

The Revelstoke LFI Community Farmers Market - 2017

In May of 2017, the Revelstoke Local Food Initiative (LFI) is establishing a new farmers market in the 200 Block of Mackenzie Avenue every Saturday morning from 8 am to 1 pm. The Revelstoke LFI Community Farmers Market will run for 23 consecutive weeks beginning on May 13 and ending on Oct 14, 2017. The operation of the market will be consistent with the Mission and Vision of the LFI.

The LFI has the following mission and vision statements:

LFI Mission

Through education, facilitation, and advocacy, we will empower the community to enhance local food production and utilization.

LFI Vision

The Revelstoke Local Food Initiative cultivates a vibrant, resilient local food system.

Revelstoke LFI Community Farmers Market Advisory Committee

The Revelstoke LFI Community Farmers Market (LFIM) will be governed by an advisory committee of the Revelstoke Local Food Initiative (LFI) society, the Market Advisory Committee (MAC).

The role of the MAC is to oversee the operation and organization of this new public Market in Revelstoke. The responsibilities of the MAC are governed by the Committee's Terms of Reference which are approved by the Board of the LFI. The Terms of Reference are available on the LFI website.

To ensure the Market reflects the varied interests of the Vendors and the community at large, the committee consists of two LFI representatives, two Vendor representatives, two community representatives, two local business representatives, and the Revelstoke Food Security Coordinator.

Market Goals

The goals of the Revelstoke Community Farmers Market are as follows:

1. Provide a vibrant community gathering event which is inclusive, transparent and community-driven.
2. Ensure Revelstoke has access to produce and products from local farmers and artisans through a seasonal market
3. Commit to working cooperatively and collaboratively with local retailers, businesses and organizations.

Guidelines and Standards for the Revelstoke Community Farmers Market

1.0 Eligible Products

LFIM supports the BCAFM principles of “make, bake and grow”.

All products must be made, baked, grown, raised or wild harvested in BC by the Vendor or an approved designate. All products must comply with provincial and federal regulations.

A selection subcommittee of the MAC will review applications for consideration as Vendors at the LFIM.

Priority is given to “uber local” products, followed by “Local and then “Regionally Local”. “Uber Local” is defined as those products that originate from within 16km of the City of Revelstoke. “Local” is defined as those products that originate from within the North Columbia Valley (Shelter Bay to Mica Dam), and “Regionally Local” products originate from within 250km of the City of Revelstoke, namely the Thompson-Okanagan and Kootenay regions.

2.0 Vendor Categories

2.1 Farm and Wild-Harvesters

- a) Vendors claiming to have ORGANIC products are required to submit a copy of their Organic Certification Status Certificate to the LFIM prior to advertising and vending of their produce or products. It is an offense under the Food and Drugs Act as well as the Consumer Packaging and Labeling Act to use the term “organic” without meeting the certification requirements of an independent organic certification body.
- b) Produce Vendors can sell produce from another local producer if it meets the *Selling another Producer’s Products Policy* (3.2) and all of the following criteria:
 - i. The produce is purchased directly from the producer,
 - ii. It does not exceed 20% of the stall space,
 - iii. no other Vendor has that same item available from their own farms,
 - iv. distinct, proper signage is included indicating the name and location of the farm it was produced on to ensure product traceability.

2.2 Baking and Food Service Vendors

- a) Vendors selling processed or baked goods must hold a Food Safe Handling Level 1 Certificate, which should be clearly displayed at his/her booth and submitted with the Vendor Application. Provincial and local health regulations apply to produce, processed and baked goods. It is the Vendor’s responsibility to ensure that he/she is practicing safe food handling and complies with all relevant Health Guidelines. Contact the Environmental Health Officer at Interior Health for more information, 250-814-2244.
- b) All bakers’ ingredients must be listed on the product label.
- c) The bakers’ and food service market application should clearly state the ingredients which are of BC origin. Priority is given to bakers who use local ingredients.
- d) All baking must be well covered and handled with tongs.
- e) A random sampling of prepared items may be requested.
- f) LFIM encourages all food handlers to receive Hepatitis A & B vaccinations.
- g) Food Service Vendors must carry a minimum of \$1 million liability insurance including product liability.

