

SALT SPRING ISLAND MARKET ADVISORY GROUP

Notice of Meeting on Thursday, March 14, 2019 at 4:00 PM

Portlock Park Meeting Room, 145 Vesuvius Bay Road, Salt Spring Island, BC

Malcolm Legg (Chair-Public) Sean Goddard (Vendor) Bree Eagle (Vendor) Donna Johnstone (Fabric)

Peri Lavender (Island Natural Growers)

Wendy Squirel (Pottery) r Donna Cochran (Basketry)

Rob Pingle (Coordinator)

Rosemary Trump (Public)
Ty O'Connor (Vendor)
Sonja Collombin (PARC)

Alvaro Sanchez (Jewelry)

Janet Clouston (Chamber of Commerce)

Grant Wickland (Woodworkers)

(SS Arts Council)

(r) = Regrets

AGENDA

- 1. Nomination of Chair and Vice Chair
- 2. Approval of Agenda
- 3. Adoption of Minutes of November 26, 2018
- 4. Delegation/Presentation
 - 4.1 Rainbow May Clean Air Bylaw No. 3962
- 5. Director and Chair Reports
- 6. Outstanding Business
 - 6.1 Update on Centennial Park Washrooms
- 7. New Business
 - 7.1 Centennial Park Playground
 - 7.2 2019 Market Vendor Guidelines
 - Vendor Insurance Requirements
 - 7.3 Vendor Extended Leave Request
- 9. Next Meeting Fall 2019
- 10. Adjournment

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Minutes of the Salt Spring Island Market Advisory Group Held November 26, 2018 - Portlock Park Portable, 145 Vesuvius Bay Rd, Salt Spring Island, BC

Present: Chair: Malcolm Legg (member of the public)

Committee Members: Bree Eagle (Vendor), Sonja Collombin (PARC), Peri Lavender (Island Natural Growers), Donna Cochran (Basketry), Rosemary Trump (Public), Li Read (Chamber of Commerce), Donna Johnstone (Fabric),

Wendy Squirrel (Pottery), Ty O'Connor (Vendor)

Staff: Dan Ovington, Parks and Recreation Manager; Rob Pingle, Market

Coordinator; Tracey Shaver, Recording Secretary

Absent: Alvaro Sanchez, Grant Wickland

Chair Legg called the meeting to order at 4:30 pm.

1. Approval of Agenda

MOVED by D. Cochran, SECONDED by B. Eagle,

That the Salt Spring Island Market Advisory Group agenda of November 26, 2018 be amended and approved noting that the proposed motion under item 6.3 should be replaced by the recommendation in the staff report.

CARRIED

2. Adoption of Minutes of March 8, 2018

MOVED by R. Trump, **SECONDED** by D. Johnstone, That the Salt Spring Island Market Advisory Group minutes from the March 8, 2018 meeting be approved

CARRIED

- 3. Delegation/Presentation- None registered
- 4. Director and Chair Reports- No reports
- 5. Outstanding Business- None to report
- 6. New Business
 - 6.1 2018 Saturday Market Season Overview

Market Coordinator Rob Pingle provided the following information:

- For the 2018 season 41 new vendors expressed an interest in participating in the market. After learning about the process and requirements 16 of these people never attended a market.
- The 2018 market season saw active vendors in the following categories, 21 seasonal farmers, 88 seasonal craft vendors, 129 day vendors.
- The average vendor attendance at the markets this years was 126 vendors. The maximum was 143 on May 12, & 19 and July 21. The minimum was 74 on April 7.

- The Ganges Alley has opened up several vending spaces along the waterfront.
 These new non-Saturday Market spaces appear to have taken some of the pressure off placing day vendors.
- At the end of the season 34 vendors were removed from the database due to lack of participation.

6.2 2019 Saturday Market Fees and Charges

Information received

B. Eagle leaves meeting at 4:45 pm due to conflict with item 6.3 vendor exemptions

6.3 2019 Exemption Requests

- Very few exemption requests were made this fall; requests can still be made in the during the winter
- Suggestion to add conditions to guidelines about grandfathered criteria; Market Coordinator follows up with all new products

MOVED by P. Lavender, SECONDED by S. Collombin,

That the Salt Spring Island Market Advisory Group recommends to the Salt Spring Island Parks and Recreation Commission that staff Approve exemption requests in Attachment A and B for the 2019 market season and further grandfather the vendors in Attachment A and B to recognize them as a Farmer in future market seasons.

CARRIED

B. Eagle returns to the meeting at 5:00 pm

7. Rise and Report- none

8. Next Meeting March 2019

- Brief discussion on washroom replacement project; Details can be obtained on CRD website to follow along with project updates.
- Suggestion to keep a positive attitude while representing the Market. The washroom replacement project is a big improvement to the area and the CRD should be supported by vendors in the community.

9. Adjournment

MOVED by R. Trump, **SECONDED** by T. O'Connor, That the meeting adjourn at 5:10 pm.

C	HAIR			
-	ENIOD	MANA	^EB	





How to Be Involved in PARC Decisions

At least one a month, Commission members meet to discuss PARC business. At this time, any written information submitted by a member of the community is distributed and reviewed by all Commission members.

Up to three delegations (including delegations of a single person) are welcome to attend these meetings. This is where your opinion can be expressed effectively on any PARC-related issue. Simply give written notice to the PARC office one week prior to the meeting date. Each delegation is allotted five minutes early in the meeting to address the Commission.

