



EMERGENCY & COMMUNITY SERVICES COMMITTEE REPORT 12-010

1:30 p.m.

Monday, November 12, 2012

Council Chambers

Hamilton City Hall

71 Main Street West

Present: Councillor J. Partridge, Chair
Councillor T. Whitehead, Vice-Chair
Councillors S. Duvall, J. Farr, T. Jackson, B. McHattie, S. Merulla and
B. Morelli

THE EMERGENCY AND COMMUNITY SERVICES COMMITTEE PRESENTS REPORT 12-010 AND RESPECTFULLY RECOMMENDS:

**1. Hamilton Veterans Committee 2013 Volunteer Budget Submission (PED12205)
(City Wide) (Item 5.2)**

- (a) That the Hamilton Veterans Committee 2013 base budget submission in the amount of \$11,590 be approved and forwarded to the 2013 budget process through the General Issues Committee (GIC);
- (b) That in addition to the base funding, that a budget allocation of \$8,410, funded by an increase to the tax levy, be approved and forwarded to the 2013 budget process through the General Issues Committee (GIC).

**2. 2013 Budget Request - Seniors Advisory Committee (FCS12091) (City Wide)
(Item 5.3)**

That the Seniors Advisory Committee's 2013 base budget submission in the amount of \$1,500 be approved and forwarded to the 2013 budget process (GIC).

**3. Mohawk 4Ice Centre Annual Reports 2010 & 2011 (CS12036) (Ward 6) (Item
5.4)**

That Report CS12036 respecting Mohawk 4Ice Centre Annual Reports 2010 & 2011 be received.

4. EMS Monthly Response Time Performance Report – January 1, 2012 to August 31, 2012 (HES12019) (City Wide) (Item 5.5)

That Report HES12019 respecting EMS Monthly Response Time Performance Report – January 1, 2012 to August 31, 2012 be received.

5. Recreation Needs Assessment for Persons With Disabilities (CS12013)(City Wide) (Outstanding Business List Item) (Item 8.1)

- (a) That the Recreation Needs Assessment Study prepared by Monteith Brown Planning Consultants (attached as Appendix A to Report CS12013), be received;
- (b) That staff be directed to bring all Recreation Needs Assessment for Persons With Disabilities recommendations requiring funding, back to Committee for approval as part of the annual operating and capital budget submissions of priority projects starting in 2014;
- (c) That Recreation staff be directed to implement the recommendations hereto attached as Appendix "A" – Action Plans and to report on the progress to the Committee annually.

6. Ice Rates for Junior Hockey Clubs (CS12033) (City Wide) (Outstanding Business List Item) (Item 8.2)

- (a) That the recommended criteria to determine ice rental rates to be charged to Ontario Hockey Association junior teams utilizing City of Hamilton municipal arenas for the 2012-2013 season, be approved as follows:

Eligibility Criteria	Ice Rate to be Paid (excluding HST)
(i) 80% or more of the team players being Hamilton residents	\$125.29 (Affiliated rate - 50% of full rate)
(ii) 25% to 79% of the team players being Hamilton residents	\$173.84 (75% of full rate)
(iii) Less than 25% of the team players being Hamilton residents	\$231.79 (Full rate)

- (b) That the new criteria for determining ice rental rates for Ontario Hockey Association junior teams be included as an addendum to the City's existing Sport Organization Affiliation Policy.

7. Hamilton Farmers' Market Sub-Committee Report 12-003 (Item 8.3.)

(a) Outdoor Market - Market Cart Program (CS12035) (Ward 2)

