

SASKATOON FARMERS MARKET CO-OPERATIVE LIMITED

POLICIES

Revised April 2008

OBJECTIVE:

TO OPERATE FACILITIES TO MARKET AGRICULTURAL PRODUCTS, ARTS AND CRAFTS PRODUCED IN SASKATCHEWAN BY ITS MEMBERS AND SUCH OTHER PRODUCTS APPROVED BY SASKATCHEWAN DEPARTMENT OF TOURISM AND SMALL BUSINESS.

VISION:

A NON PROFIT MEMBER OWNED CO-OPERATIVE, COMMITTED TO SUSTAINING THE LOCAL ECONOMY, BY PROVIDING THE PUBLIC WITH DIRECT ACCESS TO LOCAL PRODUCERS.

MISSION:

OUR GOAL IS TO OFFER TO THE PUBLIC THE BEST POSSIBLE LOCAL PRODUCE, BAKED GOODS, ARTS AND CRAFTS, AND TO REMAIN A VIABLE AND VISIBLE MARKET PLACE IN THE COMMUNITY.

GENERAL POLICIES

1. **YOU MAKE IT, BAKE IT, GROW IT AND SELL IT**
2. It is not permitted to buy from someone else and re-sell at the Market.
3. Family members or partners over the age of 18, who participate in the production of the merchandise sold and have full membership may then operate the booth alone or in the company of any other family member or partner; subject to seniority regulations. *General Meeting June 17th, 1998*
 - a) The Saskatoon Farmers' Market adopts the position that a partnership must be recognizable as such under the law.
 - b) Partnerships must be willing to provide a copy of their legal partnership agreement to the Board or its legal counsel upon request. If no formal agreement exists, they must provide such other documentation as may be requested to prove their partnership status
 - c) The Board has the right to refuse membership to any person whose status (employee, partner, owner) cannot be proven to the satisfaction of the Board.
 - d) Any person aggrieved by the decision of the Board has the right to appeal at the next general membership meeting provided that written notice of appeal is given to the Board no later than one month prior to the membership meeting.
4. Stall space for Non Profit Organizations **May** be made available. Groups applying to vend or promote their cause shall not vend products or fund raise items without prior approval of the Manager of Operations.
5. If you have been away from your assigned stall by your own choice for more than 3 consecutive weeks you may not come back and reclaim it, unless prior arrangements have been made with the Manager of Operations.
6. The maximum number of stalls per business shall be two. *General Meeting March 13, 1989*
 - 6a. Rule 6 shall not apply when the allotment of more than 2 stalls does not preclude another business from obtaining a stall. This will be done according to the priority list.
 - 6b. For the purpose of rules 6 and 6a, a business shall be any member or combination of members, which in the estimation of the Board, conduct their operations in such a manner so that they appear to be a partnership, co-operative, or such other arrangements, which are not at arms length.
7. Members may register designated helpers to assist them in the booth
8. When possible the market will be made up of at least 60% produce and 40% other, based on the number of stalls available in the market.

MEMBERSHIP

1. To become a member of the Saskatoon Farmers' Market Co-operative, applicants must be at least 16 years of age, must complete a membership application and send it, with the \$10.00 membership fee, \$40.00 processing fee and \$100.00 annual registration to the Manager of Operations. All applicants must be interviewed by the Board before being accepted as members.
2. If the application is not approved the \$10 fee will be retained for administration costs and \$140.00 will be returned.
3. Members must pay the \$100.00 annual membership dues assessment by January 31. Annual memberships are good until December 31. *General Meeting April 3, 2006*
4. The status of an active member is retained by attending and paying the current registration each year.
5. Membership shall be limited to only residents of Saskatchewan to vend their Saskatchewan products. Exceptions can be made for out of province products that are unable to be produced in Saskatchewan; subject to the Saskatoon Farmers' Market rules and regulations.
6. Only individuals may be members and may not represent an organization. Organizations of any kind may not hold membership.
7. Any member who wishes to sell meat or perishable products must provide a copy of the current Dept. of Health license or certificate. Members must be prepared to keep such products frozen or refrigerated until they are purchased.
8. All members selling prepared foods must take a Safe Food Handling course offered by Public Health. Your certificate must be available for view if requested.
9. All members selling any kind of product at the markets must abide by the Dept. of Health and the Dept. of Consumer and Corporate Affairs regulations, and the City Bylaws.
10. Crafts people or bakers products must be 65% original. Merchandise made up from purchased kits, for example, are not acceptable.
11. All craft vendors must be judged by the SFM Craft jury before membership application is presented to the Board of Directors for approval.

