

1. Purpose and Authority

The Coaldale Chamber of Commerce Farmers' Market Committee (the "Committee") is established as a standing committee of the Coaldale Chamber of Commerce (the "Sponsor") to manage, operate, and promote an Alberta Approved Farmers' Market in Coaldale, Alberta.

The Committee operates under the legal and financial authority of the Coaldale Chamber of Commerce and in accordance with the Alberta Approved Farmers' Market Program Guidelines, as well as all applicable federal, provincial, and municipal legislation.

2. Mandate

The Committee shall:

- Oversee the planning, coordination, and execution of the Coaldale Chamber of Commerce Farmers' Market
 - Ensure compliance with the Alberta Approved Farmers' Market Program Guidelines.
 - Develop and maintain market rules and policies governing vendor participation, operations, and conduct.
 - Foster community engagement and promote local agriculture, food, and artisan products.
 - Report regularly to the Coaldale Chamber of Commerce Board of Directors.
 - Oversee the Farmers' Market Manager and Farmers' Market Manager Assistant(s)
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3. Composition and Membership

3.1 Committee Composition

The Committee shall consist of a minimum of **five (5) voting** members and the Farmers' Market Manager (Ex-officio, non voting), including:

- **One (1) Coaldale Chamber of Commerce Board Liaison:** Appointed by the Coaldale Chamber Board to serve as the link between the Chamber Board and the Committee.
- **Two (2) Vendor Representatives:** Elected annually by the Market's regular vendors.
- **One (1) Coaldale and District Agricultural Society representative:** Appointed from the Coaldale and District Agricultural Society.
- **One (1) Representative from the Town of Coaldale.**
- **One (1) Farmers' Market Manager (Ex-Officio, non-voting):** Hired by the Committee with final approval from the Coaldale Chamber of Commerce Board of Directors.

Committee members are included under the coverage provided by the Coaldale Chamber of Commerce's Directors and Officers (D&O) Liability Insurance policy.

3.2 Terms of Appointment

- All appointed and elected members, excluding the Farmers' Market Manager, shall serve a two (2) year term.
 - Vacancies may be filled by appointment of the Coaldale Chamber of Commerce Board Liaison in consultation with the Committee.
 - The Farmers' Market Manager is recruited, compensated, directed, evaluated and terminated by the Committee with final approval from the Coaldale Chamber of Commerce Board of Directors.
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4. Roles and Responsibilities

4.1 Committee Responsibilities

- Ensure that all market operations align with Chamber policies and the Program Guidelines.
- Review and recommend updates to market rules and operational policies annually.
- Promote the market and support community partnerships.
- Set annual goals, action plans and yearly evaluations.

4.2 Responsibilities of the Sponsor (Chamber of Commerce)

The Chamber shall:

- Maintain legal and financial responsibility for the Market.
 - Hold general liability insurance coverage for market operations.
 - Provide final approval of the recruitment, termination, and remuneration of the Market Manager and Market Manager Assistant(s).
 - Ensure financial records are maintained according to Chamber standards.
 - Approve the Market's annual budget and major decisions as required.
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5. Meetings and Decision-Making

- The Committee shall meet at least quarterly (four times per year).
 - An Annual Vendor Meeting will be held at least once per year to gather feedback and review market rules.
 - Quorum: A simple majority of voting members.
 - Voting: Decisions are made by simple majority vote. The Chamber Board Liaison holds one vote.
 - All decisions and recommendations shall be submitted to the Coaldale Chamber of Commerce Board of Directors for ratification.
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6. Financial Management

- All market revenues and expenses shall be processed through the Chamber's financial system.
 - The Committee shall prepare an annual budget for Board approval.
 - The Market shall operate on a non-profit basis, with any surplus reinvested into market operations, promotion, improvements, or other community related initiatives as set by the Coaldale Chamber of Commerce Board of Directors.
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7. Market Operations and Vendor Policies

The following operational principles guide the Farmers' Market:

7.1 Market Operations

- The Market shall operate a minimum of five (5) days per year, with each market day lasting no less than two (2) hours and featuring at least five (5) vendors.
- The Market's rules and policies will be reviewed annually by the Committee and shared with vendors and Alberta Agriculture and Irrigation.