Public input and contributions are welcome and appreciated. For more information, or to become involved, contact the CRD Salt Spring Administration office at Tel: 250.537.4448 Fax: 250.537.4456

Please fill in form and return t	o:
SSI CRD Administration Office	e at 145 Vesuvius Bay Road, V8K 1K3 or by email to saltspring@crd.bc.ca
I wish to address the Salt Spr	ing Island Parks and Recreation Commission
At its meeting of: March 14th	n, 201 <u>9</u> at <u>4</u> AM(PM)
NAME:Rainbow May	
	V8K
EMAIL:	PHONE:
i represent	
(if ap	plicable, Name of Organization)
My reason for appearing is, ar	nd the substance of my presentation is as follows:
I would like to request signs, i	nformation and more enforcement for CRD Clean Air Bylaw no 3962
uld also like to request compl	ance with CRD clean air bylaw as part of Market Vendor Etiquette to be po
the Vendor Guideline boo	ok. Is it possible to define the boundaries where someone can smoke. the 7m set back apply to all entrances to the park?
	AND
-	fficult for me as some market vendors smoke and I like many others are. When tourists see market vendors smoking then they smoke
	have been sick many days from inhaling 2nd hand smoke.
	is required, please attach an additional page to this form)
in more space	is required, prease attach an additional page to this form,
March 12th 2019	RMAV
Date	Signature



BYLAW NO. 3962

CAPITAL REGIONAL DISTRICT CLEAN AIR BYLAW NO. 1, 2014

ADOPTED September 10, 2014
Includes all amending bylaws adopted up to January 9, 2019
(Bylaws No. 4237 & 4272)

A bylaw for the purposes of maintaining, promoting and preserving the public health of the inhabitants of the Capital Regional District to prohibit, regulate and impose requirements in relation to smoking in the Capital Regional District.

Consolidated for Public Convenience Only

This bylaw is for reference purposes only.

For reference to original bylaws or for further details, please contact the Capital Regional District, Legislative Services Division, 625 Fisgard St., PO Box 1000, Victoria BC V8W 2S6

T 250·360·3127, F 250·360·3130, www.crd.bc.ca

CAPITAL REGIONAL DISTRICT BYLAW NO. 3962

A BYLAW TO PROMOTE CLEAN AIR BY REGULATING ENVIRONMENTAL SMOKE

Bylaw 4237

WHEREAS:

- A. By Supplementary Letters Patent dated May 16, 1974, the powers, duties and obligations of all participating member Municipalities and any other local authorities to perform the function conferred on the Capital Regional District pursuant to Division XI Community Health were transferred to the exclusive jurisdiction of the Capital Regional District, including, but without limiting the generality of the foregoing, the health powers conferred upon the Council of a municipality by the *Community Charter*, S.B.C. 2003, c. 26;
- B. The Board of the Capital Regional District may, by bylaw, pursuant to section 523 of the *Local Government Act*, R.S.B.C. 1996, c. 323, regulate and prohibit for the purposes of maintaining, promoting and preserving public health and maintaining sanitary conditions and undertake any other measures it considers necessary for those purposes;
- C. The Capital Regional District has been granted the additional power to exercise the powers conferred on a council of a municipality under section 8(3)(i) of the *Community Charter*, S.B.C. 2003, c. 26, in accordance with section 14 of the Capital Regional District Regulation, B.C. Reg. 65/90;
- D. Section 9(4) of the *Community Charter*, S.B.C. 2003, c. 26, and the Public Health Bylaws Regulation, B.C. Reg. 42/2004, requires that a bylaw to be adopted under section 2(a) or (b) of B.C. Reg. 42/2004 not be adopted unless the bylaw or a copy of it is first deposited with the Minister of Health and the local government has consulted with the Medical Health Officer responsible for health matters within the Capital Regional District;
- E. A copy of this bylaw has been deposited with the Minister of Health and the Board of the Capital Regional District has consulted with the Medical Health Officer;
- F. Environmental smoke whether from tobacco, cannabis, heated vapour or the burning of other substances can contain Class A carcinogens similar to benzene and asbestos, contain fine particles that can be inhaled deep into the lungs causing harm both locally and in other parts of the body, and is a health hazard to the inhabitants of the Capital Regional District;

Bylaw 4237

G. It is generally recognized by scientific and medical communities that there is no safe level of smoke exposure and that whether the smoking occurs indoors or outdoors exposure to significant levels of environmental smoke can occur: and

Bylaw 4237

H. It is desirable for the purposes of maintaining, promoting and preserving the public health of the inhabitants of the Capital Regional District to prohibit, regulate and impose requirements in relation to smoking in the Capital Regional District.

NOW, THEREFORE, the Board of the Capital Regional District, in open meeting assembled HEREBY ENACTS AS FOLLOWS:

1. INTERPRETATION

In this Bylaw:

"burn" or "burning" means the combustion or heating of a substance to produce smoke, vapour, aerosol or other substances that can be inhaled;

Bylaw 4237

"business" means carrying on a commercial or industrial undertaking of any kind or nature or the provision of a professional, personal or other service and includes an activity carried on by a government, government agency, Crown corporation, educational institution, municipality, regional district, or charitable organization;

"bus stop" means a place on a bus route marked by a sign at which buses stop to pick up and drop off passengers and includes a transit shelter;

"Community Charter" means the Community Charter, SBC 2003, Chapter 26;

"Controlled Drugs and Substances Act (Canada)" means the Controlled Drugs and Substances Act, S.C. 1996, c. 19;

Bylaw 4237

"designated public space" means public playing fields, public playgrounds and public squares;

"Enforcement Officer" means a person appointed as a bylaw enforcement officer or contractor by the Capital Regional District to enforce this Bylaw;

"Independent School Act" means the Independent School Act, R.S.B.C. 1996, c. 216;

Bylaw 4237

"Local Government Act" means the Local Government Act, RSBC 1996, Chapter 323;

"main entrance" means a place where the name or information about a park, designated public space or school yard is posted or a place designed by a responsible person as a common entry point by the public;

"no-smoking sign" means a no-smoking sign prescribed by this Bylaw;

"park" means land acquired, reserved or dedicated as a regional park or community park in accordance with the Local Government Act or the Community Charter and land acquired, held, occupied, zoned or regulated as park by a local government and shall include, without restricting the generality of the foregoing, within such parks, all beaches, public playgrounds, public playing fields, public squares, roadways and paths, but shall not include any highway passing through such park that has been dedicated as highway by plan of subdivision or that has been laid out, constructed and maintained by the Ministry of Transportation of the Province of British Columbia, or a local government, or that is a public highway under the Highway Act;

"prominently" means placed in such a position that the text of the sign or graphic symbol is clearly visible to a person in a school yard or inside a building, structure or vehicle or passenger conveyance, except a private residence;

"public playgrounds" means lands held, occupied, zoned or regulated for use by the public as outdoor areas containing playground equipment;

"public playing fields" means lands held, occupied, zoned or regulated for use by the public as outdoor areas for sporting activities;

"public square" means land acquired, reserved or dedicated as a public square in accordance with the Local Government Act or Community Charter,

"responsible person" means the person who controls, governs or directs the activity carried on within the building, place or premises referred to in this Bylaw and includes the person actually in charge thereof;

"School Act" means the School Act, R.S.B.C. 1996, c. 412;

Bylaw 4237

"school yard" means that portion of the lands of a school or francophone school as defined in the School Act and Independent School Act without buildings;

Bylaw 4237

"smoke" or "smoking" means burning a cigarette or cigar containing tobacco or another substance, or burning or heating tobacco or another substance using a pipe, hookah pipe, lighted smoking device or vapourizing device;

Bylaw 4237

"transit shelter" means a covered structure or facility located at a designated bus stop to provide protection from the elements for passengers waiting for a bus.

