provide Community Farmers a viable marketing opportunity to sell their harvests
- To establish a platform for community engagement with Flemo Farm
- To provide residents of Flemingdon Park with an opportunity to access high quality locally grown food
- To enhance community development and relationships among the residents of Flemingdon Park

## **Expansion:**

To help achieve these goals, the FFM Committee has agreed that the market should be expanded. In brief:

- Community Farmers are welcome to expand the offerings at their own tables
- In addition to produce, the FoodShare's Food Booth is welcome to sell pantry items available through FoodShare's Box program
- The Communal Farm Plot will sell their harvests to diversify the produce available and to fund the Community Compost Exchange voucher program
  - Toronto residents are welcome to apply to become new vendors to sell their prepared foods at market
    - Priority will be given to residents of Flemingdon Park
- Toronto-based groups or organizations are welcome to apply to set up an information and/or activity booth at market
  - Priority will be given to groups or organizations of Flemingdon Park
  - We are particularly interested in having more kid's activities
- We are not accepting applications from new produce vendors
- The Community Farmers shall not be outnumbered by other booths

## **Selling "prepared" foods:**

Community Farmers and other vendors are welcome to apply to sell "prepared" foods, such as: fruit pies, salsa, hot sauce, dried herbs, pickles, baked goods, samosas, spring rolls, baklava, jams, and cakes. Homemade and handmade skincare products are also welcome. The FFM Committee will review applications and must approve them before prepared foods are sold at the market.

- To be approved for selling prepared foods, the vendor must share their Food Handler's Safety Certificate with the Committee
  - Vendors must also post their Food Handler's Safety Certificate at their booth on market days
- If the food is prepared in a certified kitchen, then the Certificate of the kitchen must also be shared with the Committee
  - Vendors must also post the Certificate of the Kitchen at their booth on market days
  - Baked goods must be prepared and packaged in a commercial kitchen.
- If the food is NOT prepared in a certified kitchen, then the vendor must read and follow all Toronto Public Health guidelines concerning [operating a home-based food business](#).
  - Home-based businesses are required to be registered
    - Home-based business registration numbers must be shared with the FFM Committee when applying to sell prepared foods
  - Home-based businesses are required to inform their local health unit of their intentions.
    - Vendors should note that the kitchen they prepare food in may be visited by a Health Inspector.

- Vendors are solely responsible for ensuring that they follow all Toronto Public Health guidelines. Failure to do so will result in no longer being welcome to sell prepared foods at the market.
- Flemo Farm, the Flemo Farmers Market, and FoodShare are in no way responsible or liable for any problems a vendor experiences with Toronto Public Health or any complaints from customers.

### **Insurance:**

There are basically two types of risks associated with selling food (just produce, or prepared foods) at Flemo Farmers' Market, and two types of insurance to cover these risks:

1. Someone gets injured at your farm stand. FoodShare is able to provide insurance for this type of situation. You are welcome to purchase additional Food Vendors Insurance if you wish.
  - a. Note: The Farmers Market Coordinator will be responsible to ensure that an Incident Report Form is completed, following FoodShare procedures
2. Someone becomes ill from eating what you sell. FoodShare is NOT able to provide Product Liability Insurance to cover if someone gets ill from eating what you sell.
  - a. If you are selling produce at the farmer's market, and the produce has not been processed in any way (chopped up, or prepared into a salad, for example) **you are not required** to purchase this type of insurance. Selling whole produce is a low-risk activity. However we always recommend that you have adequate insurance in place for your farm activities, and if you would like to pursue this type of insurance for your farm business, we can provide some contacts.
  - b. Selling prepared foods is a higher risk. **You MUST have \$2,000,000 insurance coverage for selling prepared food, and your insurance policy should list FoodShare Toronto and Flemo Farmer Market as “additionally insured”.** Please provide a copy of your insurance coverage (Certificate of Insurance) to FoodShare before the market starts.
  - c. Booths that are not selling food (i.e. booths that only distribute information, or engaging residents, or offer activities) do not require insurance.
- One insurance option to consider is through Farmers' Markets Ontario. You can find information here: <https://www.farmersmarketsontario.com/members/member-vendor-insurance/>

### **Business Registration and Tax Preparation:**

The Flemo Farmers' Market Committee does not require Community Farmers or other vendors to register their business with Revenue Canada.

- Everyone should follow CRA guidelines on reporting income when preparing their tax returns.
- Failure to report income from sales at Flemo Farmers' Market is the legal responsibility of the community farmers.

### **Reselling is NOT permitted, with the exception of the FoodShare Booth:**

Besides the FoodShare Booth, vendors can only sell crops (fruit and vegetables) that they have grown themselves.

### **The FoodShare Booth**

The purpose of the FoodShare Booth is to attract more visitors to the market by selling items not grown at Flemo Farm or available at the Community Farmers' booths. Another purpose of the FoodShare Booth is to help address food insecurity in the neighbourhood by offering affordable food. The FoodShare Booth does not make a profit; any revenue generated is put towards sustaining the booth.

- In addition to produce not grown at Flemo Farm, the FoodShare booth can source and sell honey, maple syrup, coffee, bread, preserves and prepared foods – as long as a Community Farmer is not selling the same item.
- The FoodShare Booth must clearly label where the food was grown or where the item was prepared.

## **The Communal Farm Plot Booth**

The purpose of the Communal Farm Plot Booth is to sell produce grown on the Communal Farm Plot that is not being sold at the market by a Community Farmer.