- (i) That the Hamilton Farmers' Market 2013 Outdoor Market Program Vendor Criteria and Application Process, hereto attached as Appendix "B", be approved;
- (ii) That the Hamilton Farmers' Market 2013 Outdoor Market Program Vendor Application, hereto attached as Appendix "C", be approved;
- (iii) That the Hamilton Farmers' Market 2013 Outdoor Market Program fee schedule of \$35 for each truck stall for each Saturday, be approved;
- (iv) That the Hamilton Farmers' Market 2013 Outdoor Market Program fee of \$35 for each truck stall each Saturday be added to the 2013 User Fees and Charges By-law and that the Seasonal Outdoor Stall fees (\$30.66 for each 5' x 10' stall for each Saturday; \$51.10 for each 10' x 10' stall for each Saturday) which currently appear in the User Fees and Charges By-law be deleted;
- (v) That the Hamilton Farmers' Market 2012 Market Cart Program Vendor Criteria and Application Process, hereto attached Appendix "D", be approved;
- (vi) That the Hamilton Farmers' Market 2012 Market Cart Program Vendor Application, hereto attached as Appendix "E", approved;
- (vii) That the Hamilton Farmers' Market 2012 Market Cart Program fee schedule of \$10 for each cart, for each Tuesday, Thursday, Friday and \$15 for each cart, for each Saturday, be approved;
- (viii) That the Hamilton Farmers' Market 2013 Market Cart Program fees, of \$10 for each cart, for each Tuesday, Thursday, Friday and \$15 for each cart, for each Saturday be added to the 2013 User Fees and Charges By-law;
- (ix) That a by-law be passed to amend the Hamilton Farmers' Market By-law 10-209 to allow stallholders of the indoor Market to be eligible for a truck stall and/or a cart as part of the Outdoor Market Program and/or the Market Cart Program, in a form satisfactory to the City Solicitor.

FOR THE INFORMATION OF COUNCIL:

(a) CHANGES TO THE AGENDA (Item 1)

The Clerk advised of the following change:

- (i) Item 5.2 respecting the Hamilton Veterans Committee budget will be considered after the Hamilton Veterans Committee presentation which is Item 7.1 on the agenda.

The agenda was approved as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

There were none declared.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)

The Minutes of the October 4, 2012 meeting and the November 1, 2012 Special meeting were approved as presented.

(d) DELEGATION REQUESTS (Item 4)

The following delegation requests were approved:

- (i) Jim Enos, Hamilton-Wentworth Family Action Council respecting Public Washrooms in City Facilities and a recent decision from the Toronto District School Board to allow boys to use girls washrooms. (Item 4.1)
- (ii) Craig Foye, from the Hamilton Community Legal Clinic requesting to address Committee on December 10, 2012 regarding the staff report on the Consolidated Homelessness prevention Initiative (CHPI). (Item 4.2)

(e) VARIOUS ADVISORY COMMITTEE MEETING MINUTES (Item 5.1):

The following Advisory Committee Meeting Minutes were received:

- (a) Hamilton Veterans Committee, March 13, 2012 Meeting
- (b) Hamilton Veterans Committee, April 10, 2012 Meeting
- (c) Hamilton Veterans Committee, May 8, 2012 Meeting
- (d) Hamilton Veterans Committee, June 12, 2012 Meeting
- (e) Hamilton Veterans Committee, July 10, 2012 Meeting
- (f) Hamilton Veterans Committee, August 14, 2012 Meeting
- (g) Hamilton Veterans Committee, September 11, 2012 Meeting
- (h) Food & Shelter Advisory Committee, April 12, 2012 Meeting
- (i) Seniors Advisory Committee, September 7, 2012
- (j) Tenant Advisory Committee, September 21, 2012

(f) PRESENTATIONS

(i) Hamilton Veterans Committee Presentation respecting achievements to-date Item 7.1)

Bob Fyfe, Chair of the Hamilton Veterans Committee addressed Committee with the aid of a PowerPoint presentation. A copy of the hand-out was printed in the agenda.

The topics covered by Bob Fyfe included but were not limited to the following:

- 2011-2014 Committee Membership;
- Mandate;
- Remembrance Day and Memorial Services;
- Assistance to other Veterans Events;
- Previous and ongoing projects;
- 2012 Initiatives;
- Future goals;
- How to succeed.

Committee thanked the presenter and the Hamilton Veterans Committee members for their work and also recognized the work undertaken by staff in organizing the Remembrance Day Ceremonies.

On a motion, Committee received the presentation.