"vapourizing device" means an electronic device that vapourizes a solid, liquid or gas substance for inhalation:

Bylaw 4237

2. PROHIBITION

- (1) No person shall carry or have in his possession a burning cigarette or cigar containing tobacco or another substance or a pipe containing burning tobacco or another substance, or burn tobacco or another substance using a pipe, hookah pipe, lighted smoking device or vapourizing device:
 - a) in any park except in a private vehicle;
 - b) in any designated public space;
 - c) in any school yard;
 - d) inside any part of a building or structure except in a private residence, hotel or motel room, or tent or trailer in a campsite;
 - e) in any area of a business place where either or both food and beverages are served or consumed, or both served and consumed;
 - f) in any vehicle or passenger conveyance, except in a private vehicle;
 - g) within seven (7) metre area measured on the ground from a point directly below any point of a doorway, window or air intake in a place described in subparagraphs 2(1)(d) and (e);

Bylaw 4272

h) within seven (7) metres of a bus stop measured on the ground from any point of the bus stop sign.

- (2) No responsible person shall permit a person to carry or have in his possession a burning cigarette or cigar containing tobacco or another substance or pipe containing burning tobacco or another substance, or to burn tobacco or another substance using a hookah pipe, lighted smoking device or vapourizing device:
 - (a) inside any part of a building or structure, except inside a private residence, hotel or motel room, or tent or trailer in a campsite;
 - (b) in any area of a business place where either or both food and beverages are served or consumed, or both served and consumed;
 - (c) in any vehicle or passenger conveyance, except in a private vehicle.

Bylaw 4237

- (3) Section 2(1) does not apply to a ceremonial use of tobacco in relation to a traditional aboriginal cultural activity.
- (4) Subsections 2(1) and 2(2) do not apply to a controlled substance within the meaning of the Controlled Drugs and Substances Act (Canada).

Bylaw 4237

3. POSTING OF SIGNS

- (1) A responsible person must display, or ensure the display of, a sign at all times, in the form established under paragraph 4(1):
 - (a) at the main entrances to a park;
 - (b) at the main entrances to a designated public space;
 - (c) at the main entrances to a school yard;
 - (d) at each entrance to a building or structure for which that person is a responsible person except a private residence, hotel or motel room, or a tent or trailer in a campsite;
 - (e) inside a vehicle or passenger conveyance, except in a private vehicle;
 - (f) at any area of a business place where either or both food and beverages are served or consumed, or both served and consumed;
- (2) A responsible person must display, or ensure the display of, a sign, at all times, on each exterior wall of a building or structure where the prohibition contained in section 2(1) applies, that states:

"Smoking is prohibited within seven (7) meters of openings into this building or structure including doors and windows that open and any air intake."

4. SIGNS

- (1) A no-smoking sign shall state,
 - (a) the phrase "no smoking", or
 - (b) a graphic symbol substantially in the form shown on Schedule "A" attached to this Bylaw, which shall be a minimum of six centimetres in diameter

and may include

(c) the words "Capital Regional District Bylaw No. 3962 Maximum Penalty

\$2,000.00."

(2) A sign prescribed by former Capital Regional District Bylaw Nos. 2217 and 2401, and No. 3962 as it was prior to being amended by Capital Regional District Clean Air Bylaw No. 1, 2014, Amendment Bylaw No. 1, 2018, is a lawful no smoking sign for the purpose of this Bylaw.

Bylaw 4237

(3) No person shall remove, alter, conceal, deface, write upon or destroy any sign posted pursuant to this Bylaw.

5. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any Court, the section, subsection, sentence, clause or phrase may be severed from the remaining portion of this Bylaw.

6. OFFENCE

- (1) A person who contravenes, violates or fails to comply with any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention or violation of this Bylaw, or who fails to do anything required by this Bylaw, commits an offence and shall be liable, upon conviction, to a fine of not more than Two Thousand Dollars (\$2,000.00), the costs of prosecution and any other penalty or order imposed pursuant to the Local Government Act, Community Charter or the Offence Act (British Columbia). Each day that an offence against this Bylaw continues or exists shall be deemed to be a separate and distinct offence.
- (2) The penalties imposed under Section 6(1) shall be in addition to and not in substitution for any other penalty or remedy imposed by this Bylaw or any other statute, law or regulation.

7. INSPECTION

An Enforcement Officer is authorized to enter onto and into any land, building, structure or premises for the purposes established by sections 419 and 284 of the *Local Government Act* and any other authority to enter property granted in the *Local Government Act*, *Community Charter*, or another Act in accordance with the provisions of section 16(1)-(5) of the *Community Charter*, or other conditions of entry, if any, set out in the *Local Government Act*, *Community Charter* or another Act.

Bylaw 4237

8. REPEAL

Capital Regional District Bylaw No. 2401 is hereby repealed.

9. TITLE

This Bylaw may be cited as the "Capital Regional District Clean Air Bylaw No. 1, 2014."

10. EFFECTIVE DATE

The effect of this Bylaw is suspended until April 1, 2015 and this Bylaw shall come into force effective April 1, 2015.

CHAIR	CORPOR	CORPORATE OFFICER				
[original signed by]	[original sig	[original signed by]				
ADOPTED THIS	10 th	day of	September	2014		
DEPOSITED WITH THE MINISTER C	DF HEALTH 25th	day of	August	2014		
READ A THIRD TIME THIS	13 th	day of	August	2014		
AMENDED THIS	13 th	day of	August	2014		
READ A SECOND TIME THIS	9 th	day of	July	2014		
READ A FIRST TIME THIS	9 th	day of	July	2014		

CAPITAL REGIONAL DISTRICT CLEAN AIR BYLAW NO. 3962

SCHEDULE "A"

Bylaw 4237

The following graphic symbol is prescribed for the purpose of Section 4(1).