The Revelstoke Local Food Initiative Society must be included as an additional insured. Submit proof of insurance with your Vendor application.

- h) Food Service Vendors may need to provide their own power as most of our sites do not have electricity. Approved power sources include: batteries, silent generators (invertors), propane, power packs. Conventional generators require City of Revelstoke approval prior to use. This approval must be included in the Vendor application.

2.3 Artisans and Crafts

- a) All crafts must be handmade.
- b) The source of materials for craft products must be listed on the market application.
- c) Craft items must have been created, sewn, constructed, or otherwise fashioned from materials that have been significantly altered in a way that makes the item unique.
- d) Products must meet basic expectations of product life, function and safety and be of acceptable quality standards.
- e) No kit crafts or imported crafts or items from outside BC.
- f) Artists may sell reproductions of their own original creation.
- g) The Market Manager and the Advisory Committee deserve the right to limit the sale of any product.

2.4 Herbal Products

- a) Vendors must note on the application the ingredients that are of BC origin.
- b) All ingredients must be listed on the product label.

2.5 Alcohol

- a) As of June 21, 2014, beer, wine, cider and spirits can be sampled and sold alongside fresh fruits and veggies at B.C. farmers' Markets.
- b) Wine, Spirits and Beer Vendors must first apply to the BC Liquor Control and Licensing Branch. A copy of this authorization must accompany their Vendor application.
- c) All alcohol must be of BC origin and bottled in BC.
- d) For more information regarding the policies and procedures for participating in LFIM, please refer to the BCAFIM website: <http://www.bcfarmersLFIMarket.org/resources/subpage/liquor-sales-farmers-Markets>

2.6 Community Groups

- a) A maximum of three spaces will be reserved for education/community tables at each market, space permitting.
- b) These are for non-profit organizations, including government, which in some way contribute to the environmental, social or cultural health of the community.
- c) Attendance at each market must be pre-booked.
- d) Priority may be given to groups who have not yet had a table at the market in the current season.
- e) While the market welcomes a diversity of non-profit organizations, it will not permit the promotion of specific political causes, including the signing of petitions or letters of support. The purpose of the market is to build community.
- f) Groups strictly promoting one political party or religious perspective are not considered

education/community groups.

- g) The Market Manager will have discretion to decide which non-profit education groups may participate at the market and to what extent.
- h) Items for sale at education/community tables must adhere to all market policies and be approved by the Market Manager. Items which appear to directly compete with Market Vendors may not be permitted. Exceptions are locally-produced or printed items such as pamphlets, t-shirts, bags, etc., which enhance the education program of the organization. These items must be locally designed, printed, screened, etc. Exception may also be considered for products which are uniquely identified with Community Groups.

2.7 Services

- a) Each service provider must complete an application, and provide proof of liability insurance.
- b) Persons who physically manipulate the body, may bring an assistant to demonstrate on. For reasons of liability, they may not physically manipulate the bodies of members of the public, unless an insurance rider is provided to the LFI by the practitioner that names as an additional insured, and gives indemnity to, the LFI Market.
- c) Service vendors must supply copies of their certifications attesting to their qualifications to offer the service being applied for if certification is mandatory for providing said service within the Province of BC.
- d) Service vendors must supply copies of their standing in good stead with their professional organizations for the service being applied for.
- e) Service vendors will provide equipment/supplies as regulated by CRD Health / or service specific governing body policies for maintaining cleanliness as required by above.

3.0 Application, Approvals, Fees and Refunds

3.1 Application:

Application forms are available on the LFI website (www.revelstokelocalfood.com).

Please be sure to complete the entire application.

Required documents, e-transfer payments and questions can be emailed to market@revelstokelocalfood.com.

