



History You Can Taste.



The Kingston Public Market is the oldest market in Ontario and has been providing food and a sense of community to residents of Kingston since 1801.

The market is located in Kingston's historic downtown, right behind City Hall, and operates on Tuesdays, Thursdays and Saturdays, April through to November.

The Kingston Public Market is full of vendors selling the highest quality local produce, prepared foods, garden plants and flowers, and handmade crafts. On a typical market day in the summer you can find a huge variety of goods such as beautiful heirloom tomatoes that were left to ripen on the vine and just picked that morning, delicious homemade cinnamon buns still warm from the oven or a one of kind handmade jewellery pieces made with stones from the Kingston area. Whatever you came for, you will leave with a smile on your face and the feeling of satisfaction that comes from buying food and goods from the people who produce them.

Lots of info on special events, produce, and recipes can be found at:

www.kingstonpublicmarket.ca



Kingston Public Market
Springer Market Square, Kingston, Ontario



local food • local chefs
www.kingstonfood.ca

177 Wellington Street, Suite #202 • Kingston, Ontario, Canada K7L 3E3
Phone: (613) 542-8677 • Fax: (613) 542-0274 • Email: info@downtownkingston.ca



KINGSTON PUBLIC MARKET

VENDOR RECRUITMENT & INFORMATION PACKAGE



Prepared by the Local Food Local Chefs Initiative



KINGSTON PUBLIC MARKET INFORMATION PACKAGE

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ABOUT THE KINGSTON PUBLIC MARKET

The Kingston Public Market is located in Springer Market Square in beautiful downtown Kingston. It is the oldest continually running market in Canada. The market runs Tuesdays, Thursdays, Saturdays and statutory holidays throughout the year. The peak market season runs from April until November.

If you are interested in what products are currently being sold at the market please visit www.kingstonpublicmarket.ca for a listing of vendors and their products.

MARKET REQUIREMENTS

Producers

- Preference is given to vendors who live within a 100km radius of the City of Kingston
- Preference is given to produce and meat suppliers who grow or produce at least 80% of goods

Artisans

- Preference is given to artisans who live within a 100km radius of the City of Kingston
- All artisans must have their crafts juried in order to determine authenticity

Stall Rentals

- Stalls can be leased on a yearly (full) or daily basis
- Depending on location, produce and artisan stall leases can range from a yearly rate of \$506.35 to \$662.15 (based on the City of Kingston's Rates and Fees By-law)
- The daily vendor rental rate is currently \$35
- Rate increases are based upon the current Consumer Price Index each year

PLEASE REFER TO THE KINGSTON PUBLIC MARKET BY-LAW FOR FURTHER DETAILS REGARDING VENDING AT THE MARKET AND MARKET OPERATIONS

PLEASE ALSO REFER TO THE ATTACHED KFL&A PUBLIC HEALTH GUIDELINES FOR MARKET VENDORS

Antique Market

- The Antique Market operates on Sundays from the first Sunday of April until the last Sunday of October. Fees to lease space at the Antique Market are determined by the Antique Market Manager. For more information on the Antique Market please visit www.kingstonantiquemarket.com.

JOIN US!

HOW TO BECOME A KINGSTON MARKET VENDOR:

1. Read through this information package including the information sheets and the market By-law.
2. Phone the Deputy Market Clerk at the City of Kingston to inquire about available annual or daily space at the market at (613) 530-5932. A waiting list will be available once capacity has been reached.

3. Fill out the **Vendor Application** (page 5) form and the **Product Availability** (page 6-9) form and mail them together to:

Attn: Deputy Market Clerk
Artillery Park Aquatic & Fitness Centre
76 Ordnance St.
Kingston, ON
K7K 5V1

FOR FULL TIME LEASE APPLICANTS

4. The Market Clerk at the City of Kingston will respond to you by mail once your application has been processed.

FOR DAILY VENDOR APPLICANTS

4. Daily Vendor Applicants must follow the instructions of the Deputy Market Clerk to proceed with the application. Daily Vendor Applicants are only required to complete the Vendor Application and Product Availability forms the first time they apply.

PLEASE NOTE VENDORS ARE RESPONSIBLE TO NOTIFY THE DEPUTY MARKET CLERK WITH ANY CHANGE OF INFORMATION (address, products, etc.) DURING THE MARKET SEASON.

KINGSTON PUBLIC MARKET VENDOR APPLICATION FORM

BUSINESS NAME _____

CONTACT NAME _____

MAILING ADDRESS _____

PHONE _____

EMAIL _____

WEBSITE _____

Please indicate below what type of vendor you are:

PLEASE NOTE - in order to be considered a producer you must grow/ produce a minimum of 80% of the product that you sell.