(g) GENERAL INFORMATION (Item 11)

(i) Outstanding Business List

The following New Due Dates were approved:

- (i) Item "B" – Investigation of Lands Suitable for the Development of Recreation Facilities and Seniors Centres.
Due date: November 12, 2012
Proposed New Due Date: March, 2013
- (ii) Item "D" – Needs Assessment – Ice Rinks in the Stoney Creek Area
Due date: November 12, 2012
Proposed New Due Date: January, 2013
- (iii) Item "I" – Neighbourhood Down Payment Assistance Program
Due date: November 12, 2012
Proposed New Due Date: January, 2013

The following Items were identified as being completed and removed from the Outstanding Business List:

- (i) Item "A" – Recreation Access Policy (Needs Assessment)
- (ii) Item "M" – Letter from OHA re: Ice Costs Based on Player Residency

(h) ADJOURNMENT

There being no further business, the Emergency & Community Services Committee meeting adjourned at 2:18 p.m.

Respectfully submitted,

Councillor J. Partridge, Chair
Emergency & Community Services Committee

Ida Bedioui
Legislative Co-ordinator
Office of the City Clerk

	Years 1 & 2	Year 3	Years 4 & 5	Lead
Service Improvement Action Plan				
1. Communicate the City's role in the provision of recreation services for persons with disabilities to provide accessible facilities, integrated programs, communications, promotions and marketing, and capacity building with support agencies who can provide specialized/adapted programs.	X			Director of City Wide Services
2. Develop, revise and implement policies and procedures supporting equitable access to recreation services for persons with disabilities, including: <ul style="list-style-type: none"> • AODA and its application in recreation services and facilities; • allocation of public spaces; • access for person from low income backgrounds; • the provision of support workers; • behaviour management/zero tolerance; and • an intake policy. 	X			Program Development
3. Continue the reference group made up of representatives of support organizations, persons with disabilities, and other underserved groups with quarterly meetings to discuss the progress on the <i>Recreation Needs Assessment for Persons with Disabilities</i> , collaboration, program and service development, and performance measures, producing an annual report on progress.	X			Program Development
4. In City Wide Services rename the Supervisor of Special Needs position to Supervisor Social Inclusion in Recreation Services, and broaden the position scope over time to address all underserved populations.	X			Program Development

	Years 1 & 2	Year 3	Years 4 & 5	Lead
5. Participate in the Municipal Networking Group of recreation practitioners serving persons with disabilities.	X	X	X	Program Development
6. Establish a project team lead by the Supervisor Social Inclusion with both Program Development and District Operations staff to implement the actions as outlined in the <i>Recreation Needs Assessment for Persons with Disabilities</i> .	X			Program Development
7. Under the guidance of the City's Human Resources Department seek to increase the numbers of employees and volunteers with disabilities. Consider providing paid internship to staff through the Ability Edge program and local opportunities such as Ableworks.		X		Division Director
8. Ensure that all Division advisory committees and reference groups are representative of the community, including persons with disabilities.		X		Division Director
9. Provide professional development opportunities for staff to work directly with organizations serving persons with disabilities to increase their individual awareness.			X	Division Director
10. Develop a staff training and professional development program to build staff and volunteer skills in welcoming and providing services for persons with disabilities (e.g., self study resources and materials, training manuals and staff/volunteer support sessions and touring specialized facilities).	X			Program Development
11. Establish staff procedures to handle situations of intolerance, addressing issues of safety within facilities and at special events.	X			Program Development
12. Where applicable add the subject area of 'providing services to persons with disabilities' to performance evaluations. Each Recreation Section to develop annual objectives and monitored progress.		X		Division Director

	Years 1 & 2	Year 3	Years 4 & 5	Lead
13. Work with partner organizations to develop and deliver professional development and training to staff, volunteers and community groups. Work with groups to develop training tools on specific disabilities in order for staff and volunteers to best understand the disability and possibilities with respect to inclusion and recreation programs and services.	X			Program Development
14. Staff appropriately to provide leisure counselling and assistance to participants requiring this service. Where needed revise job descriptions to include required skills.		X		Rec Directors
15. Monitor and report to the Community Services GM on the Division's compliance with the requirements of the Access for Ontarians with Disabilities legislation.	X	X	X	Program Development
16. Create a stronger partnership with the Hamilton Public Library system to better understand city-wide and neighbourhood initiatives that have the potential to serve persons with disabilities.	X			Program Development
Partnership Action Plan				
17. Through the Inform Hamilton web site maintain and expand the inventory of recreational programs and services available to persons with disabilities.		X		Program Development
18. Host annual focus groups with organizations who serve participants with disabilities to determine the success of current programming and what improvements are needed.	X	X		Program Development
19. Identify partners able to assist in service delivery and develop standardized partnership agreements which include deliverables, risk, contributions from each party, forecasted service levels and a performance review process.		X		Sport & Community Development