2019

Saturday Market Vendor Guidelines





108 – 121 McPhillips Avenue, Salt Spring Island ssiparc@crd.bc.ca
www.crd.bc.ca/saltspring

1. Contact Information

Market Coordinator: Rob Pingle

Monday and Thursday 10:00am – 2:00pm, Saturday at the Market

Email: marketinthepark@crd.bc.ca; Phone 250 537 6292

Salt Spring Island Parks and Recreation (CRD) Office:

ssiparc@crd.bc.ca; Phone 250.537.4448; Office Hours M-F 8:30am to 4:30pm

2. Philosophy of the Market

The Market in the Park operates as a local producer based market. Island Residents are offered permits for vending in the Market on a point rating system discussed under Section 10.

The philosophy of the Market is:

"Make it, Bake it, Grow it" &
"Vendor Produced and Sold"

3. The Market Season

Season

These are the dates for the Market Season and for the Off Season.

Season	Start Date	End Date
Summer	1st Saturday in April *	Last Saturday in October
Off Season **	1st Saturday in November	Last Saturday in March *

^{*} If Easter weekend occurs earlier than the first weekend in April then the Market Season shall start on the Saturday of the Easter weekend.

Hours of Operation

The hours of operation for the Market are from 9:00 am until 4:00 pm. These are the 'usual' vending hours for the Saturday Market.

Set up hours will change as a result of the daylight hours. The Market Coordinator will advise you when and if this will occur.

^{**} Food vendors are not permitted to vend in the Off-Season unless they have a permit and their kiosk is self-contained and complies with Health Regulation. The wash-up area and power are not available.

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4. FAQ

1) When did the market start?

The market began its current inception in 1993 when The Capital Regional District created bylaws for the Parks and Recreation Commission to institute a permit system with the current "Make it, Bake it or Grow it" philosophy.

2) Why is the market the size that it is?

The zoning for Centennial Park restricts the amount of space that can be used for commerce to 25% of the park area. This allows a space for visitors on Saturday to relax while staying close to the market and helps to maintain green space in the park for the other days of the week.

3) Can the market expand?

In order to maintain the balance of the multiple users of the park space there are no plans to expand the market within the park boundaries.

Road closure of Fulford Ganges Rd between Centennial Park and the Fire Hall has been investigated several times. 1- The Harbour Authority's public boat launch is adjacent to Centennial Park. Closing the road would require the boat trailers to use Purvis Lane to access the water on busy summer Saturdays. 2-Delivery trucks use this route as turning left at the corner of Purvis and Fulford Ganges is not permitted. 3- It is acknowledged that other communities block off streets for markets and events.

4) How do I get a spot in the market?

To get a consistent seasonal spot in the market takes at least five years. People interested in participating as a seasonal vendor must start as day vendors back filling spaces when seasonal vendors are away. Before participating as a day vendor people need to be approved by the market coordinator to ensure they are residents and are following the "Make it, Bake it, or Grow it" philosophy for their product.

5) Can I sell services at the market?

No, the market philosophy only allows for products to be sold at the market.

6) How do market issues get addressed?

The Market Advisory Group meets twice a year to review the guidelines and suggest changes to the Parks and Recreation Commission. They can strike sub-committees to research issues and will hold special meetings if necessary.

5. Definition of Terms Used

This section deals with the definitions used within the guidelines.

- "Busker" A busker is a resident who provides entertainment and is paid by putting "the hat out". Face painters, clowns, balloon artists, acoustic musicians, magic and juggling acts can fall into this category.
- "Child" A person, 12 years of age or under, that is resident of Salt Spring Island.
- "Capital Regional District or CRD" A form of local government, authorized under the Municipal Act of BC to provide region-wide services. The CRD provides some of the services that a municipality would. The Capital Region includes communities and rural areas on southern Vancouver Island and the Gulf Islands.
- "Day Vendor Permit" A receipt, issued by the Market Coordinator on behalf of the CRD, which allows a Vendor to set up and use a vendor stall for one market day;
- "Farmer" a resident who vends eligible farm products as defined by the BC Assessment Authority on land classified for farming purposes that the farmer owns or leases. Eligibility is determined by valid BC Assessment notice indicating farm status or a valid BC Farmer ID Card:
 - a. A farmer is permitted to sell value-added products whose contents, by volume, contain at least 50% of the product they have received farmer certification for.
 - All value added farm product vendors must have their products reviewed by a Market Advisory Group subcommittee to ensure the product complies with market guidelines and the spirit of the market.
 - b. A farmer may use 10% of their booth space to sell non-farmed products as long as they have been produced by the farmer and follow the regular market guidelines.
 - c. A farmer definition includes a vendor who leases land for the purpose of farming from the Salt Spring Island Farm Land Trust.
 - d. Farmers who do not qualify for farm classification under BC Assessment may appeal to the Market Advisory Group.

"Local Producer" – A person who meets the residency requirement and who produces, prepares, makes, assembles or creates a product in accordance with the Market Philosophy.

- "Market Advisory Group" Representatives of the community appointed by the Chairman of PARC to provide advice and recommendations to the Commission concerning Market policies and operational matters.
- "Not-for-Profit Groups" A resident group that is a Registered Society or can show proof of the following:
 - A mandate that includes serving the community and an advocacy role for its membership.
 - Membership that is open to any resident.
 - Written procedures/bylaws that include:
 - a membership registration process
 - a general meeting process and notification
 - an election process for directors and officers
 - a requirement of majority vote by quorum
 - a requirement to keep records
 - Directors and Officers elected at a general meeting.
 - General meetings that are held in a public place.
- "Off Season Permit" A permit issued by PARC to those vendors who have participated in the current years' regular market season (April to October) and who apply to extend their operation in the "off season" (November to March) at the Market location.
- "Parks and Recreation Commission (PARC)" A volunteer commission, appointed by the Board of the CRD, empowered by the Local Government Act of BC, and mandated by the CRD through bylaw, to advise the CRD on the acquisition, development, operation and maintenance of parks and to undertake recreation programming on Salt Spring Island.
- "Partnership" Two vendors that both appear on the Vendor Application and have provided proof of partnership. See Section 10 Application for Vendors.
- "Primary Vendor" A local producer who meets the Market Philosophy of "Make it, Bake it, Grow it" and "Vendor Produced and Sold", who is a resident and who is also considered by this definition to be the principle participant in the business operation.
- "Seasonal Vendor Permit" A permit issued annually by PARC allowing the vendor to participate at the Market.
- "Secondary Vendor" A local producer who has participated in the making, baking or growing of the product with a Primary Vendor and is a resident of Salt Spring Island.
- "Vendors Point System" For every market day attended by a vendor, a point is recorded by the Market Coordinator. The system is used to determine the order of placement at the market.

