



**City of Hamilton**  
**GENERAL ISSUES COMMITTEE**

**Meeting #:** 18-001  
**Date:** May 2, 2018  
**Time:** IMMEDIATELY FOLLOWING GIC  
**Location:** Council Chambers, Hamilton City Hall  
71 Main Street West

Stephanie Paparella, Legislative Coordinator (905) 546-2424 ext. 3993

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|   | <b>Pages</b> |
|---|--------------|
| <b>1. APPROVAL OF AGENDA</b>                                  |              |
| (Added Items, if applicable, will be noted with *)            |              |
| <b>2. DECLARATIONS OF INTEREST</b>                            |              |
| <b>3. APPROVAL OF MINUTES OF PREVIOUS MEETING</b>             |              |
| 3.1 October 20, 2017  | 2            |
| <b>4. STAFF PRESENTATIONS</b>                                 |              |
| 4.1 Hamilton Farmers' Market Board Resolutions, March 5, 2018 | 6            |
| <b>5. MOTIONS</b>   |              |
| <b>6. NOTICES OF MOTION</b>                                   |              |
| <b>7. ADJOURNMENT</b>   |              |



**City of Hamilton  
SOLE VOTING MEMBER OF THE  
HAMILTON FARMERS' MARKET CORPORATION  
ANNUAL GENERAL MEETING  
MINUTES 17-002**

**11:51 a.m.**

**October 20, 2017**

Council Chambers, Hamilton City Hall, 71 Main Street West  
Stephanie Paparella, Legislative Coordinator 905 546-2424 x3993

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**Present:** Mayor F. Eisenberger, Deputy Mayor M. Green (Chair)  
Councillors D. Skelly, C. Collins, S. Merulla, A. Johnson, D. Conley,  
M. Pearson, B. Johnson, A. VanderBeek, R. Pasuta

**Absent  
with Regrets:** Councillor J. Partridge, L. Ferguson – Other City Business  
Councillor J. Farr, T. Whitehead, T. Jackson – Personal

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Mayor F. Eisenberger called the meeting to order.

- 1. Correspondence respecting the Hamilton Farmers' Market Corporation's Financial Statements and Auditor's Report for year ending December 31, 2016 (Item 4.1)**

**(Green/VanderBeek)**

That the correspondence respecting the Hamilton Farmers' Market Corporation's Financial Statements and Auditor's Report for year ending December 31, 2016, be received.

**CARRIED**

- 2. Resolution of the Sole Voting Member of the Hamilton Farmers' Market Corporation respecting Notice, Minutes, Financial Statements, Auditor's Report, and Auditor Appointment (Item 6.1)**

**(Pasuta/Skelly)**

WHEREAS, the Corporation is a corporation without share capital to which the *Corporations Act*, R.S.O. 1990, c.38 (the "Act") applies;

**Sole Voting Member of the  
Hamilton Farmers' Market AGM  
Minutes 17-001**

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WHEREAS, by the Corporation's Letters Patent, the City of Hamilton is the sole voting member of the Corporation ("Sole Voting Member");

WHEREAS, the Corporation was incorporated on December 16, 2014, but did not become operational until the City of Hamilton signed an operating agreement with the Corporation on December 21, 2015, at which time it transferred operation of the Hamilton Farmers' Market to the Corporation; and,

WHEREAS, by section 15 of the Corporation's By-Law No.1, the City of Hamilton, as the sole voting member, is authorized to or may require the Directors of the Corporation to appoint an auditor;

**1. NOTICE**

BE IT RESOLVED:

That the Sole Voting Member hereby waives its right to receive general or special notice of an annual meeting of the members of the Corporation.

**2. MINUTES OF PREVIOUS ANNUAL MEETING**

BE IT RESOLVED:

That the minutes of the annual meeting held June 8, 2016 be approved.

