

TOWNSHIP OF ADJALA-TOSORONTIO  
FARMERS MARKET COMMITTEE  
TERMS OF REFERENCE

**Mandate:**

The Committee is to represent the interest of the Township in furthering the “buy local” and “support local” economic plan. This supports and engages local individuals, farmers and small business within the community. The Committee will organize and run the Market business based on the Rules and Regulations and Application Form set by Council (RES-264-2019), within Council appointed budget guidelines. Health and Safety decisions will be managed by the Township via the Council and Staff members of the Committee.

**The Farmers’ Market Committee will oversee the following:**

- Continuation and promotion of the current Farmers’ Market
- Tourism with regards to the market
- New opportunities within the market sphere
- Attraction and retention of market vendors
- The day-to-day workings of the market

**Role of the Committee:**

The Committee will recommend and carry out plans with respect to the continuation and expansion of the Adj-Tos Farmers’ Market.

1. To act as a resource for the monitoring and development of the market:
  - Ensure the proper oversight and uphold the high standards of the market.
  - To promote, co-ordinate and nurture the economic development and tourism that the market has established.
  - To collaborate and engage with vendors and local business to accomplish the goals set forth for a successful market.

- To create a timeline and modus operandi for the market season

2. To help identify Farmers' Market needs:

- To identify and understand the needs of the community with respect to the market.
- To ensure the safety and support of vendors and patrons attending the market.
- To recommend ideas to Council for further market development.
- To recommend assistance from Township Staff where required for example; insurance, advertising, budget, Township equipment.

3. To oversee the general Farmers' Market requirements:

- To engage and acquire new vendors, while retaining existing ones
- To establish and collect market and insurance fees
- To liaise with Health Inspectors and OFMA
- To create market set-up and take down plans
- To acquire volunteers (regular and student) to help with markets

**Membership:**

The Committee shall be comprised of two (2) members of Council, five (5) residents and two (2) staff. Staff are non-voting members.

The Committee will receive administrative support from the Township Staff including the recording of meeting minutes, meeting preparation and other support as required from time to time.

Committee members are to abide by the Township's Code of Conduct.

**Appointment of Officers:**

A Chair may be appointed at the discretion of Council or be elected from the Committee members at the first meeting to the chair over committee business during the term of Council.

A Vice Chair shall be elected from Committee members at the first meeting to chair over committee business during the term of Council in the absence of the Chair.

**Meetings:**

Meeting dates shall be established by the Committee at the commencement of each calendar year or at the beginning of each term of the Committee. These dates may be subject to change if this is the consensus of the majority of Members. Additional meeting dates may be scheduled at the call of the Chair.

**Reporting:**

The Committee will circulate approved minutes of meetings to Council through the Clerk's Department.

Advice or recommendations for Council consideration will be presented separately by report of the Committee.