



Hamilton Farmers' Market Board of Directors

Meeting Minutes

Monday September 22, 2025

Council Chambers, Hamilton City Hall

Directors Present: Councilor Cameron Kroetsch (Chair), Councilor Tammy Hwang, Matthew LaRose, Laura Lukasik, Amanda Reiser, Shane Coleman

Directors Absent: Anne Miller, Celina Masoudi

City Staff Present: Adam Watson (Senior Program Manager), Bill Slowka (Market Manager), Terri Worrone (Administrative Clerk),

City Staff Absent: Ray Kessler (Chief Corp. Real Estate Officer), Alexandra Morgan (Programming Coordinator)

Meeting Called to Order:

Meeting called to order at 5:03pm by Councilor Kroetsch.

1. Agenda Approval:

Councilor Kroetsch added three items under Item 6 to address recent board member resignations and term completions.

MOTION:

To accept approval of the agenda for September 22, 2025 meeting of the Hamilton Farmers' Market Board of Directors.

(Lukasik/Hwang)

CARRIED

2. Declarations of Interest: None

3. Approval of HFM Board Meeting Minutes of July 21, 2025

MOTION: To approve the minutes.

(Hwang/LaRose)

CARRIED

4. Delegations: None

5. Items for Information: Staff provided the following updates.

(a) Market Manager's Report – Bill Slowka

- Local Showcase in transition. Moving to Buttrum's stall and will continue Fridays and Saturdays. Buttrum's will be downsizing their space and joining Local Showcase.
- Market Painting update, railing that runs the base of the lower level to the upper level
- HFM Lil' Kids Club launched fall programming – Thursdays drop-in program designed for 0-4 years old, will run until end of calendar year.
- Vendor movement: Coati Fine Chocolate has moved to the upper level into the old Jepson's Fresh Meats stall. And Ami Meal Café is expanding into the vacated space adjacent to them effective Oct 1st

MOTION: to accept the Market Manager's Report:

(Reiser/Lukasik)

(b) Vendor Attendance Policy – Adam Watson

- A revised version of the Vendor Attendance Policy was presented, with HFM Board approval planned for the October meeting and implementation in January 2026.
- Revisions to the policy were based on input received from two vendor surveys.
- The main features of the revised policy are as follows:
 - All vendors must be open 4 days (farmers/primary producers: 3); optional 10 AM start or 4 PM close.
 - Clear, posted hours with standardized signage for customer reliability
 - Vacation allowed with 2 weeks' notice; up to 5 late arrivals/early departures permitted
 - Penalties will be financial, not forced closures
 - Vendors unable to comply will be permitted to terminate their license agreement upon request in advance of the policy coming into effect.

Staff were instructed to distribute the draft policy to all vendors and notify them that they may provide input to the board by requesting to delegate at the October meeting.

MOTION: To receive the reports.

(Lukasik/Coleman)

CARRIED

6. Items for Consideration:

Councilor Kroetsch put forward three items to address board member resignations and term completions.

(a) A letter of resignation was provided by Celina Masoudi.

Motion: To receive the resignation

(Reiser/Coleman)

CARRIED

(b) Anne Miller's third and final term has expired and her position on the HFM board cannot be renewed.

Motion: To receive this information and confirm the end of Anne Miller's membership on the HFM board.

(Hwang/Coleman)

CARRIED

(c) To maintain vendor involvement on the HFM Board a proposal was made to invite the Chair and Vice Chair of the Vendor Association to attend future meetings.

Motion: To invite the Chair and Vice-Chair of the Vendor Association to attend future HFM board meetings in a non-voting capacity.

(Hwang/Lukasik)

CARRIED

(d) Shane Coleman's term has ended and he has requested his position be renewed for a second two-year term.

Motion: To renew Shane Coleman for an additional term of two years.

(Reiser/LaRose)

CARRIED

7. Motions: None

8. Notices of Motion: None

9. IN CAMERA - Private & Confidential - Market Staff Personnel Matters

MOTION:

Procedural motion to move into camera with only Directors, Adam Watson, Senior HFM Program Manager, Ray Kessler, Contract Manager, and the Market Manager (as required). Discussion of Items in closed session are subject to the following requirement(s) of the Operating Agreement and the Ontario Municipal Act, 2001, 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees.

(Hwang/Reiser)

CARRIED

9a. Market Staff Personnel

Motion: To receive staff report.
(Hwang/LaRose)

CARRIED

9b. Vendor Management

Motion: To receive staff report.
(Reiser/LaRose)

CARRIED

Motion: To move out of closed session.
(Hwang/Reiser)

CARRIED

11. Adjournment

The meeting adjourned at 6:10pm.

Next HFM Board Meeting: Monday, October 27, 2025, 5:00PM Council Chambers, City Hall

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