

St. Marys Farmers' Market – 2025 Vendor Rules and Regulations

The St. Marys Farmers' Market is operated under the Constitution and Bylaws of the St. Marys Farmers' Market Association. It is overseen by a Board of Directors elected at the Annual General Meeting of the Association. The Board is a mix of market vendors and interested community members. Day-to-day oversight of the market is the responsibility of the Market Manager. Dee Skeith is the 2025 Market Manager. She is assisted by Rob Lamond, the 2025 Maintenance Manager.

Established in 1992, the Objectives of the St. Marys Farmers' Market are:

- To encourage the growing of quality fruits and vegetables, and the production of home baked goods, crafts and Ontario food products;
- To create marketing opportunities for local growers, producers and crafters;
- To promote a cooperative spirit among vendors and with consumers;
- To bring urban and rural communities closer together;
- To exchange knowledge and research information.

2025 Market Season and Time

Saturday mornings from May 3 until November 1, from 8 a.m. until 12 noon

Location

North end of Milt Dunnell Field ("The Flats"), 1 Veteran's Circle, St. Marys.

Stall Fees

Membership Fee (required): \$20

Weekly stall fee: \$25

Weekly second stall fee: \$20

Full season stall fee: \$525

Second season stall fee: \$420

Seasonal stall fees must be paid in full by the end of June.

Youth Vendors

Vendors 16 and under are required to pay the membership fee, but do not need to pay a stall fee.

Community Groups

Community groups are required to pay the membership fee. If they are in direct competition with regular vendors, Community groups are required to pay a stall fee. To sell tickets, provide information or in may other situations. they are not required to pay a stall fee.

Membership

All vendors, including Community groups, must be members of the St. Marys Farmers' Market Association and must agree to abide by the Rules and Regulations of the Market, as outlined in this document. **The membership fee is \$20 per year.** Members of the St. Marys Farmers' Market are eligible to attend and vote at the Annual General Meeting, where decisions like stall fees and length of season are made for the coming market season.

Eligible Products and Eligibility Criteria

At least 50% of vendors at the St. Marys Farmers' Market must be farmers selling goods grown or raised on their own farm. This is to ensure the St. Marys Farmers' Market retains its status as a producer-based market. As a producer-based market, the St. Marys Farmers' Market is

able to get insurance through Farmers' Markets Ontario and may be exempt from some Food Premises regulations.

Vendors must come from within a 35 km radius of St. Marys, unless otherwise approved by the Board of Directors. Seventy percent of all goods for sale by a vendor must be homegrown or locally produced (within a 35 km radius of St. Marys).

A vendor may sell complimentary goods that are not locally produced (but produced in Ontario), provided they have prior approval of the Board of Directors and provided the non-local/non-homegrown goods do not exceed thirty percent of all goods for sale by the vendor. **If a vendor is selling products they did not grow, bake or make themselves, those products must have clear labels indicating who produced the products and their location, (e.g. Carrots from ABC Farms, Thorndale).**

No brokers or re-sellers are permitted to be vendors. A broker is someone who does not grow, bake, produce or make their own products but instead buys goods to resell at the Market.

No live animals may be sold at the Market.

Huron Perth Public Health

Each vendor must meet and follow Huron Perth Public Health regulations. All food vendors, including farmers, must complete and submit the online Huron Perth Public Health Farmers Market Food Vendor form each year. It can be found at: <https://webforms.hpph.ca/Partners-and-Professionals/Farmers-Market-Food-Vendor-Form>. **Food vendors must complete the form at least two weeks prior to attending their first Market.** New food vendors are also encouraged to contact Huron Perth Public Health (HPPH) at ehresponse@hpph.ca when you submit your application to discuss your plans. This is especially important if you are preparing food in Oxford or Middlesex County, as HPPH may need to coordinate with your home health unit to assess your business. If you are unable to complete the application online, printed forms are available at the market.

More information on food safety at farmers' markets is available at:

<https://www.farmersmarketsontario.com/food-safety-at-farmers-markets/ontarios-farmers-markets-take-food-safety-seriously/> and <https://www.farmersmarketsontario.com/food-safety-practices-and-general-regulation-by-product/>.

Under Ontario's Food Safety Guidelines ungraded eggs, unpasteurized dairy products, meats which have not been federally or provincially inspected, and cannabis in any form, are not allowed to be sold at farmers' markets. In addition, each vendor must meet and follow any other federal, provincial and/or municipal regulations, as required.

Arts and Crafts

The ratio of agricultural/horticultural/prepared food vendors to arts and crafts vendors must be at least 4:1, to keep the Market a "Farmers's Market". All arts and crafts must be new, locally crafted and must not be factory produced or manufactured. (Note: this rule may be different for community groups doing fundraising activities.)

Insurance

The St. Marys Farmers' Market Association provides basic insurance, covering public liability and property damage to members of the market, through a program run by Farmers' Markets

Ontario. However, vendors are encouraged to have their own liability insurance. Vendors selling wine, cider or other alcoholic beverages are not covered under the Market's insurance.

Market Stalls

A market stall is 10 feet x 10 feet (the usual size of a canopy). Vendors must supply their own canopies, weights to hold down canopies, tables, chairs and any other items required to operate their stall. Electricity is available but vendors must supply their own extension cord.

Vendors who pay a seasonal market stall fee will have the same location reserved until 8:00 a.m. each Saturday morning. Vendors paying on a weekly basis are assigned stalls on a first-come, first-served basis. A vendor may rent up to, but no more than, two stalls.

If you need your vehicle in the Market or if you need direct access to your vehicle please discuss options with the Market Manager. Otherwise, there is parking close to the market location, but please consider the needs of Market shoppers when choosing where to park your vehicle during Market hours.