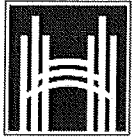
	Years 1 & 2	Year 3	Years 4 & 5	Lead
20. Do a cost/benefit assessment for each partnership to determine participant satisfaction levels and performance gaps		X		Program Development
Public Awareness and Marketing Action Plan				
21. Ensure inclusive images representing the diversity of the City including persons with disabilities are used to promote City programs and services.		X	X	Business Support
22. Include and highlight a pull-out section in the Recreation Guide that summarizes all programs and services for persons with disabilities (including links to programs provided by service and support agencies).		X		Business Support
23. Distribute the Recreation Guide directly to support agencies for persons with disabilities. Consider providing Guides to schools.	X			Business Support
24. Consider providing an audio version of the Recreation Guide on compact disc for persons with visual impairments.	X			Business Support
25. Use the international symbol of accessibility on print materials where possible.	X			Business Support
26. Work with the Inform Hamilton web site partners to provide a link on the Recreation web site to Inform Hamilton for easy access to recreation services and supports for persons with disabilities. With the partnership explore communication enhancements. Post the <i>Recreation Needs Assessments for Persons with Disabilities</i> on the City's website.	X			Business Support

	Years 1 & 2	Year 3	Years 4 & 5	Lead
27. Consider appropriate and alternate methods of messaging (e.g., text, pictures and symbols, sign language, Braille, voice, etc.) to ensure effective and open communication for all, in each Recreation communication plan associated with an initiative and/or project.	X			Business Support
28. Produce a separate resource document that depicts how recreation and support services are provided to persons with disabilities, how best to access programs and services, and links to all related service agencies and their programs.		X		Program Development
29. In accordance with the corporate policy on social networking promote recreation opportunities for persons with disabilities throughout Hamilton, accompanied by Recreation branding.	X	X		Business Support
30. Ensure that all print materials are in Arial (size 14) or Verdana (size 12) font, with no glossy print/pictures and no shaded colours, as per adopted standards.	X			Business Support
Programs and Facilities Action Plan				
31. As part of the annual capital budget process continue to aggressively fund the capital program upgrading recreation centres and arenas. Ensure the locations of the upgrade projects are equitably distributed on a geographical basis or in areas of greatest need. To complete the current Recreation Facilities and Capital Program upgrade program an annual allocation of \$2 million is needed for the next 5 years.	X	X	X	Facilities and Capital Programs

	Years 1 & 2	Year 3	Years 4 & 5	Lead
32. Revise the current Capital budget forecast on a complete upgrade requirement audit of all recreation facilities, in keeping with the barrier-free design guidelines and AODA standards, placing priority on facilities and amenities where there is a higher concentration of existing recreational opportunities for persons with disabilities. Ensure facility maintenance staff participate in the audit.	X	X	X	Facilities and Capital Programs
33. Create a program to introduce warmer water pools into the swimming and aquatic exercise pools to increase the comfort level of persons with physical disabilities and older adults.	X			Program Development
34. Consider the expanded provision of therapeutic pools and better equipped change rooms to accommodate the needs of persons with disabilities as pools are refurbished.		X	X	Facilities and Capital Programs
35. Complete a ward or neighbourhood-specific inventory of available meeting spaces (including City facilities, schools, not-for-profit spaces, and spaces in businesses) capable of hosting localized recreational opportunities for persons with disabilities.	X			Program Development
36. Host an annual staff training forum to introduce assistive devices for persons with disabilities and their uses.	X	X	X	Sport & Community Development
37. Ensure that each accessible facility offers specialized programs for persons with disabilities based on demonstrated need.		X	X	Program Development
38. Plan and deliver programs on a geographical basis to provide choices and a range of opportunities throughout the City.	X	X	X	Program Development
39. Plan and deliver programs are equitably distributed between age groups and disability types and throughout the City.	X	X	X	Program Development