PRODUCER

ARTISAN

RESELLER

COMMUNITY GROUP

Please indicate below what type of Market lease you are applying for:

FULL LEASE (\$506.35 to \$662.15 based on the rates and fees By-law)

DAILY LEASE (\$35)

Please indicate the type of stall you are interested in renting

I wish to rent a **single** stall at the Kingston Public Market

I wish to rent a **double stall** (two stalls) at the Kingston Public Market

Please list the date you are interested in beginning at the market

Immediately

Specific date, please specify _____



PRODUCT AVAILABILITY LIST

Please fill out the following table including all the products that you will have for sale at market. We use this information for our records and for the product availability guide on the market website.

PRODUCT	MONTHS AVAILABLE (estimate)	HOMEGROWN / HOMEMADE (H) OR PURCHASED (P)	IF PURCHASED, FROM WHERE?
PRODUCE			
Apples			
Apricots			
Asparagus			
Beans			
Beets			
Blackberries			
Blueberries			
Broccoli			
Brussels sprouts			
Cabbage			
Cantaloupe			
Carrots			
Cauliflower			
Cherries			
Onions			
Cucumbers			
Currants			
Eggplant			
Garlic			
Garlic Scapes			
Grapes			
Herbs			
Horseradish			
Leeks			
Lettuce			
Melons			
Parsnips			
Peaches			
Pears			
Peas			
Peppers (sweet)			
Peppers (hot)			
Plums			
Potatoes			

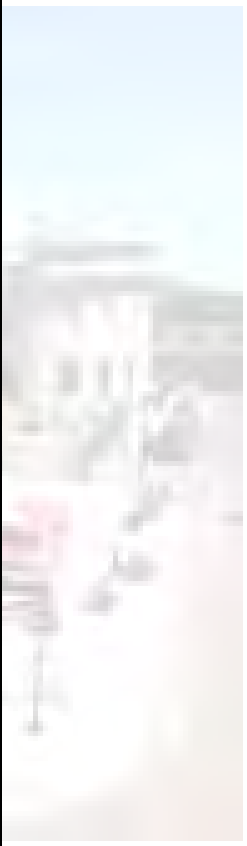


Pumpkins			
Radishes			
Raspberries			
Rhubarb			
Spinach			
Squash			
Strawberries			
Sweet Corn			
Swiss Chard			
Tomatoes			
Zucchini			

PRODUCT	MONTHS AVAILABLE (estimate)	HOMEGROWN / HOMEMADE (H) OR PURCHASED (P)	IF PURCHASED FROM WHERE?
PLANTS			
Annuals			
Cut Flowers			
Perennials			
Potted herbs			
MEATS			
Beef			
Bison			
Chicken			
Fish			
Pork			
PREPARED FOOD			
Dips/ Spreads			
Sauces			
Soups			
Preserves			
BAKED GOODS			
Bread			
Cake			
Cookies			
Muffins			
Pastries			
Pies			
Scones			
Tarts			



OTHER			
Cider			
Cheese			
Coffee			
Flour			
Honey			
Maple Syrup			
Tea			
Other beverages			
CRAFTS			
Candles			
Clothing			
Jewelry			
Paintings			
Pottery			
Sculptures			
Soap			
OTHER PRODUCTS NOT INCLUDED ON LIST	MONTHS AVAILABLE (estimate)	HOMEGROWN, HOMEMADE OR PURCHASED	IF PURCHASED FROM WHERE?



WHAT IS THE KINGSTON PUBLIC MARKET VENDORS ASSOCIATION?

As a vendor at the Kingston Public Market you are a member of the Kingston Public Market Vendors Association (KPMVA). The KPMVA is a membership driven association lead by vendors. The Association has an executive board that is elected biannually and consists of a Chair, Treasurer, Secretary and three general positions.

The KPMVA administers funding that is received annually from the City, fundraising and from other government agencies as available, for the purpose of promoting the market through advertisements, events and other marketing opportunities as they arise. A membership fee of \$25 for produce vendors and \$15 for crafters per vendor are collected annually.

The mandate of the KPMVA is to promote the past, present and future importance of the Kingston Public Market as the social gathering and economic centre of the Kingston community.

Aims and Objectives of the KPMVA

Aims:

1. To support the Kingston Public Market by promoting and ensuring the market remains alive and vibrant on Market Square as it has for over 200 years.
2. To stimulate interest in market Activities
3. To encourage ethical business practice among the vendors.
4. To foster good working relations with the City of Kingston while respecting the rights of the members.

Objectives:

1. To provide the necessary financial support to the KPMVA through collection of dues, fund raising activities and sourcing outside funding.
2. To supply logistical support to the members of the KPMVA by providing advertising, information and other marketing related material.



