



**SOLE VOTING MEMBER OF THE
HAMILTON FARMERS' MARKET CORPORATION
REPORT 18-001**

12:08 p.m.

May 2, 2018

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

Present: Mayor F. Eisenberger, Deputy Mayor M. Pearson
Councillors D. Skelly, T. Jackson, C. Collins, S. Merulla, J. Farr,
A. Johnson, L. Ferguson, A. VanderBeek, R. Pasuta

**Absent with
Regrets:** Councillor B. Johnson, J. Partridge, M. Green, T. Whitehead – Personal
Councillor D. Conley – Medical

**THE SOLE VOTING MEMBER OF THE 18-001 AND RESPECTFULLY
RECOMMENDS:**

- 1. Hamilton Farmers' Market Board of Directors Resolution (Item 4.1)**
 - (a) That the Hamilton Farmers Market Reserve Policy, attached as Appendix "A" to Report 18-001, be approved;
 - (b) That City staff be authorized and directed to establish a Hamilton Farmers Market Reserve fund (104006);
 - (c) 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); and,
 - (d) That the Hamilton Farmers' Market Treasurers' Report, be received.

FOR THE INFORMATION OF THE SOLE VOTING MEMBER:

(a) APPROVAL OF THE AGENDA (Item 1)

There were no changes to the agenda.

The agenda for the May 2, 2017 Sole Voting Member of the Hamilton Farmers' Market Corporation Annual General Meeting was approved, as presented.

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

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

(i) October 20, 2017 (Item 3.1)

The Minutes of the October 20, 2017 meeting of the Sole Voting Member of the Hamilton Farmers' Market Corporation Annual General Meeting were approved, as presented.

(d) ADJOURNMENT (Item 7)

There being no further business, the Sole Voting Member of the Hamilton Farmers' Market Corporation adjourned at 12:10 p.m.

Respectfully submitted,

Mayor Fred Eisenberger

Stephanie Paparella
Legislative Coordinator
Office of the City Clerk

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

POLICY STATEMENT	This Policy sets out the guidelines for the sources, uses and appropriate target level for the balances in the Hamilton Farmers Market Reserve.
PURPOSE	<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>
SCOPE	This Policy applies to all City employees that manage financial resources.
PRINCIPLES	<p>The following principles apply to this Policy:</p> <p>Authority:</p> <ul style="list-style-type: none"> • 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). • 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. • 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. <p>The source of funds that are to be transferred to this reserve include:</p> <ul style="list-style-type: none"> • Year-end Market operating budget surplus, subject to final approval of the City Administration’s report by Council. • Repayment of principal plus interest for any internal borrowings from the reserve as per policies and procedures. • Remaining balances in operating reserves approved for closure.

Reserve Policy–Hamilton Farmers Market Reserve Policy	 Hamilton	Corporate Services Department
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Page 2 of 2		Approval: 2018-XX-XX

	<ul style="list-style-type: none"> • Investment income earned on the reserve’s balance as per policies and procedures. • One time unexpected sources of operating revenues. <p>The use of funds 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"> • to offset extraordinary and unforeseen operating expenditures. • to fund operating budget deficits • to fund operating program phase-ins, pilot programs and one-time grants • to fund capital projects.
RESERVE BALANCE TARGET LEVEL	<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>
GOVERNING LEGISLATION	N/A
RESPONSIBILITY FOR THE POLICY	Corporate Services Department Director of Financial Planning and Policy
POLICY HISTORY	This reserve policy replaces the general reserve policies that were approved by Council in May 2014in Report FCS14028.