



INFORMATION REPORT

TO:	Mayor and Members General Issues Committee
COMMITTEE DATE:	August 8, 2016
SUBJECT/REPORT NO:	Hamilton Farmers' Market Staffing Complement (FCS16064) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	John Hertel (905) 546-2424 Ext. 2739
SUBMITTED BY:	John Hertel Director Finance, Administration, and Revenue Generation Corporate Services
SIGNATURE:	

Council Direction:

Not Applicable

Information:

Over the past year, the Hamilton Farmers' Market has transitioned from a City department to a community based not-for-profit Corporation under the Municipal Act. A Council approved Operating Agreement was put in place to clearly outline the roles and responsibilities of the Board and the City.

This report has been prepared to comply with Finance Complement Control Policy, because the employees of the Hamilton Farmers' Market remain City of Hamilton employees.

In 2015, Council approved the Board of Directors membership of 4 vendor members, 5 citizen members, and 2 Councillors. Since that time the Board has established itself and gained traction in all aspects of Governance of the Market. The Market has experienced revitalization over the past year to eighteen months, with a number of excellent new vendors joining the solid base of long standing members.

The Manager of the Market has been in a contract position with several extensions over the past approximately 4 years as per Council direction. The current contract expires at the end of September 2016.

In the first quarter of 2016, Staff was asked by the Board to review and report back on various staffing models that could further help the Market achieve sustainable growth and financial strength. The Board approved a model that included a revised full time

position job description for the Manager, and that created a second full time position that was vendor and customer facing with a strong emphasis on marketing.

The revised Manager position has been evaluated through the HR JIS process and it has been determined to be a grade step lower than the current pay scale of the Manager. Due to the timing of the current contract, the Manager position was posted internally and externally. No action will be taken on the second position until the Manager position is stabilized, and the Board can be assured of its year-end financial status.

Through this review process, the current Manager has been advised of the likely outcome of the reassessment of the job grade, and that the position would be posted. The Manager has also been invited to apply for the revised position if she chooses.

Appendices and Schedules:

Not Applicable