HISTORY OF THE KINGSTON PUBLIC MARKET

The Kingston Public Market is the oldest market in Ontario. Since its official founding in 1801 the market has operated as community gathering place and has played an integral role in Kingston and our countries history.

An informal market was established on the same site in 1788 that the market now operates on today. As the Kingston population grew in the late 18th century, the market acted as the centre of the local economy and community. It was the Kingston Market Square that Lieutenant –Governor Sir John Graves Simcoe chose as the location to proclaim the Constitutional Act which established Upper Canada as a separate jurisdiction on July 8, 1792.

In 1801 the Kingston Public Market was granted official status by the City of Kingston. By that time Kingston was home to 1000 people and with the establishment of the British garrison, naval base and dockyard, demand for products was on the rise. The market was the economic and social heart of Kingston - with no stores in operation, the market was the place where anyone looking to buy, sell or trade goods came to do business. On a typical day at market you could find venison or game birds from a local hunter, fish caught by local fishermen, wood to heat your home, hay for your livestock, wool to make clothes and iron nails to build your house.

By the mid-19th century Kingston had grown to 6000 residents, and the market had grown with it to meet the increased demand. New businesses and buildings now surrounded the market including a City Hall, hotels and merchant shops. Most of the market space was occupied by poorly constructed wood en stalls, referred to as the market shambles. The Great Fire of 1840 destroyed not only the market shambles, but most of the buildings surrounding it, including the city hall. This gave rise the reconstruction of the downtown core known as the ‘Limestone revolution’. Many of the buildings that you see today were constructed during this time.

July 1, 1867 – Canada is born! It was in Kingston Market Square that the proclamation of Confederation and the formation of the Dominion of Canada occurred.

During the mid 1900’s, activity at the Kingston market slowed down as more space was needed to accommodate bigger roads, grocery stores won over consumers, and health regulations created stumbling blocks for vendors. Market space shrunk and Kingston Market Square was converted to a parking lot on non-market days. After years of struggle to maintain its place in the community the market survived, largely thanks to the commitment of Kingston Public Market vendors and customers. In 2008, Kingston Public Market – now the Springer Market Square - was given a new lease on life with a total renovation, once again bringing to life the centre of commerce, community and history in Kingston.



KINGSTON PUBLIC MARKET WEBSITE

www.kingstonpublicmarket.ca

The Kingston Public Market website was created in 2010. The site serves to provide current customers with information about the Market and to attract new customers. The market website includes market vendor profiles, product listings (including storage and nutritional information), market events, Recipes, market history and more!

All **full time lease holders** at the market will be contacted to provide us with a profile for their business and a digital photo for the site.

MARKET EVENTS AND PROGRAMMING

There are lots of exciting events that happen at the market throughout the year. Check out the Events section of the Kingston Public Market website for a listing.

Fare on the Square

In early September restaurants and market vendors' team up for a Saturday to produce locally sourced samples for hungry market customers.

Chef Cooking Demos

Chef Cooking Demos happen every Saturday at the market in July and August. Local Chefs demonstrate how to cook with local food right from the market. Market vendors are invited to participate to share info about their farms and promote their business.

Market Birthday Celebration

Free cake for market customers to celebrate the oldest continually running market in Canada!

Strawberry Social

Saturday in June - market customers are invited down to the market to celebrate the strawberry season in style with free strawberry shortcake and entertainment!



MERCHANDISING 101

Some tips for selling at Markets!

- **Build vendor loyalty**

Create an identity for yourself. Make your business name and location clear to customers. Provide a description of your farm or business including location, acres, history, crops, growing methods, etc. Try displaying this information on a poster and include pictures of your farm. Or have a flyer to distribute to customers. Take advantage of the opportunity to educate shopper about how things are grown.

- **Train employees**

Make sure they are knowledgeable about your product and your farm. Continuity of salespeople builds relationships with repeat customers.

- **Supply recipes and information**

Find recipes that are simple and contain a few ingredients that can be found at your stand or other parts of the farmers' market. The Kingston Public Market website is a great source of info including recipes, storage and nutritional information for most market products.

- **Start an email list**

Let your loyal customers sign up for a mailing list so you can inform them about special opportunities, other markets and locations where they can find you or your product.

- **Use your personality**

Use your personality and expertise as a merchandising tool to build and strengthen your customer base. Try to stand out by making your stall look unique and memorable.

- **Stay informed**

There are a number of events and activities that occur at market that include opportunities to promote your business. Be sure to read newsletters and emails regarding the market so you don't miss out on these opportunities.



