

# Local Food Initiative Market Advisory Committee Terms of Reference

## Purpose of the Committee

The role of the Market Advisory Committee (MAC) is to oversee the organization and operation of a public market for the community of Revelstoke.

## Goals of the Market

1. Provide a vibrant community gathering event which is inclusive, transparent and community-driven.
2. Ensure that our community has access to produce and products from local farmers and artisans through a seasonal market.
3. The LFI is committed to work cooperatively and collaboratively with local retailers.

## Responsibilities of the Market Advisory Committee

- Apply for all necessary permits and memberships
- Develop and enforce policies regarding the operation of the market
- Seek and select quality vendors for the market
- Manage the approved budget for the market
- Oversee the work of the market manager
- Report to the LFI Board of Directors (BOD)
- Foster relationships with neighbouring businesses
- Work with local organizations to showcase our community's assets
- Host a social event at the end of the market season to debrief with vendors

## Membership

The committee will be made up of the following positions:

- 2 community representatives
- 2 local business representatives
- 2 market vendors
- 2 LFI BOD members
- 1 Food Security Coordinator

## Terms of Membership

- An interim Market Advisory Committee will be appointed by the LFI BOD for the 2017 season.
- The LFI will undertake a public process to fill each of the public volunteer positions on the MAC in November of each year.
- The LFI BOD will have final approval of nominated MAC members.
- MAC members will serve staggered two year terms.
- MAC members will elect a Chair each November.

## Jurisdiction

- The MAC is a subcommittee of the LFI Board of Directors (BOD).
- The MAC will develop and operate the market in compliance with policies approved by the LFI BOD.
- The MAC may propose policy changes for LFI BOD approval prior to implementation.
- A subcommittee of the MAC will hire and supervise the market manager.
- A subcommittee of the MAC, consisting of one representative from each sector, will jury the vendor applications based on criteria set out in the market policies.

## Resources and Budget

- The budget for the market will be approved by the LFI BOD and will cover all foreseeable expenses. Vendor fees will be collected to cover these costs.
- Any variances to the total approved budget requires LFI BOD approval.

## Governance

- Five members of the MAC will constitute a quorum.
- The MAC will operate within a consensus model for all decision making.
- In the event that consensus cannot be reached, the Chair may call for a majority vote if and only if at least one representative from each sector (LFI, vendors, community, retail) is present.
- Proxy voting is not permitted.

## Communications

- The Chair will maintain a contact list of each MAC member.

- MAC members will communicate with the MAC through email.
- MAC members are expected to respond within 3 business days to all communications.
- An LFI representative of the MAC will report to the LFI BOD on a monthly basis.
- The MAC Chair is the public voice for this group.
- Public can be referred to the MAC Chair or the LFI website ([www.revelstokelocalfood.com](http://www.revelstokelocalfood.com)) for information.

## Related Policies and By-laws

- The MAC must conduct business in accordance with the LFI Bylaws, which are in compliance with the BC Society Act.
- The MAC will create policies that govern the operation of the market.
- The policies will be enforced by the market manager.
- Conflicts that cannot be solved by the market manager will come to the MAC for resolution.
- Conflicts that cannot be solved by the MAC will come to the LFI BOD for resolution.
- The LFI BOD is the final arbitrator of disputes related to the market.