"Vendors Seniority List" - A list that is kept and maintained by the Market Coordinator identifying Vendors in the order of placement at the Market.

"Youth" – A person between the ages of 13 and 17, inclusively, who is a resident of Salt Spring Island.

6. Who Administers the Market?

The Saturday Market in the Park is operated by the Capital Regional District (CRD) under the auspices of Salt Spring Island Parks and Recreation Commission (PARC).

Market Advisory Group

A Market Advisory Group (MAG) is appointed by the Chairman of the PARC Commission. Vacancies will be posted for new members to apply. The Group usually meets twice a year, in the spring and in the fall, and any other time throughout the Market season if required. The purpose of the Committee is to make recommendations to the PARC Commission on all policy matters relating to the Market.

The Market Advisory Group are your representatives. MAG is currently made up of the Market Coordinator, a PARC Commissioner, a member from the Chamber of Commerce and the Arts Council, 2 members of the public, as well as the following:

Vendors

Tye O'Connor Bree Eagle Sean Goddard

Representatives from community groups and guilds

Basketry
Fabric
Island Natural Growers
Jewelry
Potters
Woodworkers

Donna Cochrane
Donna Johnstone
Peri Lavender
Alvaro Sanchez
Anne Byrne
Grant Wickland

Capital Regional District

The Capital Regional District has Bylaws that relate to the operation of the Saturday Market in the Park. Bylaw 3795, A BYLAW TO REGULATE THE USE OF JUAN DE FUCA AND SALT SPRING ISLAND ELECTORAL AREAS COMMUNITY PARKS AND TRAILS, specifically Section 13, outlines the rules for the operation of the Market. See Appendix C, of these Guidelines, for the complete bylaw.

Market Coordinator

The Market Coordinator is contracted by PARC to assist in the operation of the Market. The Coordinator's job is to organize all of the activities of the day to day functioning of the Market and to enforce Market policies and guidelines. The Coordinator also acts as a conduit of information from the vendors and customers to the Market Advisory Group and PARC.

Appendix B, of these Guidelines, outlines the roles and responsibilities of the Market Coordinator.

7. Products

It is the responsibility of the Market Advisory Group in conjunction with the Market Coordinator to ensure that all the products being sold at the Market meet the Market philosophy. If there is any doubt by the Market Coordinator, that the product meets the Market Philosophy, the vendor may be subject to a jury process.

The goods offered for sale at the Market shall be products made or prepared by the vendor or made of components transformed or significantly altered by the vendor including:

- a) farm produce and products including fruits, vegetables, herbs and edible flowers;
- b) prepared foods and baked goods where the foods are approved by all appropriate government authorities, including Vancouver Island Health Authority;
- c) cultivated plants and flowers, including cut flowers;
- d) craft items that are of original, unique work or original design.

In all items:

- a) the handcraft component must dominate the commercial component,
- b) the commercial components must be transformed in a way that makes the work unique
- c) the starting material must be significantly altered and enhanced by the artisan, and
- d) the product must meet basic expectations of product life, function and safety.
- e) clothing which has been hand or machine sewn, stitched, knit, embroidered, woven, silk screened, or painted;
- f) original works of art, or prints, photographs, replicas or audio or video tapes of original works of art, or books where the prints, photos, replicas, books or tapes are made by or at the direction or under the supervision of the artist.

8. Residency Requirements

To vend at the Market, a vendor must show two (2) items that prove that their primary residence is on Salt Spring Island. Proof of residency can be in the form of a drivers' license, hydro bill, rent receipt or phone bill in the vendor's name.

9. How to Become a Vendor at the Market

The Market Coordinator will review your registration to determine that your product meets with the Market Philosophy of "Make It, Bake It, Grow It"; that you are a Salt Spring Island resident; and that the product is locally produced.

Seasonal Vendors (Farm/Non Farm)

A Seasonal Vendor is a long term vendor or farmer who has obtained seasonal status by the acquisition of seniority points over a long period of time.

Seasonal vending positions are limited and in demand. As such, all of the seasonal positions are filled.

Either the Primary or the Secondary Vendor, as listed on the Permit, must be present for at least 50% of the season or may lose seasonal permit next season.

Seasonal Vendors must reapply annually, by the end of February, for the coming season. If approved, Seasonal Vendors must pay a seasonal fee to secure their spot. Farmers are given priority to a maximum of 25 10"x10" Seasonal Farm Vendor booths or equivalent square footages.

Seasonal permit holders will be required to meet the guidelines related to seasonal vendors and have paid any outstanding accounts to PARC from the previous Market season prior to a permit being issued. Seasonal vendors will be pre-registered for their allocated space during each of the Saturday markets during the regular season.

Seasonal permit holders are required to contact the Market Coordinator by 10:00 am on the Thursday prior to any given Saturday if they are not going to attend or they will be charged their regular daily fee. See Section 1 of these guidelines for contact information.

Day Vendors (Farm/Non Farm)

Day Vendors are required to contact the Market Coordinator or the PARC office to be placed on a point-based waiting list for each Saturday they wish to participate. See Section 1 of these guidelines for contact information.

Day Vendors who are on the waiting list, for any given Saturday, will be contacted by Thursday at 4pm if a space is available. Placement is at the

discretion of the Market Coordinator.

Last minute registration for Day Vendors will take place every Saturday of the Market season at the time of set up. Placement is at the discretion of the Market Coordinator and waitlisted vendors will be given priority. There is no guarantee that a space will be available.