CONTACTS & RESOURCES

Kingston Public Market Website – www.kingstonpublicmarket.ca

Jessica Dillon- Market Clerk with the City of Kingston

jdillon@cityofkingston.ca

613-546-4291 ext.3152

Kaitlin Byrick – Local Food Local Chefs Coordinator

Kaitlin@downtownkingston.ca

613-542-8677

www.kingstonfood.ca

Kingston Public Health

www.kflapublichealth.ca

(613) 549-1232

Farmers' Markets Ontario

www.farmersmarketsontario.com

Ontario Ministry of Agriculture Food and Rural Affairs

www.omafra.gov.on.ca

Foodland Ontario

www.foodland.gov.on.ca



CORPORATION OF THE CITY OF KINGSTON

Ontario

BY-LAW NO. 2006-118

A BY-LAW RESPECTING THE KINGSTON PUBLIC MARKET

PASSED: May 23, 2006

As Amended By By-Law No:

By-law No.
By-law No. 2008-15

Passed on:
December 18, 2007

(Office Consolidation)

**City of Kingston By-law No. 2006-118
A BY-LAW RESPECTING THE KINGSTON PUBLIC MARKET**

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By-law No. 2006-118

A BY-LAW RESPECTING THE KINGSTON PUBLIC MARKET

PASSED: May 23, 2006

WHEREAS Section 113 of the Municipal Act, S.O. 2001, c. M.25 authorizes local councils to pass by-laws to establish, maintain and operate markets;

AND WHEREAS a by-law passed under the authority of this Section may provide for charging market fees to vendors in a market established by Council and may also provide to regulate the hours of a market;

1. Kingston's Market Square is a community resource which reflects the heritage of Kingston and serves as a source of civic pride for present and future generations.
2. The City of Kingston is committed to the preservation of a Kingston Public Market that makes available to Kingston and its visitors, in a heritage setting, produce grown by area farmers and crafts produced by local artisans.
3. Respect for the long history of one of Canada's great historical markets and its continuous use as a meeting place and center of commerce will continue to underlie all future market area decisions.

NOW THEREFORE the Council of The Corporation of the City of Kingston hereby repeals the provisions of By-Law No. 20, enacted February 2, 1993, and all amendments thereto; and enacts By-Law No. 2006-118 as follows:

1. KINGSTON PUBLIC MARKET

The Kingston Public Market of the City of Kingston shall be as set out in Schedule "A".

The design of the Kingston Public Market of City Hall shall be as shown on the sketch attached hereto and forming part of this By-Law as Schedule "A", entitled "Layout of Market Square".

2. DEFINITIONS

In this By-Law:

- 1) "**Administrative Policies Committee**" means the Administrative Policies Committee designated by Council or, in the event of organizational changes, another Committee designated by Council to carry out the Committee's responsibilities for appeals.
- 2) "**Agriproduct**" means a raw or processed product of an agricultural crop, industry or enterprise;

.....2

- 3) "**Building & Licensing Department**" and "**Department**" means the Licensing & Enforcement Division, Department of Community Development Services Group, or, in the event of organizational changes, another unit designated by Council to carry out the Department's responsibilities for the administration and enforcement of this By-Law;
- 4) "**By-Law Officer**" means a person appointed by the Council of the City of Kingston as a Municipal Law Enforcement Officer to enforce the provisions of the By-Law;
- 5) "**City**" means the City of Kingston;
- 6) "**Corporation**" means The Corporation of the City of Kingston;
- 7) "**Council**" means the Council of The Corporation of the City of Kingston;
- 8) "**Craft Producer**" means a vendor who creates their own crafts from raw or basic materials and shall include artists in all media;
- 9) "**Daily Permit**" means the permit issued to a person to occupy a stall for one day;
- 10) "**Deputy Market Clerk**" means the person designated by the Manager of Licensing & Enforcement;
- 11) "**Farmer**" means a vendor who grows 80% or more of their product;
- 12) "**Craft**" means a product which is initiated and controlled by one person. No mass-manufactured items will be allowed;
- 13) "**Jury**" shall mean the Kingston Public Market Jury established by the Manager of Licensing & Enforcement;
- 14) "**Lease**" means the lease issued to a person to occupy a stall for a specific period of time;
- 15) "**Leaves of Absence**" means a leave that is required as the result of health problems or uncontrollable circumstances;
- 16) "**Lessee**" means the craft vendor, produce grower or produce vendor to whom the lease is issued;
- 17) "**Market Clerk**" means the person designated by the Manager of Licensing & Enforcement to manage the Kingston Public Market;
- 18) "**Market Day**" means the following days of market operations
 - a) PRODUCE AND CRAFT - Tuesday, Thursday, Saturday;
 - b) ANTIQUES, PRODUCE AND CRAFT - Sunday;
- 19) "**Market Season**" means:
 - i) PRODUCE January 1 to December 31;
 - ii) CRAFT January 1 to December 31;
 - iii) ANTIQUES April 1 to October 31;
- 20) "**Material**" includes tables, chairs, equipment, canopy, frame and cover, packaging material, garbage or any other things connected with the use of the stall;