**3. FINANCIAL STATEMENTS AND AUDITOR'S REPORT**

BE IT RESOLVED:

That the financial statements of the Corporation for the fiscal year ended December 31, 2016 together with the auditor's report, be and the same are hereby received and approved.

**4. AUDIT APPOINTMENT**

BE IT RESOLVED:

That the undersigned, being the Sole Voting Member, hereby authorizes the Directors of the Corporation to appoint an auditor of the Corporation to hold office until the next following annual meeting at such remuneration as may be fixed by the Directors and the Directors are hereby authorized to fix such remuneration.

**CARRIED**

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**FOR THE INFORMATION OF THE SOLE VOTING MEMBER:**

**(a) APPROVAL OF THE AGENDA (Item 1)**

There were no changes to the agenda.

**(Pearson/Conley)**

That the agenda for the October 20, 2017 Sole Voting Member of the Hamilton Farmers' Market Corporation Annual General Meeting, be approved.

**CARRIED**

**(b) DECLARATIONS OF INTEREST (Item 2)**

There were no declarations of interest.

**(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 3)**

**(i) June 8, 2016 (Item 3.1)**

**(Pasuta/Conley)**

That the June 8, 2016 Minutes of the Sole Voting Member of the Hamilton Farmers' Market Corporation Annual General Meeting be approved, as presented.

**CARRIED**

**(ii) June 13, 2017 (Item 3.1)**

**(Merulla/Collins)**

That the June 13, 2017 Minutes of the Sole Voting Member of the Hamilton Farmers' Market Corporation Annual General Meeting be approved, as presented.

**CARRIED**

**(d) PRESENTATIONS (Item 5)**

**(i) Annual General Meeting – Hamilton Farmers' Market Corporation (Item 5.1)**

**(Green/Collins)**

That the presentation, respecting the Hamilton Farmer's Market, be waived.

**CARRIED**

A copy of the presentation is available through the Office of the City Clerk.

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Hamilton Farmers' Market AGM  
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**(e) ADJOURNMENT (Item 9)**

**(VanderBeek/Merulla)**

That, there being no further business, the Sole Voting Member of the Hamilton Farmers' Market Corporation Annual General Meeting, be adjourned at 11:55 a.m.

**CARRIED**

Respectfully submitted,

Mayor Fred Eisenberger

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Stephanie Paparella  
Legislative Coordinator  
Office of the City Clerk

## Appendix "A" to Hamilton Farmers Market Reserve Motion Page 1 of 2

|  |   |                                      |
|--|---|--------------------------------------|
| <b>Reserve Policy–Hamilton Farmers Market Reserve Policy</b> |  | <b>Corporate Services Department</b> |
| Policy No: Market - 104006                                   | Hamilton  | Approval: 2018-XX-XX                 |
| Page 1 of 2  |   |                                      |

|                         |  |
|-------------------------|--|
| <b>POLICY STATEMENT</b> | This Policy sets out the guidelines for the sources, uses and appropriate target level for the balances in the Hamilton Farmers Market Reserve.  |
| <b>PURPOSE</b>          | <p>To smooth significant fluctuations in operating budget variances in future years and to help the Market manage its cash flow by providing a source of funding to offset extraordinary and unforeseen expenditures, to fund one-time expenditures, to offset revenue shortfalls and to provide for various contingent and potential future liabilities.</p> <p>The Hamilton Farmers Market Reserve is not intended to be a long term funding source for general operations.</p>  |
| <b>SCOPE</b>            | This Policy applies to all City employees that manage financial resources.   |
| <b>PRINCIPLES</b>       | <p>The following principles apply to this Policy:</p> <p><b>Authority:</b></p> <ul style="list-style-type: none"> <li>• All transfers from the Hamilton Farmers Market Reserve (104006) be approved by the Hamilton Farmers Market Board either by a budget submission, by a separate Board report or by a Board motion. Board recommendation is to be forwarded to City Council for approval as outlined in Appendix "A" to Report CM12009(e), section 9(j).</li> <li>• The City is the sole voting member of the Hamilton Farmers' Market Corporation. The City and the Corporation are parties to an operating agreement which governs the roles and responsibilities of each party. Pursuant to that agreement, the Corporation must report to and receive approval from the City regarding budgetary matters.</li> <li>• The General Manager of Finance and Corporate Services has the authority to recommend the use of the Market Reserve or other reserves to fund expenses or revenue shortfalls.</li> </ul> <p>The <b>source of funds</b> that are to be transferred to this reserve include:</p> <ul style="list-style-type: none"> <li>• Year-end Market operating budget surplus, subject to final approval of the City Administration's report by Council.</li> <li>• Repayment of principal plus interest for any internal borrowings from the reserve as per policies and procedures.</li> <li>• Remaining balances in operating reserves approved for closure.</li> </ul> |