- Although there is some flexibility to account for different varieties and the likelihood of selling out, the Communal Farm Plot will aim to sell foods that are not already for sale by the Community Farmers
- All revenue from the Communal Farm Plot Booth goes towards funding the Community Compost Exchange Program; no profit is made at the Communal Farm Plot Booth.

## **New Vendors / Booths**

Residents and organizations of Flemingdon Park are welcome to apply to have a booth at Flemo Farmers' Market as long as it doesn't compete with the Community Farmers' booths.

- We are not accepting applications from new produce vendors.
- Booths can be just for distributing information or for engaging residents, especially children
- Booths can also be for vendors of crafts, vendors of prepared foods, or vendors of hot foods – provided they do not compete with any Community Farmer booths.
- Residents or organizations are not required to apply to have a booth at every market
  - Applicants can apply for a single Thursday or an occasional booth if they wish.
- New vendors or booths will be accepted if they contribute to the stated goals of the market.
  - The Flemo Farmers' Market Committee will review applications and make decisions based on what they consider to be in the best interest of the market.
- While the market does not require that food be organic certified, halal, dairy and/or allergen free, vendors are asked to consider the preferences of the neighbourhood when considering their options and ensure that all foods are adequately labelled.

## **Fees:**

Information or activity booths are free, but must contribute to meeting the goals of the market. Vendor fees are \$20 per day, to be paid in cash on market day. Community Farmers do not need to pay Vendor fees.

Money collected will contribute to the Community Compost Exchange voucher program.

**For the 2024 farmers market season, the fees have been removed to encourage vendors to engage with the community at Flemingdon Park.**

## **SETTING UP on Market Day**

In 2024, the Market runs each Thursday from 3:00 PM to 6:00 PM, starting on June 20th and running until October 10. Community Farmers, the Communal Farm Plot Booth, and the Welcome Booth all have free access to tents, tables, scales, bags & containers. Unless a prior arrangement is made with the Market Coordinator, anyone else operating a booth must provide all their own supplies (a tent and/or table may be available).

- **We require that the Vendor and their items are set up by 2:45 PM the latest**
- **Sales are not permitted before 3:00 PM**
- **All booths must have a tent and weights.**
- **You may be required to share a tent with another vendor for any of the following reasons:**
  - **if you do not bring your own tent**
  - **we are limited on space**
  - **you have a smaller amount of items to sell**

What follows is information specifically for Community Farmers, as well as staff and volunteers setting up the FoodShare Booth, the Communal Farm Plot Booth, and the Welcome Booth:

- You are responsible for your own tent and table(s)
  - You are responsible for getting your own tent, and table(s) from the shipping container in the parking lot and bringing them to the market location.
    - The carts we have are to be shared, return the cart when not using it and make sure everyone gets access.
  - You are also responsible for setting up your own tent and tables.
    - We love collaboration - if you have time and someone else needs support, offer to lend a hand.
  - You will need to bring your own sandbags to weigh down your tent because your tent will blow away on windy days.
    - We recommend using a wheelbarrow to bring them from the field.
- Community Farmers are responsible for getting whatever other supplies you need from the shipping container
- You are responsible for bringing over your own food from the cooler after you have set up your tent and table(s).
  - Unload the cart right away to make it available for others to use.
    - The carts we have are to be shared. Work together. Be respectful and considerate.
    - Bins with food cannot be placed directly on the ground. Bins with food must be at least 6 inches off the ground. It is recommended to stack bins with food on top of empty bins. Do not use another table just to keep bins off the ground.
- We understand that setting up for the market can be stressful. But, if you begin setting up before 2:15 PM, then you will have plenty of time.
  - Give yourself the opportunity to have a relaxing and enjoyable set-up.
  - The best time at the market is 5 minutes before sales begins, when you walk around and admire everyone's harvest and beautiful display

## **CLOSING DOWN on Market Day**

It's a lot of work at the end of the market; give yourself at least 1 hour to finish up properly.

At the end of the market you are responsible for:

- Taking down and putting away your tent, table, and all other supplies (sandbags or weights, scale, paper bags, etc)
- Packing away any leftover produce, updating and relabeling bins as necessary, and putting them back into the cooler, following all Cooler Protocols
  - We have limited space in the cooler and a limited number of bins. So, if possible, please pack multiple crops together into a single bin so that more bins go back into circulation.
- All empty bins need to have their labels removed, sprayed out, and put back into the middle storage bunker, ready to be used again
- The wheelbarrow or wagon you used needs to be put away.

## **Working Together**

Everyone with a booth at the Market is expected to work cooperatively and respectfully. The ability to resolve issues as they arise is an essential requirement and condition of participation in the market. In the unlikely event that someone fails to comply with the rules of the market, the Market Coordinator (acting on behalf of the FF Steering Committee, and reporting to the FF Steering Committee) has the right and responsibility to ensure that the Rules are followed.

On the other hand, if ever a Community Farmer or other vendor or booth operator feels as though the Market Coordinator is not acting fairly or in accordance with the Rules of the market, they are encouraged to speak with the Market Coordinator to work to resolve the conflict quickly, directly, and respectfully. In the event that the result of this conversation is unsatisfactory, or if they are not comfortable speaking with the Market Coordinator about the issue, then the problem should be brought to the attention of the Market Coordinator's Supervisor, Orlando Lopez Gomez ([orlando@foodshare.net](mailto:orlando@foodshare.net) or 647-785-3561), who will work to resolve the issue. If Rules need to be amended or clarified, then that will happen in conversation with the FF Steering Committee. The Committee is very open to comments and suggestions about how to improve the market and have it operate smoothly.