

# Leduc Farmers' Market Association

Policies, updated January 2017

Market General Policies:

General Policy: **You make it, You bake it, You grow it, You sell it.**

The Leduc Farmers' Market provides an economically viable venue for direct sales of Alberta produced products to the public.

Vendors who do not make, bake or grow their own product, or it is produced elsewhere will be designated as "other". The Market will determine what percent of the market the "other" vendors will make up.

The Market will be promoted through paid advertising and local media.

The Market will have insurance to cover the market for liability at the designated times and locations that the market operates.

The Market location is to be determined by the membership at the AGM.

All vendors will fill in an application form along with samples of product and/or photographs (internet link) to be reviewed by the board or designated committee before admittance to the market.

Vendors shall submit application forms along with insurance verification.

Market must comply with local requirements.

Vendors should display signs or banners identifying their farm/business name.

Vendor complaints are to be put in writing, signed and given to any member of the Board of Directors.

Partnerships for marketing purposes are not acceptable.

One free stall space will be made available for Non-Profit organizations to promote their organization. Unless otherwise agreed on, one Thursday stall and one Saturday stall per season will be allotted per organization.

All value added and food products must comply with Alberta Health and Food regulations.

A membership fee will be paid by vendors (members) each year.

New vendors may attend one market prior to paying their membership fee. This is to allow for the vendors' products to be assessed by the Leduc Farmers Market manager and Board of Directors.

Vendor (Member) Responsibilities:

- All vendors (members) are expected to attend the AGM
- Vendors should respond to serving on the Board of Directors
- Conform to the Rules, Regulations and Market Policies
- Maintain a High Quality of products
- Provide a Customer Satisfaction or money refunded policy
- Adhere to all cleanliness and safety practices.

## **The Board of Directors must adhere to the following “Conflict of Interest” Policy**

The board expects of itself and its members, ethical and businesslike conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behaviour when acting as directors. A conflict of interest exists where an individual could benefit disproportionately from others, directly or indirectly. From access to information or from a decision over which they might have influence or where someone might reasonably perceive there to be such benefit and influence.

The Board members must avoid any conflict of interest with respect to their fiduciary responsibility.

1. There must be no self-dealing or any conduct of private business between any Board Member and the Leduc Farmers’ Market Association, except as procedurally controlled to assure openness, competitive opportunity, and equal access to otherwise inside information.
2. The Board member must not use their positions to obtain for themselves, or for their family members, employment with the Leduc Farmers’ Market Association.
3. Should a Board member be considered for employment, he/she must temporarily withdraw from Board deliberation voting and access to applicable Board information.
4. When the Board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent him/herself without comment on the issue not only from the vote, but also from the deliberation.
5. When a Board member has an immediate family member employed by the Leduc Farmers Market Association and there is business or matters relating to that family member, the Board member must remove himself from the room and refrain from participating in discussion or decisions with respect to those matters, thus omitting any possible personal gain.