	Years 1 & 2	Year 3	Years 4 & 5	Lead
40. Plan and deliver new recreation and fitness programs and services including wheel chair sports for persons with disabilities in Lower Hamilton in the 18-35 year bracket.	X	X		Program Development
41. Create new initiatives targeted at welcoming persons with disabilities under 55 years of age, in all facilities with special consideration to senior facilities that may be uniquely suited to assist in this area.	X	X		Program Development
42. Ensure that transportation continues to be a critical consideration in program planning; meet twice a year with transit and DARTS management staff to discuss current and planned service levels.	X	X	X	Program Development
43. Plan for new programs based on an annual review of existing sport and recreation groups, schools, service clubs, and other community stakeholders existing inclusion practices.		X		Program Development
44. Provide start-up funding through the Community Partnerships Funding Program for programs for persons with disabilities; when programs become financially sustainable re-allocate funding to new opportunities.	X			General Manager Community Services
45. Provide start-up funding through the Community Partnerships Funding Program for programs for persons with disabilities; when programs become financially sustainable re-allocate funding to new opportunities.	X	X	X	General Manager Community Services
46. Provide simplified instructions to groups in completing the Community Partnership funding application and work with the lead of the Community Partnership to simplify the application.	X	X	X	General Manager Community Services
47. Track the number of program opportunities and participation for persons with disabilities to ensure the demand/need is met or gaps identified.	X			Program Development

	Years 1 & 2	Year 3	Years 4 & 5	Lead
48. Do an annual quality assurance user survey for programs for persons with disabilities to inform new and improved programs.		X		Program Development
49. Develop and implement a training program for volunteers to assist persons with disabilities to get the maximum benefit from recreation services.		X		Program Development
50. Develop and implement a buddy system where volunteers partner with participants with disabilities by assisting them to access and participate in recreation programs.		X		Program Development
51. Annually recognize and celebrate volunteers, staff and leaders who have increased the quality and quantity of recreational opportunities for persons with disabilities.		X		Program Development
Performance Measurement and Evaluation				
52. Report on the completion of the Action Plan's recommendations in the <i>Recreation Needs Assessment for Persons with Disabilities</i> on an annual basis; plan the next year's deliverables based on progress and report to Recreation and Community Services management.	X	X	X	Program Development
53. Report annually to Recreation management on each Action Plan according to the performance measures in table below.	X	X	X	Program Development



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HAMILTON FARMERS' MARKET OUTDOOR MARKET PROGRAM VENDOR CRITERIA & APPLICATION PROCESS

The City of Hamilton is seeking vendors for the Hamilton Farmers' Market seasonal program, the Outdoor Market. As an historic community gathering place, the Hamilton Farmers' Market offers locally grown and produced food and food products. It celebrates Hamilton's agricultural history and diversity by growing, nourishing, and inspiring our community.

The Hamilton Farmers' Market vision as approved by Council states: "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; and,
- Relationships and opportunities are built between farmers, food producers, downtown merchants, consumers, and the Hamilton community."

Those vendors seeking a seasonal Outdoor Market truck site stall must complete and submit the following for each Saturday or series of Saturdays for which they request to occupy an Outdoor Market Stall Site:

- FORM A – Outdoor Market Vendor Application Form;
- FORM B – Product List and Grading Chart; and,
- Other Supporting Documentation as outlined on FORM A.

Applications are to be submitted in a sealed envelope addressed to Market Manager. Applications **MUST** be received and date stamped by the Hamilton Farmers' Market office, in person, email or by mail at, Hamilton Farmers' Market, 35 York Blvd., Hamilton, ON L8R 3K7, up to and including **FOUR o'clock p.m. local time, eight calendar days BEFORE the Saturday date requested**. No faxes accepted. The Market Manager has discretion in regard to this deadline.

The selection of stallholders will be determined at the discretion of the Hamilton Farmers' Market Manager, having regard to where the vendor and products rank on the priority list (see attached information sheet), quality of products, stall availability, past performance, timing of application submission, and any other factor the Hamilton Farmers' Market Manager considers in the best interests of the Market.