- a) All Vendors must complete an application annually and be approved to participate in the market.
- b) Returning full-time Vendors are given priority. Returning Vendors have until the 30th of March to register.
- c) Applicants will be considered by the Selection Committee according to the criteria in section 3.0.
- d) All documentation required for the different categories must be submitted, i.e., Health approval, Food Safe or Market Safe, insurance certification, etc. See Vendor categories below for more detailed information.
- e) Include a list of all items intended for sale in your application.
- f) **Insurance:** LFIM has liability insurance to cover the hours of the market for general site liabilities, but will not accept responsibility for the negligence of individual stallholders or their products. Every stallholder is asked to ensure that their homeowner, business, or other insurance covers them for the participation in the markets.
- g) Upon submitting an application, Vendors should receive an email confirming receipt of their application

within 3 business days. Please follow up with the Market Manager if this email is not received.

3.2 Fees

- a) The preferred payment method is via e-transfer (info@revelstokelocalfood.com), unless other arrangements are made.
- b) Full-time, Dual and Shared Vendor fees are due upon approval.
- c) Fees for daily Vendors requesting pre-selected dates are due upon approval.
- d) Fees for daily Vendors on the rotating list are due upon arrival at the market.
- e) Vendor fees for each 10' x10' stall for 2017 are as follows:
 - i. Full-time Vendor - \$200.00
 - ii. Dual /Shared Vendor - \$150 each (Vendors alternate weeks or share the space)
 - iii. Daily Vendor – \$25.00
 - iv. Daily Shared Vendor - \$20/vendor
 - v. Non-profit groups - free
 - vi. Electricity - \$40/Vendor/year – limited power sources are available

3.3 Refunds

- a) The LFIM will not remit refunds for Vendor fees.

4.0 Selection of Vendors

Vendor applications will be put before a selection committee to approve Vendors. Waitlists will be kept for both full-time and daily Vendors. The selection committee will apply the following considerations when selecting Vendors:

- a) Local products and Vendors will be given priority, with “uber local” given top priority,
- b) Overall product mix and balance,
- c) Seniority (returning full time Vendors have more seniority than daily Vendors),
- d) Consumer demand as determined by the Market Manager,
- e) Current number of Vendors with similar product,
- f) Producer’s history of selling such product,
- g) Producer’s history of compliance with market guidelines.

4.1 Approvals

- a) Vendors will receive email notification as an approved Vendor no later than one month of receiving their application. Since applications must be reviewed by the Market Advisory Committee, please be patient. If you have not received notification, please follow up with an email to the Market Manager.
- b) Prior to the start of the market, full-time Vendors will be assigned stalls as designated on a map.
- c) Appeals for application or stall assignment must be sent to Market Manager and given 30 days for review. If deemed necessary, the MAC will invite the applicant to speak at a meeting.
- d) The market’s approval of selling privileges is always for a specified period and never exceeds one summer market season.
- e) Approved Vendors are those who are involved in the process of producing approved products, have read the LFIM policies and have been approved to sell at LFIM Markets.
- f) The LFIM may consider allowing Vendors, who have one storefront location to sell products that they

make, bake, grow, raise or wild harvest, if their products do not compete with Vendors without a storefront location.

- g) Vendors who open a storefront location as a result of their success at the market may continue to sell at the market for two years following the opening of their storefront location.
- h) Internationally or nationally recognized franchises or chains will not be permitted as Vendors.
- i) Approved Vendors must attend the markets they have been scheduled. If a Vendor is unable to be at the market in person, they may have a member of their staff and/or family work the stall, providing they have full and complete knowledge of the product and its production and the Market Manager is informed prior to market day.
- j) It is the approved Vendor's responsibility to ensure that their representatives at the market comply with all market rules and regulations.
- k) Brokers, marketing representatives or employees receiving a commission for sales may not sell instead of the producer.
- l) No Vendor may assign, sublet or sell their market stall to another Vendor.