SENIORITY

1. Seniority is determined by the number of continuous years of attending at least **20 markets**.
 - a) An exception can be made for a member who willingly foregoes **ONE** year's Market. That member must attend at least 20 markets in the Following year to reactivate his/her seniority.
 - b) If less than 20 markets are attended because of an Act of God, the Board of Directors may allow seniority be maintained, provided the Board receives written notice in the Market year of the forced absence. Retroactive clemency will **Not** be granted.
2. If there is competition for stall space and each member joined the same year, the actual month of joining will determine seniority. If both joined the same month, the same year, the number of markets actually attended since joining will determine seniority.
3. One attendance credit towards seniority will be allotted per market attended. Allotment of credit is by attendee's choice.
4. Attendance is Not credited to the stallholders in the situation described in Rules and Regulations #7.
5. Upon written application to the board, seniority can be passed down to another family member provided that the person the seniority is passed down to is actively involved in the family business. Family member is defined as spouse, sons, daughters, sons-in-law or daughters-in-law. *General Meeting – date?*
6. Stall space is allocated at a satellite market on the basis of seniority in that particular market. Seniority is determined by the number of continuous years of attending at least **10** markets at that satellite location. A members stall location is determined on a first come, first claim basis. A satellite market is defined as **All** Markets other than the **Summer Saturday** Market.
7. There is no bumping of members from allocated stalls.

RULES AND REGULATIONS

1. **YOU MAKE IT, BAKE IT, GROW IT AND SELL IT**
2. From the minutes of *General Meeting April 27, 1989*
“60% produce, 40% other based on area
maximum of 8 two-stall producers
maximum of 3 two-stall combination produce and other.
These stalls shall be allotted on the basis of seniority and a minimum of 20 markets per year
Allowances will be made to maintain seniority in case of an act of God e.g. Hall, drought, death.”
3. Each individual selling at the market must be a full-qualified member and must personally be present to operate their own booth at least 50% of the time at each market.
4. Must pay the stall rent and membership as set by the Board of Directors for that year.
5. Stall holders must conform to Provincial and Municipal Public Health Regulations and Standards of Cleanliness.
6. Two members may share a booth but both must be present to sell their own product unless both have participated equally in the production.
7. a) Members are permitted to be absent for 10% of the previous year’s Markets or up to two (2) markets per year, whichever is greater. A five dollars (\$5.00) fee will be charged to any non-member who covers for the previously noted absence. *General Meeting March 21, 2005*
 b) Members must be in attendance at their stall at least 50% of their monthly attendance. *General Meeting April 2, 2008*
8. Unloading time is **one hour** before the selling time. If you are later than **20 minutes** before the opening time, vehicles must stay at the entrance until the Manager of Operations or one of the directors can escort you to your stall.
9. All members with vehicles are expected to stay until **closing time**. If you sell out, be sure to post a “Sorry Sold Out” sign on your table, and return at the end of the market to remove your table and clean up your stall.
10. Members are expected to have packed up and left the market site by **30 minutes** after closing time.
11. Stallholders must clean up their stall area after the market. **Please take your garbage home.**
12. If you have been assigned a stall, and do not intend to use it, the Manager of Operations **MUST** be notified at least one week in advance of the market, so that someone on the waiting list may use it. **If failure to notify the Manager of Operations of absence, will result in payment of day’s stall fees.**
13. No member may sell before the advertised opening time. **This is a serious offence and persons found selling before opening time will be fined \$20 and the fine recorded on their file. A second offence will result in a fine of \$50. A third offence could result in the permit to sell being revoked at the discretion of the Board.**
14. Each vendor must contain his or her table and merchandise within the allotted stall space.
15. Permits must be current and displayed prominently on the table.
16. Product prices may be displayed only when the item listed is on the table and offered for sale. When the product is sold out the advertised price must be removed or completely obscured (not crossed out).
17. All vendors are to supply their own tables and set up for marketing.