- 21) "Person" means a human being of the male or female gender and includes not only an individual, but also a partnership and/or body corporate;
- 22) "Produce Vendor" means a vendor who grows some of their products and/or buys produce either locally or from wholesalers;
- 23) "Producer" means a vendor who produces their product;
- 24) "Sabbaticals" means a leave which has been requested for reasons other than health problems or uncontrollable circumstances;
- 25) "Seniority" means the number of consecutive years produce and craft vendors have held a lease for the Kingston Public Market;
- 26) "Stall Holder" means a vendor who has entered into a lease agreement with the Corporation and to whom the Market Clerk has assigned a stall; or a vendor who has received a daily permit from the Corporation and to whom the Market Clerk has assigned a stall;
- 27) "Stall" means the area of the Kingston Public Market assigned to a stall holder;
- 28) "Special Events" means any program or civic event which has been approved by the City of Kingston to be held in the Market Square;
- 29) "Waste" means paper, bottles, broken glass, cans, rags, garbage, rubbish, debris or refuse of any kind;

3. ADMINISTRATION

1. The Building & Licensing Department is responsible for the administration and enforcement of this By-Law.
2. Every application for a new lease or a renewal lease shall be submitted to the Manager of Licensing & Enforcement in the form provided.
3. Every application for a lease will be reviewed to determine whether it meets all of the general regulations set out in the appropriate schedule.
4. Every vendor entering into a lease or obtaining a daily permit for a stall shall pay the fees prescribed in by-law 2005-10, as amended.
(By-law No. 2005-10; 2008-15)
5. Any fee relating to by-law 2006-118 a by-law respecting the Kingston Public Market shall be prescribed by the provisions of by-law 2005-10, as amended.
(By-law No. 2005-10; 2008-15)
6. If it is determined that an application does not meet the requirements of this By-Law, the Department will refuse to issue a lease and will refund the lease fee.

7. If, at any time, the Department determines that the operation of a leased stall does not conform to the requirements of this By-Law or the lease issued under this By-Law, it may terminate the lease.
8. A person whose application for a lease or renewal of a lease has been refused, or a person whose lease has been terminated may, within fifteen days of being notified of the Department's decision, apply to the Administrative Policies Committee for a review of the decision.
9. A person who has applied for a review of the Department's decision may make written representations and/or appear before the Administrative Policies Committee when it reviews the matter.
10. The Administrative Policies Committee will review the matter and may affirm the decision of the Department or direct it to issue, renew or reinstate the lease.
11. Decisions of the Administrative Policies Committee are final.

4.0 GENERAL REGULATIONS:

- 4.1 This By-Law regulates use of the Market Square for Market vendors only. Other civic events will be regulated by the Market Square policy.
- 4.2 A lease or daily permit shall be required for each separate stall.
- 4.3 Leases are not transferable.
- 4.4 Every lessee shall comply with: (1) every by-law of the City; (2) every provincial or federal Act and regulation made under such an Act; and (3) every instrument of a legislative nature made or issued under a provincial or federal Act or regulation.
- 4.5 No person shall sell, offer for sale or expose for sale any article or thing in the Kingston Public Market without first having obtained a lease or daily permit as provided for in this By-Law.
- 4.6 A Lessee shall display their stall card in a prominent place in their stall.
- 4.7 Every lessee shall allow, at any time, when approved by the Manager of Licensing & Enforcement, an authorized employee or agent of the City to inspect their stall, equipment and other property in the stall to determine whether the requirements of this By-Law are being complied with, and no person shall obstruct, hinder or otherwise interfere with such an inspection.

- 4.8 No lessee shall construct any permanent fixture or device within the Market Square
- 4.9 Every lessee shall maintain their stall and the immediate surrounding area in a clean, neat and sanitary condition and shall keep the stall free of waste.
- 4.10 No lessee shall interfere with or obstruct any other lessees or their customers.
- 4.11 No lessee or employee of a lessee shall discriminate in the carrying on of business against any member of the public on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.
- 4.12 No lessee shall sell, offer for sale, display, distribute or give any live animal, including any live bird, live fish or live reptile in the Kingston Public Market;
- 4.13 Lessees shall not be eligible for lease renewal if they did not achieve eighty (80%) percent attendance in their best three (3) months of the previous Market season.
- 4.14 Preference for new lessees will be given to persons who live within a one hundred (100) kilometer radius of the boundaries of the City.
- 4.15 If the Kingston Public Market is required for a civic event, the City shall give lessees one week's notice that they will not be permitted to occupy the Kingston Public Market, with the exception of routine or emergency maintenance.
- 4.16 The Kingston Public Market Jury shall review all crafts before the sale of such crafts is permitted at the Kingston Public Market. However, craft vendors whose work the Jury has previously approved and who have not significantly changed their product shall be exempt from the jurying process.
- 4.17 The composition and duties of the Kingston Public Market Jury shall be as set out in Schedule "E" attached to and forming part of this By-Law.
- 4.18 The Policy respecting sabbaticals and leaves of absences for lessees of the Kingston Public Market is hereby adopted and marked as Schedule "F" attached hereto and forming part of this By-Law. Market vendors who are on an approved sabbatical or leave of absence shall be eligible for stalls that have been vacated during their absence from the Market.
- 4.19 Stalls will be offered by seniority and based upon the applicant achieving the attendance requirements for the previous year.