4.2 Selling another Producer's Products

A Vendor may sell another Vendor's approved product if all of the following criteria are met:

- a) The original producer meets the residence, health and local production requirements.
- b) It doesn't comprise more than 20% of the stall space.
- c) The Vendor/agent has full and complete knowledge of the product and its production.
- d) Any item not grown/raised by the attending Vendor must show the name of the producer. A distinctive sign should be posted clearly identifying the name of the producer and the source of the product being sold.
- e) For food products, the food producer's health approvals will be submitted if required for the sale of that product (i.e. meat, poultry, and fish or shell eggs).
- f) If a product from a farm, other than the Vendor's, is being sold as organic, the certification from the farm of origin must be displayed at all times.
- g) Wholesale products are prohibited.

5.0 Vendor Types and Stall Allocations

There are three Vendor types: Full-time, Dual and Daily Vendors.

5.1 Full-time Vendors

- a) Full-time Vendors will be assigned a designated space to be used on each market day throughout the season.
- b) All full-time Vendors must provide two weeks' notice prior to their absence so that spaces can be filled with daily Vendors. Full-time Vendors who do not provide advance notice to the Market Manager by email two times during one season will lose their privileges as a full-time Vendor and will become a daily Vendor for the remaining market season.
- c) Full-time Vendors must commit to a minimum of shoulder season markets, 50% of each of the following months: May, June, September and October.

5.2. Dual and Shared Vendors

- a) Two Vendors may share one market stall, alternating market days with another Vendor as mutually arranged between the two Vendors, or sharing the stall each week.
- b) It is the responsibility of the dual Vendors to determine which markets each Vendor will attend and to inform the Market Manager of their plans two weeks in advance.

5.3 Daily Vendors

- a) Approved daily Vendors will be allocated available stall space on a rotational basis.
- b) Daily Vendors must register with the Market Manager at least one (1) week in advance of the market day requested.
- c) Daily Vendors who pre-select attendance dates must pay upon approval of their application.
- d) Daily Vendors without pre-selected dates must pay by 9am on the day of their market attendance.
- e) Daily Vendors must adhere to all policies of the market.
- d) Daily Vendors may be moved week to week, depending on availability of spaces, product similarity, and market aesthetics.

5.4 Stall Allocation

- a) The Vendor's location, stall size and other factors of assigning a stall space shall be at the discretion of the Market Manager. In making any determination in this regard, the Market Manager shall consider the following:
 - i. The history of neighbouring Vendors and their cooperation with each other,
 - ii. The maintenance of good product mix and consumer traffic flow,
 - iii. The benefit and disadvantages of placing select products next to each other,
 - iv. The quality of the product, its display and presentation.

6.0 Set-up and Take down

6.1 Set-up

- a) Vendors must arrive by 7am or stalls may be allocated to another Vendor.
- b) Vendors should be set up by 7:30 am.
- c) Vendors should unload and remove their vehicles *before* commencing set-up of their booths and by 7:15am.
- d) Vendors must sell from their assigned stationary space.
- e) Vendors are responsible for all materials and equipment required for their booths.
- f) Stalls must be 10' x 10'. Vendors must indicate the number of stall spaces they require on their application form. Fees apply.
- g) Electrical outlets are very limited and access is not guaranteed. Vendors must apply for electricity use, indicating the voltage required. Approved independent power sources include: batteries, silent generators (invertors), propane, and power packs. Conventional generators require City of Revelstoke approval prior to use. This approval must be included in the Vendor application.

6.2 Take down

- a) Vendors should not begin dismantling their display before the Market closes at 1 pm.
- b) Vendors must first dismantle their displays and pack their product, equipment and canopy before bringing their vehicle into the Market area for loading.
- c) Public vehicular access to Mackenzie Avenue begins at 2pm. For safety reasons, Vendors must have their belongings and vehicles removed from the street by this time.