If any interested vendor has any questions regarding the information required, contact Donna Lee Macdonald, Manager, at the Hamilton Farmers' Market office, or by email at HamiltonFarmersMarket@hamilton.ca or by phone at (905) 546-2424, ext. 2097

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HAMILTON FARMERS' MARKET

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35 York Blvd.
Hamilton ON L8R 3K7
Tel: 905-546-2096

Outdoor Market Stall Fees 2013

A full outdoor Truck Stall Site is 24 to 30 foot frontage and costs \$35 for each Saturday.

Seasonal outdoor vendors may contract a stall for:

Season	Dates	# of Saturdays	Full Stall Cost
Full Outdoor Season	June 8 – November 2	22	\$770
Half Early Season	June 8 – August 17	11	\$385
Half Fall Season	August 17 – November 2	11	\$385
Half Season	11 consecutive weeks	11	\$385
Daily Rental	June 8 – November 2	1	\$35

What type of vendor is the priority?

The food content for the Outdoor Market will be local, seasonal produce.

Selection of vendors and their products will be made in the following priority:

1. Up to 50% of available Outdoor Market truck stall sites will be assigned to indoor Market stallholders, who are in good standing;
2. External Farmers; and,

3. Produce Distributors.

As part of the application review process, the Hamilton Farmers' Market Manager may visit farms and businesses of vendors to ensure product is produced locally and grown. Claims of "certified organic" or "MyPick.ca" must be backed up by documentation from an accredited certifier.

Other factors which will be considered in the selection of vendors are the quality of products, stall availability, past performance, timing of application submission, and any other factor the Hamilton Farmers' Market Manager considers in the best interests of the Market. The Market vendor selection will be determined at the discretion of the Market Manager.

Payment

Full or half outdoor season:

- Full payment or post-dated cheques for each Saturday during the full outdoor season or half season due on signing of contract.

Single Saturday:

- Full payment due on signing of contract.

Other Requirements

All products being sold in the Hamilton Farmers' Market must comply with applicable Municipal, Provincial and Federal regulations regarding labeling, measures, health and safety. Compliance with these regulations is the responsibility of the vendor.

All vendors shall sell only high-quality local seasonal produce at the Hamilton Farmers' Market Outdoor Market. Live animals cannot be sold at the Market.

Information

If applicable, vendors must provide proof of a valid business license.

If applicable, verification of farming status along with all required certificates and licenses are due with the application form.

Vendors must provide proof of insurance as required by the City.

The Market Manager will assign all truck stall sites.

Vendors cannot sub-lease a stall.

All stalls will be located at the curb of the eastbound lane on York Boulevard between Park and MacNab Streets, outside the glass wall of the Hamilton Farmers' Market and the Central Public Library.

Vendors must sell on tables or shelving set-up on the sidewalk, beside their truck, parallel to the curb. Vendors must not sell out of the back of their trucks.

Vendors must provide their own tables. Table and or shelf width is not to exceed 3 feet. If pop up shelters or canopies are used, the width of the selling area cannot exceed 5 feet. The Market Manager reserves the right to limit the size and placement of the selling area and equipment.

Vendors must operate their stall from 7:00 a.m. to 3:00 p.m. unless the vendor sells out of product, in which case the vendor may close early.

Vendors who have a contract with the City of Hamilton for a stall in the Hamilton Farmers' Market will be eligible to apply for an Outdoor Market truck site stall.

Product criterion giving priority to local, seasonal produce will apply.

**FORM
A**

**Hamilton Farmers' Market
2013 Outdoor Market Vendor
Application**

General Information

Farmer/Vendor Name		Business Name	
Address			
City		Prov.	Postal Code
Cell		Landline	
Email		Website	

Product Information - Please complete the following:

What type of product will you sell?	Please circle all appropriate answers	Eggs	Meat	Flowers	Vegetables	Fruits
What type of vendor are you?	Please circle all appropriate answers	I am a grower	I am MyPick.ca certified	I am organic/organic certified by Agriculture Canada	I distribute seasonal produce	

Please complete the **Product List and Grading Chart** attached. Include all of your intended sales inventory. If selected, this list will form part of your contract.