4.20 Lessees shall maintain their vehicles, trailers and associated equipment, and shall take whatever precautions necessary to ensure that there is absolutely no fluid leakage on Market Square. Lessees shall also place a piece of cardboard or other material under the oil pan of the vehicle.

5. SCHEDULES

5.1 The following schedules are attached to and form part of this By-Law:

Schedule A – Market Layout

Schedule B - Market Days and Hours

Schedule C - Fees (repealed, see by-law 2005-10, as amended)

Schedule D – General Provisions for Lessees and Daily Permit Holders

Schedule E - Composition and Duties of the Kingston Public Market Jury

Schedule F - Sabbaticals and Leaves of Absence

(By-law No 2006-118; 2008-15)

6.0 OFFENCE AND PENALTY PROVISIONS:

6.1 Any person who contravenes any provision of this By-Law is guilty of an offence and, upon conviction, is subject to a fine as provided in the Municipal Act, 2001 or the Provincial Offences Act and to any other applicable penalties

6.2 If this By-Law is contravened and a conviction entered, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

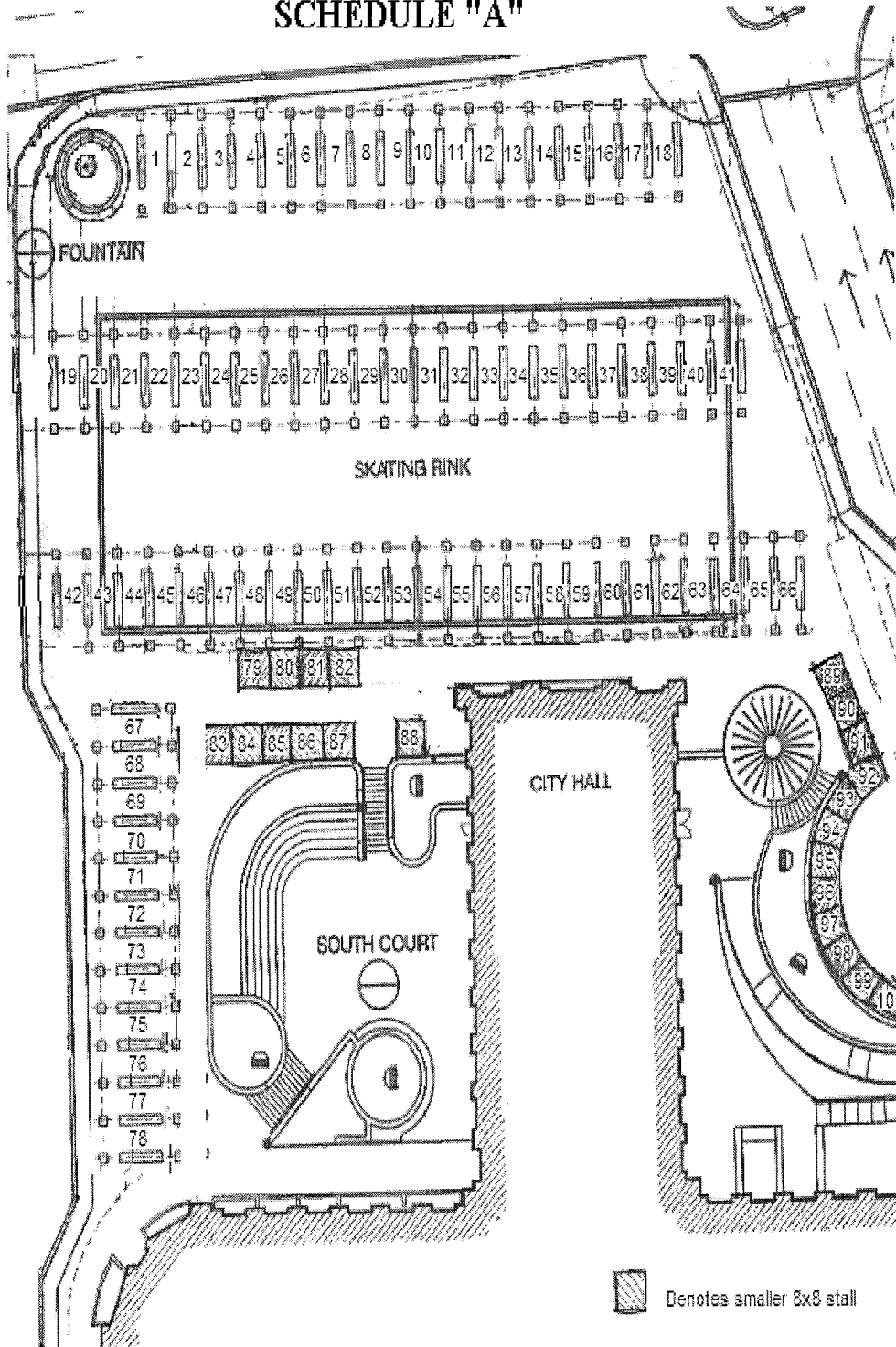
7.0 VALIDITY:

7.1 If a court of competent jurisdiction declares any provision, or any part of a provision, of this By-Law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this By-Law that each and every provision of this By-Law authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.

8.0 COMMENCEMENT:

8.1 This By-Law comes into force on November 1, 2006.

SCHEDULE "A"



Market layout from April 1st to October 31st

No Parking on stalls 79 to 100

Stall #88 - Community Stall

SCHEDULE "B"

MARKET DAYS AND HOURS

1. MARKET HOURS

- 1) Market stalls not occupied by a lessee by 8:15 a.m. during the months of June, July and August; and by 8:30 a.m. during the remaining months shall become available for daily rental by the Market Clerk up to 9:00 a.m. No person shall be permitted to set up after 9:00 a.m.; provided, however, that if a request is made to the Market Clerk prior to 9:00 a.m., the Market Clerk may permit a vendor to set up after 9:00 a.m. Any stalls available for daily rental will be assigned by the Deputy Market Clerk on a seniority basis of those in attendance at the time they become available.
- 2) The Market shall operate in accordance with this By-Law from 6:00 a.m. to 6:00 p.m., and stalls shall be vacated by 6:00 p.m. unless a permit has been specifically issued by the Market Clerk for operation beyond this period.

2. MARKET DAYS

- 1) Regular Market days shall be as defined in Section 2 of this By-Law.
- 2) Notwithstanding the provisions of the foregoing:

Craft vendors may operate on regular Market days in the produce area, provided space is available,

 - (a) during the months of October to April, produce lessees may offer for sale craft products. Craft products shall not occupy more than 20% of the display area of a produce stall and shall be subject to the recommendation of the Kingston Public Market Jury Committee.
 - (b) during the months of April to October inclusive, produce lessees may offer for sale craft products. Craft products made by the lessee shall occupy not more than 10% of the display area and shall be subject to the recommendation of the Kingston Public Market Jury

All stalls will be offered by availability and seniority between November 1 and March 31.

SCHEDULE "C"

KINGSTON PUBLIC MARKET

NOTE: Schedule C of By-law No. 2006-188 is hereby repealed by By-law No. 2008-15 and replaced by the provisions of Schedule A of by-law 2005-10, as amended, being "A By-Law to Establish Fees and Charges to be Collected by the Corporation of the City of Kingston.

(By-law No. 2006-118; 2008-15)

SCHEDULE "D"**GENERAL PROVISIONS FOR LESSEES AND DAILY PERMIT HOLDERS****1. MARKET SALES**

- 1) No person shall sell, offer for sale or expose for sale any article or thing at the Kingston Public Market during the Market season and on Market days except the following:
 - (a) Agriproducts, as defined in this By-Law;
 - (b) Crafts, approved subject to Schedule "E" of this By-Law; and
 - (c) Antiques.
- 2) Section 1 (1) of this schedule shall not apply from November 1 to March 31st.
- 3) Craft vendors shall be permitted to lease a maximum of one (1) stall in the Market.
- 4) Craft stall areas shall be leased only to those persons who create and produce their own crafts and whose applications have been recommended by the Kingston Public Market Jury.
- 5) Craft stall applicants shall be required, when submitting their applications, to describe the product and how that product is made. This applies to both leaseholders and daily vendors.

2. MOVING

- 1) If a produce stall becomes available at 7a.m., a produce vendor who is in attendance may request to relocate to that stall at no additional cost. Should there be no produce vendor who wishes to move, then it can be offered to a craft vendor. If more than one produce vendor wishes to relocate to a specific stall, the space shall be assigned on the basis of seniority.
- 2) If a craft stall becomes available at 7a.m., a craft vendor who is in attendance may request to relocate to that stall at no additional cost. If more than one craft vendor wishes to relocate to a specific stall, the space shall be assigned on the basis of seniority.
- 3) The Deputy Market Clerk has the right to reassign stalls to improve the compatibility and appearance of the Market, and to assure that no vendor is isolated.

