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Hamilton Farmers' Market Board of Directors Meeting Minutes 02-05-24

5:00 pm

Monday, February 5, 2024

Room 264, Second Floor

Hamilton City Hall

Directors Present: Councilor Cameron Kroetsch (Chair), John Alexander, Shane Coleman, Celina Masoudi, Jessica Myers, Andrea Carlisle, Amanda Reiser, Laura Lukasik.

Directors Virtual: Councilor Jeff Beattie (Vice), Matthew LaRose

Directors Absent: Anne Miller

City Staff Present: Bill Slowka (Market Manager), Raymond Kessler (Chief Corporate Real Estate Officer)

1. Welcome New Citizen Board Members (Item 1)

2. Delegation Request (Item 2)

There were no Delegation Requests.

3. Agenda Approval (Item 3)

(Alexander/Lukasik)

That the agenda for January 8, 2023 Hamilton Farmers' Market Board of Directors meeting be approved, as presented.

CARRIED

4. Declarations of Interest (Item 4)

There were no declarations of interest.

5. Approve minutes of December 4th, 2023 HFM Board Meeting (Item 5)

(Alexander/Myers)

That the Minutes of December 4th, 2023 meeting of the Hamilton Farmers' Market Board of Directors be approved, as presented.

CARRIED

6. Board communication received or sent since prior Board meeting (Item 6)

There were no Communications.

7. 2024 HFM Contract Status Report (Item 7)

Bill Slowka, Market Manager provided an update to the Board on the status of the 2024 HFM License Agreements and detailed the redistribution of annual contract expiry dates throughout 2024/2025.

8. HFM Committees of the Board (Item 8)

Deferred to the February 2024 Board meeting for proposal and discussion.

9. 2024 Market Manager Goals & Objectives (Item 9)

Deferred to the February 2024 Board meeting for discussion.

10. 2024 Board Meeting Schedule - Decision (Item 10)

(Alexander/Myers)

The 2024 HFM Board Meeting schedule be approved as presented to continue the first Monday of each month with the exception of public holidays upon which it will fall to the following Monday in that month.

CARRIED

REGULAR REPORTS:

11. Councilor's Update (Item 11)

Councilor Kroetsch and Councilor Beattie gave a brief update.

12. Market Manager's Report (Item 12)

Bill Slowka, Market Manager, gave a report of the events held at the Hamilton Farmers' Market since the last meeting.

13. Hamilton Farmers' Market Foot Traffic Report (Item 15)

Bill Slowka, Manager, gave a report respecting Foot Traffic in the Hamilton Farmers' Market.

14. Outstanding Business List Update (Item 16)

Bill Slowka, Manager, reviewed the current Outstanding Business List for the Board of Directors and requested that due dates be adjusted on a priority basis.

(Alexander/Resier)

That the following Outstanding Business List items be updated to reflect the new due dates;

- (i) February 2024: (S-4) HFM Public Folders & (N-1) Market Parking
- (ii) March 2024: (O-2) HFM Vendor Attendance Policy
- (iii) April 2024: (O-3) Market Fees Investigation
- (iv) May 2024: (D-2) Multi-year Contracts
- (v) June 2024: (S-3) Market Wayfinding

CARRIED

15. IN CAMERA - Private & Confidential (Item 17)

The Board went into Closed Session at 6:20 p.m., to discuss a Personnel issue, as per the Operating Agreement and the *Ontario Municipal Act, 2001*, as they pertain to personal matters about an identifiable individual.

The Board came out of Closed Session at 6:40 p.m.

(Alexander/Lukasik)

That the details of the Closed Session discussion be kept confidential.

CARRIED

16. Next Board Meeting (Item 18)

That the next meeting will be scheduled for February 5, 2024.

17. Adjournment (Item 19)

(Coleman/Carlisle)

That, being no further business, the Hamilton Farmers' Market Board of Directors meeting be adjourned at 6:46 p.m.

CARRIED

Councilor C. Kroetsch, Chair
Hamilton Farmers' Market Board of Directors