18. **INSURANCE:** Vendors are responsible for the placement, maintenance and cost of insurance covering all risk (liability, fire, theft, and damage) related to the Vendor's participation in the Market, and during the entire period the Vendor's goods remain in the Market.
19. Packaging must follow the Dept. of Consumer and Corporate Affairs regulations and the Dept. of Health regulations.
20. Each member is responsible for obtaining and following all public health and safety requirements.
21. **NSF** cheques will result in the collection of the bank fee charged for the returned cheque. Accounts are deemed delinquent if not available for collection on Market Day. Failure to keep accounts current will result in a 10% late fee. Accounts in arrears for 30 days will result in loss of space.
22. The vendor shall not engage in any unethical business practice. The Vendor shall not engage in any activity, which would, in the opinion of the Market Board, tend to lower the character of the Market.
23. There is **No Smoking** at any vending outlet.
24. Busking, soliciting and outside advertising requires permission from the Manager of Operations.
25. Vendors shall adhere to all codes pertaining to liquor, drugs, health, fire, city and provincial ordinances.
26. Hot food and coffee pots and anything deemed hazardous, must be on the back of the table on a firm base and away from the public.
27. All food vendors are required to complete the "Application for Vendor to Sell Food at Farmers' Market" form (Appendix III)
28. All complaints or concerns must be made in **Writing** to be presented to the Board of Directors for consideration and response.
29. The Board of Directors has the right to inspect the premises of any member, if concerns arise regarding the legitimacy of the operation as required by membership and for any Public Health concerns.
30. When stall reallocation is deemed necessary 60% of the area will be allocated to Primary Agricultural Producers by seniority and the remaining 40% be likewise allocated by seniority.
31. Current vendors must submit a new product application form as required and keep other information current.
32. The SFMC will maintain a reserve of no more than \$30,000 above the yearly operating expenses.
General Meeting March 15, 2004.
33. Summer market season are the first Saturday in May to the last Saturday in October. Winter Market season is the first Saturday in November to the last Saturday in April. Seniority should hold your place in the market until the end of the season (summer or winter) regardless of the location. *General Meeting, March 28, 2005.*
34. No mention of 'Organic' is allowed in signage or any type of communications unless your products are Certified Organic. Proof of Certification must be available to verify.

Management of the Market

The Board of Directors has the authority to hire and fire staff, determine the responsibility of the staff, manage the finances of the organization, determine times and locations of markets, etc. and generally be responsible for the management of the organization. In addition, they set operating rules and may, on receipt of a written complaint, investigate the operation of any member accused of breaking a rule or rules, deciding how the situation should be handled. (*General Meeting April 2, 2008*)

The Manager of Operations is hired by the Board of Directors and will carry out their mandate according to the rules.

All Board meetings and public meetings are to be **Smoke Free**.

NOTE: THE BOARD OF DIRECTORS RESERVES THE RIGHT TO CHANGE, INTERPRET, AND ENFORCE THESE POLICIES AND GUIDELINES AS DEEMED NECESSARY TO MAINTAIN THE VIBRANCY AND DYNAMISM OF THE MARKET FOR THE BENEFIT OF ALL SERVED BY THE MARKET.

ANY PERSON AGGRIEVED BY THE DECISION OF THE BOARD HAS THE RIGHT TO APPEAL AT THE NEXT GENERAL MEMBERSHIP MEETING PROVIDED THAT WRITTEN NOTICE OF APPEAL IS GIVEN TO THE BOARD NO LATER THAN ONE MONTH PRIOR TO THE MEMBERSHIP MEETING.