3. MISCELLANEOUS

The Sunday Antique Market shall be permitted to regulate and govern its individual leases

SCHEDULE "D" cont'd:***GENERAL PROVISIONS FOR LESSEES AND DAILY PERMIT HOLDERS***

No sidewalks shall be obstructed by a lessee, a lessee's stall, awning or products;

- 1) Notwithstanding the provisions of Section 3.2, no adjustment will be required to an awning if the awning does not interfere with pedestrian and/or other traffic or adjacent stalls.

4. PARKING

Vendors are permitted to park their vehicles in their stall area ONLY when the area is being used as a sales area as designated in schedule "A". Any vehicle that will not fit on a double stall will not be permitted in any other location on the Market.

5. RAIN CHECKS

Rain checks will be given to any DAILY rental vendor who has paid the fee for the day and whom the weather forces off the Market prior to 11 a.m. Leaseholders who are forced off the Market during inclement weather or do not attend because of the weather (in Kingston at the Market) will not be penalized as to the attendance requirement.

6. ATTENDANCE

Leaseholders must inform the Deputy Market Clerk if they are not planning to attend the Market. Last minute problems, etc. that prevent attendance can now be relayed to the Deputy Market Clerk by telephone. (530-5932).

7. STALL FOR COMMUNITY PURPOSES

Notwithstanding any of the provisions of this By-Law, the stall for community purposes shall be marked as such on Schedule "A" attached hereto and shall be made available for community purposes on regular Market days. The stall so marked shall be available on a daily, first-come, first-served basis, subject to application being made in writing to the Market Clerk. Only one date per request for reservation shall be allocated. There will be six stalls available for Community purposes from November 1 to March 31.

8. SALE OF ICE CREAM PRODUCTS

The sale of ice cream products from mobile carts shall be allowed in the Kingston Public Market on regular Market days; provided, however, that such sales shall take place only from the two internal roadways between Brock Street and Market Street. The ice cream vendor shall not block internal vehicular traffic that is ongoing throughout Market days or interfere with any lessee's ability to do business.

SCHEDULE "E"

**COMPOSITION AND DUTIES OF THE
KINGSTON PUBLIC MARKET JURY**

Duties and Responsibilities

1. All first-time applications for the sale of crafts shall be referred to the Jury for the purpose of ensuring that all craft vendors meet established criteria. A jurying fee shall be charged to each applicant at the time application is made.

(By-law No. 2006-118; 2008-15)

2. The Jury shall consist of three individuals, appointed by The Manager of Licensing & Enforcement, who are not Market vendors.
3. Jurors shall be chosen based on the following criteria:
 - experience in craft;
 - knowledge of craft techniques;
 - familiarity with the Kingston Public Market.
4. Administrative staff shall not sit on the Jury in a decision-making capacity; however, they may be present to advise and make recommendations to the Jury.
5. The applicant must be the designer and the creator of the product.
6. The applicant must be present in person for the jurying process.
7. Jurors will be compensated at a rate set by The Manager of Licensing & Enforcement.
8. Any person may appeal the decision of the Jury to the Manager of Licensing & Enforcement.

SCHEDULE "F"

**SABBATICALS AND LEAVES OF ABSENCE FOR LESSEES OF THE
KINGSTON PUBLIC MARKET POLICY**

The Manager of Licensing & Enforcement has the authority to grant sabbaticals/leaves of absence for a period not to exceed twelve (12) months, providing that the affected space can be leased temporarily. Such requests will be governed by the following:

Sabbaticals

- 1) Requests for sabbaticals must be received in writing by the Manager of Licensing & Enforcement before February 1 of each year;
- 2) Requests should include the current vendor's stall number and a valid reason for the sabbatical;
- 3) A \$100.00 fee is required for each request, and must be submitted with the request;
- 4) The vendor must have proven in previous years to have satisfactorily met the requirements under the By-Law and lease;
- 5) The Licensing & Enforcement Manager will respond in writing within fifteen (15) working days, and will either approve or deny the request.

Leaves of Absence

- 1) Requests for leaves of absence must be received in writing by the Manager of Licensing & Enforcement;
- 2) Requests shall include the current vendor's stall number and a valid reason for the absence. In the case of a medical reason, a certificate from the attending physician is required;
- 3) A \$100.00 fee is required for each request, and must be submitted with the request;
- 4) The vendor must have proven in previous years to have satisfactorily met the requirements under the By-Law and lease;
- 5) The Manager of Licensing & Enforcement will respond in writing within fifteen (15) working days, and will either approve or deny the request.
