



CITY OF ORILLIA
Farmers' Market Management Committee
MINUTES

Minutes of the Meeting of the Farmers' Market Management Committee, Thursday, January 9, 2020 at 5:00 p.m. in the Brooks Boardroom, Orillia City Centre

Present: Shawna Ballik in the Chair
Councillor David Campbell
Kristine Hoysa
Luke Hewitt, Vendor
Kathy Webb, Vendor

Also Present: Michael Ladouceur, Manager of Tourism
Robin Cadeau, Assistant Clerk

Call to Order

1. The meeting was called to order at 5:08 p.m. by the Assistant Clerk who proceeded to conduct the election of the Chair for 2020 in accordance with Section 105.2.3. of Chapter 105 of the City of Orillia Municipal Code - Local Board - Procedure.

Moved by Campbell, seconded by Webb:

THAT the following member be elected Chair of the Farmers' Market Management Committee for 2020:

- Shawna Ballik.

Carried.

Shawna assumed the Chair.

Approval of Agenda

Moved by Campbell, seconded by Webb:

THAT the agenda for the Farmers' Market Management Committee meeting held on January 9, 2020 be approved as distributed.

Carried.

Disclosure of Interest

None declared.

Deputations

None.

Minutes

1. November 14, 2019.
2. November 26, 2019 - Special.

Moved by Hoysa, seconded by Webb:

THAT the minutes of the following Farmers' Market Management Committee meetings be adopted, having been printed and distributed:

- November 14, 2019
- November 26, 2019 - Special

Carried.

Closed Session

There were no closed session items for this meeting.

Correspondence - Information Items

1. Recent Council Follow-up:
 - a) Deputy Clerk - re 2020 Budget Follow-up.
2. Orillia Community Development Corporation - re 2019 Community Capacity Fund Grant Request.

Moved by Hoysa, seconded by Webb:

THAT the Correspondence - Information Items listed on the agenda for the Farmers' Market Management Committee meeting held on January 9, 2020 be received as information.

Carried.

Correspondence - Action Items

1. Assistant Clerk - re Meeting Schedule and Information for 2020.

Moved by Webb, seconded by Hoysa:

THAT the following list of proposed meeting dates and information for 2020 be approved:

Regular Meeting Day: Second (2nd) Thursday of the month with the exception of July (Summer Break) and December (Council meeting conflict)

Location: Brooks Boardroom, Orillia City Centre
(or as indicated on the agenda)

Time: 5:15 p.m.

Dates:

- February 13
- March 12
- April 9
- May 14
- June 11
- August 13
- Sept 10
- October 8
- November 12

Carried.

2. Recent Council Follow-up:

- a) Deputy Clerk - re 2019 Farmers' Market Budget Shortfall.
- b) Chapter 101 of the City of Orillia Municipal Code - Farmers' Market Management Committee.

Moved by Campbell, seconded by Webb:

THAT the Farmers' Market Management Committee recommends to Council that Chapter 101 of the City of Orillia Municipal Code - Farmers' Market Management Committee be amended as follows:

1. Replace all references to "Farmers' Market Management Committee" with "Farmers' Market Advisory Committee".
2. Updating section **101.1.2 - Location** to correctly identify the traditional location for the Saturday Market in the Library and Opera House parking lot, and add a provision to identify the Market indoor location when appropriate.
3. Updating section **101.1.3 - Days - hours of operation** to add the potential opportunity for the Market operation to be able to host and/or participate in local special events outside of the defined Saturday hours, subject to insurance requirements and/or limitations.
4. Update section **101.2.1 - Established** to:
 - delete the words "to regulate, maintain and oversee the operation of the Farmers' Market", and
 - replace with "to advise on matters related to the operation of the Orillia Farmers' Market".
5. Amend **Section 101.2.2 - Composition** to reduce the total membership to seven members by removing the requirement for representation from the Downtown Orillia Management Board and the Orillia District Chamber of Commerce.
6. Deleting sections **101.2.3 - Vacancy - appointment - remainder of term**, **101.2.4 - Market Manager - appointment**, and **101.2.5 - Regulations - Council Approval** to reflect the advisory status of the Committee and

replacing these sections with standard procedural and advisory committee provisions as follows:

"101.2.3 Meetings - accordance - Chapter 105 - Municipal Code

All meetings of the Committee shall be held in accordance with Chapter 105 of the City of Orillia Municipal Code, being the City's procedural by-law for local boards and committees.

101.2.4 Advisory nature - no legislative authority

The Committee shall be advisory in nature, shall not be legislative, and shall report to Council through Council Committee on all matters required by it to do so pursuant to the terms of reference contained herein.

101.2.5 Staff Support and Resources

a) City staff resources for the Committee shall be coordinated from the Corporate Communications and Tourism Division including a Market Manager.

b) A Committee Secretary shall be provided by the City Clerk's Office to coordinate the proceedings of the Committee, including the preparation of agendas and taking of minutes.

c) The Committee may, from time to time, invite other resource persons to attend a meeting."

7. Removing the sections related to the financial oversight of the Market which is now incorporated into the responsibilities of the assigned department/division.

AND THAT staff be requested to prepare the amendments in draft form for review by the Committee at the next meeting.

Carried.

Reports

1. Market Manager - re Weekly Market Reports: October 26, 2019. (Note: October 5 report not available at time of publishing.)
2. Market Manager - re Weekly Market Reports: November 2, 9, 16, 23, and 30, 2019.
3. Market Manager - re Weekly Market Reports: December 7, 14 and 21, 2019.

Moved by Hoysa, seconded by Webb:

THAT the Weekly Market Reports for October, November and December of 2019 be received as information.

Carried.

4. Market Manager - re Social Media Report for November 2019.
5. Market Manager - re Social Media Report for December 2019.

Moved by Hoysa, seconded by Webb:

THAT the Social Media Reports for November and December of 2019 be received as information.

Carried.

6. Budget Report to November 30, 2019.

Moved by Webb, seconded by Hoysa:

THAT the Budget Report to November 2019 be received as information.

Carried.

Date of Next Meeting

Thursday, February 13, 2020 at 5:15 p.m. in the Brooks Boardroom, Orillia City Centre.

Adjournment

Moved by Webb, seconded by Hoysa:

THAT the meeting be adjourned.

Carried.

Meeting adjourned - 6:37 p.m.

[adopted February 13, 2020]

S. Ballik,
Chair.