

Colwood Farmer's Market Policy Manual

Mailing address: 3221 Heatherbell Road, Colwood

Location: Juan de Fuca Recreation Centre

1767 Island Highway, Colwood, BC

Phone number: 250 507 5767

The purposes of the CFM are:

- a) To manage and operate an urban night market at a central location in the City of Colwood, with a focus on local food, art, culture and sustainable living.
- b) To develop the market into a community and visitor destination for the celebration of local food, art, culture and sustainable west coast living.
- c) To inspire community climate action through family-focused activities taking place in conjunction with the urban night market.
- d) To work cooperatively with businesses, educational institutions and other social profit organizations to promote community food security and urban agriculture opportunities within the City of Colwood and the West Shore region.
- e) To work cooperatively with businesses, educational institutions and other social profit organizations to promote community arts and culture opportunities that support and enhance public health and wellness and offer economic development opportunities.

Policies of the Market

The day to day conduct, operation and coordination of the Colwood Farmer's Market shall be governed according to the following rules and regulations. Exception to these policies may occur on a case by case basis at the discretion of the board, if they find the exception to be in the best interests of the Market.

Clarifications

Herein,

market refers to the Colwood Farmers' Market;

society refers to the Colwood Farmer's Market Society;

board refers to the Board of Directors of the Society;

director means a member of the Board;

member refers to any member (vending or supporting) of the Society;

coordinator refers to any person hired by the Board to coordinate the Market;

vendor refers to a person who sells a product at the Market;

producer refers to any individual who put a significant amount of time into creating or growing a particular item;

daily fee is the fee charged to vendors for each market they attend;

reserved space is a prepaid, reserved 10'x10' space at each market;

local or locally means: **first the Capital region district, and second Vancouver Island and outlying islands.**

Market Day

Membership, Fees and Stall Space

1.0 Space and memberships at the Market shall be paid for as follows:

Annual membership fee (includes first day stall fee) \$20.00

Daily fee to vending members regular space \$15.00

Daily fee for education/community space: Free (\$5.00 fee for table and tent if needed)

Annual fee to supporting members (non-vending) \$5.00

1.1 Daily fees for shared spaces are based on membership status of the individuals sharing.

1.2 All fees quoted are for a 10'x10' space at a market. Under special circumstances a larger space may be approved. Vendors supply their own tables, chairs and shelter, and are responsible for creating a safe environment. Access space must be left between neighbouring spaces.

1.3 Spaces at each market are limited. Several spaces may be reserved by the board for pre-booking by non-members whose products add variety to the Market.

1.4 To ensure a full and vibrant market, the coordinator must know in advance which reserved vendors will attend. Notice of cancellation of a reserved space must be received by the coordinator by 10 am Friday, AT LATEST. Except in an emergency, a member with a reserved space who fails to notify the coordinator of his/her absence may lose the reserved space.

1.5 The Board reserves the right to limit the number of vending memberships and reserved spaces. The Board through the Coordinator will use its discretion to balance the types of products and services at the Market and give preference to local vendors and existing members.

1.6 The Market shall take place between 4:00 pm and 7:00 pm Wednesdays each week from June 2 until September 22. All Market sales to customers must take place ONLY within these times. Vendors are permitted to sell to other vendors outside of these times.

1.7 Setup begins no earlier than 3pm and vendors must have the site cleared by 8:00 PM. Vendors are requested to arrive before 3:30 and must be set up with vehicles removed from the market area by 4pm. This will limit traffic problems.

1.8 Vendor placement will be assigned by the market Coordinator. All requests for specific placements will be accommodated according to priority. i.e.: shade for perishables etc.

1.9 In order to foster a spirit of community at Colwood Farmer's Market, all members, vendors and staff are expected to treat each other and customers with courtesy and to work together in a spirit of cooperation, and open, positive communication.