7.2 Vendor Standards

- At least 80% of vendors must comply with the "Make It, Bake It, Grow It" rule.
- Vendor mix (recommended): 30% agricultural, 25% value-added food, 25% artisan/craft, 20% other.
- Prohibited items include: used/flea market goods, uninspected meat, raw milk products, live animals, or hatching eggs.
- Vendors must complete an annual application and pay applicable fees prior to participation.

7.3 Vendor Compliance

- Vendors are responsible for holding any required licenses or permits and for maintaining their own insurance (naming the Coaldale Chamber of Commerce as additional insured where required).
- Vendors handling food must meet AHS food safety requirements and complete the Alberta Food Safety Basics for Farmers' Markets course within one year of joining.
The Market Manager or designate may conduct site visits to ensure compliance.

7.4 Conduct and Enforcement

- Vendors must maintain professional conduct and stall cleanliness.
- Set-up and tear-down must follow designated times.
- The Market Manager may issue warnings or dismiss vendors for rule violations:
 - Three-Strike Rule: Three written warnings = dismissal for the season.
 - Immediate Dismissal: For insubordination, illegal activity, fighting, or severe health/safety breaches.
- Vendors may appeal a dismissal to the Committee within seven (7) days. The Committee's decision, following consultation with the Chamber Board Liaison, is final.

7.5 Cancellation policy

- Each vendor must provide payment in full prior to market date.
- Vendors must provide 48 hours notice to cancel pre-booked dates by sending notice in writing/via email to the Market Manager.
- Failure to provide 48 hours notice will result in no refund.
- Second and third cancellation notices will result in dismissal from the market.

7.6 Failure to Comply

- Failure to comply with Market Rules and Regulations / Policies and Procedures will result in the Market Manager proceeding with the following:
 - Written warning for a first-time infraction.
 - One market day suspension for a second infraction.
 - A third infraction will result in the termination of vendor contract, cancellation of stall and removal from the Market. No refund will be provided for loss of stall(s).
- Appeals of the expulsion must be made in writing to the Farmers' Market Committee within thirty days and shall be considered at the Committee's next scheduled meeting.
- The Committee reserves the right to bypass verbal and written warnings and suspensions.

7.7 Conflict Resolutions

Given the diverse mix of stakeholders involved in a farmers' market — including vendors, customers, organizers, and volunteers — occasional conflict may arise. The Market Manager is responsible for managing such conflicts with **fairness, consistency, and professionalism**.

Conflicts may include, but are not limited to:

- Complaints from vendors regarding market rules or their enforcement.
- Disputes between vendors.
- Disagreements between vendors and customers.

All participants are expected to engage respectfully and abide by the Market Manager's decisions, which are made in the best interest of the market community as a whole.

7.8 Incident Reporting

- All incidents occurring during market operations must be reported to the Market Manager promptly.
 - An *incident* includes accidents, injuries, property damage, theft, security concerns, or conduct issues that may impact market safety or reputation.
 - The Market Manager will ensure an **Incident Report Form** is completed, including names, date, time, location, description, and actions taken. Reports will be submitted to the **Coaldale Chamber of Commerce** for confidential recordkeeping and follow-up.
 - Serious incidents may be referred to the **Farmers' Market Committee, Chamber Executive**, or appropriate authorities. Individuals reporting incidents in good faith are protected from retaliation.
 - Incident records will be reviewed annually to support continuous improvement in market safety and operations.
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8. Reporting

The Committee shall:

- Submit meeting minutes and recommendations to the Chamber Board.
 - Provide an annual report summarizing activities, attendance, finances, and outcomes.
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9. Review and Amendments

- This Terms of Reference shall be reviewed annually by the Committee and approved by the Chamber Board.
- Amendments require a two-thirds (2/3) vote of the Committee and approval by the Coaldale Chamber of Commerce Board of Directors.