10. Application for Vendors

A maximum of 2 vendors' names can appear on the application for the Market; the primary vendor and a secondary vendor. The two names that you put on the application must be the ones that will tend to the stall at the Market. These two vendors must participate in the making, baking or growing of the product.

There are two types of businesses at the market, a Sole Proprietor and a Partnership.

a. For Sole Proprietorships, the first name that you put on the permit is the Primary Vendor and the second name is the Secondary Vendor. The first name is considered the Sole Proprietor and "owner" of the permit.

If you are working with someone else, it is important to consider who the first person named on the permit will be, as the Primary Vendor cannot transfer their Seasonal Permit or their seniority points to the Secondary Vendor, nor to anyone else. The second person named on the permit may be changed by the Primary Vendor at any time. The secondary vendor must participate in the making, baking, growing of the product.

 In a business that is a Partnership, both of the names that appear on the Vendor Application are considered Primary Vendors and "coowners" of the business.

Proof of partnership is required in the form of an agreement, bank account, federal business registration, and provincial sales tax registration.

For an existing Seasonal Vendor to take on a new legal partner, they must receive MAG approval. Partnerships must be in existence for 5 years before the new partner can inherit the permit. If a partnership dissolves, the points will be split 50:50, or as stipulated by a dissolution agreement, or by the courts.

11. Vendor Schedule of Fees 2019 (includes applicable taxes)

Tokystic with its moleocopits and its ac- estationing on the position of schools of	PERMITS		
Seasonal (Farm/Non Farm)	\$218.49 per season		
Day (Farm/Non Farm)	\$6.96 per day		
Not-for-Profit	\$1.05 per season		
Youth Vendor	\$1.05 per season		
Busker \$1.05 per season			
Off-Season	\$29.93 per off-season		
	rontage*, unless grandfathered		
Seasonal (Non Farm)	\$2.63 per frontage foot per day		
Day (Non Farm)	\$2.63 per frontage foot per day		
Farm (Seasonal and Day)	\$2.63 per frontage foot per day		
A STEWNING TRIBLET THE WAS SEC.	OTHER		
Power**	\$29.93 per season (where available)		
Wash Station / Water***	\$42.00 per season		
Cleaning Fee****	\$34.60/hour		

^{*} Please note that linear footage refers to the front footage measurement only. Many booth areas are not as deep as they are wide. Please discuss your potential vending spot with the Market Coordinator before purchasing any tents or canopies.

^{**} Where available, a Vendor using power shall pay a supplemental fee. This service is not available in all areas of the Market.

^{***} Vendors that make use of the Market Wash-up Area shall pay a supplemental fee for water.

^{****} In the event that the Vendor does not clean up, a \$34.60/hour cleaning fee will be charged to the Vendor. Vendors must pay the cleaning fee by the next Market Day or a stall may not be assigned.

12. Payment of Fees

Seasonal Vendors (Farm/Non Farm)

Seasonal Permit Fees are due at time of application/renewal.

Linear footage charges for each month will be paid at the end of each month through the CRD/PARC office. Credit card information or post-dated cheques must be left at the CRD office, and will be processed each month.

If there are any arrears resulting from the prior year, they must be paid in full before current year's Seasonal Permit is issued.

Day Vendors (Farm/Non Farm)

Fees shall be paid each Saturday to the Market Coordinator.

13. How Space is Assigned

Seasonal Vendors are guaranteed their designated space each week for that season. In the event that they do not attend the Market on a given Saturday, the Market Coordinator will assign that space to a waitlisted Day Vendor. The Seasonal Vendor cannot transfer their space to another vendor or person.

A seniority point based system is used to establish the order of placement of the vendors. Each time a vendor is successful in being assigned a space to vend in for that day, he/she receives 1 point. The Market Coordinator records these points and they accumulate over time. The order of placement for the stalls begins with the vendor on the waitlist with the highest number of points, until all the spaces are occupied. If a vendor is not successful in getting a location, the vendor will not accumulate a point for that day.

A limited number of spots in the centre front aisle are available to Child/Youth Vendors and Non-Profits, on a first come, first served basis. Maximum size in the centre front aisle for these spots is 3' x 3'.

During the busy months of the Market Season, additional vendor spaces will be available in the wide area of the boardwalk only, for overflow. These spaces will be allocated by the Market Coordinator, if and only if the usual Market area is full.

See Section 9 Day Vendors for more information on the day vendor waitlist.

14. Days Off/Absent Points

Vendors, who have vended in the current season, can be absent and still be eligible to acquire points from the Market for four Saturdays during the Market Season if he/she wishes. This can be done by paying the day fee, for each of up to four Saturdays missed, to the Market Coordinator. Absent points may only be purchased for the current season.

15. Special Notes for Vendors

Food Vendors

Vendors selling prepared foods must follow the Vancouver Island Health Authority Guidelines for the Sale of Foods at Temporary Food Markets.

All food items determined to be high risk will require a health permit from the Vancouver Island Health Authority. Applicants must re-apply to the Health Authority if any changes are made to the process or composition of the food(s), or for any new foods proposed for sale. For further information see http://www.viha.ca/mho/food. Any questions can be directed to the District Environmental Health Officer, Chris Laughlin, at 250-519-3401.

The Market Coordinator is responsible for ensuring that food vendors have obtained approval from the local Health Authority for the sale of higher risk foods, and will not allow sales by vendors unless they have produced a Letter of Confirmation or a copy of their Permit/Licence to operate.

Vendors are required to have taken the Food Safe Level 1 program or MarketSafe.

Home prepared/packaged food may be subject to Canadian Food Inspection Agency and Health Canada (CFIA) requirements for allergens, labeling, weights and measures. Vendors are advised to check with their local CFIA office to ensure their packages/labels comply with applicable federal requirements.

Child and Youth Vendors

Children, 10 years and under, may vend for a maximum of 4 hours, and must be accompanied by an adult <u>at all times</u>.

Children, ages 11 and 12, may only vend a maximum of 4 hours per Saturday unless accompanied by an adult.

Youth, between the ages of 13 to 17 inclusive, may vend for the current hours of operation.