2.0 Vendors are responsible for keeping their stall space and surrounding area clean and tidy at all times, and for clearing up any litter from around their stall at the end of each market. Vendors are responsible for limiting the amount of packaging sold with their products and for taking packaging back from patrons and disposing of it.

One of CFM's guiding principles is to be ecologically sustainable and aim to be garbage-free.

2.5 In consideration of Market performers and your fellow vendors, any playing of live or recorded music must be pre-approved by the coordinator. (eg. No radios please.)

2.6 The Board (minimum four directors) via the Coordinator may prohibit any person from renting stall space and may require persons to leave the Market in the event that they fail to abide by the policies or the decisions of the Board.

2.7 The Board has the right to withdraw the membership of a vendor who fails to abide by the policies. The vendor in question may appeal the decision by a written submission to the Board within 60 days of being notified of the withdrawal of their membership. Membership fees will not be returned in these cases.

2.8 Because we are here to celebrate a healthy and diverse community, organizations or individuals promoting any form of prejudice, such as homophobia, racism and sexism, are not welcome and will be required to dismantle their display and leave the Market immediately.

Policies for Education / Community Groups and Services

3.3 Political parties running candidates in municipal, provincial or federal elections are welcome to have a table one week during the Market season, close to election time.

3.4 Items for sale at education tables must adhere to all Market policies. Exceptions are locally produced or printed items such as pamphlets, t-shirts, bags, etc which enhance the education program of the organization. These items must be locally designed, printed, screened, etc.

3.5 The Board will have absolute discretion to decide which education groups may participate at the market and to what extent. The Board will encourage the participation of education groups which hold a similar philosophy as that upon which the Market was founded.

General Sale of Products

4.0 All products offered must be produced locally. This encourages a direct relationship between the producer and consumer and builds the local economy. Under special circumstances, consideration may be given to non-local products.

4.1 All vendors are encouraged to buy from one another.

4.2 All products must be sustainable to the environment.

4.3 All producers must fill out & sign a Participant's Agreement.

4.5 Because we encourage everyone to value the work that goes into the creation of all goods and services offered at the Market, we do not allow signs advertising "sales", "discounts", "reduced prices", etc.

4.6 We do not accept for sale used or second-hand material including antiques, commercial products for resale or products which exploit humanity.

4.7 The decision as to the suitability of any product for sale at the Market shall be at the absolute discretion of the Board. The Board will create a review committee which will consist of at least one director and one other person (director or member).

Regardless of previous sales, each new type of product must be reviewed by a member of the appropriate review committee before it can be displayed at the Market. New vendors that are reviewed and accepted have one month to sell at the Market before their review status expires. They must be successfully reviewed again in order to sell. Any vendor that sells three times or less during the previous season, must have their products re-reviewed before selling at the Market again.

4.8 Review committees are responsible for communicating (in person if possible) with each prospective vendor to review the product for its appropriateness for sale at our market and its compatibility with all Market policies. If concerns cannot be dealt with at the

review committee level, they must be brought to the board for a final decision. Review committees must also discuss policies with prospective vendors.

They must provide them with a copy of this manual and participant's agreement, and inform them that they must fill out and sign a participant's agreement before selling at the Market, and read and understand the policy manual.

4.9 In the event of a question as to the suitability of a product for sale during the course of a market, where a quorum of directors is not present, the Coordinator shall have jurisdiction. Where such a decision has been made, it may be appealed by any vendor to the Board at its next meeting.

4.10 Those products that may be sold include (but are not limited to) the following. Each falls under one of four categories:

- Farm - organically grown fruits, vegetables, plants, flowers, seeds, and other unprocessed food items;
- Food - fast foods, canned foods, preserves, baked goods, and other processed edibles;
- Craft - original crafts, arts, and other hand-made items excluding food.
- Services - therapy and personal services.

The following policies are specific to the above categories:

Craft Policies

The following are additional policies that vendors selling crafts at the Market should be aware of:

5.0 In all items, the handcraft component must dominate the commercial component, and commercial components must be transformed in a way that makes the work unique.