Space Requested Outdoors

I am a seasonal outdoor vendor requesting:	(Circle appropriate seasons)	Full Outdoor Season	Half early season June 8 - Aug17	Half fall season June 8 - Aug17	Half season 11 weeks consecutive	Single Saturdays	Date(s) Requested
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I/We hereby submit my/our application for an Outdoor Market truck site stall 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 an Outdoor Market stallholder contract with the City of Hamilton before I/we are assigned a stall.

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. Further, documentation and information provided by me/us and any other factor bearing on the evaluation of this application may be disclosed to Council and accordingly may become part of the public record.

Applicant's Name

Applicant's Signature

Date

NOTE: If applicant or any other related corporate or individual entity has had a contract with the City of Hamilton for space at the Hamilton Farmers' Market within the past 5 years, past performance will be considered in the evaluation of the application.

Staff comments:

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

- To complete this application you will need the following to be included and submitted with this form:**
1. A Hamilton Farmers' Market Vendor Application Form
 2. A City of Hamilton Business Licence if applicable
 3. A Certificate of Insurance
 4. A Food Premise Inspection Certificate as issued by Public Health Inspectors*
 5. A Food Safety Certificate as issued by Hamilton Public Health Services*
 6. Organic (by Ag Canada) or MyPick.ca (by Farmers' Markets Ontario) Certificate #
 7. Farm Identification Number - in addition a farm inspection visit may be scheduled

(*) Farm Produce exempt from Food Premise Inspections and Food Safety Certificates

Product List and Grading Chart

FORM B

NOTE: Items must be on list to be sold at stand. List is part of the contract.

Items produced by your business For example: Broccoli, cherry tomatoes, field tomatoes, etc.		Trend items For example: organic, environmentally friendly, heirloom vegetable, etc.	
List Items	Quality/Grade (i.e. 90% first field tomatoes & 10% second field tomatoes or 50% AAA beef & 50% AA beef)	List Items	Quality/Grade (i.e. 90% first blue corn & 10% second blue corn)

NOTE: Please photocopy and include additional pages as required.



City Hall, 71 Main Street West
Hamilton, Ontario,
Canada L8P 4Y5
www.hamilton.ca

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**HAMILTON FARMERS' MARKET
"MARKET CART PROGRAM"
VENDOR CRITERIA & APPLICATION PROCESS**

The City of Hamilton is seeking vendors for the Hamilton Farmers' Market "Market Cart Program". As an historic community gathering place, the Hamilton Farmers' Market offers opportunities for artisans and craftspeople to offer for sale unique items generally not found in mass distribution.

The Hamilton Farmers' Market vision as approved by Council states: "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; and,
- Relationships and opportunities are built between farmers, food producers, downtown merchants, consumers, and the Hamilton community."

Those vendors seeking a Market Cart must complete and submit the following:

- FORM A – Market Cart Program Application Form;
- FORM B – Product List; and,
- Other Supporting Documentation as outlined on FORM A.

Submit applications in a sealed envelope addressed to Market Manager. Applications **MUST** be received and date stamped by the Hamilton Farmers' Market office, by mail, email or in person at, Hamilton Farmers' Market, 35 York Blvd., Hamilton, ON, L8R 3K7 up to and including **FOUR o'clock p.m. local time, eight calendar days BEFORE the date requested**. No faxes accepted. The Market Manager has discretion in regard to this deadline.

Selection of Market Cart vendors will be determined at the discretion of the Hamilton Farmers' Market Manager, having regard to quality and nature of products, Cart availability, past performance, timing of application submission, and any other factor the Hamilton Farmers' Market Manager considers in the best interests of the Market.

If any interested vendor has any questions regarding the information required, contact Donna Lee Macdonald, Manager, at the Hamilton Farmers' Market office, or by email at HamiltonFarmersMarket@hamilton.ca or by phone at (905) 546-2424, ext. 2097

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35 York Blvd.
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Tel: 905-546-2096

Market Cart Program Daily Rental Fees 2012

A Market Cart Program cart is approximately 15 square feet.

Market Cart Program vendors may contract a cart for:

Day of the Week	Dates	Cart
Tuesday	Year-round dates available at Manager's discretion	\$10
Thursday	Year-round dates available at Manager's discretion	\$10
Friday	Year-round dates available at Manager's discretion	\$10
Saturday	Year-round dates available at Manager's discretion	\$15

What type of vendor is the priority?