Child/youth vendors are expected to make change, when necessary, from the purchase of their goods. Any child/youth selling food products must follow the Vancouver Island Health Authority Guidelines for the Sale of Foods at Temporary Food Markets and have taken a FoodSafe Level 1 or MarketSafe course. Please see the 'Food Vendor' section above, for more information.

Please remember that your child must be protected from the sun and prepared for inclement weather. Adequate water and nourishment must also be provided.

The Market Coordinator/CRD Staff are not responsible for any unattended children.

Buskers

The Market Coordinator will assign the three available spots for buskers. Buskers are permitted to perform a maximum of 20 minutes in each of the three allocated spaces, once per Market day, and only between the hours of 11am and 4pm.

A maximum of 2 performers may busk together in any one of the allocated spaces.

An individual may only perform once in each allocated busker space, no matter how many groups they belong to.

No percussion or amplification is permitted.

The Market Coordinator has the authority to determine the acceptability of busker performances and refuse space when considered necessary.

Child Buskers

Child buskers singing and/or playing music will be approved at the discretion of the Market Coordinator. A child musician will be required to have two songs memorized and when a Child Busker first starts out they will only be allowed to play for 10 minutes. A letter from the Childs' music teacher may be requested. A Child Busker must be accompanied by an adult <u>at all times</u>.

Non Profit Organizations

Space for Non Profit Organizations shall be allocated by the Market Coordinator, usually in the centre of the front aisle of the Market. Placement shall be made on a first come basis and only if space is available. Maximum space allotment in the centre aisle is 3' x 3'.

16. Leaves of Absence

Any vendor that has attended the Market for a minimum of three years <u>and</u> has earned a minimum of 75 seniority points can apply for a leave of absence of up to one year. For extensions past this one year, a letter can be written to the Market Advisory Group. MAG shall review the request on an individual basis for extenuating circumstances such as medical, maternity, family emergency, education in their related Market field, etc.

During this period of absence, the Vendor will retain the points they have accumulated up to this time, but will not acquire any new points during the period of absence. For example, if you left the Market Season with 100 Points, when you return as a vendor you will still have 100 points. Please be aware that your place on the seniority list will more than likely decrease upon your return, as other vendors who continue to attend the Market will continue to gather points during your absence.

17. Equipment & Product

Vendors are required to supply their own equipment such as tables, canopies and market umbrellas. Canopies may not exceed the size of your approved stall. Note that footage refers to front footage measurement only. Many booth areas are not as deep as they are wide. Please discuss your potential vending spot with the Market Coordinator before purchasing any tents or canopies.

Vendors, themselves, all their equipment and product must be within their allocated vending space.

If you are selling by weight you must provide your own certified scales. If you do not own a scale, we suggest that you price your product by the unit (ie. The ear, the pint, head, bushel, bundle, peck, basket etc.)

Gasoline, diesel powered, and other noisy generators are prohibited at the Market.

Power cords may be permitted at the discretion of the Market Coordinator but must not create a hazard.

Spritzers, atomizers or any similar equipment may not be used to promote a product at the Market.

18. Vendor Parking

In order to increase the amount of parking available for Market customers there is no vendor parking anywhere within the downtown core area including the creek side of Gasoline Alley.

Vendor parking is available in the upper parking lot of ArtSpring on Seaview Avenue, along Seaview Avenue, Jackson Avenue and Rainbow Road.

Parking is not permitted in the area in front of Centennial Park along Fulford Ganges Road on Saturdays. This area can be used by vendors for loading and unloading (See Section 19 for Loading/Unloading procedures).

19. Loading and Unloading

Front Bricked Area

- Arrive at the Market early to help alleviate the congestion as a result of unloading.
- The area in front of Centennial Park along Fulford-Ganges Road may be used by vendors for loading and unloading as long as you do not disrupt traffic and you keep the length of stay short.
- Unload your vehicle and, prior to setting up, move your vehicle to one of the

- approved parking locations outside of the Ganges core. Please do not leave your vehicle in the market area while running personal errands or setting up, as others are waiting to unload.
- At the end of the day, pack up everything ready for loading prior to bringing in your vehicle.

Gasoline Alley Vendors

- No vehicles are permitted in Gasoline Alley between 8:00am 4:00pm.
- Unload your vehicle and, prior to setting up, move it to one of the approved parking locations outside of the Ganges Core.
- Keep the access to Gasoline Alley and the gasoline pumps clear when loading and unloading.
- At the end of the day, pack up everything ready for loading prior to bringing in your vehicle, as space is limited in Gasoline Alley.

20. Clean Up

It is the responsibility of all Vendors to leave their vending space free of any garbage at the end of the day. Vendors are responsible for removing their own personal trash or debris, and taking it home. The Market garbage cans are for customers only.

21. Market Etiquette

- a. As a general rule of consideration, a vendor will not do anything at or near a vendors stand or elsewhere in the Market that will cause a nuisance to other vendors or the public, whether by noise, debris, smell or otherwise.
- b. Spritzers and atomizers shall not be used at the Market to promote products.
- c. Use your space without infringing on your neighbors.
- d. If you have an 8 ft stall and an 8 ft table don't expect your neighbor to provide access through their market stall to your booth.
- e. Please be aware that most 8 ft stalls are not 8 feet deep, so an 8 ft tent or canopy will not fit within the booth area. In addition, many 8 ft tents are 8' x 8' at the top, but have legs that extend out to the side past 8 feet. Please discuss your potential vending spot with the Market Coordinator before purchasing any tents or canopies.
- f. Please work from within your allotted space. Vendors, themselves, all their equipment and product must be within their allocated vending space.
- g. In the case where samples are provided, ask customers if they are interested in a sample, while remaining within your market stall. When offering samples please provide napkins and a garbage container for the refuse.
- h. If you have visitors to your market stall please try to keep the visit length short or have the visitor come around the back of the booth for longer chats. This will help to improve the traffic flow and visual access.
- i. Vendors are required to provide a clean and sanitary environment.
- j. No alcohol or illegal drugs are to be brought to, sold or used at the Market.

- k. Pets must be left at home.
- Provide proper childcare for young children.
- m. If you sell out, and are leaving early, please do so with a minimum of disruption to your neighbours and their customers. If possible, pack up and leave your tables, etcetera, in place until the end of the Market day.

