

Terms of Reference of the Proposed Farmer's Institute Open Air Market committee?

(March 2016)

SECTION 1 - MISSION STATEMENT

The Open Air Market will support farmers by providing education, inclusion and community. We aim to work in partnership with other agricultural organizations and community groups to promote the growing of safe, nutritious local food. We value traditional skills and work to preserve rural arts. We seek to raise the status of farming, provide direct marketing opportunities and spark the local economy.

SECTION 2 - Open Air Market DOCUMENT – INTENDED AUDIENCE

- Farmer's Institute members
- General Public
- City of Powell River
- Powell River Regional District
- Tla' Amin Nation
- Paradise Exhibition Park Society
- Other governmental and non-profit bodies as required

SECTION 3 – OPEN AIR MARKET committee COMPOSITION AND GOVERNANCE

The Open Air Market committee operates under the auspices of the Powell River Farmer's Institute on behalf of the community of the Powell River Regional District. The Open Air Market committee membership to include:

- President of the FI (as observer)
- maximum of five members of the FI
- the market manager is a member of the committee

The committee will elect its own Chair, who will be responsible for reporting on behalf of the group to the Board of Directors of the Farmer's Institute as well as to the Farmer's Institute as a whole.

The committee will operate the Open Air Market under the criteria designated by the BC Association of Farmers Markets and will be responsible for maintaining the liaison with that organization.

The committee will request the participation or consultation of others as deemed necessary and reserves the 76 right to hire and fire a market manager and stage manager.

Should the committee be in receipt of funds, a treasurer will be assigned reporting to the treasurer of the Farmer's Institute and responsible for reporting on the disposition of funds while the committee determines the allocation of said funds.

SECTION 4 - OPEN AIR MARKET OBJECTIVES

The Open Air Market, is to be led by the Farmers Institute on behalf of the community. It is in keeping with the strategic plan which emphasized the need for diversification in farming, and will continue to:

- a) provide a weekly venue for local farmers and craftspeople to offer their products and services to the local community.

- b) provide an opportunity for information sharing in the agricultural sector. Examples from the past include but are not limited to; providing a venue for speakers and information on GE free zones, herbicide- and pesticide-free crops, food safety, environmental issues, water resource management, agricultural sustainability, food security for Powell River, and historical data regarding agriculture.
- c) provide a destination for people to socialize, entertain guests and increase public awareness regarding issues that concern the agricultural community.

SECTION 5 – TIMELINES

1. Define and maintain the Market Operations Policy Manual – determination of the steps, processes and resources required.
2. Conduct the 2 weekly Farmers Markets at the exhibition grounds.
3. Report periodically to the FI on the status of the above.

SECTION 6 – RESPONSIBILITIES

Board of Directors of the Farmer's Institute:

- to provide oversight and support to the Open Air Market committee.
- to safeguard the non-profit status of the FI and in particular the Open Air Market in accordance with the directives of the BC Association of Farmers Markets.

Open Air Market committee;

- Develop and maintain:
- Location and conditions of Farmers' Market
- Determine and document all processes required to fulfil the objectives
- Report regularly to the FI as to progress, issues, and risks
- Maintain minutes and progress reports for presentation to the FI Board of Directors

Open Air Market Treasurer, if required

- Act as an independent observer/reviewer of expenditures
- Report to FI Board of Directors on the expenditure of any funds.

Open Air Market Members

- Attend weekly Farmers Markets to sell their products and services as per guidelines

SECTION 7 – AMENDMENTS

This document to be reviewed annually by the Open Air Market committee. Changes to be presented to the FI Board of Directors.