The content for the Market Cart Program will be local artisan made products and crafts. Products must be in keeping with the image of the Market and product acceptability will be at the discretion of the Market Manager.

Selection of vendors and their products will be made in the following priority:

1. Local Artisans / Crafters
2. Distributor of Local Art / Craft products
3. Distributor of other Art / Craft products

As part of the application review process, the Hamilton Farmers' Market Manager may visit studios of vendors to ensure product is hand produced locally and/or request receipts of original raw materials purchased for the production of artisan goods.

Other factors which will be considered in the selection of vendors are the quality and nature of products, cart availability, past performance, timing of application submission, and any other factor the Hamilton Farmers' Market Manager considers in the best interests of the Market. The Market vendor selection will be determined at the discretion of the Market Manager.

Market Cart vendors may operate more than one cart at a time, subject to the above selection factors.

Payment

Daily rental

- Full payment due on signing of contract

Other Requirements

All products being sold in the Hamilton Farmers' Market must comply with applicable Municipal, Provincial and Federal regulations regarding labeling, measures, health, and safety. Compliance with these regulations is the responsibility of the vendor.

All vendors in the Market Cart Program shall sell only hand-produced artisan products and crafts.

Information

If applicable, vendors must provide proof of a valid business license.

Vendors must provide proof of insurance as required by the City.

Product sample or photo or catalogue must accompany application for the approval process. (Product sample will be returned at the end of the selection process, please make sure products are labeled with contact information).

The Market Manager will assign all carts.

Vendors cannot sub-lease a cart.

All carts will be located in the Hamilton Farmers' Market and on the sidewalk directly beside and parallel to the Hamilton Farmers' Market's glass exterior and not on the curb as assigned by the Manager. The Manager has the discretion to assign all cart locations. Carts must be accepted as assigned. Vendors are not permitted to move carts from assigned area. To do so may result in immediate disqualification from the Market Cart Program.

Vendors must sell only on the surface area of the cart provided.

Vendors must not bring additional tables or shelving to expand selling area.

Vendors must operate their carts within the regular hours of the Hamilton Farmers' Market hours. No after-hours operation will be permitted.

Vendors who have a contract with the City of Hamilton for a stall in the Hamilton Farmers' Market will be eligible to apply for a cart in the Market Cart Program.

FORM A

Hamilton Farmers' Market 2012 Market Cart Program Vendor Application

General Information

Vendor Name	Business Name	
Address		
City	Prov.	Postal Code
Cell	Landline	
Email	Website	

Product Information - Please complete the following:

What type of vendor are you?	(Please circle all appropriate answers)	I am an artisan	I am a distributor of local handmade artisan and / or craft products	I am a distributor of other artisan/craft products
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Market Cart Request

I am a Market Cart vendor requesting a Cart for a	(Circle appropriate day and insert date requested)	Tuesday (MM/DD)	Thursday (MM/DD)	Friday (MM/DD)	Saturday (MM/DD)	
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I/We hereby submit my/our application for a Market Cart 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 cart. I/We agree that if my/our application is approved, I/we will be required to enter into a Market Cart contract with the City of Hamilton before I/we are assigned a stall.

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. Further, documentation and information provided by me/us and any other factor bearing on the evaluation of this application may be disclosed to Council and accordingly may become part of the public record.

Applicant's Name

Applicant's Signature

Date

NOTE*: If applicant or any other related corporate or individual entity has had a contract with the City of Hamilton for space at the Hamilton Farmers' Market within the past 5 years, past performance will be considered in the evaluation of the application.

Staff comments:

To complete this application, you will need the following to include and submit with this application all relevant valid forms & valid permits as listed below:

1. A Market Cart Program Application Form
2. A City of Hamilton Business Licence if applicable
3. A Certificate of Insurance
4. Attach description and images or samples of your product
5. Completed Form B - Product List

Product List and Grading Chart

FORM B

NOTE:

Items must be on list to be sold at Cart. List is part of the contract.

Items to be sold at Market Cart, For example: handmade jewellery, knitwear, wooden bowls, tapestries, candles, etc.

List Items	Quality/Grade	Did you make these items?	Do you distribute these items?

NOTE: Please photocopy and include additional pages as required.