Present: Councillor Bratina, Vice-Chair  
Councillors Clark and Pasuta  

Absent with regrets: Councillor McHattie, Chair, vacation  
Councillor Ferguson, personal commitment  

Also Present: Anna Bradford, Director of Culture  
Dave Turner, HFM Renovation Supervisor, Culture Division  
Carrie Brooks-Joiner, Senior Project Manager, Culture Division  
Cathy Masterson, Market Supervisor, Culture Division  
Eleanora Filippone, Solicitor, City Manager’s Office  
Adam Sweedland, Law Clerk, City Manager’s Office  
Rebecca Oliphant, Secretary  
Janet Warner, Project Manager, Facilities, Public Works  
Lu-Ann Duxbury, Co-op Student for Janet Warner  
Ida Bedioui, City Clerk’s Office  

The Chair invited the Committee members, staff and members of the public who were in attendance to introduce themselves. 

1. **CHANGES TO THE AGENDA** 

   The Clerk advised that the agenda and many of the attachments have been amended and copies of the revised agenda have been distributed. 

   *(Clark/Pasuta)*  

   That the revised agenda for the August 17, 2010 of the Hamilton Farmers’ Market Transition Sub-committee be approved, as amended.  

   **CARRIED** 

2. **DECLARATIONS OF INTEREST**  

   There were none declared.
3. APPROVAL OF MINUTES OF PREVIOUS MEETING
   (Pasuta/Clark)
   That the July 20, 2010 minutes of the Hamilton Farmers’ Market Transition Sub-
   committee be approved, as presented.
   
   CARRIED

4. STRATEGY & PLANNING
   
   (a) Communication Plan (No copy) (Item 4.1)
   
   Carrie Brooks-Joiner provided a verbal overview of the communication plan
   highlighting the following:
   
   (i) Reminder that contracts expire (letter to stallholders)
   (ii) January move date
   (iii) New By-laws and Lease agreement
   
   (Clark/Pasuta)
   That Item 4.1(i) respecting a letter from the Chair informing the stallholders of when
   the new space will be ready for move-in and the recent decisions regarding the
   operation of the Market, be approved.
   
   CARRIED

5. ISSUES MANAGEMENT
   
   (a) Library / Market difference in opening dates
   
   Anna Bradford addressed the Sub-Committee and indicated that she has
   spoken with Ken Roberts, Chief Librarian. She advised that the move into
   the new market location will be in January, 2011. The re-opening of the
   renovated Library will be in November.
   
   Staff advised that completion of the market renovations has been delayed as
   the contractor is waiting for the delivery of glass which is delaying the project.
   Another reason for the delay is to avoid interruption during the two important
   market seasons of Thanksgiving and Christmas.

6. BY-LAW & POLICIES
   
   The Chair noted and asked the Clerk to confirm that the recommendations of the
   Sub-Committee will go to the Emergency and Community Services Committee on
   September 8, 2010 at which time, the stakeholders will have an opportunity to
   request to appear as delegations. The recommendations of the Emergency and
   Community Services Committee will be presented to Council on September 15,
   2010.
(i) By-law to Regulate the Hamilton Farmers’ Market (Report CS10079) (Ward 2) (Item 6.1)

Anna Bradford provided an overview of the proposed new by-law explaining that the existing by-laws have been out of date. She noted that page 4 of the staff report outlined the major proposed changes. Staff responded to questions from the Sub-Committee.

(Clark/Pasuta)
That By-law No. 92-310, a By-law to Consolidate the Hamilton Farmers’ Market By-law, be repealed and replaced with a By-law to Regulate the Hamilton Farmers’ Market (attached as Appendix A to Report CS10079)  

CARRIED

(ii) Licence Agreement (Item 6.2)

Legal staff noted that they are still working on the proposed licence agreement which is still in draft form and therefore is private and confidential at this point. Committee agreed to postpone considering the proposed licence agreement until it is completed by staff.

(iii) 2011 Hamilton Farmers’ Market Stall Fees (CS010080) (Ward 2) (Item 6.3)

Carrie Brooks-Joiner presented the report. Anna Bradford explained that the market is currently costing the City $300,000 per year to operate and the proposed fees increase is to cover the operating costs so that the City can break even. Staff responded to questions from the Sub-Committee.

(Clark/Pasuta)
(a) That Hamilton Farmers’ Market 2011 Stall Fees of $3.50 per square foot/month for standard frontage and $3.75 per square foot/month for a premium frontage be approved effective January 1, 2011.

(b) That the fees in paragraph (a) be approved and added to the 2011 User Fees and Charges By-law when that by-law is enacted by City Council upon completion of the budget process.

CARRIED

(iv) Mission –Vision-Principles (6.4)

(Pasuta/Clark)  
That the Mission, Vision and Principles statement of the Hamilton Farmers' Market be approved.  

CARRIED

(v) Criteria for choosing vendors (Item 6.5)  
Carrie Brooks-Joiner presented the criteria for choosing vendors and responded to questions from the Sub-Committee.  

(Clark/Pasuta)  
That the Hamilton Farmers’ Market – Stallholder Selection Criteria and application form be approved.  

CARRIED

(vi) Timelines for application submission and response to applicants (Item 6.6)  
Carrie Brooks-Joiner presented the key milestones as follows:  

Key Milestones:  
Open call posted: Oct 1  
Applications due: Oct 12  
Application Review meeting Oct 25  
Notice Date: Nov 1  
End of contracts: Dec 31  

(Clark/Pasuta)  
That the timelines for application submission and response to applicants be received.  

CARRIED

7. PUBLIC HEARINGS/DELEGATIONS  
None

8. MEETING SCHEDULE  
The Chair noted the next meeting dates which will take place in Room 192, City Hall which are as follows:  

Thursday, September 9 – 1 p.m.  
Thursday, September 23 – 1 p.m.  
Friday, October 1 – 10 a.m.
9. ADJOURNMENT

(Clark/Pasuta)
There being no further business, the Hamilton Farmers’ Market Transition Sub-committee was adjourned at 1:55 p.m.

CARRIED

Councillor B. Bratina, Vice Chair
Hamilton Farmers’ Market Transition Sub-committee

Ida Bedioui, Legislative Assistant,
Hamilton Farmers’ Market Transition Sub-Committee
August 17, 2010