7.0 On-Site Guidelines

- a) Please be courteous and respectful of the customers and the other Vendors. Every Vendor at the Market is an ambassador for the City of Revelstoke and its residents and should act accordingly.
- b) Tables must be clean and neat in appearance. Table coverings are encouraged.
- c) The Vendor's space must be kept clean and it is the Vendor's responsibility to manage and remove any waste left by themselves or their patrons.
- d) Vendors must be able to provide their contact information upon request or have it clearly displayed.
- e) Products must be clearly priced and labeled as to origin.
- f) Quality products such as vine-ripened, fresh produce, high quality baked and prepared foods as well as professional level crafts are expected. Items offered as "seconds" should be labelled as such.
- g) All items for sale at the market are subject to random sampling. Items may be removed from sale at the market if they are not of reasonable quality and/or freshness as determined by the Market Manager.
- h) The LFIM reserves the right to limit the sale of any commodity, the distribution of literature, political or religious material, or any article deemed not in the best interest of the market.
- i) Vendors selling products by weight must have Government approved scales.
- j) PST is applicable to non-food items and it is the Vendor's responsibility to make themselves aware of their obligations in collecting and remitting this tax under the Social Service Tax Act. It is also the Vendor's responsibility to collect and remit the GST where applicable.
- k) The market is not responsible for lost, stolen or damaged articles.
- l) Since winds may flip tents, adequate weights must be available for securing tents.
- m) No pets, livestock, or used items can be sold at the Revelstoke Community Farmers Market.

8.0 Vendor Conduct, Conflict, Non-Compliance and Appeals

8.1 Vendor Conduct

- a) Smoking is not allowed by Vendors or customers in the market area.
- b) Dogs are not allowed in the market area.
- c) Vendors may not bring pets to the market.
- d) Vendors cannot "dump" product by selling it at significantly below its production cost and/or fair market value.
- e) Vendors may not make false, misleading, or deceptive claims within their labeling, treatment, processing, selling or advertising of their products nor create an erroneous impression regarding the character, value, composition, merit, or safety of their products.

8.2 Vendor Complaints and Conflicts

- a) The market is a place of business and a public forum. Polite professional behaviour as well as fair and honest business practices is expected. Complaints about other Vendors, their products, pricing issues or

the operation of the market are to be given in writing to the Market Manager. Conflicts that cannot be solved by the Market Manager will come to the Market Advisory Committee for resolution. Public airing of these concerns at the market is not permitted.

- b) Vendors experiencing any difficulty with customers, health officials, market volunteers or another Vendor should refer the matter promptly to the Market Manager.

8.3. Vendor Non-Compliance Process and Appeals

- a) Non-compliance with LFIM guidelines will be dealt with in the following resolution process:
 - i. 1st offence - There will be a discussion with the Market Manager and an attempt to resolve the issues in an amicable and respectful manner. An email by the Manager will be sent to the Vendor recording the incident and the solutions proposed.
 - ii. 2nd offence – A formal written warning will be issued and a discussion with the Vendor and the Market Manager will be held to resolve the issue. The Market Advisory Committee will be advised as to the issue at hand and consulted on how to resolve the issue if needed. A second email will be sent to the Vendor and copied to the Market Advisory Committee.
 - iii. 3rd offence – A formal and final warning will be issued to the Vendor. The Vendor will be asked not to return to the market unless they follow the recommendations as outlined in previous email communications. They will be offered the opportunity to present their case to the Market Advisory Committee for further resolution.
 - iv. 4th offence – This will result in expulsion from the market for the remainder of the season.

Note: A demonstrated willingness on the part of all Vendors to work co-operatively and respectfully to resolve issues as they arise is an essential requirement and condition of participation in the market. The Market Advisory Committee reserves the right to decide who is admitted to the market as a Vendor, and to refuse access to the market when a Vendor has failed to comply with market guidelines as stated above. The non-compliance resolution process may be by-passed for violations deemed serious or dangerous to the public at large.