5.1 Items must be of original, unique work or design.

5.2 The starting material must be significantly altered and enhanced by the artisan.

5.3 The product must meet basic expectations of product life, function and safety.

Each craft product **MUST** be reviewed in advance by a member of the review committee before being displayed at the Market.

Farm Policies

The following are additional policies that vendors selling fresh produce at the Market should be aware of:

6.0 All produce, plants, seeds and flowers must be grown according to local organic certification standards. Though it is not necessary to be a certified organic producer, it is strongly encouraged. Each farmer is required to display the farm's name and, if applicable, certifications at their stand.

6.1 To support diversified farming, preference will be given to local farmers producing a range of crops.

6.2 In keeping with the Market's cooperative philosophy and being respectful of yourself and other farmers, dumping of produce at below fair market value is strongly discouraged. The market value of farmer's produce should reflect the farmer's labour and knowledge as well as quality, time of season and variety of crop grown.

6.3 Each farmer **MUST** be reviewed in advance by a member of the review committee before displaying their produce at the Market.

Food Policies

The following are additional policies that vendors selling processed food products at the Market should be aware of:

7.0 Provincial and Vancouver Island Health Authority Regulations apply to all products sold and a vendor shall immediately cease to sell and remove any product upon the request of an official or representative of VIHA.

Vendors must have VIHA approval for the sale of food at temporary markets before selling at the Market.

7.1 We encourage the use of organic, unrefined, locally grown ingredients. Non-local ingredients should be kept to a minimum. Major ingredients and flavourings should be local. We encourage the purchase of ingredients from Market farmers.

7.2 In order to inform customers of exactly what they are buying, food products are to be labelled as to ingredients, in their order of predominance. Every effort should be made to distinguish between organic and non-organic ingredients. You may label each item or have labels clearly displayed on your table beside the appropriate food items.

7.3 All open prepared food must be kept covered at all times. Open prepared food must be served using appropriate, clean tools (eg tongs, cloth napkins.) Vendors handling cash must wash their hands before touching open prepared food.

7.4 Each food product MUST be reviewed in advance by a member of the review committee before being displayed at the Market.

Services Policies

8.0 Persons who physically manipulate the body, may bring an assistant to demonstrate on. For reasons of liability, they may not physically manipulate the bodies of members of the public, unless an insurance rider is provided to the market society by the practitioner that names as an additional insured, and gives indemnity to the Colwood Farmer's Market

8.1 Each service provider must be reviewed by a member of the review committee before providing services to the market.

Organizational Structure

Make-up of the Governing Body

9.0 The Colwood Farmer's Market Society is a non-profit society consisting of its members. Society members will elect directors for two year terms at an annual meeting. Members may also participate by volunteering for committees, communicating with directors, coordinators and members, or attending meetings.

9.1 The Board is to consist of a minimum of four and a maximum of eight Society members (directors.)

9.2 The Board makes decisions by consensus and directors need to make a concerted cooperative effort. Directors should have at least one consensus workshop per year.

9.3 Coordinators will manage the Market as determined by the policies and directions agreed upon by the Board.

Staffing

10.0 The Board must review all positions during & after each Market season and retains the right to decide which positions are open.

10.1 All available positions will be posted at the Market or in a newsletter.

10.2 As needed, the Board will designate a personnel committee and will determine the mandate of this committee

Market Contacts

The Colwood Farmer's Market Society, which runs the Colwood Farmer's Market, is directed by a Board of Directors elected by its members at the Annual General Meeting in March of every year. These volunteer directors, as well as other dedicated members and our coordinators put in a great many hours to organize the market. Board meetings are open to interested vendors.

Vendors are encouraged to share ideas and concerns with us at any time.

Directors

David Grove

Cindy Moyer

Jeni Luther

Open

Staff

Market Coordinator: Kelly Parkin