22. Animals

In accordance with CRD Bylaw 3795, domestic animals are not allowed anywhere in Centennial Park, except the SPCA Doggie Daycare area, when staffed. This includes the Market Area and vendor booths. Please leave your pets at home.

The sale of or giving away of animals at the Market is strictly prohibited.

23. License and Special Requirements

- a. Vendors are responsible for informing themselves about and complying with Regional, Provincial, and Federal health, taxation and licensing requirements governing the production, display, distribution, sampling and sale of their products.
- b. Vendors selling high risk foods must have a current approval of the Vancouver Island Health Authority. Food vendors are also required to have taken a Food Safe course. See Section 15 for more information.

24. Liability

Vendors are strongly encouraged to obtain commercial general liability insurance. The Capital Regional District does not insure the Vendor nor the Vendors Products.

It is the responsibility of the vendor to provide appropriate insurance coverage for the Market. By initialing your seasonal vendor application the vendor is accepting/confirming that they are aware of this responsibility to provide insurance and acknowledging that the CRD has no responsibility to carry, nor secure insurance for you.

This acceptance only confirms that you are <u>aware</u> of the insurance requirement, proof of insurance is not required for the event.

25. Concerns and Suggestions

Please do not lodge any complaints during the time of the Market Set-Up to the Market Coordinator. As you can appreciate, this is an extremely busy time of day. Voice your concerns later in the day when all the vendors are settled.

If the Market Coordinator is unable to deal with your concern, you will be asked to submit your complaint or suggestion to the CRD office in writing. This may be handed in to the Market Coordinator, mailed it to the CRD office at 108 – 121 McPhillips Avenue, Salt Spring Island, BC, V8K 2T6, or emailed to ssiparc@crd.bc.ca.

Neighbour Vendor Disputes

If your neighbour or neighbour's customers do something that you don't agree with or like, wait until the customer leaves before speaking to your neighbor. Speak quietly and rationally. Try to come to a mutual agreement. If you cannot resolve the issue, ask the Market Coordinator to assist you both in the resolution. If this process cannot achieve mutual satisfaction, then the Dispute will be resolved using the 'Vendor Dispute Resolution Policy' as found in Appendix A.

26. Enforcement and Disputes

The Market Coordinator has the authority to enforce Market guidelines and policies on behalf of PARC. The CRD Bylaw Enforcement Officer has the authority to enforce CRD Bylaws.

The Market Coordinator may enforce Market policies and guidelines with respect to vendor behavior, parking during Market hours, types of goods being sold in the Market, litter control and all other written policies and guidelines on the basis of:

1st Offence - verbal warning 2nd Offence - written warning 3rd offence - market privileges cancelled

If the Vendor does not comply with the guidelines established by PARC, the Market Coordinator may take any reasonable action, including immediately barring the vendor from the Market for that day and any future days.

The vendor may appeal any decision of the Market Coordinator, concerning violation of these rules, in writing to the PARC staff. PARC staff many send appeals to the Market Advisory Group for a recommendation.

The decision of staff shall be final.

Appendix A – Vendor Dispute Resolution Policy

1.0 Purpose

1.1 The purpose of this Policy is to ensure that there is a procedure for resolving differences that may arise between Vendors at the Market in the Park (the "Market") or to deal with a contravention by Vendors of Market Rules and Policies.

2.0 Dispute Resolution Process

- 2.1 If the Market Advisory Group becomes aware of a breach of Market Rules and Policies or receives a complaint which it considers to be serious regarding the conduct of a Market Vendor, then it shall invite the Market Vendor to a meeting to attempt to resolve the issue. If possible a complainant or a representative of a complainant should be given an opportunity to attend the meeting.
- 2.2 Following the meeting, the Market Advisory Group should confirm in writing any agreements or solutions which have been accepted by the Vendor or, if applicable, the complainant. If no agreement is reached during the course of the initial meeting and if no further meetings are thought useful to attempt to reach an agreement, then the Market Advisory Group should advise the Vendor that it will be making recommendations to the Salt Spring Island Parks and Recreation Commission (the "Commission") regarding the action to be taken to resolve the situation.
- 2.3 A letter should be sent from the Market Advisory Group to the Vendor advising the Vendor what action the Market Advisory Group will recommend be taken by the Commission if the issue is not resolved by a date established by the Market Advisory Group.
- 2.4 If the problem has not been resolved by the date set out in the letter from the Market Advisory Group, then the Market Advisory Group should recommend to the Commission that a letter be sent from the Commission, directed to the Vendor, setting out what steps are needed in order to ensure compliance with the policies established by the Commission for the running of the Market.
- 2.5 The Commission should meet to consider the issue. The Vendor should be notified of the date, time and location of the meeting and should be permitted to make representations to the Commission. After consideration of the issue, the Commission, if it so chooses, may send a letter to the Vendor setting out the specific actions to be taken or the specific conduct to be stopped by a particular date (or immediately) and warning the Vendor that if action is not taken in the time limit specified:
 - (a) the Vendor risks having its Market permit revoked (Option A); or
 - (b) the permit will be considered to have been revoked (Option B).

Michelle Goss Baxter

From:

Michelle Goss Baxter

Sent:

Thursday, March 07, 2019 9:09 AM

To:

Michelle Goss Baxter

Subject:

RE: Seasonal Vendor Applications

Sent: Monday, March 4, 2019 7:14:39 PM

To: MarketinthePark

Subject: Re: Seasonal Vendor Applications

Hello Rob,

I have walked around all day questioning if I have the energy to do the market this year. I do not. I must have hit a place within myself where I do not have the reserves to bounce back ©

I know it is a chance, I will respect the choice the 'Market Advisory Meeting' will make on my behalf. However, I would like to ask for another year off to rest. I only finished all correspondence with the insurance claim Dec.26 of last year, and I am still moving back into my home. It has been a very stressful two years. I see that I have some healing and restoring to do.

The wind storm demolished 2 of my greenhouses and the snow did the other one some serious damage. I have a whole lot of debris and many fallen trees to clean up. It is all very over-whelming to me.

Farming is a an unpredictable experience with nature, the elements and the aftermath of such storms. Yet, onward we go. ①

Sincerely,

Reayane Kanne (owner/operator of Ambledale Farms)