9.0 Live Music

9.1 Scheduling

- a) Performing artists must submit a Performance Application to the LFI Market.
- b) A Music Sub-committee of the LFI Market Advisory Committee will select performers from the applicants.
- c) The market manager will schedule approved artists into time slots and market days, and inform the artists of their scheduled play time.
- d) Performing artists will be scheduled, with two time slots available per market: 8:30am - 10:30am, 11am-1pm. There will be one performer playing at a time.
- e) Musicians will set-up in front of 207 Mackenzie Avenue.
- f) “No shows” will not be welcome to return to the LFI Market.

9.2 Fees

- a) Performing artists will not be charged a fee for playing at the LFI Market.
- b) Artists may sell their CDs, but no other merchandise, as it may compete with other vendors.
- c) Artists may collect tips from market patrons.
- d) Electrical power for amplification can be provided at a fee of \$5/time slot.

9.3 Equipment and Set-up

- a) Performing artists must bring all of their own supplies, including extension cord(s) if needed.
- b) Soft amplification will be allowed, but the Market Manager reserves the right to alter the sound levels as they see fit.
- c) Acoustic music is preferred and loud instruments such as percussion and horns are strongly discouraged.
- d) The LFI Market is a farmers market, not a rock concert. It is aimed at supporting our local farmers, artists and merchants. It is about community members coming out to mingle and shop, and performing musicians should not interrupt this business.

Resources for Vendors

Health and Safety:

<https://www.interiorhealth.ca/YourEnvironment/FoodSafety/Pages/default.aspx>

<http://www.bcfarmersmarket.org/resources/subpage/health-and-safety#MarketSafe>

Regulatory Resources:

<http://www.bcfarmersmarket.org/resources/regulatory-resources>

Vendor Insurance:

<http://www.bcfarmersmarket.org/Vendors/Vendor-insurance-program>

Liquor Sales at Farmers Markets:

<http://www.bcfarmersmarket.org/resources/subpage/liquor-sales-farmers-Markets>

Market Resources:

<http://www.bcfarmersmarket.org/resources/quick-links>

BCAFM Vendor Guide:

<http://www.bcfarmersmarket.org/sites/default/files/files/ind/pdf/bcafm-Vendor-guide-602.pdf>

For more information on attending the Revelstoke Local Food Initiative Market, please contact info@revelstokelocalfood.com, 250-814-3207.

Definitions

“Made” is defined as the producer’s utilization of basic components in combination with skill to create a whole new material or substance (e.g., soap); in which the components themselves are substantially altered, and the value of original components is substantially increased (e.g. knitted items, candles); or the producer has taken purchased components and applied artistic vision and skill to craft unique finished items, and the value of the original components is substantially increased; or an artist has created reproductions of their own original creation if the original fits in one of the following categories: photograph, painting, graphic design, or sketch.

“Baked” is defined as a producer’s utilization of basic ingredients, not purchased pre-mixed or pre-made components, and combined them with skill to create a whole new material or substance.

“Grown” is defined as growing, from seed or cutting, the plant that is sold or from which the product is harvested; or the producer has grown to at least double its size, from a purchased seedling, the plant which is sold or from which the product is harvested.

“Raised” is defined as bringing an animal to maturity, and products created from this animal are from at least half of its life (e.g. meat, eggs, dairy, and honey).

“Wild harvested” is defined as the harvesting of plants from their natural or "wild" habitat, for food or medicinal purposes. It applies to uncultivated plants wherever they may be found, and is not necessarily limited to wilderness areas.

“Food Service Vendors” is defined as a Vendor that sells prepared foods including preserved foods and ready-to-eat foods.

“Storefront” is defined as “an owned or leased premise where product is sold under the same business name as what appears on the front side of a building facing a street”.

“Substantial” increase in value means a minimum of a 50% increase (e.g., if cost of goods was \$10, the final value must be at least \$15).

“Unique” means one of a kind; acknowledging that an artist may produce multiple versions of a product that vary only slightly.