

**NOVALEA  
FARMERS MARKET**



**2026**

**VOLUNTEER ADVISORY  
HANDBOOK**

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# Introductions

This Handbook represents the current operation guidelines for the **Volunteer Community Advisory** supporting the operations of the Novalea Farmers Market in 2026. The Novalea Farmers Market operates as a project of the Halifax Brewery Farmers' Market Cooperative LTD. The Volunteer Community Advisory consists of interested and engaged members of the community surrounding Novalea Farmers Market, volunteering to support its continued operations.

This Handbook works in conjunction with the **Principles of Operation, Vendor Handbook, Kitchen Handbook, Staff Handbooks**, the **Program Coordinator's Handbook, the Cooperative Policy Binder** as well as the cooperative's registered **By-Laws**. The interpretation of this handbook's contents should be taken in good faith with its intent; to create a welcoming and vibrant community space encouraging the pleasant exchange of local products while providing meaningful and pleasant work for the cooperative's staff.

## Principles of Operation

### Mission Statement

*Farmers, friends, and food; bringing the best of Nova Scotia together.*

### Vision Statement

*A thriving, vibrant, and unique marketplace providing good and local food all year long.*

## Values & Objectives

The Halifax Brewery Farmers' Market is a non-profit member-run cooperative organization. Our Market brings people together to build community and a strong local economy. It makes a statement about how we want to live and interact. We operate to support and promote small-scale, local food producers and artisans of Nova Scotia, and to be a positive force in the growth and sustainability of our local economy. The aim of the Brewery Farmers' Market is to provide high quality goods produced in Nova Scotia, with an emphasis on food. **We value:**

- Cooperation, recognizing strength in diversity;
- Community, celebration, civic participation & social gathering;
- Equitable access to good food;

- Strengthening Urban to Rural Connections and increasing transparency, traceability, and agricultural education

## Market Details

### Market Name

Novalea Farmers Market

### Location

3540 Novalea Dr, Halifax, NS B3K 3E8

### Dates and Times

- o Start Date: May 16th, 2026 | End Date: September 30th, 2026
- o Day of the Week: Saturday | Operating Hours: 8:00 AM - 12:00 PM
- o Setup and Teardown:
  - Market setup takes place between 6:00 AM and 8:00 AM each Saturday.
  - Market teardown is to be completed by 2:00 PM each Saturday.

## Volunteer Community Advisory

The Volunteer Community Advisory meets following the below schedule during the market season to support the work of staff onsite and to provide invaluable direct lived knowledge of the community.

### Tasks

- Volunteer Recruitment, scheduling, orientation
- Recruitment and orientation of Community Groups
- Supporting the Nourishing Communities program (food bin packing)
- Market day Setup and Teardown
- Helping to open and close the table closet at the beginning and end of the season
- Securing arts/ crafts & general supplies donations

### Meeting Schedule

- March: Recruitment of new members and volunteers

Last edited: February 2026

- April: First Volunteer Advisory meeting + Opening day planning
- May: Open the table closet, clean up and repairs + Opening day celebrations
- June: General review, check-in
- July: General review, check-in
- August: General review, check-in
- September: Closing Day celebrations
- October: Season in review + prepare the table closet to close for the season

## Collective Understanding and Mutual Support

It is the responsibility of all Vendors, Staff, Volunteers, and Advisory Members to:

- Foster cooperation and communication among each other
- Treat each other in a fair manner, with dignity and respect
- Promote harmony and teamwork in all relationships
- Strive for mutual understanding of standards for performance expectations, and communicate routinely to reinforce that understanding
- Encourage and consider opinions of other employees or members, and invite their participation in decisions that affect their work and their careers
- Encourage one another's growth and development by helping them achieve their goals at the market and beyond
- Seek to avoid workplace conflict, and if it occurs, respond fairly and quickly to provide the means to resolve it
- Administer all policies equitably and fairly, recognizing that jobs are different but each is important; that individual performance should be recognized and measured against predetermined standards; and that each participant has the right to fair treatment
- Recognize that our personal lives may experience crisis and show compassion and understanding

## Confidential Information

From time to time volunteers of Halifax Brewery Farmers' Market may come into contact with confidential information, including but not limited to information about members, suppliers, finances, and business plans pertaining to Halifax Brewery Farmers' Market and its affiliated programs. Board members are required to keep any such matters that may be disclosed to them or learned by them confidential. Furthermore, any such confidential information, obtained through board membership with Halifax Brewery Farmers' Market, must not be used for personal gain or to further an outside enterprise.