## Appendix "A" to Hamilton Farmers Market Reserve Motion Page 2 of 2

|  |   |                                      |
|--|---|--------------------------------------|
| <b>Reserve Policy–Hamilton Farmers Market Reserve Policy</b> |  | <b>Corporate Services Department</b> |
| Policy No: Market - 104006                                   |   |                                      |
| Page 2 of 2  | Hamilton  | Approval: 2018-XX-XX                 |

|                                      |  |
|--------------------------------------|--|
|                                      | <ul style="list-style-type: none"> <li>• Investment income earned on the reserve's balance as per policies and procedures.</li> <li>• One time unexpected sources of operating revenues.</li> </ul> <p>The <b>use of funds</b> from this reserve to ensure viability of the Market is permitted if other sources of funding are not available. Uses may include:</p> <ul style="list-style-type: none"> <li>• to offset extraordinary and unforeseen operating expenditures.</li> <li>• to fund operating budget deficits</li> <li>• to fund operating program phase-ins, pilot programs and one-time grants</li> <li>• to fund capital projects.</li> </ul> |
| <b>RESERVE BALANCE TARGET LEVEL</b>  | <p>The balance in the reserve has a target level \$ as follows:</p> <p>Target Level: 0.5 times the annual program operating cost plus 10% capital asset replacement value</p> <p>Farmers Market Reserve: \$0.4 million (2018 Budget)</p>   |
| <b>GOVERNING LEGISLATION</b>         | N/A  |
| <b>RESPONSIBILITY FOR THE POLICY</b> | Corporate Services Department<br>Director of Financial Planning and Policy   |
| <b>POLICY HISTORY</b>                | This reserve policy replaces the general reserve policies that were approved by Council in May 2014 in Report FCS14028.  |



City of Hamilton  
 City Hall, 71 Main Street West  
 Hamilton, Ontario  
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 www.hamilton.ca

Hamilton

March 27, 2018

To City Clerks Department,

On behalf of the Hamilton Farmers Market Board, the following resolution and policy were approved by the Board at its meeting of March 5, 2018 Hamilton Farmers' Market Board meeting.

**Resolution of March 5, 2018:**

1.1. Treasurers' Report

Eric Miller provided an overview of the Treasurer's Report and answered questions from the Board.

6.1.1 **Motion:** That the Hamilton Farmers Market Reserve Policy, attached as Appendix "A" hereto, be approved and that City staff be authorized and directed to establish a Hamilton Farmers Market Reserve fund (104006).

***E. Miller/R. Jepson***

6.1.2 **Motion:** That City staff be authorized and directed to fully transfer the 2017 year-end operating budget surplus of the Hamilton Farmers' Market to the Hamilton Farmers Market Reserve fund (104006).

***E. Miller/R. Jepson***

That the Treasurers' Report be received.

***S. Coleman/R. Jepson***

Attached please find the approved policy for Councils' consideration.

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Rosanna Melatti  
 Grants & Strategic Partnerships Co-ordinator  
 Strategic Partnerships and Communications

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