

## **Resolution regarding email sent by Allan Seabrooke, Chief Administrative Officer, of the City of Peterborough Dealing with the City's Intentions for the Future of the Market**

### **WHEREAS:**

1. Allan Seabrooke, Chief Administrative Officer ("**CAO**") of the City of Peterborough, on March 20, 2017 sent an email in the form attached hereto as Schedule A to Joe Grant, solicitor for PDFMA and John Dunn, solicitor for a number of vendors, in which the CAO notified the solicitors that he had asked the current executive of Farmers Market to make the membership aware at the AGM, the City correspondence with respect to their position;
2. Allan Seabrooke had forwarded a letter to Cindy Hope, Vice President of PDFMA, prior to the date of the email which Cindy Hope did not share with all of the directors of PDFMA;
3. A second copy of the CAO's email is attached hereto as Schedule B in which the email has been broken into distinct separate chunks with some emphasis added in order to assist the Members to fully understand the contents of the email and its implications;
4. The CAO's email states that in 2018 the City intends to re-establish a formal legal agreement for the operation of a Farmer's Market at Morrow Park and will be considering a number of options in determining how best to formalize an agreement for the operation of the farmers market on municipal property in 2018 which may include:
  - (1) considering best practices;
  - (2) examining the existing relationship of the City with the Farmers Market;
  - (3) any interest from other groups in operating a Farmer's market at Morrow Park which could result in an open Request for Proposals by PDFMA and other groups for the operation of the farmers market at Morrow Park during 2018 and in following years; and
  - (4) considering requesting completion of a strategic plan and board development process.
5. The CAO's email stated that the City has encouraged the Board to take this opportunity to work with the entire membership to review and follow its policies, operations and vision to ensure continued and future success.
6. The CAO has separately advised that the City is open to considering a financial contribution by the City to assist the PDFMA in paying the cost of engaging a suitably qualified consulting firm to assist the Board and Members of PDFMA in a strategic planning and board development process.
7. It is clear from the CAO's email that if the Board and Members of PDFMA do not respond positively and proactively to the message delivered by the CAO in his email this may greatly improve the chances that another group will persuade the City that it can offer the City better and more effective management of the farmers market at Morrow Park.

**IT IS THEREFORE MOVED** by  
that:

and **SECONDED** by

The Board of PDFMA is directed by the Membership to:

1. Advise the CAO that the Board and Members of PDFMA would welcome input and assistance from the City in ensuring that the PDFMA implements best practices for the operation of a not-for-profit corporation and in particular for the operation of a farmers market by a not-for-profit corporation;
2. Explore with the CAO the possibility of the City assisting the PDFMA with the costs of having an appropriate consulting firm assist the PDFMA in training and developing of board members and paid staff of PDFMA and in developing and implementing a strategic plan and modern and effective documented business processes and financial controls;
3. Actively seek the views and opinions of ALL Members of PDFMA and of all vendors who participate in the farmers market at Morrow Park regarding the governance of PDFMA and the operation and management of the market and treat all views seriously and respectfully;
4. Publish to the Members the date and location of all meetings of the Board and permit Members to attend any and all meetings of the Board except for portions of meetings dealing with items such as the hiring and firing of employees in receiving legal advice with respect to any actual litigation involving the PDFMA and any other items which are properly and generally recognized as appropriate to be held in caucus meetings of a Board of Directors;
5. Acknowledge that meetings of the Board are not confidential except for the rare occasions on which the Board may be meeting to deal with matters that according to the well-recognized criteria are properly meetings or portions of meetings that need to be considered as in caucus, confidential meetings of a board;
8. Prepare minutes of all meetings of the Board and make the minutes of the meetings of the Board conveniently available to all Members not more than 5 days after each Board meeting so that the Members can at all times be aware of what the Board is dealing with, what decisions are being made and, in particular, what progress is being made in implementing the directions contained in this resolution.
9. Notify all of the Members if the Board decides that it does not intend to implement all or specific parts of this resolution and ensure that such notification is given to the Members promptly following any such decision.

**Schedule "A"**

*Monday, March 20, 2017 email from Allan Seabrooke, chief administrative officer of the City of Peterborough, to Joe Grant and John Dunn*

Good morning gentlemen: As I have spoke with you regarding the Peterborough and District Farmers Market Association I wanted to advise of the City's current position moving forward. I have asked the current executive of the Farmers Market to make the membership aware at the AGM, the City's correspondence with respect to our position.

The status quo will remain in place for the City's arrangement to lease City property and Morrow Building for 2017. In 2018, however, the City intends to re-establish a formal legal agreement for the operation of a Farmers Market at Morrow Park. The City will consider a number of options in determining how best to formalize an agreement for the operation of the farmers market on municipal property in 2018. These may include considering best practices, existing relationship with the Farmers Market, any interest from other groups which could result in an open RFP, and considering requesting completion of a strategic plan and board development process.

We have encouraged the Board to take this opportunity to work with the entire membership to review and follow its policies, operations and vision to ensure continued and future success. It has been made clear that the City has no interest in seeing the market move from its established locations in the Morrow Building and in the Memorial Center parking lot and the City has no interest in operating the Farmers market or being involved on the Board.

If you have any questions do not hesitate to call.

Regards

**Allan K. Seabrooke** B.Sc. M.Sc. AMCT  
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**Schedule "B"**

*Monday, March 20, 2017 email from Allan Seabrooke, chief administrative officer of the City of Peterborough, to Joe Grant and John Dunn – parsed and supplemented with highlights for easier reading*

Good morning gentlemen: As I have spoke with you regarding the Peterborough and District Farmers Market Association I wanted to advise of the City's current position moving forward. **I have asked the current executive of the Farmers Market to make the membership aware at the AGM, the City's correspondence with respect to our position.**

The status quo will remain in place for the City's arrangement to lease City property and Morrow Building for 2017.

In 2018, however, the City intends to re-establish a formal legal agreement for the operation of a Farmers Market at Morrow Park.

The City will consider a number of options in determining how best to formalize an agreement for the operation of the farmers market on municipal property in 2018.

These may include **considering best practices**, existing relationship with the Farmers Market, **any interest from other groups which could result in an open RFP (Request for Proposals), and considering requesting completion of a strategic plan and board development process.**

**We have encouraged the Board to take this opportunity to work with the entire membership to review and follow its policies, operations and vision to ensure continued and future success.**

It has been made clear that the City has no interest in seeing the market move from its established locations in the Morrow Building and in the Memorial Center parking lot and the City has no interest in operating the Farmers market or being involved on the Board.

If you have any questions do not hesitate to call.

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