Vendor Responsibilities

For safety reasons, vendors must have their stall set up and ready to go by 8 a.m. and must leave their stall up until 12 noon.

Vendors must ensure their market stalls and surrounding areas are kept clean and clear, both during and after each market. Care should be taken to ensure customers and vendors will not trip and fall over items like extension cords, trailer hitches, ropes or weights. Make sure such items are either out of walking areas or are clearly marked. Similarly, ensure canopies and signs are secure in case of wind gusts.

The quality of goods a vendor sells must meet the quality of goods a vendor would buy.

Vendor Code of Conduct

Vendors must not engage in practices such as, undercut pricing, clear-out pricing or distress pricing. Vendors shall conduct their business in an orderly manner. Shouting or any objectionable means of soliciting trade are not allowed.

Vendors are expected to adhere to the **RZone – Respect & Responsibility Policy** of the Town of St. Marys. The RZone identifies a code of conduct which applies to all Town of St. Marys facilities, programs, parks and trails, including Milt Dunnell Field where the Farmers' Market is located. The "R" in RZone stands for Respect and Responsibility: Respect for yourself, Respect for others and Respect for your actions. The goal of the RZone policy is to promote a positive, safe and supportive environment, including in the St. Marys Farmers' Market.

Inappropriate behaviour includes, but is not limited to, the following:

- verbal assaults directed at any person which are aggressive or intimidating;
- threats and/or attempts to intimidate;
- throwing of articles in a deliberate or aggressive manner;
- actual or attempted physical striking of another person;
- racial or ethnic slurs;
- harassment/bullying;
- contravention of Town policies, procedures and bylaws.

More information on the Town's RZone policy can be found at:

Brochure: <https://www.townofstmarys.com/en/town-services/resources/Documents/r-zone-brochure-20181119.pdf>

Respect and Responsibility Policy: <https://www.townofstmarys.com/en/town-services/resources/Documents/COR-P-005-RZone-Respect-and-Responsibilitiy-Policy-002.pdf>

In addition, all vendors, staff and market volunteers are expected to conduct themselves in a professional manner both at the Market and on social media, which fosters a sense of Market community and camaraderie. The St. Marys Farmers' Market shall be free from harassment, which includes coercive, threatening or abusive conduct or harassment because of one's race, colour, religion, gender, national origin, age, disability or sexual orientation.

Severe Weather Policy

If the Town of St. Marys is under a severe weather warning (e.g. a severe thunderstorm or tornado warning) the Market Manager has the authority to ask vendors to take down their canopies and close their stalls. The Market Manager may delay the opening of market, close the market for part of the morning or close the market for the remainder of the market. The Market Manager will attempt to inform Market shoppers of any changes due to severe weather. In addition, the Market Manager has the authority to tell all vendors to take down their canopies for the remainder of the Market due to severe wind in the market location.

Note: the board can only recall a few times when a severe weather warning policy would have come into play since 1992 – in about 2018 the opening should have been delayed once and in 2022 the market should have closed early one Saturday. The need to take down canopies due to strong winds is more common.

Advertising

The St. Marys Farmers' Market places advertisements in the St. Marys Independent newspaper and other print media, as appropriate and as funds allow. The Market has a Facebook page and an Instagram account. Vendors active on social media are encouraged to follow the two market accounts (links below) as well as to share the Market's posts and to tag the market's account in relevant posts to improve promotion of the Market.

<https://www.instagram.com/stmarysfarmersmarket/>

<https://www.facebook.com/FarmersMarketofStMarys>

Photographs

A representative of the Market may take photographs of goods offered for sale at the market, of market stalls, and/or of market vendors to use to promote the Market on social media and other venues. If you do not wish to have your photograph taken please let the market manger know.

Market Events

The Market Board will be organizing some events this season, including a draw for a Market Picnic for 4.

Other Events at The Flats

As of March 25, 2025 we are aware of the following events planned for the The Flats this spring/summer:

May 24 - Alzheimer Walk, 9 a.m. – 12 noon

June 7 – St. Marys Horticultural Society Garden Fair, 8 a.m. until 1 p.m.

July 5 – St. Marys Kinsmen Summer Fest

July 12 – Stonetown Heritage Festival

Sampling

Huron Perth Public Health provided the following details on sampling in 2022: *"If food must be directly handled to prepare the sample, then handwashing with soap, water, and paper towels must be provided (even spreading jam on crackers, because each cracker is touched by a person's hand). If everything can be done with tongs or other utensils, and no food is ever touched, then handwashing is not required. The samples must be distributed in a way that prevents contamination from other patrons. This means no open/common bowls of food where people help themselves. (operator could use tongs to distribute samples to patrons, or use tooth picks or muffin papers)."*

Pop-Up Indoor Markets

There will be Pop-up Indoor Markets in the Community Centre at the Pyramid Recreation Centre (entrance for vendors is on the east side of the complex) on April 19, November 8, December 6 and December 20. These are additional markets and are not covered by the season stall fee. Tables and chairs are available in the Community Centre.

Responsibilities of the Market Manager on Market Days

The Market Manager is appointed by and responsible to the Board of Directors. The Market Manager is responsible for:

- the allocation of market space and arbitration of disputes at the market;
- being aware of any severe weather warnings for the St. Marys area and enforcing the Market Severe Weather Policy;
- maintaining regular contact with vendors and encouraging potential new vendors and;
- enforcing the Bylaws and the Rules and Regulations of the St. Marys Farmers' Market on behalf of the Board of Directors.

Contact for the St. Marys Farmers' Market Association Board of Directors:

Ann Slater, Chair at aslater@quadro.net