

FARMERS' MARKET Organizer Application



The following application must be filled out by the Farmers' Market organizer and returned to Public Health Sudbury & Districts a minimum of **14 days prior to the market's opening**.

FOR PUBLIC HEALTH OFFICE USE ONLY

Date office received: _____

Area#/PHI: _____ PHI initial: _____ Manager initial: _____

ORGANIZER'S INFORMATION

Name of organizer: _____

Telephone: _____ Fax: _____ Email: _____

Address: _____ City/Province: _____ Postal Code: _____

On-site contact name: _____ Contact number: _____

ORGANIZER'S RESPONSIBILITIES

- Provide each food vendor with a copy of the Special Event Food Service Permit Vendor Application Package if the market is deemed to be non-exempt. The package should be provided a minimum of 30 days before the vendor attends the market.
- Notify Public Health of any significant changes to the original Farmers' Market Organizer Application.
- Coordinate back-up plans with food vendors in the event of a power failure or water shortage.
- Arrange for sanitary disposal of liquid waste.
- Provide an adequate number of sanitary facilities and maintain them in a functioning and sanitary manner throughout the event.
- Provide a potable water supply to vendors (water that is safe to consume, free from bacteria). Use only food-grade hoses.
- Arrange for proper sanitary disposal of garbage by providing adequate, leak-proof garbage containers with lids.

FARMERS' MARKET DEFINITIONS

Subsection 1 (1) of the Ontario Food Premises Regulation 562 lists the following definitions:

Farmers' market: means a central location at which a group of persons who operate stalls or other food premises meet to sell or offer for sale to consumers products that include, without being restricted to, farm products, baked goods and preserved foods, and at which the majority of the persons operating the stalls or other food premises are producers of farm products who are primarily selling or offering for sale their own products.

Farm products: means products that are grown, raised or produced on a farm and intended for use as food and include, without being restricted to, fruits and vegetables, mushrooms, meat and meat products, dairy products, honey products, maple products, fish, grains and seeds and grain and seed products.

Farm: means a farm in a rural area with a barn, silo, fields, etc. with a full-time farmer; a hobby farm in rural area with fields and a farmer on a part-time basis, or a producer who grows only local produce on their own property or a common gardening area.

MARKET INFORMATION

Name of market: _____ **Location:** _____

Season being assessed: Summer season: May 1 to October 31 Winter season: November 1 to April 30

Total vendors expected to attend: _____ Note: Complete a separate application for each season.

MARKET FACILITIES

Number of toilets: _____ Male Female
Number of hand sinks: _____ Availability: On-site Portable

Source of potable water supply:

Municipal hook-up Holding tank (Municipal water) N/A Other identify: _____

FARMERS' MARKETS

Include in the space below all vendors (farmers primarily selling their own farm products, food vendors, non-food vendors) that will be at the farmers' market.

Vendor/business name (if applicable): _____ **Contact #:** _____

Farmer Food vendor Non-food vendor **Permit number (office use only):** _____

Vendor/business name (if applicable): _____ **Contact #:** _____

Farmer Food vendor Non-food vendor **Permit number (office use only):** _____

Vendor/business name (if applicable): _____ **Contact #:** _____

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Step 1: Obtain information

Using the information listed on pages 2 and 3 complete the following:

Total number of vendors open in the 6 month operating season = _____

Record this number in the "total number of vendors" section of the calculation below.

Step 2: Calculate the total number of food vendors selling primarily their own farm products

From the list provided on pages 2 and 3, determine the number of vendors that sell primarily their own farm products in the 6 month operating season.

Count the number of vendors that sell primarily their own farm products and record this number in the "total number of farmers selling primarily their own farm products" section of the calculation below.

Step 3: Apply the formula

Divide the "total number of farmers selling primarily their own farm products" by the "total number of vendors" and multiply by 100. This will give the percentage of the total number of food vendors selling primarily their own farm products at a given market.

If the percentage is greater than or equal to 51%, the market has met the definition of a farmers' market and is exempt from the Food Premises Regulation. The Health Protection and Promotion Act and other relevant legislation still applies.

If the percentage is less than 51%, the establishment is **not** a farmers' market and food vendors/stalls must meet the requirements of the Food Premises Regulation, as well as the Health Protection and Promotion Act and other applicable legislation.

ASSESSMENT FORMULA

Use the formula below to verify if the proposed farmers' market meets the requirements for exemption.

$$\frac{\text{Total number of food vendors selling primarily their own farm products: (_____)}}{\text{Total number of vendors: (_____)}} \times 100 = \text{ _____ } \%$$

Assessments are conducted based on the season vendors are offering food for sale. The calculation provided is the same for all seasons.

Market Manager/Owner/Operator

Date (YYYY-MM-DD)

Complete this registration form, by clicking the **submit** button, send it via email to envhealth@phsd.ca as an attachment, or fax it to 705.677.9607. Save a copy of this PDF to your desktop and print it for your records.

To meet public health requirements, any personal information on this form is collected under the authority of one or more of the following (as amended) and related regulations: *Health Protection and Promotion Act, R.S.O. 1990; Smoke Free Ontario Act, S.O. 2017; Skin Cancer Prevention Act, 2013, S.O. 2013; Healthy Menu Choices Act, 2015, S.O. 2015; Safe Drinking Water Act, 2002, S.O. 2002; Ontario Building Code Act, 1992, S.O. 1992; Funeral, Burial and Cremation Services Act, 2002, S.O. 2002; Environmental Protection Act, R.S.O. 1990; Regulated Health Professions Act, 1991, S.O. 1991; and is in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and the Personal Health Information Protection Act, 2004, S.O. 2004. Questions about this collection should be directed to the Program Manager at Public Health Sudbury & Districts, 1300 Paris Street, Sudbury, ON P3E 3A3, 705.522.9200, ext. 398.*

PHI notes (for Public Health office use only)

The assessment of the premises named above yielded the following percentage.

_____ % Exempted Farmers' Market or Non-exempted Farmers' Market

Date	PHI notes	Initials